

**MINUTES OF THE NOVEMBER 27, 2007 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, November 27, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson (by telephone for part of the meeting), Dave Newville and Phil Griffin. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy, and Yanira Vera. A guest in attendance was Brad Lunt.

Chair Morrow called the meeting to order at 7:30 PM.

Dave introduced Brad Lunt as a new Finance subcommittee member. Joyce gave Brad a brief synopsis of his role as a subcommittee member, including assisting Dave with Finance related questions and problem solving.

Commissioner Newville moved to approve the minutes of the October 23, 2007 meeting. The motion was seconded by Commissioner Griffin and unanimously approved.

Under public comment, we talked about the November FSS graduates. HAYC has 2 FSS graduates for November: Janene and Tom Dawson (total escrow of \$7,935), and Francine Perea-Duran (total escrow of \$14,050). They were not able to attend the meeting, but Elise provided details about them in the Families Served Report.

As there was no further public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures and had 2 questions that she previously had answered to her satisfaction. The payments in question include one for property taxes (leased portion of our office, and unused lots along Cumulus), and another that was a large rehab loan disbursement.

James reported on the financial reports. Interestingly, we had \$965,072 of revenue for the month, and \$965,046 expenses, for a net income of \$26. Cash flow was a positive \$14,049. Year-to-date, net income has been \$820,104, and year-to-date cash flow has been a positive \$119,346. Year-to-date capitalized improvements have been \$89,624.

Cliff reported on families served. Total families served decreased 22 to 1,878, due to reduced HCV utilization and a drop in occupancy from 95.7% to 94.47%. We are still seeing a decrease in voucher utilization, but have recently pulled 300 from the waiting list. We are again working on hiring a new person for the front desk. Yanira reported on our properties and occupancy. Occupancy is down a little this month, but should improve

in November. We hired a new property manager for Haworth/Vittoria. Phil noticed that we lost 2 of 10 tenants at Palmer Creek, which was a 20% reduction in occupancy there. Yanira explained that these tenants were new when we acquired Palmer Creek and really were not a good fit for that property so needed to leave.

Mike reported on maintenance and construction. Mike was unable to have October figures available for the Board this meeting, but will have 2 months figures at the next meeting. We had to do some deck repairs at Woodside and at Vittoria. We were postponing deck repairs at Vittoria until RD would provide rehab funding, but 3 decks became unsafe and needed immediate repairing. Dave asked whether Jimmy, our limited duration maintenance employee, was still employed. Mike explained that yes he is, but his limited duration period is coming to a close and we'll soon have to decide whether or not to hire a regular position to continue other rehab projects. Homeport still needs to have the siding replaced. Phil expressed concern about safety issues, like the damaged decks at Vittoria and wondered if we've ever had a tenant injured. Mike explained that no tenants have been injured, as we fix health and safety concerns immediately.

Mark reported on Development.

Village Quarter: Construction continues with footings and vertical concrete beams taking shape.

Vittoria/Jandina: RD has contacted us to have a meeting about funding for Vittoria Square rehabilitation. Once again, the bid to do the work exceeds the funding RD is providing. RD has agreed to meet (at Vittoria in fact) to discuss the situation. Also to be discussed at the meeting is the purchase and rehab of Jandina Park. Mark pointed out that we are still only managing Jandina Park, which prompted Phil to propose we consider getting into property management arrangements. This topic may be discussed again in the future.

The Board moved into Executive Session at 7:48 p.m. to discuss some property issues and board matters. Commissioner Knutson joined the meeting via conference phone at 7:58. Since Commissioner Knutson would only be available for a short time, the renewal of term of office for Commissioner Morrow was moved up the agenda. The Board moved back into regular session at 8:06 p.m. Commissioner Kinman moved to renew Commissioner Morrow's term of office and Commissioner Knutson seconded the motion. There were three in favor of the motion: Commissioner Kinman, Commissioner Knutson and Commissioner Morrow and two opposed, Commissioner Newville and Commissioner Griffin. With the majority in favor of extending the renewal of Commissioner Morrow's term of office, Elise will send over a letter to County Commissioner Kathy George expressing the board's wishes for the renewal of term of office.

Barbara excused herself from the meeting at 8:07.

James' analysis of Local Reserves shows \$198,820 liquid assets available, but after a \$657,680 contingency for 6-months of operational expenses, local reserves available for debt reduction or new development is a deficit of \$458,859. We look forward to the

proceeds from the sale of LRPB properties to boost local reserves back to the desired level.

Under Reports of Committees Dave attended the NAHRO National Conference and reported on his experience there. The keynote speaker discussed global warming: the biggest users of energy are buildings and the biggest polluters are coal mines. Dave attended sessions on New Market Tax Credits (which he found very confusing and unhelpful), Fraud Prevention, Asset Management, and Capital Funding. Dave was generally pleased with the speakers and sessions and encouraged staff to attend future conferences.

Under New Business Elise shared the agency scores for the Section 8 Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS). We did very well in our HUD scoring this last year. For SEMAP, we received 143 out of 145 points, or 99%. That is definitely a rating of “high”. For PHAS, we received 92 out of 100 points, for a designation status of “high performer”. Phil noticed that we scored 0 out of 4 in vacant unit turnaround time. Elise noted that we have struggled with that measurement in the past as well.

James presented the 2008 Abbey Heights Limited Partnership budgets for approval. We are projecting total revenues of \$220,040 and total expenses of \$340,349 for a net loss of \$120,309. Projected cash flow is a positive \$6,050. Commissioner Newville moved to approve the CY2008 operating and capital budgets for Abbey Heights Limited Partnership. The motion was seconded by Commissioner Griffin and unanimously approved.

James also presented the 2008 Sunflower Park Limited Partnership budgets for approval. We are projecting total revenues of \$234,500 and total expenses of \$367,465 for a net loss of \$132,965. Projected cash flow is a positive \$9,745. Commissioner Griffin moved to approve the CY2008 operating budget for Sunflower Park Limited Partnership. The motion was seconded by Commissioner Newville and unanimously approved.

Joyce recommended \$150 gift cards to all employees, and suggested Wal-Mart instead of Fred Meyer as in the past. Staff expressed concerns about the additional cost of increasing the amounts above the traditional amount of \$100 per employee, and of staff expectations for it to continue at the elevated amount. Phil argued that the agency received high SEMAP and PHAS scores and the employees should be rewarded, and that the gift cards improve moral. Mark pointed out that the HUD scores reflect the performance of only a portion of staff. Dave recommended an increased amount of \$250 to management staff. After further discussion, the Board decided on \$150 for all employees including management staff. Cliff suggested the Board present the cards to staff, which the Board agreed to. Commissioner Griffin moved to approve \$150 gift cards for all staff on record as of November 27, 2007. The motion was seconded by Commissioner Newville and unanimously approved.

Elise asked the Board to begin thinking about next year's Board Retreat, and to bring items of discussion to next months meeting. The Board decided that they would like to return to Depoe Bay, and meet at Pirate Coffee Company as in recent years. Topics of discussion suggested included property management, the size of the Board, and commissioner's terms of office.

There was no discussion of the Management Report.

Under Additions To The Agenda, Joyce said she has begun Elise's evaluation. Joyce will be assisted by Jean and Phil.

Brad thanked the Board for inviting him to attend the meeting and asked for clarification as to his role. Joyce explained that he was to serve as an assistant to Dave on Finance related issues, to help ask and solve any Finance related questions.

Joyce adjourned the regular meeting at 9:00 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary