

**MINUTES OF THE OCTOBER 30, 2012 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 30, 2012 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Vice-Chair Fred Mickelson, and Commissioners Mike Gougler, Joyce Morrow and Cheri Strawn. A Board member excused was Chair Phil Griffin. Staff members present were Elise Hui, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet, and Yanira Vera.

Vice-Chair Mickelson called the meeting to order at 6:30 p.m.

***Minutes:***

Commissioner Morrow moved to approve the minutes of the meeting held on September 25, 2012. The motion was seconded by Commissioner Strawn and unanimously approved.

***Public Comments:***

None.

***Bills & Communications:***

*List of Expenditures:* Commissioner Morrow said she reviewed the list of expenditures and didn't have any questions or concerns.

***Reports of the Secretary:***

*Finance & Systems Report by James:* Cash flow from operations was \$40,008 for the month, and \$54,336 year-to-date. Contributing to the positive cash flow was high occupancy, and \$27,500 rehab admin fees. Also, the delayed union contract has delayed some benefits, which will be caught up in October.

*Asset Management Report by Yanira and Mike:* Overall physical occupancy increased 1.3% to 98.5%, and financial occupancy increased .7% to 96.8%. All properties are over 95% occupancy except Haworth. The average time to complete work orders decreased .9 days to 1.7 days. We added a temporary worker to help out.

***Housing Services Report by Judi:***

*Section 8:* We scored 100 points out of 100 on the annual SEMAP, retaining our high performer rating.

*Family Self Sufficiency:* We were awarded funding for only 3 of the 4 positions we applied for. After we inquired about it, the Portland HUD office determined that they were mistaken about how many clients we had served in the eligibility period, and that we were indeed eligible for 4 positions after all. We requested a debriefing, the Grants Management Center acknowledged we are eligible for 4 positions and have submitted our information to see if additional funding is available for the 4<sup>th</sup> position. We are still waiting to hear back from HUD on this funding.

*Housing Resource Center:* We were awarded the \$100,000 Innovations program grant, which is for rehabilitating manufactured homes. We will begin marketing the program soon.

*Housing Development Report by Jonia:*

*Deskins Commons:* The design review was submitted timely, but we learned two other applications were turned in ahead of ours, so the hearing for our review was bumped to December 13<sup>th</sup>. This causes a tightening of the schedule, but is still doable. We have re-issued the RFP to Arborists, as it seems the first round RFP had too much information and too short of a turnaround.

*Housing Rehabilitation Loan Program:* We have included a chart showing the number and dollar amount of rehab loans issued since program inception in 1980 - a total of 648 loans totaling over 8.5 million. Large fluctuations between years are due to having been awarded a grant or not.

*Executive Director Report:* Elise reported her activities in the last month. Total families served were 2,169. Significant time was spent disposing the last of the LRPH properties.

*Performance Measurement Charts:* The quarterly performance measurement charts were presented. After discussion, the Board asked Staff to evaluate the usefulness of the charts.

***Reports of Committees:***

None.

***Unfinished Business:***

*Low Rent Public Housing Disposition:* The remaining 10 partitioned units were sold to YCAHC on October 5<sup>th</sup>. We will now begin marketing the units to our clients that are below 80% median income.

*Recommendation for Commissioner Morrow's Reappointment:* At the September 25<sup>th</sup> meeting, the HAYC Board approved reappointing Commissioner Morrow's term of office for another five years from January 1, 2013 to December 31, 2018. A copy of the letter from Elise to the Yamhill County Commissioners recommending the reappointment was provided. The County Commissioners have indicated that they will be looking at this in December as it gets closer to the term expiration date.

***New Business:***

*First Quarter Status of FY2013 Goals:* Most goals are ongoing or are on track, but some goals that are deviating from the goal include (1) below target on rehabilitation loans obligated, (2) behind schedule on Deskins design review, (3) grant funding awarded for only three positions instead of four, due to errors by Portland HUD office, a debrief indicates they will submit a request for additional funding if there is money available, (4) exceeding our physical and financial occupancy goals, (5) new signage has been placed in the Village Quarter commercial space however we need to focus efforts to work on marketing/outreach in the next quarters.

*Resolution 12-10 – Revised Section 8 Administrative Plan:* We have revised the Section 8 Admin Plan to (1) discontinue interim reexaminations when there is an increase in family income, unless the family was previously at zero income, or there were additions to family members, (2) add 10 more fast-track vouchers for Yamhill County Health & Human Services, for a total of 30, (3) add 10 more fast-track vouchers for Yamhill County Veterans Service, for a total of 20. With the addition of these fast-track vouchers, 10% of our voucher stock is fast-track. Commissioner Gougler moved to approve the revised Section 8 Administrative Plan. The motion was seconded by Commissioner Strawn and unanimously approved.

*Union Contract / Furlough Dates:* After negotiations with the union, a failed first attempt at ratification, and a second round of negotiations, the union finally ratified the contract for the period of September 1, 2012 through August 31, 2015 in early October. Significant changes to the contract are (1) employees promoted into a probationary step of pay will be eligible to receive an pay step increase after six months instead of a year, (2) a fixed 2% COLA each year, (3) 2 furlough days each fiscal year, (4) a one year reduction of employer-paid 401 contributions to 6% of gross salaries, returning to 7% in subsequent years, (5) suspension of PTO cash-outs, and (6) reduction of PTO accrual rates for employees with less than one year of service from 17.5 hours per month to 16, and capped at 21.5 hours for employees with more than 10 years of service. Commissioner Morrow moved to approve the union contract for the period of September 1, 2012 through August 31, 2015. The motion was seconded by Commissioner Strawn and unanimously approved.

After discussion the Board agreed to the recommended dates for the first 3 furlough days being December 24, 2012; March 25, 2013; and October 14, 2013. Commissioner Gougler moved to approve the recommended furlough days. The motion was seconded by Commissioner Morrow and unanimously approved.

After discussion the Board agreed that management will follow the same benefits as union members. Commissioner Morrow moved to approve management following the same benefits as union members. The motion was seconded by Commissioner Gougler and unanimously approved.

*Resolution 12-11 – Formation of LLC for Deskins Commons:* Our legal counsel recommends forming a Limited Liability Corporation (LLC) for the tax credit funding for Deskins Commons. Commissioner Strawn moved to authorize Elise to execute all documents necessary for the formation of an LLC for Deskins Commons. The motion was seconded by Commissioner Gougler and unanimously approved.

***Additions to the Agenda:***

None.

***Executive Session:***

None.

Vice-Chair Mickelson adjourned the meeting at 7:55.

The next meeting will be held on December 18, 2012.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary