

**MINUTES OF THE SEPTEMBER 25, 2018 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 25, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Commissioners present were Chair Joyce Morrow, Vice-Chair Fred Mickelson, and Phil Griffin. Commissioners absent were Catherine Jones and Mike Gougler. Management staff members present were James Umfleet, Massey Casper (Executive Director), Megan Ramos, Vickie Ybarguen, and Yanira Vera. Guests present were Riverside Terrace residents Harriet Davenport and Teddy Collins.

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on August 28, 2018. Commissioner Griffin moved to approve the minutes of the meeting held on August 28, 2018. The motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures and Chair Morrow had ask James Umfleet about the \$4,800 payment to John Harris, which was for exterior concrete repairs at Abbey Heights.

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Prior to the meeting, the Commissioners reviewed the budget-to-actual comparison reports. Cash flow from operations was negative \$34,944 for the month and negative \$37,836 for the two months year-to-date. Due to the long hot summer, water utility expenses ran over budget. Overall maintenance costs were also high due to a lot of unit turnover costs. As promised last meeting, The “Homes” section of the Housing Rehab report has been expanded to include listing all the properties we are looking to purchase from the County, and current status on each.

Systems Report by Vickie Ybarguen: We have completed updating the main office network firewalls. Vickie Ybarguen completed a week long SQL training course, and handed around a sample of the programming that it takes to produce a simple report. Knowing SQL will be helpful for creating our own custom reports in Voyager. During the most recent staff meeting Vickie Ybarguen trained staff on new encrypted email procedures, and updating staff on recent changes to InOutBoard.

Asset Management Report by Yanira Vera: Physical occupancy increased .6% to 97.9%, and financial occupancy increased 2.2% to 96.5%. Yamhill County Mental Health has a client ready for the one vacancy at Bridges. Darlene Crandall, our onsite manager at Village Quarter, has resigned effective 9/17/18, and we already have an applicant for the open position. Our onsite manager, Mary Jacquez, who has been out on medical leave, is finally back to work. The average time to complete work orders decreased 3.1 days to 17.8 days. We had 162 work orders initiated for inspections, which is way more than usual. Many of them are due to preparing for audits by OHCS. Washington Roofing will begin roofing replacement work at Riverside on

October 1st, and should be able to get all the work done within 90 days. They will start with the roofs that need the most attention. Since the Village Quarter General Contractor still has not provided any configuration recommendations for the flower beds, we are going to come up with our own ideas. One thought is to remove the planter boxes and replace with planting troughs, which would allow tenants to plant in the troughs. We are also considering removing vegetation from the green roof and replacing it with river rock. Mike Jager is going to create a scope of work and estimates, which Yanira Vera will hopefully provide at the next meeting. We have hired another maintenance staff member, and are now fully staffed.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We had two FSS graduates for the month: Jacob R. graduated with \$5,155 in escrow. Jacob was homeless when he became a Section 8 recipient. He found a job six years ago, has worked really hard to move up in the company, and is now a supervisor. He now earns \$20 an hour at his job, and he said that he will be using his escrow money to jump start a patent to invent a product he is working on. Jacob R.'s success story was provided. Bridgett S. graduated with \$7,561 in escrow. She attended the ABC's of Home Buying as well as credit and budget counseling. The program gave her family a path to start on toward becoming debt free and moving toward self-sufficiency.

Section 8: The Section 8 department continues to work hard to manage our voucher utilization numbers. Our intake specialist, Maricela Garcia, is continuing to process the applications from last month's massive pull. During the month of August Section 8 staff completed 235 annual or interim re-examinations and moves. Our goal is to get back up to 96% voucher utilization by the end of the year, which is 1,328 of our 1,383 total vouchers. We were very pleased to learn we were awarded 45 Mainstream vouchers, which are for non-elderly persons with disabilities who are transitioning out of institutional settings, and are at risk of re-institutionalization or becoming homeless.

Housing Resource Center: Nanette Pirisky is working hard to learn all of the different Resource Center programs.

Executive Director Report by Massey Casper: Total families served increased 41 to 2,047. Massey Casper said has been very busy meeting and working with many new people.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: Massey Casper made contact with commercial broker Gene Zinda with Windermere Real Estate to discuss the market for properties such as the Cumulus Avenue property.

Sheridan Road Property: John Eshleman has engaged First American Title Insurance Company to do a preliminary title report on the Sheridan Road property. John Eshleman is working with Silas Halloran-Steiner, Director of Yamhill Health and Human Services (HHS), to develop a structure on the property to be occupied with special needs clients, and managed by HSS. Silas Halloran-Steiner has requested a commitment of HCV vouchers from us for his clientele that will live there.

Redwood Commons: Massey Casper signed a new General Manager Agreement (GMA) with Redwood Commons LP. The proposed amendments include an increased management fee, and an extended term beginning on October 1, 2018 and continuing until December 31, 2033.

Other Potential Development: Massey Casper and Megan Ramos met with Community Development Partners to discuss partnering on future development projects.

New Business:

Resolution 18-05 – Amendment to Fast Track Foreclosure Vouchers: In April of 2015, the Board approved 10 vouchers to be set aside for families working with the foreclosure avoidance program that ended up losing their homes and couldn't afford market rents. Currently only one out of the ten vouchers is being utilized. Meanwhile we are working with County Commissioner Mary Starrett, and county legal counsel Christian Boenisch on purchasing properties that the county has foreclosed on due to delinquent property taxes. Many of the properties have occupants that are not the legal owners of the property. In order to be able to offer the current occupants another housing option, staff would like the scope of the ten foreclosure fast track vouchers that have been designated for the foreclosure avoidance program to be extended to our YCAHC homeownership program. Commissioner Mickelson moved to approve the amendment of the fast track foreclosure voucher program. The motion was seconded by Commissioner Griffin and unanimously approved.

November/December Board Meeting Dates: Due to the November and December meetings falling near holidays, the Board was given several alternative date options to choose from. After discussion, the Board chose to combine the meetings normally scheduled on November 27th and December 25th into one meeting on Tuesday, December 4th.

Commissioner Griffin's Term of Office: Commissioner Griffin's term of office expires on December 31, 2018. Commissioner Griffin said he would like to renew his term of office. Massey Casper will send a letter to the Yamhill County Commissioners requesting their approval to renew Commissioner Griffin's term of office.

Retirement Account Provider: Massey Casper directed Accountant Bruce Sahagian to research retirement account providers to see if we should stay with ICMA. His research found that ICMA charges much higher admin fees than some other providers do. So, we are planning to switch our 401 accounts from ICMA to Vanguard, and our 457 accounts from ICMA to Oregon Savings Plan.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 6:43 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on October 23, 2018.

Respectfully submitted,

Massey Casper
Executive Director/Secretary