

**MINUTES OF THE NOVEMBER 29, 2011 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 29, 2011, at the HAYC office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Commissioners Joyce Morrow, Dave Newville and Cheri Strawn. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Mike Jager, Jonia Pierce, James Umfleet and Yanira Vera. Excused was Commissioner Mickelson. A guest present was County Commissioner Kathy George.

Chair Griffin called the meeting to order at 6:45 p.m.

***Public comments:***

*Recognition of Commission Newville* - After serving on the Board for over 11 years, Commissioner Newville is retiring at the end of the year, making this his last meeting. County Commissioner Kathy George thanked Commissioner Newville for his many years of service and presented him with a plaque and restaurant gift card. Commissioner Griffin read an e-mail that Commissioner Mickelson sent as he was not able to attend the meeting in person or telephonically which expressed his appreciation for Commissioner Newville. Commissioner Griffin then expressed his appreciation for Commissioner Newville as well. Commissioner Newville expressed his gratitude to his fellow Board members and staff for being such an outstanding group of people to work with. Commissioner George excused herself from the meeting.

***Minutes:***

Commissioner Newville moved to approve the minutes of the October 18, 2011 regular meeting. The motion was seconded by Commissioner Morrow and unanimously approved.

***Bills and Communications:***

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

***Reports of the Secretary:***

*Financial and Systems Report by James:*

James reported we had a negative cash flow of \$63,000, but \$30,000 was from HAP and LRP reserves, for a net negative cash flow of \$33,000. We had a bunch of turnover costs contributing to the deficit.

*Asset Management Report by Yanira and Mike:*

Yanira reported that we had a lot of turnover costs, but in filling the vacant units, overall physical occupancy increased 1.1% to 97.3%, and financial occupancy increased 2.1% to 95.9%. Joyce noted Homeport's occupancy is quite low; Yanira said she has been pushing YC Mental Health to find qualified tenants. They have recently filled one of the units. Village Quarter is finally full again. Overall, we have been receiving a lot of interest in our properties. Mike reported average days to complete work orders was only

1.8 days. We actually closed more work orders than we got. We are still trying to fill the resident manager and maintenance manager positions at Woodside Park.

*Housing Programs Report by Jonia:*

*Housing Rehabilitation:* Next week, OHCS is going to perform their annual audit of the Willamina grant progress. We have chosen Newberg for next year's recipient, and have sent a Project Notification and Intake Form to OBDD for approval to proceed. Next week we will meet with the City of Newberg to get official support from the Mayor and City Council for the application which will be submitted on their behalf.

*Neighborhood Stabilization Program (NSP):* We have been working with Habitat for Humanity on possible low-cost rehab volunteer assistance or partnering sale for some of the NSP homes specifically those in the West Valley. We are actively seeking 1-2 more houses in the Newberg/Dundee area.

*Housing Services Report by Judi:*

*Section 8:* Our newest addition to the Section 8 staff, Joyce Finckbone, resigned after only 6 months on the job to take a different job. In light of reduced admin fee funding, we have decided to absorb her workload at this time. With additional staff out on medical leave, Section 8 has been really busy covering the workload. Our first Landlord Orientation took place November 9<sup>th</sup>, and several attendees said the session was valuable.

*Family Self Sufficiency:* We had one FSS graduate. The Catherine Decker/Jason Fuller family went over-income and were required to graduate. They received total escrow in the amount of \$2,973.

*Housing Resource Center:* We submitted the application for the new funding, which was due November 17<sup>th</sup>, and are awaiting approval. We feel our application was strong and are hopeful we will be funded.

*Development Report by Mark:*

*Meridian Street:* There is a lot going on right now on Meridian Street. With no board meeting in December there will be much activity to report in January. The development team met in November for a visioning meeting for the project as well as for an eco-charrette, which is a discussion on green features to consider including in the project.

The market study indicates the project would likely succeed as either elderly housing or family, but there is probably a greater depth of demand for family. Both categories are a high priority for OHCS, but new rules for allocating federal tax credits in Oregon may offer a financial incentive to provide family ("workforce") housing. Also, Friendsview Manor in Newberg has land designated for a subsidized, affordable elderly project with a projected 2015 date. Therefore, we are recommending designating the project as "workforce" with a mix of one, two, and three bedrooms in a ratio of 20%, 65%, and 15% totaling approximately 60 units.

We need to select a formal name of the project. Management staff discussed possible names and liked Deskins Commons, named after the individual with the original land claim. After discussion, the Board agreed to the name Deskins Commons.

*Executive Director Report by Elise:*

Elise reported on her activities for the month and included her PowerPoint presentation that she provided to the community on the activities for Year 3 of the 10-Year Ending Homelessness Plan.

***Reports of Committees:***

*Elise reported on the OHA Meeting Update:* Topics discussed include Section 8 funding, and State health care reform. There was a tour of a new 40-unit workforce housing complex in Hood River. There were 400 applications for the 40 units and they were fully leased within two weeks. We hope to be able to accomplish this kind of lease-up at Deskins Commons.

***Unfinished business:***

*LRPH Disposition Update:* Elise reported that no units were sold in October, and we remain at 58 units sold, and 12 units left to sell.

***New business:***

*Meridian Street Predevelopment Budget:* Geller Silvis & Associates (GSA) has withdrawn from the project due to timing issues. Since they were the only consultants who were agreeable to being paid on a contingency basis, the cost of their work done so far, and the cost of their replacements will have to be added to the budget. \$50,000 was added to cover consultant fees necessary to finish the CFC application. Yesterday we met with the Housing Development Center (HDC) team to discuss the project and are recommending we move forward with HDC as our development consultants. HDC is the same organization that provided the 18-month asset management training to our staff. Commissioner Morrow moved to approve the selection of HDC as our development consultant on the project as well as the increase of \$50,000 to the predevelopment budget. The motion was seconded by Commissioner Strawn and unanimously approved.

The board went into Executive Session at 8:08 p.m.

The board returned to Regular Session at 8:20 p.m.

*Holiday Gift Cards:* The Board discussed giving staff holiday gifts cards, and decided to follow Elise's recommendation and give staff \$50 visa gift cards for each staff member that is over 50% FTE, and \$25 for those at 50% or less.

*Board Retreat Date:* Elise suggested holding the Board Retreat on February 27<sup>th</sup> or 28<sup>th</sup>, and after discussion, the Board decided on February 27<sup>th</sup> at the HAYC offices.

***Additions to the agenda:***

*None*

The next meeting will be on January 24, 2012.

Chair Griffin adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Elise Hui  
Executive Director/Secretary