

**MINUTES OF THE AUGUST 22, 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 Monday, August 22, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Fred Mickelson (via phone), Joyce Morrow and Dave Newville. Staff members present were: Elise Hui, Judi Herubin, Jonia Pierce, James Umfleet and Yanira Vera. Staff members excused were Mark Davis and Mike Jager. Guests present were George Fox University MBA students A.J. DeLaRosa, Anthony Hoangphan, Art Fedorov, Les Lasher and Sarah King.

Chair Griffin called the meeting to order at 6:30 p.m.

Public comments:

Presentation by GFU Students on Marketing Recommendations: The George Fox University MBA students that have been working on marketing ideas for HAYC presented their recommendations. The main bullet points included Village Quarter Retail Tenants, HAYC Main Office Exterior Signage, Interior Signage, Branding, Outreach Programs, and Website Enhancements. The Board was impressed with many of their suggestions and thanked them for all their good work. Phil then excused them from the remainder of the meeting.

Minutes:

Commissioner Morrow moved to approve the minutes of the July 26, 2011 regular meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and did not have any questions, but did notice a lot of payments for carpet & vinyl replacements.

Reports of the Secretary:

Financial Report by James:

July is the first month of the fiscal year. We had a negative cash flow of \$35,125, but \$26,701 of it was funded from HAP reserves, for a net deficit of \$8,423. The CPI index for the first half of 2011 was posted, and it jumped quite a bit in those 6 months. The resultant COLA effective September 1st will be 2.6%, which is .6%, or \$7,800 greater than budgeted. The auditors performed audit fieldwork August 8th through 11th. The audit went well, and Joyce was able to come in and meet with the auditors while they were here.

Asset Management Report by Yanira and Mike:

Overall physical occupancy increased .5% to 96.0%. Yamhill County has some applicants in process for some of our special needs vacancies. In Mike's absence, Elise reported that maintenance had their best response time ever with an average 2.3 days to

complete work orders. The partitioned duplexes are nearly ready to be sold to the non-profit.

Housing Programs Report by Jonia and Judi:

Housing Resource Center: We have applied for \$100,000 “Homeownership Innovations” funding to assist with down payment assistance with a preference given to low-income, minority and other under-served populations. This would be very helpful for people wanting to buy the homes we have for sale.

Section 8: We have increased our 50058 reporting rate to 99%, and received accolades from HUD for having no deficiencies on a specific report in the EIV system. Many client feedback forms were provided. Most feedback is positive, though Dave noted some complaints about being slow to return phone calls, and a couple complaints about the front desk person being rude. Elise said we follow up on any complaints if the client provides contact information.

Families Served: Total families served for the month was 2,150. Dave said if you multiply it 2.5 people per family, we are serving over 5,000 people every month.

Systems & Development Report by Mark:

In Mark’s absence, Elise reported the following:

Meridian Street: We have reviewed Request for Qualifications (RFQs) from 3 consulting firms, and following interviews with them, have a recommendation for the Board in a separate memo. We want to involve the consulting firm in looking over the agreement with the architecture firm so will have an official recommendation for the architecture firm at a later date.

Village Quarter Commercial: We have some interest from a business that we are pursuing.

Systems: We have completed implementing upgraded office computers with Windows 7 and Office 2010. Staff response has been mostly positive, as they are much faster.

Executive Director Report by Elise:

Jonia had an accident on August 2nd while working on the 22nd street house and required several nights in the hospital. Aaron Robledo, our maintenance manager at Woodside Park, has been on medical leave for many months, and his return to work status is unknown at this time. Leo officially announced his retirement and his last day will be September 6th. Elise has been participating in a local fundraiser involving calendars, proceeds of which will benefit the YCAP Capital Campaign Fund.

Reports of Committees:

None.

Unfinished business:

Update on LRPD Disposition: Elise reported that no units were sold in July, and we remain at 58 units sold, and 12 units left to sell. The 10 units to be sold to YCAHC are nearly ready for the sale.

New business:

Resolution 11-04 – Change in Section 8 Admin Plan: Yamhill County Community Corrections has requested that we increase the number of fast track slots from 10 to 15, to

which we are agreeable, so Judi has proposed wording changes to the Admin Plan to that effect. Commissioner Newville moved to approve Resolution 11-04. The motion was seconded by Commissioner Morrow and unanimously approved.

Resolution 11-05 – SEMAP Certification: We are required to certify the Section 8 program performance showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by Federal housing legislation. Commissioner Morrow moved to approve Resolution 11-05. The motion was seconded by Commissioner Newville and unanimously approved.

Resolution 11-06 – Rejection of 2011 Capital Fund: We are eligible to receive \$20,728 Capital Fund grant funds this year, but we already have plenty of surplus operating funds to cover renovations of the remaining 6 duplexes. HUD is requiring a Board Resolution affirming our intent to reject the Capital Fund. Commissioner Newville moved to approve Resolution 11-06. The motion was seconded by Commissioner Mickelson and unanimously approved.

Meridian Street Consultant: After reviewing Request for Qualifications from 3 consulting firms, and interviewing them, we are recommending to enter into a contract with Geller Silvis & Associates. Their fee structure is favorable as they do not get paid unless we get funded. Fred asked Elise to confirm the contingency-based fee structure, Elise said that she will be reviewing a draft contract with Geller Silvis & Associates prior to signing to ensure that the terms are as we understand them to be. Commissioner Mickelson moved to approve a motion authorizing the Executive Director Elise Hui to enter into a contract with Geller Silvis & Associates to provide development consulting services for an affordable housing project to be located on the Meridian Street site in Newberg. The motion was seconded by Commissioner Morrow and unanimously approved.

Meeting Dates for November & December: Since the normal meeting date for November is the week of Thanksgiving, and for December is the week of Christmas, the Board decided to combine both meetings on Tuesday, November 29th.

Additions to the agenda:

None

The board went into Executive Session at 8:14 p.m.

The board returned to Regular Session at 9:15 p.m.

Chair Griffin adjourned the meeting at 9:16 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary