

**MINUTES OF THE OCTOBER 25, 2005 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 25, 2005, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Commissioners Jean Kinman, Barbara Knutson, and Joyce Morrow. Commissioner Barry Philpott was absent due to a prior commitment. Staff members present were: Don Clark, Elise Hui, Mike Jager, James Umfleet, Megan Curry, Leon Ramos, Darcy Reynolds and Beth Stevenson.

Chair Newville called the regular meeting to order at 7:30PM. He welcomed Commissioner Joyce Morrow back to the meeting as she has been ill but is recovering nicely. Beth Stevenson, Family Self-Sufficiency (FSS) Coordinator, introduced FSS graduate Karen Berkey who shared her stories of success and appreciation for the program. Chair Newville congratulated her and presented her an escrow check.

Elise reported to the Board that the three staff members who assisted with Katrina victims in Houston have returned and were invited to give the Board an update on their experiences. Darcy Reynolds reported on her experiences serving primarily as an inspector for victims being housed through the Houston Housing Authority. Megan Curry and Leon Ramos reported on their experiences working in the office assisting with the lease-up of clients. All three expressed appreciation for the experience they received and for Board support for their trip. They will also give a report at the all-staff meeting on October 26th.

Commissioner Knutson moved to approve the minutes of the September 27, 2005 Board meeting. The motion was seconded by Commissioner Morrow and unanimously approved. Commissioner Morrow reported that she reviewed the expenditures for September 2005 and had no questions.

James reported on the financial reports. For the month of September 2005, we had a net income of \$16,000 and positive cash flow of \$30,000. Rehab Administration completed the final draw for the McMinnville grant and earned almost \$40,000 admin fees. Housing Assistance Payment (HAP) expense was \$20,000 lower than the prior month and only a few hundred dollars over budgeted funding levels. This is on track with our spending plans for the year for HAP. We began drawing the administrative portion of the 2005 Low Rent Capital Fund, which will add \$8,000 per month for the remainder of the fiscal year.

Elise reported on families served. Overall occupancy increased to 93.48%, due in part to removing Villa del Sol and adding Hendricks Place. Occupancy remained steady or increased at all properties except Woodside with 2 more vacant units. We are 100% at

Homeport. Fresa occupancy is still struggling. FSS utilization increased to 98.37% with 1 termination, 2 graduations, and 4 new participants. HUD notified us that we received funding for all three FSS positions for the next fiscal year including a 5% increase! Don, Elise, and Jonia continue to give their presentation of our programs to City and County Boards. Don reported to the Board that we plan to convert up to 10 of our Housing Choice Vouchers to Homeownership vouchers. This option was approved earlier in the year when the Administrative Plan and Agency Plan were adopted. The voucher would go to eligible FSS graduates and the Housing Assistance Payment would go to the mortgage company instead of a landlord. Barbara asked if we would get resistance from the mortgage companies, but Elise said probably not if we educate them.

Mike reported on maintenance and construction. Average time to complete all work orders was 21.12 days. We had 140 more work orders during the month, which has overwhelmed the maintenance staff. To catch up, Mike stated that his staff will dedicate a full week to the completion of work orders and hold off on turnovers.

Don reported on Development. *Vittoria Square Rehab* – Architect Randall Yamada completed the specifications for the rehab work, and forwarded them to Rural Development (RD) for review. RD informed us the specifications were not fully complete, and Mike is working with Yamada to finalize them. *Sunflower Park* – Construction continues on schedule with estimated completion in January 2006. Elise and Yanira are working on marketing plans for lease-up. *New Market Tax Credits* – Don toured the two potential buildings with architect Brian Carleton, Vince Chiotti of OHCS, and a general contractor. We have a proposal from Carleton Architects for a feasibility analysis. The next step will then be to create a development budget and Don will be working with NOAH on that. Next month, Mark will hopefully be back and reporting on Development.

Staff reported on the Performance Measurement System charts for the quarter ending September 2005. The “Operating Costs per Unit” charts have been revised to show trends by property. Chair Newville expressed concern that the costs for Low Rent Public Housing were not showing the full picture, and that the costs in Low Rent appear high. Don stated that Low Rent costs per unit do run high relative to other properties primarily because those units are single family or duplex units as opposed to multifamily units. Discussion followed concerning how to track Low Rent costs and whether we should consider the conversion of Low Rent units to other types of housing. Chair Newville suggested that we discuss this topic in further detail at our planning retreat in January.

Don and Chair Newville attended the National NAHRO Conference and gave a report on their experiences. Chair Newville shared some materials with staff.

Chair Newville reported on the status of replacing Commissioner Barry Philpott following his resignation, effective December 31, 2005. Commissioner Newville and Yamhill County Commissioner Kathy George interviewed 3 candidates on October 24th. They decided on Philip Griffin, an acquaintance of Dave’s, who worked many years at NW Natural Gas as Director of Human Resources plus other positions. Don commented

that his HR experience could be very useful. The County Commissioners will place Mr. Griffin's appointment on their agenda in November for approval.

Don presented a proposal regarding the purchase of homes by the Yamhill County Affordable Housing Corporation (YCAHC), the nonprofit supported by HAYC staff. Since HAYC serves as the managing agent for YCAHC, staff is requesting Board approval to proceed with a new YCAHC pilot program to purchase a foreclosed home. Staff would analyze the feasibility of purchasing the home, rehabilitating it, and selling it to an FSS graduate who is prepared to purchase a home. Dave asked if the homes we would buy are the same homes that have a Rehab lien on them. Don said that is the scope of the program for now.

Dave expressed concern that the public auction business is very competitive, and we would be hard pressed to make it work for our clients. He also expressed concern that there may be a conflict of interest for him personally, due to his son being in a similar business. He suggested that if we were to attend an auction involving a home where he was also present representing his son, it could be a conflict. The Board agreed and that one party would need to back out of the auction in that case. Don stated that there are several advantages to our Rehab clients, FSS clients, YCAHC and HAYC for attempting this program. The risk is potentially losing money on the sale of the home to a client at a price that they could afford.

After further discussion, Commissioner Morrow moved to give approval to staff to work with YCAHC on this program. The motion was seconded by Commissioner Knutson and was unanimously approved.

The Board adjourned into executive session at 9:18PM. At 9:30PM, Chair Newville reconvened the regular session and then adjourned the meeting.

Respectfully Submitted,

Donald A. Clark
Executive Director/Secretary