

**MINUTES OF THE SEPTEMBER 27, 2011 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 Monday, September 27, 2011, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Fred Mickelson, Joyce Morrow, Dave Newville and Cheri Strawn. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera

Chair Griffin called the meeting to order at 6:35 p.m.

Phil congratulated Cheri on her appointment to the Board, and welcomed her to her first meeting. Phil asked everyone to introduce themselves.

Public comments:

None

Minutes:

Commissioner Newville moved to approve the minutes of the August 22, 2011 regular meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and James had done a nice job responding to her question about high maintenance costs in writing.

Reports of the Secretary:

Financial Report by James:

August was close to breakeven cash flow from ongoing operations, with a \$1,300 negative. Financial occupancy was 94.8% for the month, and very close to the 95% budgeted. We received \$17,500 admin fee for the Willamina rehab grant, and MPA contributed \$14,083 to operating grant income.

Asset Management Report by Yanira and Mike:

Overall physical occupancy decreased .4% to 95.6%. Village Quarter and Heritage Place have only 1 vacancy right now. Woodside has 4 vacancies, but has 3 pending move-ins. Due to the termination of the Woodside Park manager, we will soon be advertising for that position. We are going to have 4 vacancies at Homeport, with another recent move-out. Homeport residents need to be referred to us from Yamhill County Mental Health, so we do not have waiting lists for the special needs properties. Mike reported average days to complete work orders was 2.1 days. Utilizing smart phones to process work orders seems to be helping with quick response times. Leo Manley, who was with HAYC for 28 years, recently retired. We will not be replacing the position to help keep costs down.

Housing Programs Report by Jonia and Judi:

Mortgage Payment Assistance: We continue to close loans as OHSI approves and sends them to us. At the end of August we had 159 loans signed. 17 families have been denied loans at the state/lender level. Fred asked if there was a common theme for the denials; Jonia said they were denied for a variety of reasons. For the families who qualified, we are performing a monthly income compliance verification process.

Housing Resource Center: Judi has done a great job of catching up on her responsibilities, so next month we will transition Resource Center staff and programs from Jonia to Judi. This will free up Jonia's time to spend on the Neighborhood Stabilization Program and to begin learning development processes from Mark.

Families Served: Total families served for the month was 2,239.

GRTHA Vouchers: We are close to leasing up the final Grand Ronde tribal vouchers.

Section 8: We are holding our first landlord orientation soon.

Systems & Development Report by Mark:

Meridian Street: We have been working with the project consultants on our options for moving forward, and have decided to delay the architect contract until the October Board meeting. Then we will get proposals from general contractors, so that the architect and contractor can work together early on. The consultants have recommended a market study to determine which specific population makes good financial sense for this project. They are also recommending we really focus on what we plan to do with the historic house soon.

Systems: With Meridian Street activity ramping up, beginning October 1st James will assume oversight of HAYC's technology so that Mark can give his full attention to development. Fred expressed concern of losing the website activity report, but James assured him that we would continue that report on his memo.

Executive Director Report by Elise:

Elise thanked the management staff for their cooperation with all the staffing changes being made recently and those still yet to come. There was a very nice article in the American Builder's Quarterly about HAYC and Village Quarter.

Reports of Committees:

Cascade NAHRO Conference: Elise reported on the NAHRO conference she attended on September 12th and 13th. Topics discussed included (1) Improving Agency operations and community standing, (2) Marketing our mission to our communities, (3) The state of Affordable Housing in Oregon with Rick Crager, Acting Director of OHCS, (4) Tax credits, and exit alternatives, (5) and bringing LEAN concepts to the office. Phil and Cheri also attended the conference. Elise thanked Phil for being such a great cheerleader for our organization. Cheri thanked Elise for sending her to the conference. She found it very enjoyable and rewarding. Fred and Cheri discussed social marketing, and it being important to keep in mind as we move forward, as it is becoming a major force in the market place.

Unfinished business:

Update on LRPD Disposition: Elise reported that no units were sold in August, and we remain at 58 units sold, and 12 units left to sell. The 10 units to be sold to YCAHC are nearly done being renovated, and we expect to make the sale in about a month.

New business:

Appointment of Resident Board Position: The Yamhill County Commissioners have approved the appointment of Cheri Strawn to assume the term of Lynai Briggs through December 31, 2015.

New Reflections Loan: A second \$40,750 loan that we took out for the construction of New Reflections becomes due this December. We fronted funds for a collateral CD of equal amount, and are recommending the use of the collateral funds to pay off the loan when it becomes due. Commissioner Newville moved to approve authorizing HAYC to pay off the commercial loan on New Reflections due on December 10, 2011 with the funds from the collateral CD account that serves as security for the loan. The motion was seconded by Commissioner Mickelson and unanimously approved.

Meridian Phase 2 Predevelopment Budget: Mark presented a predevelopment budget for the Meridian Street project totaling \$232,000, which covers the project through the design review process and filing an application for funding with OHCS. Commissioner Morrow moved to approve the Phase 2 Meridian Predevelopment Budget authorizing staff to advance up to \$232,000 of Public Housing sale proceeds to cover the costs of Design Review and the CFC application for apartments at 1103 N. Meridian Street in Newberg. The motion was seconded by Commissioner Newville and unanimously approved.

Additions to the agenda:

None

The next meeting will be one week earlier than usual and will take place on Tuesday, October 18th.

The board went into Executive Session at 8:49 p.m.

The board returned to Regular Session at 8:58 p.m.

Chair Griffin adjourned the meeting at 8:59 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary