

**MINUTES OF THE OCTOBER 22, 2019 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, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:40 pm and moved the meeting into executive session. The meeting was returned to regular session at 6:21 pm.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Mike Gougler, and Catherine Jones. Phil Griffin was absent. Management staff present were Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Toney Cinnamon, Teddy Collin and Sarah Wilson.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on September 24, 2019. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Amendments were also made to the April 23, 2019 minutes. Commissioner Jones moved to approve these amended minutes. The motion was seconded by Commissioner Gougler.

Motions of the Commissioners:

None

Public Comments:

None

Bills & Communications:

List of Expenditures: There were no questions on the bills and communications as presented.

Reports of the Secretary:

Finance and IT Report by Vickie: Vickie stated that the finance report continues to show a positive cash flow. Vickie highlighted our Tilikum team building retreat and shared information about a recent meeting management staff had with Senator Jeff Merkely and his staff at Deskins Commons. The meeting was regarding affordable housing and was a valuable format for management staff to share insight with the Senator and his team.

Asset Management and Rehab Report by Yanira: Physical occupancy decreased slightly to 97.5%, and financial occupancy decreased to 97.9%. Commissioner Mickelson asked about the status of work orders. Yanira let him know we were attempting to clean up the system, and as a whole the maintenance team is doing well. Yanira also mentioned that during compliance audits the auditors had been impressed with our work order time frames.

Yanira reported that Darcy has received an invitation to submit an application for the city of McMinnville, which she is currently working with Heather Richards on. She also provided an update on the progress of the homes we have for sale.

Housing Services Report by Megan: Megan reported that we had two FSS graduates for the month of September, Bella F. and Ana G.M.

Megan reported that the Housing Choice Voucher program is officially out of shortfall and has resumed issuing vouchers. Megan briefly described what shortfall was and how agencies ended up in shortfall. Currently the program has a wait list of 2,589 people and a wait time of approximately 4 years.

Megan stated Nanette has started working with the Oregon Foreclosure Avoidance program.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting Camp Tilikum, the YCCO lease, interview of Toney Cinnamon and site visits in Newberg. She also reported on our recently created incident report and discussed a recent incident at the front desk.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: YCCO countered our terms of the lease extension, asking for 50% credit of rent to the purchase price. A motion was made by Commissioner Gougler to stay at 0% credit. The motion was seconded by Commissioner Mickelson and unanimously approved.

New Business:

Reappointment of Commissioner Mickelson to a 5 year term. Approved by Yamhill County Commissioners, item number B.O. 19-939

Appointment of Toney Cinnamon to serve the remainder of Commissioner Gougler's term
Approved by Yamhill County Commissioners, item number B.O. 19-409

Resolution 19-05: VIDA Contract Language. Motion to approve made by Commissioner Jones, seconded by Commissioner Gougler and unanimously approved.

Resolution 19-06 Administrative Plan Change- Tie Down. Motion to approve made by Commissioner Gougler, seconded by Commissioner Jones and unanimously approved.

Additions to the Agenda:

Commissioner Gougler made a motion to authorize Chair Morrow to work with a realtor to enter into negotiations to acquire land for a potential multifamily development and further authorized Joyce to make a deposit of \$25,000 on the purchase of a specific land opportunity. It is to be refundable if the purchase option is not accepted. Commissioner Mickelson seconded the motion and it was unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 7:03 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on November 26, 2019.

Respectfully submitted

