

**MINUTES OF THE OCTOBER 22, 2013 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, October 22, 2013 at HAYC Offices, 135 NE Dunn Place, Oregon. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Mike Gougler, and Phil Griffin. Staff members present were Elise Hui (Executive Director), James Umfleet, Jay Jaeger, Judi Herubin, Mike Jager, and Yanira Vera. A staff member absent was Jonia Pierce. A guest present was Michelle Reed (FSS Graduate).

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on September 24, 2013. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

Family Self Sufficiency: Jay Jaeger introduced FSS graduate Michelle Reed, who had been on the FSS program for about 5 years before graduating recently. Michelle shared some of her experiences with the program, and her appreciation for the opportunity to participate. Jay presented Michelle a certificate of completion, and a check for her graduation escrow payment. The Board members congratulated Michelle on her accomplishments, and then Chair Morrow excused Jay and Michelle from the remainder of the meeting.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow asked James about a \$20,331 payment to NW Natural Gas; James confirmed her presumption that it was for Deskins Commons (relocation of the gas line).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was negative \$49,740 for the month, and negative \$50,940 year-to-date. We discovered C&D Landscape had not been billing us since April, and the catch-up billings caused us to be \$25,176 over budget on Grounds Maintenance Contracts for the month. However, we recently learned that they overbilled us, and we have a \$5,755 credit coming in October. Darcy Reynolds provided a nice written recap of rehab work done through the Rehab Loan program in the last year; Chair Morrow commended Darcy for a fine report. We are planning some network upgrades to improve the speed and capacity of our network system.

Asset Management Report by Yanira and Mike: Overall physical occupancy decreased .3% to 95.3%, and financial occupancy decreased .4% to 94.4%. Due to sequestration, we lost September and October rental assistance subsidy from Rural Development for Riverside Terrace, which is about \$9,450 each month. We had 25 vacancies, but that amount should decline in

October. We've had more vacancies than usual at Heritage, but are working to fill them quickly. The average time to complete work orders increased .4 days to 1.4 days. We are almost done painting the first two buildings at Tice Park, and are starting on the backs of buildings 3 and 4. We got a great deal from Sherwin Williams on the paint for the entire complex, having purchased it at half the normal price.

Housing Services Report by Judi:

Section 8: Our funding for the Section 8 program is set for the rest of the calendar year, so despite the temporary federal government shutdown, it's business as usual for us. However, we did have to field many phone calls from concerned clients.

Family Self-Sufficiency: We submitted the NOFA request to HUD for 2014 FSS Coordinator positions, and await award results. We had three FSS graduates in the last month: Alberto Cervantes, who earned \$724 total escrow; Stephanie Collins, who earned \$14,708 total escrow; and Michelle Reed, who earned \$17,339 total escrow.

Housing Resource Center: In September we received official notice that we are a HUD approved housing counseling agency! HUD is reviewing a ruling that would require the individual employees serving as housing counselors to also be certified. We have completed the Innovations grant, which benefited homeowners of manufactured houses in parks.

Housing Development Report by Elise:

Deskins Commons: The very rainy weather at the end of September and early October has caused the construction completion date to slip 10 days to July 10, 2014, though Bremik Construction hopes to make up time during framing. Karen Clearwater, our OHCS Regional Coordinator, visited the site and attended a construction meeting. She said she was impressed with the positive interaction between all the parties involved, and had no project progress concerns.

Executive Director Report by Elise: Total families served was 2,201.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: We closed on the 919B Charles Street in Newberg on October 20th. The offer on the Goucher Street units fell through so those units are available along with the units on Russ Court in McMinnville.

New Business:

HAYC Audited Financial Report FY2013: The audit went well - the auditors did not have any findings and gave an unqualified opinion. For FY2013 we had a \$103,751 net loss, which lowered our Net Position to \$16,835,081.

Commissioner Status Updates: Elise has sent a letter to Commissioner Kathy George recommending the renewal of Commissioner Griffin's term of office for another 5 years from January 1, 2014 to December 31, 2018.

Resolution 13-08 – Section 8 Admin Plan Revision: We are proposing to make 5 vouchers available for a fast track program for our foreclosure counseling clients who have lost their home to foreclosure. Chair Morrow voiced her concern with this admin plan revision, and after discussion it became apparent that several others had potential concerns as well. It was decided that this resolution be tabled until the December 3rd meeting, and staff will discuss this issue further prior to bringing it back to the board.

Proposed Rent Guarantee Program Funding: Our Rent Guarantee Program has been highly successful, but is unfortunately defunded as of June 30, 2014. Staff is proposing to continue the Ready to Rent and Landlord Rent Guarantee programs using local funds. Currently program funding is \$37,500 per year, limited to \$1,500 per claim. Commissioner Griffin moved to approve the local funding of the Rent Guarantee program, not to exceed \$37,500 per year. The motion was seconded by Commissioner Gougler, and unanimously approved.

2014 Furlough Dates: As part of the 3-year union contract starting 9/1/2012, it was agreed that all staff would take 2 furlough days per fiscal year (7/1-6/30). After consulting with the union management group, for 2014 we are proposing furloughing staff on 3/28/2014 and 10/10/2014. They are both Fridays, which works well for our clients since the office is already closed to the public Fridays. Commissioner Mickelson moved to approve the recommended furlough days. The motion was seconded by Commissioner Gougler, and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

None

Executive Director Review: Chair Morrow and Commissioner Mickelson will work on the Executive Director's annual performance review, which is due by year end.

Resident Board Commissioner: Elise has received one application for the Resident Board Commissioner position. The applicant appears well qualified for the position.

Adjournment:

Chair Morrow adjourned the meeting at 7:00 p.m. The next meeting of the HAYC Board will be held on December 3, 2013.

Respectfully submitted,

Elise Hui
Executive Director/Secretary