

**MINUTES OF THE JUNE 23, 2015 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, June 23, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:50 p.m.

***Roll Call:***

Board members present were Joyce Morrow (Chair), Mike Gougler, Phil Griffin, and Fred Mickelson (Vice-Chair). A Board member absent was Kevin Robertson. Management staff members present were Elise Hui (Executive Director), James Umfleet, Mike Jager, and Yanira Vera. A staff member absent was Judi Herubin. A non-management staff member present was Jay Jaeger. Guest members present were Mary Starrett (Liaison County Commissioner) via conference call, and Tom and Teresa Linton (FSS graduates).

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on May 26, 2015. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Hearings of Visitors:***

*FSS Graduate:* Staff member Jay Jaeger introduced FSS graduates Tom and Teresa Linton. Tom and Teresa shared some of their experiences that lead them to the FSS program, and their appreciation for being able to participate. Jay presented Tom and Teresa a certificate of achievement for successfully participating and graduating from the program. The Board members congratulated Tom and Teresa on their accomplishment, and then Chair Morrow excused Jay, Tom and Teresa from the remainder of the meeting.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns not addressed in James' memo.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$48,411 for the month, and \$209,343 for the 11 months year-to-date. Chair Morrow noted utility expenses were well below budget; James said it was due to not receiving the bills for a couple properties prior to the reporting cutoff. We are still running a little over our 1,343 Section 8 voucher baseline. Our Portland HUD representative expressed concern over our over spending on HAP, and was going to refer us to their "shortfall team", but we were able to explain that we are fine to over spend for quite some time since we have HUD-held reserves.

*Asset Management Report by Yanira and Mike:* Physical occupancy decreased .6% to 97.5%, and financial occupancy decreased .3% to 96.8%. We have had a lot of investor and State property audits lately. In light of the heat wave coming later this week, Commissioner Griffin asked about air conditioning in our units – many of our elderly and special needs units have air conditioning and/or fans. The average time to complete work orders increased .1 days to 2.5 days. One of our maintenance staff had shoulder surgery recently, and will be out for several weeks, so we expect the time to complete work orders to go up next month. We are soliciting painters for Tice Park, and hope to have all repairs and painting done by the end of July.

*Housing Services Report by Elise in Judi's absence:*

*Section 8:* We are still running close to our 1,343 voucher baseline. We recently learned the admin fee proration increased from 75% to 79%, retroactive to January of this year.

*Family Self Sufficiency:* We had five FSS graduates in the last month: (1) Dawn Currie, who received \$5,337 total escrow, (2) Brian Klinger, who received \$591 total escrow, (3) Phebe Marcial-Patino, who received \$9,617 total escrow, (4) Teresa Steele, who received \$1,441 total escrow, and (5) Tom & Teresa Linton, who received \$1,504 total escrow,

*Executive Director Report by Elise:*

Total families served was 2,138. Elise spent part of the reporting period conducting Community Connect Event follow-up such as creating a provider survey to get provider feedback, gathering data on the clients seen during the event, organizing and returning supplies, and conducting an event debrief meeting.

***Reports of Committees:***

None.

***Unfinished Business:***

*Property Updates:*

*133 NE Dunn Place Lease:* We had one showing, but our 1,400 square feet space is too small for their needs.

*625 SE Sheridan Road:* Elise created a flyer to put on site along with a For Sale sign. She let Frank Sheridan, the Sheridan City Manager, know that the property is available for sale and the flyer is also now on our website.

***New Business:***

*Tenant Receivable Write-Offs FY2015:* James requested permission to write off \$43,300 past-tenant receivables that are considered not collectable. The write-offs are 1.2% of budgeted rental revenues. Write-offs for just Woodside totaled \$24,006, which is over half the total write offs - collections have historically been problematic at that property. Commissioner Mickelson said we need to have an eviction trigger that is consistency applied. Yanira said our trigger is usually after one month of rent is delinquent, but due to staff turnover and being really busy, we missed the trigger point for some tenants at Woodside in the past. While the delinquencies are added to the HAPPY list, which normally prevents the delinquent client from getting any services from any Housing Authorities, the Section 8 department Director may allow a reasonable accommodation for a delinquent client to get on the Section 8 program with a signed repayment agreement. These reasonable accommodations on delinquencies, are not significant in frequency or amount, but Commissioner Mickelson would like to know an average amount per month of these types of reasonable accommodations, which Elise will provide next meeting.

Commissioner Gougler moved to approve the tenant receivable write-offs. The motion was seconded by Commissioner Mickelson and unanimously approved.

*Audit and Tax Preparation Services 2015-2017:* James sent out a Request for Proposal (RFP) of audit and tax return preparation services for a 3-year time period to 5 CPA firms. The firms chosen for the RFP were based on recommendations from other Housing Authorities that Elise obtained at a recent OHA meeting. James received 2 proposals, one from Pettit & Co with total fees of \$46,500, and one from Loveridge Hunt & Co with total fees of \$41,800. Since we have had a great relationship with Loveridge Hunt the last 9 years, and their fees are quite a bit lower than Pettit & Co, staff recommends the selection of Loveridge Hunt & Co. Commissioner

Griffin moved to approve the selection of Loveridge Hunt & Co for audit and tax preparation services for 2015-2017. The motion was seconded by Commissioner Gougler and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:45 p.m. The next meeting of the HAYC Board will be held on July 28, 2015.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary