

**MINUTES OF THE OCTOBER 28, 2008 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 28, 2008, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Phil Griffin, and Barbara Knutson. Staff members present were: Elise Hui, James Umfleet, Jonia Pierce, Mike Jager, Cliff Hardy, Yanira Vera, Darcy Reynolds and Beth Stevenson. Commissioners Kinman and Newville were excused.

Chair Morrow called the regular meeting to order at 7:35 p.m.

We had one FSS graduate this month, Katherine Brown, who received \$12,102 total escrow. Details of FSS graduates are provided in the Families Served Report memorandum.

Commissioner Griffin moved to approve the minutes of the September 23, 2008 regular meeting. The motion was seconded by Commissioner Knutson and unanimously approved.

As there was no further public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures, and did not have any questions or concerns.

James reported on the financial reports. Total revenue was \$1,108,514, total expenses were \$1,081,119, and total non-operating income was \$239,407 for a net income of \$266,802. Approximate cash flow for the month was a positive \$118,356. We sold our LRPD duplexes on Fellow Street for \$214,960, and on Meridian Street for \$223,088 (funds received early October). These were the third and fourth LRPD properties to sell, comprising 8 of our 70 units.

Cliff and Yanira reported on families served. Total families served remained at 1,877. Overall occupancy decreased 1.2% to 95.9%. There were decreased vacancies at Vittoria, Haworth, and Palmer Creek. Joyce asked why we are struggling with occupancy at Palmer Creek. Yanira said we do not have assistance on all the units there, and there are upstairs units are more difficult to rent. One recently vacated unit at Palmer Creek unfortunately had a water leak resulting in some water damage. Phil asked who pays the water bill there, and Yanira said we do. Village Quarter now has 23 units filled, and we expect to fill the remainder by the end of November. We continue to increase Section 8 lease-up. Our Section 8 waiting list has increased lately.

Mike reported on maintenance and construction. Average time to complete work orders was 6.8 days. Our 2 employees who were on light-duty have returned to full-duty. The managers at Heritage Place declined their new positions, and we are looking for replacements. We are still working with our architect, Marcia Mikesh, on the LRPD zero-lot lines. We did not have any reportable accidents for the month. We got all the inspection work orders done in the same month they were created.

Jonia reported on homeownership. We held a Homebuying Fair in September and had 25 participants. We awarded a \$1,000 down payment assistance to an individual working to purchase their first home. The Homebuying Fair is a requirement of our HRC grant. This was our third Fair.

Mark reported on development.

Village Quarter: Joyce congratulated Mark on the successful completion of VQ and grand opening this month. Many positive comments were given. There has been no interest in the retail space lately, probably a sign of the economic times. Soon we will have to sell it or take ownership of it and make loan payments.

Vittoria Rehab: Mike has provided RD with the project rehab budget, and is in the process of providing the changes they have requested. RD wants to close on the rehab funding next month.

New Reflections: We received word from OHCS that our \$182,000 funding application was approved! We have also learned that Spirit Mountain Community Fund will contribute \$50,000 of our \$75,000 request. With all the problems with the economy lately, Mark checked into the loan through West Coast Bank, which appears to still be a go. So, all the pieces are falling into place.

Under the category of Unfinished Business, Elise reported on LRPD Disposition. Elise reported that the Essex Street duplexes are now on the market too, so we have 5 on the market now.

Also under the category of Unfinished Business, we had a revised Financing Resolution for Fannie Mae – Resolution 08-10. Following Resolution 08-09, further refinements were made on the Loan Agreement, so we are requesting approval and ratification of the revised wording. The changes primarily involve clarifying the limits of HAYC’s payments due, as well as clarifying the LOC as a “recourse” loan, which gives Fannie Mae access to the collateral of other assets. Commissioner Knutson moved to approve Resolution 08-10. The motion was seconded by Commissioner Griffin and unanimously approved.

Under New Business, Elise has been working with an outside contractor to create a marketing presentation of our programs, and showed it to the Board. Phil thanked Elise for pushing forward on this very important work.

Under the agenda items of Website Presentation, Mark and Vickie have been working with our web site committee on updating our web site, and Mark presented their progress to the Board.

Under Renewal of Term of Office for Commissioner Griffin, the Yamhill County Commissioners have approved Phil’s renewed membership on the Board. His new 5-year term will begin 1/1/09.

Under Format for 2008 Annual Report/Calendar, the board discussed whether they would like an annual report or calendar. Last year our annual report was a calendar with our programs included in it. Elise wanted to know if the Board would like to do the same thing this year. The Board unanimously agreed to do it in calendar format again this year.

Under Review of Executive Director Performance, Joyce said it is again time for Elise's annual performance review. She said last year she and Phil did the performance review. Phil volunteered to do it again, and then so did Joyce.

Under Additions to the Agenda, Elise handed out an article on the grand opening of Village Quarter as well as a recent United States Interagency Council on Homelessness (USICH) newsletter, which included a section about the homelessness kickoff event held recently by the homelessness committee that Elise is a member of.

Joyce announced that Steve Mikami is retiring from Yamhill County soon, which means he will be eligible to serve on HAYC's board. She asked him if he would be willing to serve on a HAYC advisory committee, to which he has tentatively agreed.

Cliff handed out a memo regarding our SEMAP scores. He praised his staff for earning a SEMAP score of 93, which allows us to retain our high-performer standing as an agency.

Elise handed out a memo regarding Vittoria Square rehab construction contract. RD is now requiring a Board resolution stating that they wish to complete renovations without formal bid in order to close on the loan. Commissioner Griffin moved to approve Resolution 08-11. The motion was seconded by Commissioner Knutson and unanimously approved.

Under the item of Employment Agreement for Don Clark, Don would like to terminate his employment agreement effective 12/31/08, and enter into a Professional Services Contract. Joyce motioned to approve the termination of Don's Employment Agreement as of 12/31/08, and establishment of the Professional Services Contract as of 1/1/09. Commissioner Knutson moved to approve the termination of Don's Employment Agreement as of 12/31/08 and establishment of the Professional Services Contract of 1/1/09. The motion was seconded by Commissioner Griffin and unanimously approved.

Joyce adjourned the regular meeting at 8:58 pm.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary