

**MINUTES OF THE JUNE 25, 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, June 25, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:30 pm and moved into Executive Session. The meeting was returned to regular meeting at 6:03 pm.

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 Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Harriet Davenport, June Bradshaw, Lindsay Dent, Bao-loc Nguyen, Nanette Pirisky, Jill Olson, Crystal Williams, Cliff Hardy, Teddy Collins, and Lisa Hansen.

Approval of Minutes:

Corrections to the minutes from the May 21, 2019 meeting were provided all members present. Commissioner Gougler moved to approve the minutes of the meeting held on May 21, 2019. The motion was seconded by Commissioner Griffin, and unanimously approved.

Motions of the Commissioners:

Commissioner Gougler made the following motion; "I move that the Board provide written notice to our Executive Director regarding the expiration of his employment agreement". The motion was seconded by Commissioner Griffin and unanimously approved.

Commissioner Gougler made the following motion; "I move that the Board delegate to Chair Morrow the supervisory authority to work with Mr. Casper, to provide the required notice, and to manage the transition process following the Board's guidance as discussed in the executive session." The motion was seconded by Commissioner Jones and unanimously approved.

Public Comments:

June Bradshaw, Lindsay Dent, Cliff Hardy and Nanette Pirisky shared concerns about the Executive Director, Massey Casper.

Bills & Communications:

List of Expenditures: There were no questions on the bills and communications as presented.

Reports of the Secretary:

Finance Report by Vickie: There were no questions on the finance report. Commissioner Gougler remarked that he liked the look of the financial statements and asked if the directors were more comfortable with the finances. The directors stated that they were and Commissioner Griffin stated that it showed in the work being produced.

Systems Report by Vickie: There were no questions on the systems report. Vickie stated that the numbers and need for the Community Connect event had been steadily going down and that Steven Stone was requesting that we not continue the event as needs were being met in other ways. The board agreed that this was reasonable.

Asset Management and Rehab Report by Yanira: Physical occupancy increased .8% to 98.1%, and financial occupancy also decreased 1% to 96.2%. Yanira noted that we were working on getting the late charge process set up in Yardi. Yanira stated that we were having some delays in filling vacancies at Abbey Heights, Fresa Park and Palmer Creek. She is working to make the process more streamlined. Yanira also stated that maintenance was doing good and that she would be hiring an additional maintenance staff member and is looking into hiring a limited duration staff for summer help.

Commissioner Morrow noted that Darcy had gotten approval from the city of McMinnville to move forward on the 2019 CDBG application for manufactured homes in parks and that an application was submitted to Meyer Memorial to assist low income families with accessory dwellings.

Housing Services Report by Megan: Megan reported that we did not have any FSS graduates in May. The Housing Choice Voucher program has been working to keep up on annuals and interims. Megan reported that in June HAYC was notified that we are in shortfall. We are working closely with the shortfall team to ensure compliance.

Executive Director Report by Massey: The board reviewed the Executive Director report and did not have any questions.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: The board reviewed the report and discussed the 2.7 acres in Sheridan. Yanira stated that there may be some issues with title and that we were working with an attorney to determine if it made sense for us to move forward on the property.

New Business:

The board reviewed the FY2019 write offs and were impressed with the low amount. Commissioner Jones moved to approve the write offs and Commissioner Gougler seconded. The motion was unanimously approved.

The audits for Deskins Commons, Village Quarter and Sunflower Park were submitted for review. Commissioner Morrow asked if the loan payment would be made in June or July, which Vickie will need to look into and get back to the board on.

Additions to the Agenda:

Discussions regarding the transition while Massey Casper is on administrative leave.

Adjournment:

Chair Morrow adjourned the meeting at 7:31 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on July 23, 2019.

Respectfully submitted