

**MINUTES OF THE JUNE 28, 2016 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 28, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:02 p.m.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Catherine Jones. Board Commissioners absent were Mike Gougler and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), and Village Quarter tenants Carol McCausland and Sarah Wilson.

***Approval of Minutes:***

Commissioner Mickelson moved to approve the minutes of the meeting held on May 24, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

***Public Comments:***

Sarah Wilson asked about access to the Board packets and why she was given information for about 5 months and now is being asked to pay 25 cents per page. Chair Morrow said board packets are available on our website, or an interested party can come into the main office and pay 25 cents per page for copies. Sarah also said she feels that in light of the flooding caused by the fire suppression system recently, that a fire drill should be conducted. Chair Morrow reminded Sarah that those types of maintenance concerns should be relayed to the onsite manager rather than at Board meetings.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow asked James about payments to Chrisman (GRTHA HAP), Leland MacDonald & Assoc (topographical survey of Cumulus lots), Northwest Techrep (Novell license renewal), and Peck Rubanoff & Hatfield (legal fees associated with the separation of a prior employee).

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$13,318 for the month and \$315,406 for the 11 months year-to-date. In order to facilitate the timely receipt of utility bills, we are going to start having the on-site managers scan and email the utility bills to Yanira in the main office for approval and forwarding to accounting to process. Chair Morrow commended Darcy for a Rehab CDBG audit that had no findings.

*Asset Management Report by Yanira and Mike:* Physical occupancy decreased 1.1% to 97.2%, and financial occupancy decreased 0.7% to 97.3%. We have vacancies coming up at most of our properties, but are pulling from the wait lists. We are meeting with FUFIL (Families United for Independent Living) about filling the vacancy at Hendricks Place. The average time to complete work orders increased 0.2 days to 3.1 days. Some of the Work Order Overview numbers for May were incorrect, and will be corrected in next month's report. We found some additional dry rot repairs at Palmer Creek which a contractor will be starting to repair in July. Dry rot repairs at Fresa Park are still ongoing by in-house staff. Commissioner Mickelson asked how we determine if we are going to do major repairs in house or contract out. Mike said if the bids we receive from outside contractors seem too high in his estimation, he will choose to use our maintenance staff. We have received 1 bid for asphalt repairs at Vittoria Square and Riverside Terrace and are awaiting 2 more bids. We may delay the Fresa asphalt repairs due to other

repairs needing to take priority. We held our first all-staff First Aid/CPR and AED training in June and will hold the second session in July.

*Housing Services Report by Judi:*

We received notice from HUD of our additional funding for the new VASH vouchers, which will be \$102,960 per year starting August 2016. Also, we learned that we were awarded another HUD financial counseling grant, which is almost double previous amounts at \$21,000. Housing Services will be fully staffed again soon, as we just filled the last Housing Specialist position that opened recently with an expected start date for the new employee of July 11th.

*Executive Director Report by Elise:*

Total families served was 1,940. The Community Connect event was held on June 17<sup>th</sup>, and was a big success, having provided supplies and services for over 360 household members. The medical providers were very pleased with how many people they were able to serve. We received about 130 exit surveys that were very positive. Commissioner Jones attended the event, and was impressed by the large number of homeless that attended, and how successful the event was.

*Reports of Committees:*

None.

*Unfinished Business:*

*Status of HAYC Properties:* Elise has scheduled a meeting with YCCO to discuss extending the date for their option to buy the Village Quarter lease space.

*New Business:*

*Boys & Girls Club:* Elise initially had scheduled a conference call with Elizabeth Tiegs, Area Director of Boys & Girls Club of Southwest Washington, to discuss how they partnered with the Vancouver Housing Authority to provide a local Boys & Girls Club. Since Commissioner Griffin could not attend the meeting and he is the person who made the initial contact to learn more about Boys & Girls Clubs based on our long-term goal of looking at the feasibility of having a Boys & Girls Club locally; the conference call has been tabled until the July board meeting.

*Tenant Receivable Write-Offs FY2016:* James requested permission to write off \$37,920 past-tenant receivables that are considered not collectable. The write-offs are 1.04% of budgeted rental revenues. Chair Morrow noted that the property that always seems to have the most delinquencies is Woodside Park; Yanira said we tend to have a lot of unit damage charges at that property. Chair Morrow asked to know how much of all the write-offs was for damage repair charges versus unpaid rent. Yanira said she will provide those amounts at the August meeting. Commissioner Mickelson moved to approve the tenant receivable write-offs. The motion was seconded by Commissioner Jones and unanimously approved.

*Additions to the Agenda:*

None.

*Executive Session:*

None.

*Adjournment:*

Chair Morrow adjourned the meeting at 6:43 p.m. The next meeting of the HAYC Board will be held on July 26, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary