

**MINUTES OF THE JULY 23, 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, July 23, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:35 pm and moved into Executive Session. Executive Session was concluded at 5:45. The regular meeting was resumed 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 Lindsay Dent, Nanette Pirisky, Cliff Hardy, Teddy Collins, Lisa Hansen, Sarah Wilson, Patricia Wirfs, and Pamela Anderson.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on June 25, 2019. The motion was seconded by Commissioner Jones, and unanimously approved.

Motions of the Commissioners:

Commissioner Gougler made the following motion; "I move that the Board not renew the existing employment contract or enter into a new employment agreement with Mr. Casper. We wish him the best of luck in his endeavors". The motion was seconded by Commissioner Griffin and unanimously approved.

Family Self Sufficiency Graduate:

Penny Jaeger spoke regarding her time working with the FSS program. She highlighted the benefits of having a FSS caseworker and the classes we offer. Penny plans to continue to work towards homeownership.

Public Comments:

Teddy Collins shared appreciation for the improvements to the Riverside Community Room, stating that almost everyone likes it. He also shared that frequent board meeting attendee Harriet Davenport will be moving and no longer attending meetings. Lindsay Dent, Nanette Pirisky, Cliff Hardy and Lisa Hansen shared support for the Board and the recent changes made at the Housing Authority. Lindsay Dent further mentioned that a recent union survey found 90% of respondents were unsatisfied with Massey Casper's performance. Patricia stated that she felt we did not need a new plan to end homelessness.

Bills & Communications:

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

Reports of the Secretary:

Finance Report by Vickie: Vickie stated that the finance report shows a positive cash flow and a reduction in maintenance costs. She also noted that there was a change in the unrestricted cash amount from the last Limited Partnership report.

Systems Report by Vickie: Vickie stated that we had implemented Yardi mobile inspections and rent comparables. We are currently working on updating our document imaging system and our

website. Laptops have been purchased for management staff and will be set up in the near future.

Asset Management and Rehab Report by Yanira: Physical occupancy increased .2% to 98.3%, and financial occupancy decreased 2.2% to 94%. Yanira noted that we have a new maintenance employee, Brian Moore. She is working on a new system for coverage for after hour emergency maintenance calls and looking at implementing the “Lowe’s for Pros” program to streamline purchases. Yanira also mentioned that we currently have no wait list and available units at Haworth Terrace in Newberg.

Yanira reported that Darcy will be moving forward on a Community Development Block Grant with the City of McMinnville, that the Veteran’s Revolving Loan fund program ended May 31, 2019, and that we were not approved for the Meyer Memorial Trust grant we applied for.

Commissioner Morrow noted that she, Yanira and Darcy had gone out to see land that may be available in Dayton, and also stopped to look at our rehab properties in Dayton and Lafayette.

Housing Services Report by Megan: Megan reported that we had a total of 3 FSS graduates for the month of June. She also reported that the Housing Choice Voucher program is working to bring the program numbers down to where they should be after over leasing. Currently the program has a wait list of 2,255 people and a wait time of approximately 4 years. Megan also mentioned that she will be applying for additional VASH and Mainstream vouchers, which will represent our first opportunity to apply for new vouchers in over a year.

Executive Director Report by Joyce: 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 did not have any questions.

New Business:

Resolution 19-04 was submitted by Vickie. Commissioner Griffin made a motion to approve, which was seconded by Commissioner Gougler and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 6:23 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on August 27, 2019.

Respectfully submitted