

**MINUTES OF THE SEPTEMBER 24, 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 5:43 pm and moved the meeting into executive session. The meeting was returned to regular session at 6:09 pm.

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on August 27, 2019. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Motions of the Commissioners:***

None

***Family Self Sufficiency Graduate:***

None

***Public Comments:***

None

***Bills & Communications:***

*List of Expenditures:* There were no questions on the bills and communications as presented. Chair Morrow noted that the maintenance budget for the fiscal year had been reduced by the previous Executive Director to a potentially unattainable amount. Commissioner Mickelson suggested a mid-year review of the budget for potential needed adjustments.

***Reports of the Secretary:***

*Finance and IT Report by Vickie:* Vickie stated that the finance report shows a positive cash flow due to the sale of the Sheridan property. Chair Morrow added that this amount would be increasing soon, following closing on the front lot. She also shared that we are working to update the HAYC website. Chair Morrow and Vickie reported that they had been working on the YCCO lease extension. Vickie also highlighted that she was attending BOLI training, and has been working on the refinance of Haworth Terrace.

*Asset Management and Rehab Report by Yanira:* Physical occupancy decreased slightly to 98.1%, and financial occupancy increased 1.8% to 99.0%. Yanira stated that we have continued to have issues being 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. The new maintenance vans were also discussed, with one parked in the front lot so the commissioners could see it.

Yanira reported that Darcy was finishing up her grant application with the City of McMinnville, and working to get our homes ready for sale.

*Housing Services Report by Megan:* Megan reported that the Housing Choice Voucher program is officially out of shortfall and will resume issuing vouchers slowly. Currently the program has a wait list of 2,650 people and a wait time of approximately 4 years. Megan stated that we have a temporary administrative assistant, Riley Sherman, who will be covering for Karina while she is out on maternity leave.

*Board Chair Report by Joyce:* Chair Morrow reviewed her report, highlighting updates from the HAO meeting she and Vickie had attended in Bend. She also reported that we would be having a ERB training for Labor Management, and that staff feedback from our Tilikum trip had been very positive.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* A motion was made by Commissioner Gougler to change the terms of the YCCO lease extension to not apply any of the coming years rent to the purchase price. This is due to unrecouped costs from previous lease agreements. The motion was seconded by Commissioner Griffin and unanimously approved.

***New Business:***

None

***Adjournment:***

Chair Morrow adjourned the meeting at 6:38 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on October 22, 2019.

Respectfully submitted