

**MINUTES OF THE JULY 26, 2011 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, July 26, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Fred Mickelson, Joyce Morrow and Dave Newville. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera.

Chair Griffin called the meeting to order at 6:35 p.m.

***Public comments:***

*None.*

***Minutes:***

Commissioner Morrow moved to approve the minutes of the June 28, 2011 regular meeting. The motion was seconded by Commissioner Mickelson and unanimously approved.

***Bills and Communications:***

*List of expenditures* – Commissioner Morrow said she reviewed the list of expenditures and had previously asked James about a couple of payments, which he answered to her satisfaction.

***Reports of the Secretary:***

*Financial Report:*

James reported that in June we had a positive cash flow from ongoing operations of \$9,054, and \$191,442 year-to-date. We had numerous billings for June come in after reports were done, so cash flow will end up not as good as reported. June is the last month of our fiscal year, and the last month we will receive LRPH operating subsidy

*Asset Management Report:*

Yanira reported that overall physical occupancy increased .8% to 95.5%. We had a water leak at Abbey Heights, which hurt occupancy levels while we were repairing the damage. Total damages ran up to about \$10,000, but insurance will cover most of the costs over our \$2,500 deductible. Mike reported that average days to complete work orders was only 2.8 days. A new much more detailed work order report was provided, which the Board liked.

*Housing Programs Report:*

*Housing Resource Center:* Last week we learned of some First Time Homebuyer funding available through the State, which we are going to be applying for. The turnover for the application will be tight with the deadline to submit being Wednesday, July 27th.

*MPA Program:* Monthly verifications and the Online Education Program began in July for those with closed loans. We anticipate OHSI will finally provide all loan documents to us by the end of Summer.

*Section 8:* Now that Judi is up to speed on her position, we are going to adjust some staff responsibilities, including reducing Jonia's involvement in the Section 8 program, and

having the front desk person report to Judi instead of Jonia. This will free up some time for Jonia to focus on homeownership programs. The notice regarding changes to Section 8 rental assistance was mailed July 5<sup>th</sup>, and so far we haven't had any problems or complaints about it. We had a couple GRTHA clients let their vouchers lapse, so we have pulled more applicants from the GRTHA waiting list. 10 FSS clients' children attended Camp Rosenbaum this year.

*Systems & Development Report:*

*Systems:* As expected, there have been several bugs to work through, but we are finally rolling out the new computers with Windows 7 and Office 2010. After a year of working on it, we completed a Technology Procedures Manual. Technology procedures are constantly changing, so it will be a challenge keeping the manual updated.

*Meridian Street:* We have asked the architects to draft an agreement covering their work through Design Review and to complete design necessary for submittal of the CFC application to OHCS. We have also sent out a request for qualifications to experienced consultants to assist as we move forward with Meridian Street. We expect to bring recommended agreements to the August Board meeting.

The board went into Executive Session at 7:30 p.m.

The board returned to Regular Session at 7:50 p.m.

*Executive Director Report:*

Elise reported on her activities for the month.

***Reports of Committees:***

*None.*

***Unfinished business:***

*Update on LRPD Disposition:* Elise reported that no units were sold in June, and we remain at 58 units sold, and 12 units left to sell. The 10 to be sold to YCAHC are still under renovation.

*Revised Employee Handbook:* Elise presented a revised employee handbook that included changes suggested by the Board and the Labor/Management at the last meetings. Commissioner Morrow gave Elise a couple final changes to make. Commissioner Griffin asked for approval with the changes. Commissioner Newville moved to approve the Employee Handbook with the changes. The motion was seconded by Commissioner Morrow and unanimously approved.

*Operating & Capital Budget FY2012:* Elise presented the operating and capital budget, which was revised to add an additional \$68,000 MPA grant revenue. The Board approved the budget including the revision during the June meeting.

***New business:***

*Resolution 11-03 – Woodside Park Loan Modification:* Elise presented a Board Resolution authorizing the modification of the loan terms with Citizens Bank for Woodside Park. Citizens Bank has agreed to extend the maturity date from 15 to 20 years. This will reduce the debt service so that we can operate the property with a

positive cash flow. Commissioner Morrow moved to approve Resolution 11-03. The motion was seconded by Commissioner Newville and unanimously approved.

*Final Status of FY2011 Goals:* Elise reported the final status of our FY2011 goals. Most goals are completed or on-going.

***Additions to the agenda:***

In order to accommodate the schedules of the George Fox marketing students who would like to make their presentation on marketing recommendations to the board, Elise suggested that we move the August board meeting to Monday, August 22<sup>nd</sup>. The board was fine with this so the next meeting will be held on Monday, August 22<sup>nd</sup>.

The board went into Executive Session at 8:05 p.m.  
The board returned to Regular Session at 9:10 p.m.

Chair Griffin adjourned the meeting at 9:11 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary