

**MINUTES OF THE JUNE 26, 2012 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, June 26, 2012 at the HAYC Offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Phil Griffin, Vice President Fred Mickelson (via telephone), and Commissioners Mike Gougler, Joyce Morrow, and Cheri Strawn. Staff members present were Elise Hui, Judi Herubin, Mike Jager, Jonia Pierce, Beth Stevenson, James Umfleet, and Yanira Vera. Guests present were Jeremy Haney, a FSS graduate, and his wife Jessica Haney and son Demetrius Haney.

Chair Griffin called the meeting to order at 6:45 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the meeting held on May 22, 2012. The motion was seconded by Commissioner Strawn and unanimously approved.

Public Comments:

None

Bills & Communications:

List of Expenditures:

Commissioner Morrow said she reviewed the list of expenditures and didn't have any questions or concerns.

Reports of the Secretary:

Housing Services Report by Judi:

Family Self Sufficiency (FSS):

We had two FSS graduates last month: Jessica Heffernan, who earned \$1,280 total escrow, and Jeremy Haney, who earned \$31,000 total escrow. Beth introduced Jeremy to the Board, and asked him to share his experience with the FSS program. Afterward Beth presented Jeremy with a final escrow payment. Chair Griffin congratulated Jeremy on his success, and then excused Beth and the Haney's from the remainder of the meeting.

Section 8:

We continue to pull from the waiting list to get back up to our baseline, and would like to exceed our baseline to make up for previous shortages. The majority of new clients have been waiting about 3 years to get on the program, so are very grateful to be getting this opportunity. The waiting list is down to about 1,300 families. We are going to reduce the minimum rent from \$50 to \$0, which will benefit about 180 clients, and better utilize our funding. We are considering raising our Payment Standard, but are going to wait until Fair Market Rents are announced before making a final decision.

Housing Resource Center:

We are getting close to submitting an application to HUD to become a HUD-approved counseling agency. In the meantime, we are in discussions with NEDCO, a current HUD-approved agency, about possibly partnering with them to provide pre-mediation counseling services as required as part of SB1552.

Financial & Systems Report by James:

Good occupancy has resulted in positive cash flow from every property except Woodside Park, which had high maintenance costs again. We received \$32,000 additional Section 8 admin fees for the increased proration HUD granted, which was retroactive to January. This boosted cash flow from ongoing operations a positive \$39,000 for the month, and \$82,000 year-to-date.

Asset Management Report by Yanira and Mike:

Yanira reported that overall physical occupancy remained at 97.9%, and financial occupancy increased .1% to 97.1%. We have had numerous move-outs at Tice, which often happens in the summer months, fortunately occupancy at Woodside seems to have stabilized. Commissioner Morrow attended a birthday party at Heritage Place and she said several tenants told her how much they enjoy living there. The average time to complete work orders was 1.8 days. We have been down a maintenance crew member due to medical leave, but should have him back mid-July once the doctor releases him back to work. We are bidding out rehab work at Fresa Park. We have signed a contract for re-siding work at Homeport and work should begin soon.

Housing Development Report by Jonia:

Deskins Commons:

We continue to await OHCS's decision on our CFC application, and should hear from them by July 6th. Once funded, we'll proceed with the Design Review process.

Neighborhood Stabilization Program:

We've been focusing on rehabbing houses located in McMinnville including 22nd Street which is under YCAHC, and are holding on the Willamina and Sherwood houses for now. The 10th Street house has had significant rehab work done, and we may provide before-and-after pictures next month. Mac Water & Light qualified the homes to receive rebates to improve energy efficiency.

Housing Rehabilitation Loan Program:

We learned on May 29th that the City of Newberg was awarded the full \$400,000 grant we applied for on their behalf. 12 months worth of Rehab client feedback surveys were provided, which mostly reflected appreciation for the program and the good work Darcy is doing.

Executive Director Report: Elise reported on her activities for the month and families served. Total families served were 2,132. We helped with the Community Connect Event, which was a big success, assisting over 600 people.

Reports of Committees:

None.

Unfinished Business:

LRPH Disposition Update: We continue to have minimal interest in the duplex on 3rd street in Newberg, buyers are turned off by the neighborhood. We may need to do another appraisal.

New Business:

Tenant Receivable Write-Offs:

James requested permission to write off \$28,596 past-tenant receivables that are not collectable. The write-offs are 1.1% of budgeted rental revenues. Our manager at Tice Park, Donna Slauf, did an excellent job of keeping write-offs very low. Commissioner Morrow moved to approve the Tenant receivable write-offs. The motion was seconded by Commissioner Strawn and unanimously approved.

Resolution 12-06 – Revision of Section 8 Admin Plan:

Judi is proposing to decrease minimum rents from \$50 to \$0 to benefit clients and utilize more HAP funding. Commissioner Gougler moved to approve the revision to the Section 8 Admin Plan. The motion was seconded by Commissioner Morrow and unanimously approved. This change will be effective July 1, 2012.

Approval of Executive Director Vacation Time:

Elise requested approval of vacation time that exceeds 40 consecutive hours. She will be gone 72 work hours from August 21st through August 31st. Commissioner Morrow moved to approve the Executive Director's vacation time. The motion was seconded by Commissioner Gougler and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None.

Chair Griffin adjourned the meeting at 8:00

The next meeting will be held on July 24, 2012.

Respectfully submitted,

Elise Hui
Executive Director/Secretary