

**MINUTES OF THE JULY 26, 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, July 26, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Jones moved to approve the minutes of the meeting held on June 28, 2016. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow asked James about a \$75,012 payment to Bishop & Sons, which was for renovation of the NSP house on Jefferson Street in Sheridan.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was \$4,740 for the month and \$319,734 for the 12 months year-to-date. James's memo said "negative" \$4,740 cash flow, but should say "positive". We ended the fiscal year far better than budgeted, mainly due to 97.0% financial occupancy, and more admin fees for Section 8 and the Housing Resource Center than anticipated. Miscellaneous expenses were a little over budget due to Community Connect and Piercing Community Together costs. James increased the FY2017 miscellaneous expense budget from \$10,000 to \$15,000 to allow for these events.

*Asset Management Report by Yanira and Mike:* Physical occupancy decreased .2% to 97.0%, and financial occupancy increased 0.2% to 97.5%. We finally have a client moving in to the vacant unit at Hendrick's Place soon which will help with that occupancy rate. The 3 vacancies at Vittoria Square are slowly being filled; we have had several applicants that were over income and therefore not eligible for the program. The average time to complete work orders increased 1.1 days to 4.2 days. Mike included work order totals for FY2015 (average 3.5 days) and FY2016 (average 4.2 days). Fresa Park dry rot repairs are nearly finished. We are still addressing drainage issues at Haworth Terrace. We have only received one bid for asphalt repairs at Fresa Park, Riverside Terrace, and Vittoria Square, but hope to get more soon so we can move forward with the repairs before the weather changes.

***Housing Services Report by Judi:***

We were just over 100% lease up in the HCV program. Our two new caseworkers are really helping ease the work load already. We had one FSS graduate in the last month, Jennifer Dubal, who received \$56.53 total escrow. We were very pleased to learn we will be funded for 4 full FSS Coordinator positions again.

***Executive Director Report by Elise:***

Total families served was 1,961. We hosted a Nan McKay HCV Executive Management training course, which Elise and Judi attended. Nan McKay herself conducted the training! Attendees came from all over the nation and even from Hawaii and the East Coast to attend. We are also going to host a Nan McKay FSS training course in the near future.

***Reports of Committees:***

None.

***Unfinished Business:***

***Status of HAYC Properties:*** Elise has executed an addendum to the lease agreement with YCCO to extend the date for their option to buy the Village Quarter lease space to June 30, 2017. The next step will be to hire an appraiser to assist in determining the fair market value of the space prior to all the tenant improvements. We continue to gather information on the Cumulus Avenue lots to determine what is possible to develop on them, including building size and parking.

***New Business:***

***Boys & Girls Club:*** Commissioner Griffin recently made contact with the Boys & Girls Clubs and was referred to Elizabeth Tiegs, Area Director of Boys & Girls Club of Southwest Washington about their partnering with the Vancouver Housing Authority to provide a local Boys & Girls Club. Elise emailed Elizabeth with some questions about the possibility of starting a Boys & Girls Club in Yamhill County. Elizabeth responded with some helpful and encouraging information. The first step would be connecting with a Boys & Girls Clubs of America (BGCA) Service Center to discuss setting up a working partnership with a Boys & Girls Club in our area. The Board agreed Elise should pursue this to gather more information.

***Final Status of FY2016 Goals:*** Management staff provided the final status of the FY2016 goals, and Elise listed exception items in her memo. Chair Morrow thanked the management staff for all their hard work this last fiscal year. Our percentage of EFTs to landlords is up to 41.6%. Asset Management has a goal of completing resident surveys for all properties, and has VQ and Riverside Terrace up to date, so Chair Morrow said she would like Yanira to compile the responses and provide them next meeting. We have converted our most used forms to fillable PDFs, but we are also researching other form options. We are trying hard to lease up our 20 GRTHA vouchers, but it has proven to be difficult due to a shortage of available units.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:28 p.m. The next meeting of the HAYC Board will be held on August 23, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary