

**MINUTES OF THE JULY 28, 2015 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 28, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), and Kevin Robertson. Board members absent were Mike Gougler and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. A non-management staff member present was Jay Jaeger. Guest members present were Mary Starrett (Liaison County Commissioner), Lacy Schmiedel (FSS graduate), and Lacy's family members Michael Schmiedel, Dakota Schmiedel, Aaron Schmiedel, Eboney Schmiedel and Zoey Schmiedel.

Hearings of Visitors:

FSS Graduate: Staff member Jay Jaeger introduced FSS graduate Lacy Schmiedel, and her husband Michael Schmiedel. Jay outlined the Schmiedel's participation on the Section 8 and FSS programs. Lacy and Michael shared some of their experiences that lead them to the FSS program, and their appreciation for being able to participate. They displayed the keys to their new house that they received just a few hours ago! The Schmiedels are now graduated from both Section 8 and FSS and are no longer in need of assistance. Jay presented Lacy a certificate of achievement for successfully participating and graduating from the program. The Board members congratulated Lacy on her accomplishment, and then Chair Morrow excused Jay and Lacy and her family from the remainder of the meeting.

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the meeting held on June 23, 2015. The motion was seconded by Commissioner Robertson, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about payments to 5 Star Janitorial (cleaning 4 units at Woodside), Medical Teams International (dental vans at Community Connect), Hopp Insurance (GRTHA FSS interim disbursement for Melanie Monson), Melanie Monson (GRTHA FSS interim disbursement), and Spaniol's Striping & Signs (parking lot striping at Haworth Terrace).

Prior to the meeting Commissioner Mickelson asked about payments to Oregon AFSCME (union dues that are deducted from employee's pay), McMinnville Glass Shop (new windows for unit #67 at Tice Park), and Medical Teams International (dental vans at Community Connect).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was negative \$18,780 for the month, and positive \$163,212 for the 12 months year-to-date. For the fiscal year end we wrote off bad debts and incurred \$16,873 bad debt expense. Prior to the meeting Chair Morrow asked why Admin Salaries Contracted Labor was high, which James said was because Section 8 received a \$5,250 bill from West Valley HA for HQS inspections going back to October 2014, and the Local Fund had a \$2,568 bill from HDC for "site assessments", which is

development work that didn't result in a development project. All departments performed better than budgeted, and we are happy to have ended the year with a good cash flow from operations.

Asset Management Report by Yanira and Mike: Physical occupancy decreased .5% to 97.0%, and financial occupancy increased 3.4% to 100.2%. The wait lists have really grown lately, likely due to so many people wanting to move during the nice Summer weather. The average time to complete work orders increased 1.7 days to 4.2 days. The painting contractors have completely finished a fourth building at Tice Park, and we now have just the fronts of 4 more buildings left to paint. Fresa Park dry rot repairs are on hold as we have a maintenance crew member out on medical leave.

Housing Services Report by Judi:

Section 8: We have achieved the requirements necessary to apply for funding for 4 full-time FSS positions, and have therefore done so however are not expecting to get more than the current 3.5 FSS positions funded. We applied for a grant from Meyer Memorial Trust to provide funding to help connect private landlords with tenants, and should hear if we are awarded sometime in August. Commissioner Mickelson asked Judi about the “shortfall” issue we had with the Portland HUD office that was mentioned last meeting when Judi was absent. Judi explained that our Portland HUD contact is new and still learning the details of her position, and was under the impression that we were at risk of running out of HAP funds (a.k.a. in a “shortfall” position) based on our current lease up and overspending. We had a tough time proving to her that we are not at risk of running out of HAP funds anytime soon, but were finally able to do so after James reviewed her forecasting spreadsheet and found an incorrect amount of estimated HAP expense was entered into it. They were very apologetic for the false alarm.

Family Self Sufficiency: We had 3 FSS graduates in the last month: (1) Gladys Kerber, who received \$1,086 total escrow, (2) Lacy Schmiedel, who received \$22,659 total escrow, and (3) Julie Swonger, who received \$11,061 total escrow,

Housing Resource Center: We have learned that the OHCS funding for operating the Resource Center has not been extended beyond June 30th. This is a loss of about \$2,300 per month. OHCS tells us they hope to have RFPs out next month in August.

Executive Director Report by Elise:

Total families served was 2,074. Elise worked with Currier Graphics to complete two project boards for Deskins Commons. One project board has been sent to Austin, Texas to be considered for the NAHRO Award of Excellence. The other project board has been framed along with the Village Quarter project board and will be hung in the main office.

Reports of Committees:

None.

Unfinished Business:

Property Updates:

133 NE Dunn Place Lease: We have had some online views, but no interest lately. Elise asked the Board if they were interested in lowering the lease amount to around .98 cents per square foot in order to increased interest in the space. Commissioner Mickelson moved to approve lowering the lease amount to .95 to .98 per square foot. The motion was seconded by Commissioner Robertson, and unanimously approved.

625 SE Sheridan Road: Elise put flyers in the For Sale sign flyer box in late June, but no calls yet.

New Business:

Final Status of FY2015 Goals: The final status of FY2015 Goals was provided, with exception items noted in the cover memo. Almost all goals were completed, with some goals exceeded. We are still behind on our goal of having routine “on-demand” worker orders completed within 48 hours on average, but have lowered it from 88 hours to about 68 hours.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:50 to discuss real property matters. She returned to the regular meeting at 6:58.

Adjournment:

Chair Morrow adjourned the meeting at 7:00 p.m. The next meeting of the HAYC Board will be held on August 25, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary