

**MINUTES OF THE NOVEMBER 30, 2010 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 30, 2010, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Phil Griffin, Vice-Chair Joyce Morrow, Commissioners Lynai Briggs, Fred Mickelson, and Dave Newville. Staff members present were: Elise Hui, Mark Davis, Judi Herubin, Jonia Pierce, James Umfleet, and Yanira Vera. Excused from the meeting for staff was Mike Jager.

Chair Griffin called the meeting to order at 6:00 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the October 26, 2010 meeting. The motion was seconded by Commissioner Newville and unanimously approved.

Bills and Communications:

List of expenditures – Commissioner Morrow said she reviewed the list of expenditures and did not have any questions or concerns.

Public comments:

None

Reports of the Secretary:

Financial reports:

James reported that our total operating income was \$1,155,912; total operating expenses were \$1,052,146; and total non-operating expense was \$76,466 for a net income of \$27,300. Approximate cash flow for the month was a positive \$42,218. A new financial summary report was included, per Fred's request, which shows beginning and ending cash balances. Fred gave an overview of the new report, and expressed gratitude to staff for it.

Asset Management report:

Yanira reported that overall occupancy remained at 94.3 percent. Fred asked for reassurance that the occupancy numbers were accurate. James explained that unlike the month that the occupancy report showed 97% occupancy, yet we were under budget on rental revenues per the budget comparison reports, this month both reports show slightly under the 95% budget. We are happy to be hiring Teresa Velazquez back on again in January to manage Village Quarter. Dave said if there is supposed to be a light shining on the sign at Woodside Park because it is almost impossible to see at night when it is dark. Yanira will check on it. Yanira reported that Ray Harrison and Armando Tello have done a really good job with maintenance coverage while Rick Miller and Leo Manley have been out on medical leave. Rick was just able to return to light duty work at 4 hours a day on the 29th.

Housing Programs report:

Judi reported on Section 8 department activities: We are applying for 50 additional Family Unification (intent to stabilize families who have lost or are at risk of losing their children) vouchers. It will be a very competitive award, with awards to be announced mid-2011. We are finalizing the annual grant request for FSS program, and are requesting funding for a

fourth FSS coordinator this year based on the number of FSS participants we served for the reporting period.

Jonia reported on remaining program activity: We have received the release of funds for the Willamina rehab grant and also held a successful public hearing in Sheridan to close-out the grant. We have entered into contract with Oregon Affordable Housing Assistance Corporation (OAHAC) to administer the Mortgage Payment Assistance (MPA) program. We have hired a temporary employee, Naida Paris, to assist us. Due to the short time frame we have to work with, the MPA program will be dominating our time in the coming months. The admin fees we earn should really help our bottom line. Jonia expressed gratitude to the office staff for their willingness to step up to the challenge.

The Board commended staff for the many praise reports we have received lately from various agencies we work with, including HUD (best FSS program in the State), OHCS (MPA startup meeting gave them confidence the program would be a success), and Yamhill County Commissioners (praising Elise for homelessness contributions and HAYC for valuable contributions to the community).

Mark provided the Systems and Development report:

Meridian Street Newberg: The Newberg Planning Commission unanimously approved our rezoning request, and now the matter goes to the Newberg City Council who will consider it at their meeting on December 6th. We have hired a historical consultant, Rob Mawson, to assist with historical concerns raised at the last hearing. Mark feels our application is a very good one and is confident going into the City Council meeting. The Consolidated Funding Cycle (CFC) application to OHCS for grant funding to help develop Meridian Street is due in April.

Elise provided the Executive Director Report:

Elise reported her activities for the month. Elise has been voted to be Vice-President of the OHA Executive Board for 2011.

Reports of Committees:

Labor/Management Committee: Staff and management are focused on the budget, and are working amicably.

Unfinished business:

Elise provided an update on LRPD disposition. We did not have any property sales last month, so we remain at 23 duplexes and 10 houses sold for a total of 56 units. We relocated our last tenant that was occupying a LRPD unit; all tenants are now relocated.

New business:

Renewal of Commissioner Briggs' Term of Office:

Elise reported that she has received a letter to the County Commissioners approving Lynai's renewed term of office effective January 1, 2011 through December 31, 2015.

2010 Accomplishments:

Elise reported the staff's accomplishments for the year. The Board commended staff on their hard work and many successes during the year.

Status of FY2011 Goals:

Staff provided updates on FY2011 goals. Staff has been trained on the Healthy Kids program, and we hope to be able to help the kids in our programs and earn a small admin fee for every approved application. Fred was pleased to see we are moving toward specific work plans for each employee.

Holiday Gift Cards:

Elise asked the Board about holiday gift cards for staff. After discussion, The Board agreed to \$100 for each staff member. There will be no proration for part-time employees, and temporary employees are not eligible. Commissioner Morrow moved to approve the \$100 holiday gift card for each HAYC regular staff member. The motion was seconded by Commissioner Briggs and unanimously approved.

Abbey Heights 2010 Budget:

James provided the Abbey Heights operating and capital budget for 2010. Projections are revenues of \$241,910, expenses of \$357,680 for a net loss of \$115,770, and a positive cash flow of \$6,005. Commissioner Newville moved to approve the 2010 Abbey Heights budget. The motion was seconded by Commissioner Mickelson and unanimously approved.

Sunflower Park 2010 Budget:

James provided the Sunflower Park operating and capital budget for 2010. Projections are revenues of \$260,500, expenses of \$365,630 for a net loss of \$105,130, and a positive cash flow of \$6,720. Commissioner Newville moved to approve the 2010 Sunflower Park budget. The motion was seconded by Commissioner Mickelson and unanimously approved.

Village Quarter 2010 Budget:

James provided the Village Quarter operating and capital budget for 2010. Projections are revenues of \$341,120, expenses of \$600,340 for a net loss of \$259,220, and a positive cash flow of \$15,730. Commissioner Newville moved to approve the 2010 Village Quarter budget. The motion was seconded by Commissioner Mickelson and unanimously approved.

Technology Use Policy Revision:

The technology policy was updated to (1) allow business use of personal cell phones for certain staff, (2) clarify use of personal cell phones during work hours, (3) include printers in the copying policy, since they are often the same machine these days, (4) ban personal use of the color laser printer, and (5) prohibit downloading apps on HAYC-owned smart-phones. Commissioner Mickelson moved to approve the technology use policy revision. The motion was seconded by Commissioner Newville and unanimously approved.

Election of Officers for 2011:

Chair Griffin stated that even though the annual meeting is not until January that as agreed upon by the board previously (and per the revised bylaws), nominations and election of officers for 2011 will occur at this meeting. Commissioner Morrow nominated Commissioner Griffin to continue to serve as Chair, the nomination was seconded by Commissioner Briggs and unanimously approved. Commissioner Morrow nominated Commissioner Mickelson to serve as Vice-Chair, the nomination was seconded by

Commissioner Briggs and unanimously approved. Based on this, the slate of officers for 2011 is as follows:

Chair – Commissioner Griffin

Vice-Chair – Commissioner Mickelson

Additions to the agenda:

None

The board went into Executive Session at 7:45:

The board returned to Regular Session at 8:00.

Chair Griffin adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Elise Hui

Executive Director/Secretary