

**MINUTES OF THE OCTOBER 27, 2009 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 27, 2009, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Dave Newville, Vice-Chair Phil Griffin, Commissioner Joyce Morrow, Commissioner Lynai Briggs and Commissioner Fred Mickelson. Staff members present were: Elise Hui, James Umfleet, Mark Davis, Jonia Pierce, Cliff Hardy, Mike Jager, Yanira Vera, Megan Ramos, Darcy Reynolds and Beth Stevenson. Guests in attendance were the Vargas Family: Antonio Vargas, Shannon Vargas, Antonio Vargas, Jr., Angeles Vargas, Alicia Sovell, and Anita Beveridge as well as Scout Troop 278: Oliver Vera (scoutmaster), Jesus Valdez, Marco Medina, and Jacob Aguiar.

Chair Newville called the regular meeting to order at 7:27 p.m.

Public comments – We welcomed Darcy, Megan, Beth and the Vargas family who were present to the meeting. Darcy outlined the Housing Choice Voucher Homeownership (HCVH) program that we have been working on and provided a handout explaining activity in the program. We have had 3 participants successfully purchase homes through the program including Shannon and Antonio Vargas who were present at the meeting. Beth discussed the Program Coordinating Committee (PCC) Advisory Board Meeting that was held, and outlined some of the successes of the FSS program including the fact that we have had 150 graduates from FSS since October 1998 and of these 23% have become homeowners. As a prime example of coordination of our programs, the Vargas family was introduced and discussion surrounding them ensued. Darcy introduced Shannon Vargas and her family. Shannon is continuing to be a FSS participant and recently purchased the Kingwood Court house in McMinnville with the help from the VIDA program which Megan runs, Homestart funds from First Federal and subsidized mortgage assistance through the HCVH program that Darcy runs. The Kingwood Court house was bought by Jonia on behalf of the Yamhill County Affordable Housing Corporation (YCAHC) through its home-buying program. Dave presented the Vargas family with a card and gift in celebration to show the family how proud we are with what they have been able to accomplish. Dave excused the Vargas family, Beth, Darcy, and Megan from the meeting.

Due to the fact that we had additional guests, we moved the presentation from Scout Troop 278 regarding their fundraising for the Homeless Connect Event up on the agenda. Scoutmaster Oliver Vera introduced himself and the members of Scout Troop 278, who attended the meeting and presented their fundraising efforts to the Board. The troop members individually explained a little bit about themselves, and their requirements and accomplishments of attaining Cycling and Citizenship merit badges. Altogether, they raised \$705 for the homeless. Oliver presented the money to the Board. Dave thanked them and congratulated them for their successful efforts.

Minutes - Commissioner Morrow moved to approve the minutes of the September 29, 2009 regular meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

Public comments - We had 4 FSS graduates this month: Kadie Farwell, who received \$3,872 total escrow; Lavon Hefferon, who received \$283 total escrow, Tamila Ilsey, who received \$12,264 total escrow, and Teri Swanson, who received \$6,317 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

List of expenditures - Joyce said she reviewed the list of expenditures and did not have any questions or concerns.

James reported on financial reports:

Total revenue was \$1,117,906; total operating expenses were \$1,087,708, and total non-operating income was \$99,239 for a net income of \$129,437. Approximate cash flow for the month was a negative \$94,397. We sold 2 LRPD duplexes in September for total proceeds of \$313,913. We paid off the remaining \$423,867 balance on the Fannie Mae line of credit that was used to partially fund the Village Quarter commercial space. The line of credit payoff exceeded the LRPD proceeds, resulting in the negative cash flow. Joyce noted that despite a reduction of Section 8 utilization, we still overspent HAP. James explained that at our baseline of 1,343 vouchers, we will overspend over \$22,000 HAP a month, but that is a good thing as we still have over \$400,000 HAP reserves to spend.

Cliff and Yanira reported on families served:

Overall occupancy decreased 1.1% to 90.9%. Total families served decreased 9 to 1,884. Our PIC reporting improved over last year, so we anticipate a better SEMAP score. Our occupancy at Woodside has already improved from 15 vacancies as of September 30th to only 4 vacancies currently. We expect Heritage Place vacancies to improve in November, as we are currently pulling from the wait list. It is always difficult to rent upstairs units at senior housing complexes.

Mike reported on maintenance and construction:

Average time to complete work orders was 3.7 days. The Vittoria rehab has been completed. The Local RD office is giving some RD officials from their headquarters in Washington DC a tour of their properties, and wants to show the Vittoria Square property. They have invited HAYC staff, and Newberg Mayor, Bob Andrews as well as others to the showing on October 28th.

Jonia reported on homeownership:

Jonia reported on homeownership. In the prior meeting Dave asked why NSP funding is only for Real Estate Owned (REO) properties. Jonia clarified that these properties that the titleholders have recaptured through the foreclosure process, and the stimulus money is targeting the surplus of homes held by the lenders. It is not the intent of the NSP funds to make a profit, only to cover costs and move stagnant properties.

Mark reported on development:

New Reflections: Construction will be finished by the end of the month. The Open House is scheduled for October 29th from 3:00 to 5:00. Afterward, the complex will be

occupied and operated by YC Health and Human Services, so this is the last good opportunity to view the inside of the complex.

Future Development:

We have still not heard back from the owners of the triangular piece of property in downtown Newberg. Mark requested Board direction regarding the downtown Newberg site. After discussion, the Board decided that they were not interested in pursuing development without the triangular piece of property so we will be contacting the other two properties owner to let them know this information.

Status of Unrestricted Reserves:

James reported on unrestricted reserves. Thanks to the sale of LRPB properties, and the de-federalizing of those funds via the acquisition and subsequent refinancing of Heritage Place, we are showing a positive \$296,621 available for development activities after deducting an operating contingency amount of \$1,047,062.

Under reports of committees:

Ethics Training report from Commissioner Mickelson - Fred said that while there is much we can learn from other housing authorities, HAYC has a lot to offer other housing authorities. He thought the ethics training was good. Many times the discussions moved away from ethics to problem solving. Joyce added that she also enjoyed the training, and concurred that there were many housing authorities dealing with their own problems and there was a lot of discussion on resolution of those problems.

National NAHRO Conference Report from Commissioner Newville - Dave attended a session on policies involving tenants, such as accepting gifts, resident councils, and pet policies. He attended a session on driving and texting. Fred said there is legislation that is effective in 2010, so we should find out what the laws will be and review our policies on it. Dave gave Mike information on a program with Home Depot that Mike was already familiar with. He also attended a session on HCV funding. Dave ask for guidance on whether he should continue to be a member of the National Committee of Commissioners. The training costs would be significant. After discussion, it was decided that due to the current budget restraints facing HAYC, Dave should not continue to serve in this national capacity.

Under unfinished business:

LRPB Disposition Update – Elise provided an update on LRPB disposition. As of September 30th, we have sold 8 duplexes and 7 houses. We sold 2 more duplexes in October. We have signed a contract with the architect, and will begin the process of partitioning some of the duplexes.

Under new business:

Final Status of FY2009 Goals – Elise presented the status of last year's goals. Joyce noted the Board has not seen any client feedback information as they requested as well as not seeing any movement on Ready to Rent or Landlord Orientations and she was disappointed in that fact. Yanira said some of her managers have been giving out feedback forms at re-certification, and we had received minimal feedback. We will be sharing that feedback with the board at their request. Cliff explained that the Section 8 department had other things that have taken priority, but now that things are settled, they

can look into client feedback soon. Elise asked how often the Board would like to see goal status information, and Joyce suggested every 3 months. Elise said we will do this.

Renewal of Term of Office for Commissioner Mickelson – Commissioner Mickelson was originally appointed to the board to fill out Commissioner Knutson's term and the expiration of that term is December 31, 2009. Dave asked for a motion to send a recommendation letter to the Yamhill County Commissioners to renew Fred's commission. Commissioner Morrow moved to send the recommendation letter. The motion was seconded by Commissioner Griffin and unanimously approved.

2010 Annual Report/Calendar - Elise suggested that we do not publish an annual report or calendar for 2010 due to budget constraints, as it costs \$4,000 to \$5,000 for either item. After discussion and concern by the board as to the needs of the receivers of these reports, Elise said we would look at putting something on our website so that our calendar is accessible to all. The board agreed with holding off this year on publishing of either the report or calendar.

Board Retreat Plans – Elise provided a preliminary agenda for the Planning Retreat, and asked for more direction. February 23rd was tentatively set as the date for the retreat and it was agreed that we would be holding the retreat in lieu of our regular February monthly board meeting due to the timing.

Approval of Vacation Time for Executive Director – Elise announced plans to take a vacation from December 23, 2009 to January 5, 2010, which exceeds 40 hours and requires approval by the board. Joyce moved to approve this time off for Elise. The motion was seconded by Lynai and unanimously approved. Dave asked that he be notified if there are any concerns of a significant nature during Elise's absence.

Review of Executive Director Performance - Dave said that it is time to establish a committee to do a review of Elise performance. Phil and Dave will be on the committee.

Management report – Joyce noted that Nanette went from part-time to full-time. Cliff explained that the Section 8 staff needed more help, so she was brought on full-time.

Additions to the agenda – There were no additions to the agenda.

The Board entered Executive Session at 9:40 p.m., returned to Regular Session at 9:55 p.m. and after discussion regarding the offer that was made from MCM on October 21st to purchase 2,000 s.f. of the Village Quarter retail space a motion was made by Commissioner Mickelson authorizing the Executive Director to negotiate the details of the contingencies to make them acceptable to HAYC. Commissioner Morrow seconded the motion and it was unanimously approved.

Commissioner Newville adjourned the regular meeting at 10:00 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary