

**MINUTES OF THE OCTOBER 24, 2006 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 24, 2006, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Phil Griffin, Jean Kinman, Barbara Knutson and Joyce Morrow. Staff members present were: Don Clark, Mark Davis, Elise Hui, Mike Jager, James Umfleet and Judi Herubin.

The meeting was called to order by Chair Dave Newville at 7:33PM. Judi Herubin, HAYC Family Self Sufficiency (FSS) Coordinator, introduced FSS graduate Marivel Ortiz. She has recently acquired her first home. She told of her experience in the program, her goals, and her appreciation for the program and for Judi, her caseworker. Phil asked Marivel if we were to create a DVD promoting the program if she would be willing to provide a testimonial. She whole-heartedly agreed. There were 2 FSS graduates in October: Sandra McClain and Karyn Cunningham. They did not attend the meeting, but Elise included a letter received from Sandra McClain expressing her appreciation for the program. Elise has provided more details of the FSS graduates in the Families Served Report.

Commissioner Morrow made a motion to approve the minutes of the September 26, 2006 meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

Chair Newville adjourned the regular meeting and the Board went into executive session at 7:45PM. He resumed the regular meeting at 8:05PM. Chair Newville reported that the Board was pleased to announce its intention to select Elise Hui as the new Executive Director to replace Don Clark, effective January 1, 2007. Elise accepted the position and expressed appreciation for the Board's faith in her. Dave asked for a motion to approve the selection of Elise. Commissioner Morrow moved to approve the appointment of Elise Hui as Executive Director. The motion was seconded by Commissioner Knutson and unanimously approved. Board and staff members congratulated Elise on her promotion. Chair Newville expressed appreciation to Board and staff members who served on the interview panel and put extra time into this process.

Commissioner Morrow stated that she had reviewed the HAYC expenditures for September 2006 and they looked acceptable.

James reported on the financial statements for September 2006. It was another month of near break-even results with a net operating loss of approximately \$10,000 and positive cash flow of approximately \$10,000. We increased HAP expense again and came closer to the budget. The training expense figures were discussed. Board members asked James to continue separating the staff departments and Board training amounts since it was easier to track each month.

Elise reported on families served. The total families served were 1,875. Overall occupancy decreased .84% to 96.9%. The house in Lafayette that was recently purchased by our affiliated nonprofit under the homeownership program has been rehabbed and sold. Commissioner Griffin said he had suggested the idea to Elise of creating a DVD promoting our programs. Elise said she and James discussed the funding for doing that, and James mentioned the Resource Center grant as a possible source for the marketing cost. Staff will look further into the idea. Elise reported that we have been awarded a continuation grant from HUD that funds our 2 FSS positions and 1 Homeownership position for the coming year. The latest grant includes a \$12,000 increase over the previous year for a total of \$162,000.

Mike reported on maintenance and construction. Average time to complete all work orders was 11.7 days. Of the 135 work order days, one work order was over a year old, as it was a low-priority, "deferred" type of work order. This increased the average time to complete all work orders for the month. Mike suggested modifying his report to break out work orders that are deferred items. After discussion, it was agreed that he should do this but continue with the detail he currently shows on the report.

Mark reported on Development. Regarding Village Quarter, we heard from Oregon Housing & Community Services (OHCS) on October 20th that our application for funding was approved. Don and Mark will attend the OHCS Housing Council on November 3rd when the funding is officially approved based on recommendation from the OHCS staff. Mark invited the Board members to attend this public meeting. Don handed out a memorandum summarizing funding sources and uses, architectural drawings, as well as other project information on Village Quarter. Chair Newville congratulated staff on their good work. Mark stated that we continue to work on a solution to the parking problem. It appears that, as previously discussed with the Board, we will need to apply for a parking variance through the City Planning Commission.

Regarding another potential development project, conversion of the Low Rent Public Housing units, Chair Newville requested a report on individual property values of our Low Rent Public Housing units. Mark stated that we will provide this information but the Board should be aware that the property values provided by the County Assessor's office are very unreliable for HAYC properties. Don suggested that staff include such a report along with additional information on the Low Rent conversion project at the next meeting.

Don reported on the status of Local Reserves. Unrestricted reserves available, after deducting the reserves required for operating contingencies, are a negative \$28,000 as of September 30th. There are two primary reasons for the reduction in unrestricted reserves since our last report. First, the amount required for the operating contingency, which is based on our new FY2007 budget, has increased significantly. Second, We have expended funds for development but have not yet received developer fees to cover those costs. The developer fee for Sunflower Park is delayed, pending final action on our purchase of our tax credit partner's interest in the property.

Chair Newville said that he learned from the NAHRO Conference about HUD's new requirement for Asset Management accounting. We will now be required to account for our properties like private property management firms. He suggested that we withhold using more unrestricted reserves for now until we learn more about the changes coming. Don added that the report supports that conclusion since we don't have excess unrestricted reserves at this time.

Don reported that he and Commissioners Newville and Griffin had attended the National NAHRO Conference earlier in October. All three attendees commented that the conference was very informative, and each reported on sessions that were especially helpful to them. All three attended the National Awards of Excellence session and gladly received, on behalf of HAYC, the award for the Regional Housing Center/Administration Building.

Don announced that NAHRO training for Commissioners is being offered by the Pacific NW Regional Council of NAHRO in Tacoma during November and December. The Board discussed sessions they anticipate attending. Don will follow-up with Board members to confirm their plans for attending.

Don presented a revised policy on the Use of Equipment, Software and Communications. Changes have been made primarily to clarify the use of cell phones by staff. Commissioner Morrow moved to approve the revised policy dated October 24, 2006. The motion was seconded by Commissioner Kinman and unanimously approved.

Don summarized a proposal to conduct a "Joint Compensation Survey" in cooperation with other Oregon housing authorities. It has been several years since HAYC has conducted an analysis of wages and salaries. Don presented a proposal to the Association of Oregon Housing Authorities at their recent meeting, and seven housing authorities agreed to participate. Consultant Michael Taylor from Management and Personnel Services, Inc. has proposed doing the survey for less than \$1,200 per agency. Staff recommends participating in the survey without further bidding since we are unable to locate any other agency in the Northwest who specializes in data for public housing authorities. In addition, good references have been received from several agencies in Washington. Commissioner Morrow moved to authorize staff to contract with Management and Personnel Services, without further bidding, to conduct a joint compensation survey, including a budget revision of \$2,000 to pay for the study and related costs. The motion was seconded by Commissioner Griffin and unanimously approved.

Chair Newville recommended that the Board have dinner with Don and Jane Clark, at a place and time to be determined, in recognition of Don's retirement. Management staff is having a separate luncheon with Don on December 6th. The Board members agreed.

Chair Newville stated that his term of office is ending on December 31, 2006 and the Board will need to make a recommendation to the Yamhill County Commissioners.

After brief discussion, the Board asked Don to prepare a letter to the County Commissioners recommending that Dave Newville be appointed to second full 5-year term as HAYC Commissioner.

The Board moved into executive session at 9:05PM to discuss property and personnel issues. They returned to regular session at 9:30PM and adjourned.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary