

**MINUTES OF THE AUGUST 22, 2006 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, August 22, 2006, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson, and Joyce Morrow. Staff members present were: Don Clark, Elise Hui, Mike Jager and James Umfleet.

Chair Newville called the meeting to order at 7:30PM. Commissioner Knutson moved to approve the minutes of the July 25, 2006 meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

Elise reported on two recent graduates of the Family Self-Sufficiency (FSS) Program who could not be at the Board meeting, Marivel Ortiz and Konette Connor. Konette wrote a very nice Thank-You letter to HAYC with special thanks to FSS Coordinator Beth Stevenson.

Commissioner Morrow reported that she had reviewed the expenditures for the month of July 2006 and had no further questions.

James reported on the financial reports. July is the first month of a new fiscal year. High occupancy of 97.3% contributed to a positive cash flow of \$5,737 for the month. We paid on 36 additional Home Choice Vouchers in July, which increased HAP expense, and therefore lowered the monthly deferral of HAP revenue to \$65,000. James reported that Commissioner Morrow and Don met with two of our new auditors for an orientation meeting. They agreed to attend a Board meeting after the audit to introduce themselves and summarize the audit for fiscal year 2006.

Elise reported on families served. Total families served was 1,803. Overall occupancy decreased .42% to 97.28%. Fresa should be 100% leased up by August 25th.

Mike summarized maintenance and construction activity. Average time to complete all work orders was 8.3 days. Fresa re-siding continues and is looking good. Woodside rehab also continues, with some re-siding and deck work completed. We terminated one of our maintenance staff who was not performing adequately. He was still on probation. Chair Newville asked why the 2004 Capital grant was only 23% obligated. Mike explained that most of the 2004 Capital Grant was for Low Rent Public Housing ADA rehab, which has not occurred yet.

Don reported on Development in Mark's absence. We submitted a CFC application to Oregon Housing and Community Services (OHCS) on August 4th for Village Quarter and believe it to be a strong application. OHCS reported that they received 30 applications representing \$16 million. There is \$6 million available. Our application is for \$700,000

in tax credits that would provide \$7 million in tax credit equity for the project. We have received letters from 2 investment entities stating their interest in purchasing tax credits for the project. Joyce asked if the letters were included in the application. Don said that they were included.

Staff presented the quarterly Performance Measurement System charts and gave trend change explanations. Most data was through July. Rehab loan policies and procedures were discussed at length, including delinquencies.

Don reported on the AOHA conference he attended. Several PHAs are talking about Low Rent Public Housing (LRPH) conversion. We will be talking to those in the process so we can benefit from lessons learned. There's a new law on domestic violence that includes disallowing eviction of the tenant. Elise stated that we have been treating tenants this way already.

Under New Business, Elise summarized four resolutions that required Board approval to meet HUD requirements. One resolution, No. 06-04, was the annual certification of the Section Eight Management Assessment Program (SEMAP) data. Commissioner Knutson moved for approval. Commissioner Kinman seconded the motion and it was passed unanimously.

The second resolution, No. 06-05, was for a revision to the Section 8 Administrative Plan that is required to remain in compliance with HUD regulations. Student financial assistance must now be included in household income under certain circumstances. Commissioner Morrow moved for approval. The motion was seconded by Commissioner Knutson and unanimously approved.

Resolution No. 06-06 is a revision of the Low Rent Public Housing Occupancy Policy. Commissioner Morrow moved for approval. The motion was seconded by Commissioner Knutson and unanimously approved.

Resolution No. 06-07 is a revision of the FSS Action Plan. Commissioner Morrow moved for approval. The motion was seconded by Commissioner Knutson and unanimously approved.

Mike reported that we received one bid for the Vittoria Square rehabilitation project. The bid was for approximately \$1 million, well over the budgeted amount. Mike said that we will look at different approaches to this project and bring it back to the Board at a later date.

Mike also reported that a request for bids was out for the rehabilitation of two Low Rent units to meet ADA compliance requirements. Bids are due in early September. Mike requested Board approval to accept the most responsive, responsible bid that comes in under the budgeted amount of \$110,000. Commissioner Knutson moved to authorize staff to accept the best bid received for the project within budget. The motion was seconded by Commissioner Griffin and unanimously approved.

As part of the Management Report, Don shared a letter from NAHRO announcing that the Housing Resource Center/Admin Building, which recently received a National Award of Merit along with Hendricks Place, also received the National Award of Excellence. The Resource Center/Admin Building award is for "Project Design" while Hendricks Place received the award under "Program Innovation". The Award of Excellence will be presented at the National NAHRO Conference in October. Only 24 such awards were presented nation-wide this year.

Chair Newville adjourned the regular meeting at 8:48PM and the Board moved into executive session to discuss personnel issues. At 9:15PM, the Board reconvened into regular session and the meeting was then adjourned.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary