

**MINUTES OF THE AUGUST 27, 2013 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, August 27, 2013 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair), Joyce Morrow (Chair), and Phil Griffin. A Board member absent was Mike Gougler. Staff members present were Beth Stevenson, Elise Hui (Executive Director), James Umfleet, Jonia Pierce, Judi Herubin, Mike Jager, and Yanira Vera. Guests present were Audrey Harmon (FSS Graduate), and her son Bruce Harmon.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on July 23, 2013. The motion was seconded by Commissioner Michelson, and unanimously approved.

Hearings of Visitors:

Family Self Sufficiency: We had one FSS graduate in the last month, Audrey Harmon, who earned \$12,727 total escrow. Beth introduced Audrey, who shared some of her experiences with the program, and her appreciation for the opportunity to participate. Beth presented Audrey a certificate of completion, and a check for her graduation escrow payment. The Board members congratulated Audrey on her accomplishments, and then Chair Morrow excused Beth and Audrey from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and did not have any concerns or questions.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: July is the first month of the fiscal year - cash flow from operations was \$4,242 for the month, and the same year-to-date. We sold the fourth of the 10 partitioned duplex units, and received \$88,669 after YCAHC got their \$5,000 admin fee. Chair Morrow noted we were under budget on grounds maintenance contracts and maintenance medical insurance. James said several July grounds maintenance bills were received after the report cut-off, and the low maintenance medical insurance was due to (1) the budgeted insurance premium increase will not occur until September, (2) having not hired a maintenance manager at Woodside Park yet, and (3) the budget for Ron Huntley's insurance was included in expense, but should have been capitalized. The refinancing of the 4 properties is going well, and we're on schedule for the new loan terms for Tice, Woodside, and Heritage to be effective September 1st, and the office building October 1st. We will have a final resolution and financing agreements for Board approval at the next meeting. Joyce met with the auditors on August 7th, and was told by them everything is going fine. James said the auditors had one adjustment for him, which was a \$125,000 reduction on interest expense due to over-accruing

interest for several years on one of Vittoria Square's deferred loans. The audited financial report will include the adjustment.

Asset Management Report by Elise and Mike: Overall physical occupancy decreased 1.3% to 95.3%, and financial occupancy decreased 2.2% to 94.8%. Tice Park had 9 vacancies at the end of July, however we have filled all but 1 of them now. Woodside Park had 5 vacancies; we filled 3 however got 3 more vacancy notices so will still have 5 overall vacancies. The average time to complete work orders increased .5 days to 1.9 days. Among other projects we are working on, we are addressing a drainage problem at Haworth Terrace.

Housing Services Report by Judi:

Housing Resource Center: Judi, Megan, and Elise met today with a HUD representative on our application to become a HUD-certified counseling agency. After the meeting, the HUD representative said she was optimistic that we would qualify to become a HUD certified housing counseling agency. The new online Financial Literacy series has proven to be popular, so we may expand the availability of online courses. Elise and Judi continue to work with Grand Ronde Tribal Housing Authority on the addition of 18 more tribal vouchers we would administer, and things are looking positive in that direction.

Housing Development Report by Jonia:

Deskins Commons: We've had a few complaints from neighbors about noise and dust, so we've taken precautions to keep dust levels down. To help keep costs down Jonia has agreed to be the Davis-Bacon administrator for the project. The Todd House's exterior shed, porch, and vinyl siding have been removed. Two State Historic Preservation Office (SHPO) representatives showed up unexpectedly, having received word from an upset neighbor who thought the house was being demolished. SHPO was satisfied with the professional progress and intent. We are happily back on schedule now.

Neighborhood Stabilization Program: The homes at 1216 NE 10th Street, and 1020/1040 NE 12th Street in McMinnville are now up for sale, first to our clientele that are working toward homeownership, and then to the open market. We have an HCVH client who may be interested in the 10th Street house.

Executive Director Report by Elise: Total families served was 2,162. On August 15th, 7 staff members, including Elise, attended a 4 hour training on Cover Oregon. Elise helped the Marion County Housing Authority with the Executive Director interviews. Elise and Judi met with Deborah Kroeker and the attorney for Grand Ronde Tribal Housing Authority to help with their program policy document, and felt like the suggestions that they provided to the Grand Ronde Tribal Housing Authority attorney were well received.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We sold the partitioned duplex at 919A Charles Street in Newberg on August 7th and received \$97,498 net proceeds. Five units remain for sale.

New Business:

Resolution 13-06 – SEMAP Certification: We're required to certify the Section 8 program performance annually showing eligible families are helped to afford decent rental units at reasonable subsidy costs as intended by Federal housing legislation. Commissioner Michelson moved to approve the SEMAP certification. The motion was seconded by Commissioner Griffin and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved to Executive Session at 6:55 to discuss personnel and/or property issues. She returned to the regular meeting at 7:05.

Adjournment:

Chair Morrow adjourned the meeting at 7:05 p.m.. The next meeting of the HAYC Board will be held on September 24, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary