

**MINUTES OF THE SEPTEMBER 22, 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, September 22, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 3:05 p.m.

Roll Call:

Board members present were Joyce Morrow (Chair), Kevin Robertson, and Phil Griffin. Board members absent were Fred Mickelson (Vice-Chair), and Mike Gougler. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. A guest member present was Mary Starrett (Liaison County Commissioner).

Hearings of Visitors:

None.

Approval of Minutes:

Commissioner Robertson moved to approve the minutes of the meeting held on August 25, 2015. The motion was seconded by Commissioner Griffin, 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 a Deskins Commons payment to Cardmember Services (company visa card) for \$11,829. James said it was for air conditioners and security camera equipment, which was capitalized as a fixed asset and will be depreciated over 5 years.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$10,323 for the month and \$84,507 for the 2 months year-to-date. Utilities were well below budget again, with some invoices still outstanding as of the reporting cutoff. The year-to-date cash flow is high because after July reports we learned of having received additional Housing Services Admin Fees for prior fiscal year adjustments. Chair Morrow noted that we had \$8,000 Accounting & Audit Expense, and asked James to once again adjust the timing of the budget to coincide with when those costs are generally incurred.

Asset Management Report by Yanira and Mike: Physical occupancy increased .4% to 98.5%, and financial occupancy increased .5% to 97.4%. We have a candidate for the one vacancy at Hendricks Place, but being a special needs property, it is taking a bit longer to fill than usual. We are still working on filling the part-time apartment manager position at Village Quarter. The average time to complete work orders decreased 1.0 days to 7.6 days. We have just one more building to repair and paint at Tice Park, and weather permitting, it will be done by the end of this week. We have been doing a lot a dry rot repairs at Palmer Creek in preparation for awarding exterior painting contracts, which is covered in Additions to the Agenda. We had one lost time accident, due to a staff member twisting their ankle while crushing boxes to recycle.

Housing Services Report by Judi:

We have one staff member who is on a leave of absence, so we are working hard to keep up on her work load. We are going to hold another landlord Section 8 training class on Tuesday, September 29th, and already have 25 RSVPs.

Executive Director Report by Elise:

Total families served was 2,001. We received a nice trophy from PNRC-NAHRO for a Project Design award for Deskins Commons, which was a very nice surprise since we weren't expecting it. Elise attended a McMinnville City Council meeting to listen to COMPASS Center presentation, which is regarding transitional housing for the homeless. Elise also attended a C-WISH meeting at First Presbyterian Church, which is regarding nighttime housing for the homeless in the cold months of Winter. Elise, Judi and Yanira met with Miriam Corona from YCCO about Service Integration Teams expansion. Service Integration Teams serve as a liaison between the local school district and various social service entities that provide services to the population.

Reports of Committees:

None.

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Unfinished Business:

Property Updates: Elise did not have any updates for 133 NE Dunn Place or 625 SE Sheridan Road this month.

New Business:

Resolution 15-05 – Change in Clientele at New Reflections: YCHHS (Yamhill County Health & Human Services) has changed the clientele they are serving at New Reflections, so we need to change the clientele description from “women and children in outpatient substance abuse treatment” to “single adults and children in outpatient substance abuse treatment” in order to include male tenants and add flexibility in the future. YCHHS purchased two new houses to serve women, so the women moved out of New Reflections back in May 2014, with men moving in June 2014. Once the resolution is signed, Elise will request to request formal approval of the change of wording to two grant award letters dated June 2008 from the State of Oregon Health Systems Division. Commissioner Robertson moved to approve the change in clientele at New Reflections. The motion was seconded by Commissioner Griffin and unanimously approved.

Commissioner Robertson's Term of Office: Commissioner Robertson's term of office expires on December 31, 2015, and he intends to fulfil his current term of office, but not renew for another term. With the process of filling Board positions, especially the resident board position, taking quite a while, Elise would like to begin advertising for a new resident board member as soon as possible. Elise would like to have the new member join Commissioner Robertson in the December meeting for a one meeting overlap. The Board members agreed that Elise should begin advertising for a new member as soon as possible, and directed her to do so.

November/December Board Meetings: Due to the November and December meetings falling near holidays, Elise asked the Board if they would like to reschedule them. After discussion, the Board chose to combine the two meetings into one on December 15th.

Additions to the Agenda:

Approval of Paint Projects Exceeding \$25,000: We have been actively seeking bidders for Haworth Terrace, Palmer Creek, and Heritage Place. but most painters able to do projects of this scope were booked out through September. Since the end of paint season is approaching, we would like approval to award the paint projects over \$25,000 to responsive, responsible bidders, and proceed with the work prior to the October board meeting. Commissioner Griffin moved to approve the awarding of paint projects over \$25,000 to responsive, responsible bidders,. The motion was seconded by Commissioner Robertson and unanimously approved.

Executive Session:

Chair Morrow moved to Executive Session at 3:55 to discuss personnel issues. She returned to the regular meeting at 4:10.

Adjournment:

Chair Morrow adjourned the meeting at 4:10 p.m. The next meeting of the HAYC Board will be held on October 27, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary