

**MINUTES OF THE May 28, 2019 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, May 28, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:03 p.m.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Mike Gougler, Phil Griffin and Catherine Jones. Management staff present were Massey Casper (Executive Director), Vickie Ybarguen, and Megan Ramos. Management member Yanira Vera was absent. Guests present were Teddy Collins, Harriet Davenport, Lindsay Dent and Nanette Pirisky.

Approval of Minutes:

Commissioner Jones moved to approve the minutes of the meeting held on April 23, 2019. The motion was seconded by Commissioner Gougler, and unanimously approved.

Public Comments:

None

Bills & Communications:

List of Expenditures: Chair Morrow stated that she liked the format and detail provided this month. She had one question regarding the cost of tires for a maintenance vehicle and received additional information on how the costs were distributed.

Reports of the Secretary:

Finance Report by Vickie: Commissioner Mickelson asked if the unrestricted reserve had gone down since the last month. Vickie explained that it had a few months back, but was now holding steady.

Systems Report by Vickie: Vickie reported that both the security cameras and website design were progressing. The board had no questions on her report.

Asset Management and Rehab Report by Massey for Yanira: Massey reported that both physical and financial occupancy has stayed roughly the same as last month. The board stated they were happy to see that several of our complexes were at 100% occupancy.

Massey provided clarification to a previous question the board had asked regarding how much was spent from the Veteran's Revolving Loan Fund. Massey stated that we were able to allocate almost \$90,000, but has to return about \$60,000 in unused funds. He also noted that the program was a hard program to find qualified applicants for, and that Darcy had done a lot of work getting the word out about the program.

Housing Services Report by Megan: Megan reported we had one FSS graduate in April; Jennifer G. who received \$1,258.59 total escrow. The Housing Choice Voucher program is currently at 98.6% lease up, however Megan stated we still need watch our numbers due to outstanding vouchers being available for some of our programs. Megan reported that the VIDA program was

funded for \$72,000 in match funds. This was Nanette's first grant application, and she was able awarded more match funds than HAYC has gotten in several years.

Executive Director Report by Massey: Massey reviewed his activities for the month, highlighting following up on the Rural Development budgets, meetings with Meyer Memorial Trust, US Bank, Capital One and potential new payroll providers. Commissioner Griffin asked for more details on the Filbert Pointe ground breaking ceremony, and Massey explained that it is a mix of Rural Development and market rate housing units.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Massey provided an update, highlighting the option extension on the Sheridan property, the offer on the front lot, and upcoming grant opportunities.

Executive Session: Chair Morrow moved into Executive Session at 6:24 pm and returned to the regular meeting at 6:53 pm.

Adjournment:

Chair Morrow adjourned the meeting at 6:53pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on June 25, 2019.

Respectfully submitted,

Massey Casper
Executive Director