

**MINUTES OF THE SEPTEMBER 27, 2016 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 27, 2016 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 Catherine Jones, Fred Mickelson (Vice-Chair), and Joyce Morrow (Chair). Board Commissioners absent were Mike Gougler and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Mike Jager and Yanira Vera. A management staff member absent was Judi Herubin. Guests present were Mary Starrett (Liaison County Commissioner), and Village Quarter tenant Sarah Wilson.

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the meeting held on August 23, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and didn't have any questions that weren't addressed in James' memo. Commissioner Mickelson asked if the payment to ServPro represented the last of the flood damages at Village Quarter; James said yes. The cost of the damages were all covered by insurance, other than a \$2,500 deductible.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$21,326 for the month and \$53,918 for the 2 months year-to-date. We were over budget on maintenance expenses, but Rehab Admin earned \$30,000 admin fees for the month, contributing to the positive cash flow.

Asset Management Report by Yanira and Mike: Physical occupancy decreased .2% to 97.7%, and financial occupancy increased 1.6% to 97.5%. We are close to filling the two vacant units at Haworth Terrace after having some difficulties qualifying a couple applicants. Our manager at Riverside Terrace, Gayle Yoder, announced her retirement after working for us for 7 years, and we have recently hired a replacement for her. We are also close to filling the manager position for Haworth Terrace and Vittoria Square opened up by William Lopez resigning. The average time to complete work orders remained the same at 4.3 days. We continue to repair extensive dry rot damage at Palmer Creek. We are working on the 5th and last Fresa Park building that needs repairs. A lot of dry rot issues resulted from a lack of proper flashing.

Housing Services Report by Elise in Judi's absence:

The Section 8 tracking report reflects the 15 additional VASH vouchers added in August. We are working to utilize the VASH vouchers, but there is an approval process that relies on referrals from the Veterans Administration, and is heavily dependent on their staffing and

schedule. We had one FSS graduate in the last month, Jackieblu Loya, who received \$21,857 total escrow. Jackieblu was able to purchase a home using the Housing Choice Voucher Homeownership program.

Executive Director Report by Elise:

Total families served was 1,973. Elise went to OHCS for a meeting regarding the Homeownership Revolving Capital Fund that we received several years ago. OHCS has recently asked us to return the \$150,000 grant funds, but after meeting with them, they decided we would not have to pay the funds back. We will, however, have to do some reporting on how we have put the funds to use in order to close out the program. Elise continues to work with CASA, who is again applying for funding from the State for buying/renovating Jandina Park. We had a request from the Labor/Management Committee to allow jeans to be worn every day instead of just on Fridays, so we revamped the dress code and are going to try it out on a trial basis.

Reports of Committees:

None.

Unfinished Business:

Status of HAYC Properties: The two potential community partners interest in the Cumulus Avenue lots are continuing to conduct their due diligence to ascertain if the properties will meet their needs. The development of the property is contingent on the property behind our office along Dunn Street meeting a portion of their needs. We have a professional services agreement in place with Bridgeport Valuation to determine the fair market value of the Village Quarter commercial space two years ago before the tenant improvements were constructed as outlined in our lease/option agreement.

HAP Payments Via EFT: James provided an update on the Finance Department's goal of paying HAP via EFT instead of checks. Along with HAP payments by check, we included a letter stating EFT would be mandatory instead of voluntary, and that we would not be mailing out checks as of January 1, 2017. This has resulted in 70 of the 220 landlords who were receiving checks to sign up for EFT, with one refusing to participate. Chair Morrow said she does not agree with the policy of holding checks in the office for pick up. James said that was a technique other Housing Authorities have used to encourage landlords to sign up for EFT, as just recommending EFT has proven ineffective in the past. After discussion, the Board agreed with Joyce to not hold checks at the office, but we will see how enrollment goes down the road, and then readdress this topic at the next Planning Retreat. Commissioner Mickelson also asked Elise to bring back a revised goal percentage for landlord EFT's that would be reasonable given the change in board direction.

New Business:

Commissioner Gougler's Term of Office: Commissioner Gougler's term of office expires on December 31, 2016. Commissioner Gougler was unable to attend this meeting, so Elise emailed Commissioner Gougler asking for his thoughts on renewal. In an email reply, he said he thinks term limits are good in bringing positive change to the Board, but did not rule out renewing his term of office. After discussion, Commissioner Mickelson agreed to contact Commissioner Gougler and have a discussion about his interest level of renewing his term of office, and they will provide an answer next meeting.

November and December Board Meetings: Due to the November and December meetings falling near holidays, Elise provided the board with several options to choose from. After discussion, the Board chose to combine the November 22nd and December 27th meeting into one meeting and meet on Tuesday, December 6th.

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:10 p.m. The next meeting of the HAYC Board will be held on October 25, 2016.

Respectfully submitted,

Elise Hui
Executive Director/Secretary