

**MINUTES OF THE OCTOBER 23, 2007 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 Tuesday, October 23, 2007, at Riverside Terrace Apartments located at 200 Riverside Drive in Sheridan, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Dave Newville and Phil Griffin. Commissioner Barbara Knutson was excused from the meeting. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager and Cliff Hardy.

Chair Morrow called the meeting to order at 7:30 PM.

Commissioner Newville moved to approve the minutes of the September 25, 2007 meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

As there was no public comment or FSS graduates for the month, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures, and had already asked James one question about a payment to First American Title. The payment was for title insurance for Village Quarter.

James reported on the financial reports. We received \$551,904 HOME & Trust grant funds for Village Quarter, which contributed greatly to the \$554,125 net income for the month. However, those grant funds were immediately loaned to the Village Quarter partnership, so cash flow for the month was \$23,957. State HOME and Trust grants are to the Housing Authority, so the cash passes through HAYC to the Partnership.

Cliff reported on families served. Total families served decreased 19 to 1,900, due to reduced HCV utilization. Judi is working on leasing up again. Overall occupancy remained even at 95.70%. We hired a new front desk administrative assistant, Corina Flores and she is getting trained for the position at this time. We provided an onsite training session for many staff called the Art of Working with People, which seemed quite popular with the staff. Joyce attended the training and added that it was a very good training but that she felt it was too short and actually could have been a two-day training.

Mike reported on maintenance and construction. Average time to complete all work orders was 5.82 days. The LRP Capital fund of \$115,159 was made available, and since it was all budgeted for operations, we were able to draw it all down right away. We had a minor workers comp claim filed when one maintenance employee got a sliver that became very infected. There is not any additional information on the multiple-vehicle accident that occurred a month ago.

Mark reported on Development.

*Vittoria Square:* RD has decided that they want to do even more work than before, and are now considering giving us an interest-free loan to fix additional items not on our present required rehabilitation list, such as a new roof. We are still unsure when we'll see the funding.

*Village Quarter:* Construction has begun! The old buildings have been demolished, and the excavators are moving dirt. Soil tests did not indicate any significant toxic materials. There was a \$30,000 contingency for any problems with the soil that we didn't need to use, so we can put that money toward other things. The veterinary clinic next to V.Q. does not have a gutter, so we will be meeting with the vet to volunteer to install one so that water does not run off their roof onto the side of our building. Mark asked the Board to bring any problems they may spot when visiting the site to him or Elise and not speak with the contractor directly as there is certain protocol that has to be followed to get things changed.

Under Unfinished Business Elise updated the Board on LRPD disposition. As mentioned at our last meeting, the HUD Reviewer requested appraisals on all the properties, as well as a detailed description of our intended use of the proceeds. When we expressed reluctance to spend money on appraisals when we may be denied disposition, we were assured that if they receive the information requested, we would be approved. Don prepared a "Use of Proceeds from Disposition" outline, stating our intended use of the proceeds to be prioritized as follows:

1. We will request 70 replacement Section 8 vouchers.
2. We will acquire or create 70 replacement units that can be operated more efficiently and effectively. The amount of proceeds used will be an amount needed to leverage other funding for this development. We will target residents at or below 50% of median income.
3. Proceeds remaining will be used to reduce debt on one or more family apartment complexes owned by our Local Fund. We could then reduce rents currently serving residents at 80% median income to 50% median income.
4. Acquire land and begin developing new housing for senior citizens.
5. Sell up to 10 units below market value to YCAHC for rehab and sale to FSS clients.

The appraiser is rather busy, so will not be able to begin the appraisals until November.

Under New Business Elise shared a sample calendar with the board that she would like to recommend as a replacement for the 2007 annual report. We feel that this will not only market our programs, but would be a useful tool for our clients. The board agreed to the change in format for this year.

Also under New Business was the Renewal of Term of Office for Commissioner Morrow however since Commissioner Knutson was absent, this item was tabled until next month.

Under the Management Report, Elise noted that we received the good news that we were awarded two more years of grant funding for the Resource Center.

Under Additions To The Agenda, Joyce said that since Elise's one-year anniversary as E.D. is on January 1<sup>st</sup>, it is time to think about her evaluation. Joyce wants to be on the evaluation committee, and when she asked for other Board participation, Jean volunteered to be on the committee. Phil said he would like to provide some input to the committee. Joyce asked Elise to provide a list of her goals and accomplishments during the year.

Phil commented about the latest Labor /Management Joint Committee meeting. At the meeting, there was an issue discussed about an incident that caused some division among staff. Jean asked for additional information. Elise explained that two staff members filed harassment claims toward one other staff member. Management researched, interviewed, held meetings, and eventually resolved the complaints. But during the process, we became aware of the need to improve our policy on harassment, and perhaps add a code of conduct policy or bullying policy. Elise is working in conjunction with the Joint Committee on these policies. Phil commended Elise and staff for their successful handling of the problem. Cliff said he feels there has been a positive outcome, having witnessed positive change in numerous staff members.

Dave said he has some possible candidates for the Finance subcommittee member: Brad Lunt, who is the Columbia River Bank Branch Manager, or Mary Baker with Prudential, or Stacey Higgins. Phil said he is still working on candidates for the Marketing subcommittee: Sonja Hogin with Austin Industries, or Ilene Coons, V.P. of Human Resources at Adec.

Joyce adjourned the regular meeting at 8:04 and excused staff, except for Elise, to move into Executive Session.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary