

**MINUTES OF THE AUGUST 27, 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, August 27, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 pm.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Mike Gougler, Phil Griffin and Catherine Jones. Board liaison Mary Starrett was present. Management staff present were Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Teddy Collins and Sarah Wilson.

***Approval of Minutes:***

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

***Motions of the Commissioners:***

None

***Family Self Sufficiency Graduate:***

None

***Public Comments:***

Teddy Collins stated that he had went to a former HAYC tenant's memorial service and that it had been a nice service.

***Bills & Communications:***

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

***Reports of the Secretary:***

*Finance and IT Report by Vickie:* Vickie stated that the finance report shows a positive cash flow and that we had updated the budget comparisons. She also shared that we are working to update the HAYC website. Commissioner Morrow mentioned several process improvements she had helped implement in the finance department including salaries being split out by department. Commissioner Griffin asked about the status of laptops and the higher than usual maintenance costs. Laptops have been purchased and distributed. The high maintenance cost was due to having to pay overtime as we had several water leaks and had been doing a lot of repairs at Abbey Heights.

*Asset Management and Rehab Report by Yanira:* Physical occupancy remained the same at 98.3%, and financial occupancy increased 3.2% to 97.2%. Yanira noted that we have a new maintenance employee, Brian Moore. Yanira stated that we have not been able to find a tenant for the vacant Homeport unit as we are in shortfall, meaning we cannot issue a Housing Choice Voucher, so any potential tenant would have to be able to pay the rent on their own. Commissioner Griffin asked if the new maintenance vans were being purchased to add to our existing vehicle pool or replace failing vehicles. Yanira let him know they were replacing failing vehicles.

Yanira reported that Darcy was continuing work on the home in Dayton and that the City of Dayton had approached us about partnering with them to develop 10 lots. Mary Starrett stated that these properties had been provided to the City of Dayton by the County and thought the partnership was a good idea, provided mechanisms were put in place to keep the homes affordable.

*Housing Services Report by Megan:* Megan reported that the Housing Choice Voucher program is continuing to work on to bring the program numbers down to where they should be after over leasing. Currently the program has a wait list of 2,598 people and a wait time of approximately 4 years. Megan mentioned that we had applied for additional Mainstream vouchers.

*Board Chair Report by Joyce:* The board reviewed the Executive Director report and Commissioner Griffin asked about the Morale and Team Building ideas. Commissioner Morrow explained that we were doing monthly contests for input on various topics.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* A letter from YCCO was presented requesting to extend their lease for an additional year. A motion was made by Commissioner Jones to approve this request. It was seconded by Commissioner Griffin and unanimously approved.

***New Business:***

None

***Adjournment:***

Chair Morrow adjourned the meeting at 6:34 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on September 26, 2019.

Respectfully submitted