

**MINUTES OF THE SEPTEMBER 26, 2017 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 26, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:01 p.m.

***Roll Call:***

Board Commissioners present were Mike Gougler, Phil Griffin, Catherine Jones, Fred Mickelson (Vice-Chair), and Joyce Morrow (Chair). Management staff present were Elise Hui (Executive Director), Mike Jager, James Umfleet, and Yanira Vera. A management staff member absent was Megan Ramos. Guests present were Village Quarter resident Sarah Wilson, and Riverside Terrace resident Teddy Collins.

***Approval of Minutes:***

Commissioner Mickelson moved to approve the minutes of the meeting held on August 22, 2017. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Public Comments:***

Teddy Collins gave an update on fund raising efforts for Riverside Terrace community room renovations that the residents desire. Some of the Riverside Terrace resident committee members attended a town hall meeting that included Congresswoman Suzanne Bonamici, where they talked with her about possible funding sources. Committee members also attended a meeting with Kiwanis, but learned they could only get assistance from Kiwanis if one of the committee members became a Kiwanis board member. Yanira suggested they look into starting a GoFundMe account; Teddy said they thought of that, but since the Riverside Terrace resident committee is not a non-profit organization, any donations to the GoFundMe would not provide a tax break for the donors, so not a lot of motivation to them. Commissioner Griffith recommended the committee call local contractor Gary Rylands to see if he could assist them in getting a current project cost and material breakdown.

***Bills & Communications:***

*List of Expenditures:* Prior to the meeting Chair Morrow asked James about the \$6,204 payment to Lowes (mainly appliances and doors), and the \$1,470 payment to Carlson Testing (geotechnical engineering at the Booth Bend Road property). Commissioner Mickelson did not have any additional questions about the payment summary.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was negative \$1,117 for the month and positive \$33,640 for the two months year-to-date. Families United for Independent Living (FUFIL), the entity that provides special needs services at Hendricks Place, had neglected to bill us for a long time and submitted a catch-up billing for \$11,250. In the future we will keep a close eye on that budget line item to be sure they bill us timely. Section 8 HAP numbers are finally starting to go down. We are still working with the shortfall prevention team due to the depletion of our HAP reserves, which is estimated to happen in December. The 14<sup>th</sup> street house is being advertised for sale. Darcy created a sale sheet for the house that James passed around.

*Asset Management Report by Yanira:* Physical occupancy decreased .1% to 97.7%, and financial occupancy decreased .8% to 95.4%. We recently hired a site manager for Sunflower

Park and Homeport, and will very shortly be offering the Haworth Terrace & Vittoria Square position to an applicant. We have filled the vacant unit at Hendricks Place. The average time to complete work orders increased .3 days to 6.4 days. We still have one more drainage issue at Haworth Terrace to resolve. Commissioner Griffin said the sidewalk repairs at Haworth Terrace look really nice. At Village Quarter, the inspection of the outdoor planting box pool lining showed leaks in several spots, and repairs are upcoming. Recently, a leak in the green roof was identified over the community room library area so additional testing will be done in the area this week to identify where the leak is originating from. Commissioner Gougler said a Village Quarter resident called him with concerns about the slow pace of repairs there, and that the resident didn't want to talk with the site manager or Yanira. Yanira said the resident should feel comfortable talking with the site manager or her instead of calling the Commissioner as they are kept up-to-date on the status of repairs.

*Housing Services Report by Elise in Megan's absence:*

*Family Self Sufficiency:* We had one FSS graduate last month; Jamie Smith, who received \$5,351 total escrow.

*Section 8:* Our HAP numbers are finally starting to drop, as we were just 4 vouchers over-leased for August. August 31<sup>st</sup> was the last day for our limited duration employee, Peter Sullivan. We opened up a full time Housing Specialist position, received several applications, are holding interviews, and will be selecting someone soon.

*Housing Resource Center:* The grant agreement with the State for Oregon Foreclosure Avoidance (OFA) funding expired in June, and the State is currently trying to figure out a funding formula to assist agencies with clients who were working with the OFA program prior to June 30, 2017. There is no new funding for assisting additional clients through the program. We were awarded \$100,000 additional Down Payment Assistance (DPA) funds.

*Executive Director Report by Elise:* Total families served was 2,047. We closed the office for on the morning of the total solar eclipse so that staff could enjoy the event with family. Elise has been in discussion with Commissioner Gougler on a potential development opportunity in Newberg. Elise provided a copy of a nice article in the Newberg Graphic about the Community Connect event.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Properties:* No updates for the reporting period.

***New Business:***

*November/December Board Meeting Date(s):* Due to the November and December meetings falling near holidays, Elise provided the Board with several alternative date options to choose from. After discussion, the Board chose to combine the meetings normally scheduled on November 28<sup>th</sup> and December 26<sup>th</sup> into one meeting on Tuesday, December 12th.

*Commissioner Morrow's Term of Office:* Commissioner Morrow's term of office expires on December 31, 2017. Like Commissioner Gougler, Joyce would like to end her term of office, but is willing to stay on the Board until a replacement is found. Elise will send a letter to the Yamhill County Commissioners requesting their approval to renew Commissioner Morrow's term of office (until a replacement can be found).

***Additions to the Agenda:***

None.

***Executive Session:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:57 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on October 24, 2017.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary