

**MINUTES OF THE SEPTEMBER 23, 2008 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 Tuesday, September 23, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, Jean Kinman, and Dave Newville. Staff members present were: Elise Hui, James Umfleet, Jonia Pierce, Mike Jager, Cliff Hardy, Yanira Vera, Darcy Reynolds and Beth Stevenson. Commissioner Knutson was excused as well as Director of Systems and Development Mark Davis. A guest present was Michele Hislop.

Chair Morrow called the regular meeting to order at 7:38 p.m.

We had 4 FSS graduates this month: Colin Hancock received \$16,906 total escrow; Michelle Hislop received \$5,566; Lori Mohr received \$8,306; and Pamilla Wendling received \$8,879. Michelle Hislop attended the meeting, and Elise asked everyone to introduce themselves to her. Darcy introduced Michelle, and outlined Michelle's accomplishments in the FSS program. Michelle is also our first Homeownership voucher holder. Michelle said she has become a licensed massage therapist and has started her own business. Joyce congratulated her and Darcy presented her with a Certificate of Achievement. Details of FSS graduates are provided in the Families Served Report memorandum.

Darcy excused Michelle from the meeting. Phil asked about our microbusiness classes, stating that the State provides such courses. Jonia explained that Lane MicroBusiness teaches our microbusiness classes at no cost to us. Dave and Joyce emphasized the importance of the Section 8 and homeownership programs which helps and teaches people to become financially self sufficient, and they thanked Darcy and Beth for their efforts. Elise asked Darcy to explain further the new homeownership voucher program that Darcy has been in charge of setting up. Darcy said it has been a challenge and a lot of work, but rewarding. Elise asked Darcy and Beth to provide more details on the other 3 FSS graduates we had this month, which they did. Darcy and Beth were excused from the meeting.

Commissioner Newville moved to approve the minutes of the August 26, 2008 regular meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

As there was no further public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures, and did not have any questions or concerns.

James reported on the financial reports. Total revenue was \$1,079,601, total expenses were \$1,018,340, and total non-operating income was \$684,165 for a net income of \$745,426. Approximate cash flow for the month was a positive \$306,888. We sold our LRPB property on Apperson Street for \$224,740. This is the second LRPB property to sell. We acquired Heritage Place Apartments on August 28<sup>th</sup>, with charitable contributions from the seller and resultant gain of \$585,000.

Cliff and Yanira reported on families served. Total families served increased 11 to 1,877. Overall occupancy increased 1.2% to 97.1%. Yanira said it has been busy with the acquisition of Heritage Place apartments. The existing managers that we hired have now given notice that they will be moving, as they have felt a bit overwhelmed by the responsibilities and found a better opportunity in the Portland area. Dave asked about vacancies at Heritage Place, Yanira said there are currently 4. Our Section 8 Housing Specialist, Nanette Villarreal, has accepted the position to manage Village Quarter. She will be half time at Village Quarter, and remain in Section 8 half time. Currently Haworth has 3 vacancies, Tice has 8, and Woodside has only 1. We have 20 qualified applicants for Village Quarter, and we hoping to fill the remaining 29 units by end of October. We have reinstated marketing efforts to help make this happen. Cliff reported that there is going to be a lot of shuffling of duties in the Section 8 department. We are slowly leasing up vouchers and are now over 1300, although the baseline also is increasing due to the addition of LRPB disposition vouchers.

Mike reported on maintenance and construction. Average time to complete work orders was 5.48 days. Armando is back to full duty, but Leo and Aaron are still out on disability leave. We are assigning maintenance staff to specific properties effective October 1<sup>st</sup>. The re-roofing of LRPB properties continues, as does the zero-lot line project. RD's review of our proposed Vittoria rehab work should begin this week.

Elise reported on development on Mark's behalf:

*Village Quarter:* We have an open house celebration scheduled for October 13<sup>th</sup>, invitations will go out shortly.

*New Reflections:* We hope to hear from Spirit Mountain Community Fund and OHCS on our funding applications by the end of October.

*LRPB Disposition:* We are hoping to sell our 4<sup>th</sup> LRPB property by the end of the month so that the proceeds will not apply to the Fannie Mae line of credit payback. \$50,000 in proceeds from sales of each LRPB unit beginning on October 1<sup>st</sup> will be applied to pay back Fannie Mae's line of credit.

Jonia reported on homeownership:

*Housing Rehabilitation:* We drew the first \$10,000 on the Newberg grant. Five loans have been made and all the funds are obligated. We continue to work with Sheridan to meet the first draw requirements. Diane has pulled names from the waiting list in preparation to move forward once the release of funds is approved. We have not received many payoffs recently and the revolving funds are getting rather low.

*Housing Resource Center:* We will be hosting a first time home-buying fair at St. James Church. Completing this will help to meet our Housing Resource Center goals for the year.

*Homeownership:* Two rehab homes were up for foreclosure, but one was refinanced and the other one was brought current. We'll continue to keep our eye out for those homes with rehab liens on them, so that we can turn them and make them available to other clientele. The house we own in Sheridan is turning out to be very difficult to sell, and we may resort to have a realtor list it.

*YCAHC:* Our semi-annual Board meeting is scheduled for October 22, 2008 at 4:00.

We went over the Performance Measurement Charts. Our various tracking charts were updated through August and presented. James added goals to the cost-per-unit charts as requested previously.

Under Reports of Committees, Elise recently attended an OHA (Oregon Housing Authorities) meeting, and reported on it. The Housing Alliance, which is a group of housing organizations including OHA, is presenting a Housing Opportunity Agenda to the Legislature in 2009 asking for \$100 million in funding for the next biennium. Oregon Housing and Community Services was criticized by Housing Authority Directors for wanting a higher portion of the proposed revenue than they originally requested as well as for other outstanding issues such as the needs analysis that is part of the CFC application and gaining input on operations from Housing Authorities. Elise reported that she vocally supported the State, in light of our good relationship with them, and our current CFC application with them for New Reflections even though she does not support the additional request for additional admin money from the Housing Opportunity Agenda.

Under the category of Unfinished Business, Elise reported on LRPH Disposition. She reported that on the 16<sup>th</sup> we sold the duplex on Fellows Street for \$225,000. This is the third duplex sold so far and comprises 6 units sold to date.

Under New Business, Elise is a member of a homelessness committee, and HAYC is one of the lead agencies in the county-wide efforts to end homelessness. There is a kick-off event for the draft 10-year plan on Sept 25<sup>th</sup> that Elise invited the Board to attend. She gave a presentation on homelessness that has been created for public presentation purposes and that she and Kathy George presented to Rotary on September 12th.

Under the agenda items of Marketing Presentation and Website Presentation, Dave had to excuse Phil, himself and Jean from the meeting due to prior commitments, so it was decided to view the marketing and website presentations at next month's meeting.

Under Renewal of Term of Office for Commissioner Griffin, Phil has served almost 2 years filling in for Barry Philpot's commission, and his commission expires 12/31/08. Joyce recommended a motion to renew his commission for a 5-year term. Commissioner Newville moved to approve the renewal of term of office for Commissioner Griffin. The motion was seconded by Commissioner Kinman and unanimously approved.

Joyce adjourned the regular meeting at 9:26 pm.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary