

**MINUTES OF THE OCTOBER 27, 2015 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 27, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:00 p.m.

Roll Call:

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. A guest member present was Caroline O'Brien.

Hearings of Visitors:

None.

Approval of Minutes:

Commissioner Gougler moved to approve the minutes of the meeting held on September 22, 2015. The motion was seconded by Commissioner Robertson, and unanimously approved.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James about payments to Burke for \$3,600 (exterior painting at Riverside), Peck, Rubanoff & Hatfield for \$1,120 (labor law attorney fees), and to Rey for \$1,627.38 (move out refund).

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$7,608 for the month and \$92,115 for the 3 months year-to-date. We were still in the black for the month despite catching up on outstanding utility bills, thanks to a surge in admin fees for Rehab Admin and the Resource Center. We had a large leak at Vittoria that was repaired in early October. We submitted a water leak forgiveness form to the City of Newberg to request a reduction in the amount of the coming bill. James handed out some pictures that Darcy provided of a few Rehab projects that have been completed recently. Commissioner Griffin asked James if we were going to apply for another CDBG and for what jurisdiction, and James said Darcy was leaning toward another CDBG that is grants to manufactured homeowners (like the current one for McMinnville) with the primary jurisdiction being Newberg.

Asset Management Report by Yanira and Mike: Physical occupancy stayed at 98.5%, and financial occupancy decreased .9% to 96.5%. Even though the physical occupancy stayed the same, there were plenty of move outs and move ins. The average time to complete work orders decreased 2.3 days to 5.3 days. Exterior repairs and painting at Tice Park have been completed! Also, exterior painting at Haworth Terrace has been completed. Mike distributed some before and after pictures of both projects that show the improvements. Dry rot repairs are continuing at Palmer Creek and Fresa Park (main Dayton location). We still have one maintenance employee on light duty, so are working hard to fill in for him.

Housing Services Report by Judi:

We have had a lot of attrition in the Section 8 program, so we keep pulling people off the wait list. We have pulled everyone off the lottery-created wait list and will begin working on the regular “non-lottery” wait list now. Our SEMAP score was 96 points out of 100 as we lost a few points on our lease up percentage last year however we are still a “high performer” agency. We had one FSS graduate this month: Leanne Wasson, who earned \$7,523 total escrow while on the program.

Executive Director Report by Elise:

Total families served was 1,961. Elise is exploring the possibility of holding next year’s Community Connect event at the McMinnville Community Center. We are pleased to have concluded union contract negotiations, and have a revised contract for approval under New Business. Elise attended the national NAHRO conference, and said it was very informative and worthwhile. At the conference she was presented the NAHRO Award of Excellence for Deskins Commons, which was a real honor since other Housing Authorities make the nominations for that one. Commissioner Mickelson asked if the online training for all staff was mandatory, and Elise said yes, we require it annually.

Reports of Committees:

None.

Unfinished Business:

Property Updates: Elise did not have any updates for 133 NE Dunn Place or 625 SE Sheridan Road this month. Our listing contract with Bella Casa expires at the end of October, and Elise recommends extending the contract through the end of April 2016. Commissioner Gougler moved to approve continuing the contract with Bella Casa. The motion was seconded by Commissioner Griffin, and unanimously approved.

New Business:

Status Update FY2016 Goals: Exception items include (1) Rehab Admin is ahead of budget on the goal to earn at least \$84,000 admin fees to sustain the program, (2) Rehab Admin is ahead of schedule to obligate 50% of the McMinnville CDBG, (3) Asset Management is above the goal for physical and financial occupancy, (4) We are behind goal rates for make-ready and on-demand work orders (partly due to one maintenance staff still on light duty after medical leave). Prior to the meeting Chair Morrow asked James how many landlords are on EFT payments now, and James said EFT participation has increased to about 30%.

HAYC Audited Financial Report FY2015: James said the audit went very well; the auditors did not have any adjustments and gave an unqualified opinion of acceptance. For FY2015 we had a \$484,175 increase to our Net Position.

Deskins Commons Operating & Capital Budget for 2016: We are projecting a net loss of \$618,670, and a positive cash flow of \$42,325. Commissioner Mickelson noted the large increase needed for utilities. Commissioner Robertson moved to approve the Deskins Commons Operating & Capital Budget for 2016. The motion was seconded by Commissioner Gougler and unanimously approved.

Sunflower Park Operating & Capital Budget for 2016: We were unable to do a rent increase, due to the LIHTC pass-through requirements. We are projecting a net loss of \$80,275, and a positive cash flow of \$9,905. Commissioner Gougler moved to approve the Sunflower Park

Operating & Capital Budget for 2016. The motion was seconded by Commissioner Griffin and unanimously approved.

Village Quarter Operating & Capital Budget for 2016: We are projecting a net loss of \$239,570, and a positive cash flow of \$23,835. Commissioner Griffin moved to approve the Village Quarter Operating & Capital Budget for 2016. The motion was seconded by Commissioner Gougler and unanimously approved.

Union Contract for 2015-2018: After negotiations with the union in August and September, the union ratified the contract on October 10th. There were some wording modifications or additions to articles on union rights, lost time for union business, seniority, hours of work, retirement, holidays, and inclement weather. The significant changes to benefits include:

Wages and Salaries:

- a) A COLA of 1.5% for year 1, 2.0% for year 2, and 2.5% for year 3
- b) Elimination of step P and renumbering of steps 1-8 to P-7
- c) The top step (was 8, will be 7 on 1/1/16) increases from 2.0% to 3.5% on 9/1/16, and to 5.0% on 9/1/17
- d) The salary schedule will be adjusted on 1/1/16 so that no position will earn less than \$15 per hour.

Paid Time Off (PTO):

- a) Increased PTO accrual from 17.5 hours per month to 18 hours for 1 to 4 years of service, from 19.5 hours to 20 hours for 5 to 9 years of service, from 21.5 hours to 22 hours for 10 to 14 years of service, and 24 hours for 15 or more years of service.
- b) PTO cash-outs continue to be suspended.
- c) Changed eligibility for PTO payment upon termination from 2 years to 1, and eliminated proration based on years of service.
- d) Lowered PTO donation maximum hours (to give or receive) per year from 160 to 100.
- e) Increased minimum PTO hours bank after PTO donation from 40 to 80.

Chair Morrow thanked Elise and James on all their time and effort in negotiations to come to an agreement with the union. Commissioner Gougler moved to approve the union contract for 2015-2018. The motion was seconded by Commissioner Griffin and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:50 to discuss property issues. She returned to the regular meeting at 7:13.

Adjournment:

Chair Morrow adjourned the meeting at 7:13 p.m. The next meeting of the HAYC Board will be held on December 15, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary