

**MINUTES OF THE DECEMBER 4, 2018 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, December 4, 2018 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:55 p.m.

Roll Call:

Commissioners present were Catherine Jones, Chair Joyce Morrow, Vice-Chair Fred Mickelson via conference call, Mike Gougler, and Phil Griffin. Management staff members present were James Umfleet, Massey Casper (Executive Director), Megan Ramos, Vickie Ybarguen, and Yanira Vera. Guests present were FSS Coordinator Angela Flores, FSS graduate Sandra Doughty, and Riverside Terrace resident Teddy Collins.

Approval of Minutes:

Prior to the meeting the Commissioners reviewed the minutes of the meeting held on October 23, 2018. Commissioner Jones moved to approve the minutes of the meeting held on October 23, 2018 as presented. The motion was seconded by Commissioner Gougler and unanimously approved.

Public Comments:

Angela Flores introduced FSS graduate Sandra Doughty. Sandra Doughty talked about her experiences and successes while on the program, and expressed her gratitude for the program. Sandra got a job with PGE, went over income, and graduated from the program. Angela congratulated her for successfully completing the program and presented her with a Certificate of Achievement. Chair Morrow congratulated Sandra, and then excused her and Angela from the remainder of the meeting. Teddy Collins said the roofing repairs at Riverside Terrace are underway, and Washington Roofing is doing a terrific job so far. He would recommend Washington Roofing to others.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow and Vice-Chair Mickelson reviewed the list of expenditures, and did not have any questions not addressed in James Umfleet's memo.

Reports of the Secretary:

Finance and Rehab Report by James Umfleet: Prior to the meeting the Commissioners reviewed the budget-to-actual comparison reports, and did not have any question not addressed in James Umfleet's memo. Cash flow from operations was negative \$36,380 for the month and negative \$91,120 for the four months year-to-date. We have been incurring a lot of maintenance materials and painting costs, and grounds maintenance contracts is over budget due to delayed billings from Solitude Landscaping for service in prior months. West Valley HA billed us for several months of inspections in prior months, so Megan Ramos is going to contact them to request monthly billings from now on. Commissioner Griffin noted the large \$6,840 payment to Western Exterminator for the treatment of bed bugs in three units at Woodside Park. On November 30th we were finally able to close on the purchase of 717 N. Adams St, Lafayette from the County for a total purchase price of \$2,465. Darcy is excited to get started developing this property, and is planning on installing a duplex with a common wall.

Systems Report by Vickie Ybarguen: Another Youth Opportunity Program (YOOP) intern started working at HAYC this month. One is working in the IT department, and the other is splitting her time between Accounting and Housing Services. We disposed of some PCs, including donating some of them to YOOP. We had Yardi provide a demo of their Rent Café and Pay Scan modules, and are in negotiations with them over costs. The Directors joined Massey Casper in an Executive Director training session, which Vickie said she enjoyed due to the overall HA viewpoint. We open an Assistant Technician position, and have offered the position to our Housing Specialist, Steven Stone. We have been working with George Fox University students on a branding refresh. The first round of designs was sent to us on November 14th, and we have since chosen our top two favorites and asked for revisions to them.

Asset Management Report by Yanira Vera: Physical occupancy increased .6% to 97.9%, and financial occupancy increased .9% to 97.1%. The average time to complete work orders decreased 8.0 days to 12.3 days. Yanira Vera has challenged her staff to achieve a 98% physical occupancy. We met with DHS to see if we can get involved with the Jobs Plus program, which would bring in a maintenance helper for little cost to us. The roofing repairs at Fresa Park, Tice Park, and Woodside Park have all been completed. Roofing repairs at Riverside Terrace began on 11/26/18, and Washington Roofing will then work on Haworth Terrace. The roofing repairs at Fresa Park were completed without prior approval from RD, so we are working closely with our new RD compliance officer to hopefully get the replacement reserve draw approved. A community meeting was held for the Bridges remodel project, but no community members attended. The next step is to submit an application for conditional use to the city. We are meeting with HHS to go over and revise our Memorandum of Understandings with them. Recently one of our residents at Vittoria Square committed suicide, so Yanira Vera sent her staff to training on suicide.

Housing Services Report by Megan Ramos:

Family Self Sufficiency: We had four FSS graduates for the month; Jamele S., who received \$20,889 total escrow while on the program, and Kathryn C., who received \$6,464 total escrow while on the program, and Sandra D, who received \$10,737 total escrow while on the program, and Stephanie C., who received \$20,174 total escrow while on the program. The NOFA for 2019 FSS funding was made available and we have completed and submitted our application. We anticipate the awards will be made in December.

Section 8: The Section 8 department continues to work hard to bring up our voucher utilization numbers. Our numbers are going up, but not as quickly as we would like, due in large part to the shortage of rental inventory. During the month Section 8 staff completed 219 annual or interim re-examinations, and moves. We learned that we once again got 100 on our SEMAP score for the most recent fiscal year. We have posted the Housing Specialist position that will soon be opened by Steven Stone transferring to the I.T. department. Chair Morrow noted we are up to 1,296 HAPs paid, which is 93.7% voucher utilization. For November we should increase it to around 94.5%.

Executive Director Report by Massey Casper: Total families served increased 7 to 2,057. It's been another busy month of meeting new people, working with vendors, and engaging the senior staff in training and process analysis. Some highlights of the many activities happening lately:

- Met with a Lowes representative to establish new credit limits, and review processes of on-line ordering and instituting checks and balances.
- Traveled to Salem to meet with some of the OHCS crew, who are integral in our various partnership.

- Met with HDC ED Joni Hartmann at City of Newberg Administrator's offices to go over possible opportunities, including the Gougler property.
- Met with Scott Daniels of Washington Roofing at HAYC office to enquire about the delay in commencing the roofing project. Scott informed me that he never received a 'notice to proceed' from Mike Jager, and the material has been sitting in his warehouse awaiting direction.
- We will be meeting with Rural Development (RD) management in Tangent to introduce ourselves to our new specialist, Jay Delapp. Our prior RD specialist, Ester Salinas, retired a few months ago.
- Just as we successfully re-negotiated the agreement with Redwood Commons, I am going to ask Attorney Gowell to give another look at the current agreements with Lafayette Place (132 units) and Meadowbrook Apartments (48 units) who are currently enjoying the ability to operate under our non-profit tax ID to see if they can be more charitable with their profits towards us.
- We met with Grand Ronde representative to make an offer of adding to current services in return for another 20 vouchers (we currently have 20).
- YCAHC currently has 2.7 million of 0% deferred rehab loans which comes due at ownership change. We also have about \$350k of 2% rehab loans with \$33k outstanding, for which collection process is underway.
- YCAHC is also in the closing stages of acquiring 1 empty duplex buildable corner lot for taxes owed and are in conversations to take possession of 4 additional dwellings for back taxes owed.
- Our current banking relationship is being analyzed by asking competitors (Bank of America, US Bank and Citizens) to give us an analysis of ALL our accounts. This has already paid dividends with an impromptu-on-the-spot-offer (from our current bank, Columbia Bank) of an additional .3% bump in interest rates for the current plethora of savings/reserves accounts.
- Our Credit Card usage has been analyzed by the Finance department and we have identified vendors that will accept payments via credit card. We should be receiving a higher rebate check of about \$5k, up from our current yearly rebate of \$900.
- We are planning on holding a first of its kind, county wide non-profit (especially the ones with a housing component to their mission) meet/greet-discover-mutual-synergies on January 29th. Commissioners will be requested to attend please. Commissioner Starrett has been kind enough to be our keynote speaker.

Commissioner Griffin noted that Joe Hannon, Newberg City Manager, is approaching churches about excess land to develop more housing.

Reports of Committees:

None.

Unfinished Business:

Status of Properties:

Cumulus Avenue Property: We received an appraisal of the Cumulus Avenue property from Windermere Realty, which came in at \$750,000. Massey will be reaching out to Lutheran Ministries and share the evaluation with them and see if they are still interested in buying the property.

Sheridan Road Property: An outline of the Sheridan Road development proposal from Yamhill County Health & Human Services (HHS) is included in the packet. HHS plans to acquire the property from us and develop about 65 units of housing for their special needs clientele. They

want an allocation of vouchers from HAYC to help ensure success of the project. According to HHS the first phase of approximately 35 units includes a community room with bathroom facilities that would be accessible to our Riverside Terrace residents that are right next door. This would be very beneficial, since the Riverside Terrace residents want to expand their very small community room and add a bathroom to it, but there are no funds available to do so. The HHS community room should be ready by November of 2019. Per Massey's recommendation, HSS has agreed to make 10 of the units available only to VASH (Veterans) voucher holders, which should help HHS sell the project to the funders, and will also help HAYC utilize more of our current VASH voucher allotment. Our entire HHS portfolio model is currently being analyzed to bring them in line with newer sustainable practices. We will be revising all our Intergovernmental Agreements (IGA) and Memorandum of Understandings (MOU) that we have with HSS to include tenant damage charges, tenant accounts receivable write-offs, non-utilization of HCVs, personnel costs and other compliance related costs before we move ahead and give a green light to the Sheridan Road development.

Other Potential Development: There is a lot in Newberg behind the Safeway store that Commissioner Gouger's construction company was looking to develop, but it has been determined it would be ideal for affordable housing. The first phase of the project includes about 40 units, and is permit ready. We will be sending out an RFP for services soon.

New Business:

Fast Track Vouchers: Over the past several years the Board has approved "fast track" vouchers for specific agencies. These agreements are all set up to provide a set total number of vouchers that the agency can refer clients of their choosing to, thus allowing them to circumvent the wait list and get a voucher much more quickly. Recently a few concerns have been brought to light regarding these vouchers:

- Only 42 of 100 (42%) available vouchers are being utilized.
- HAYC has little oversight as to how the decision of who gets vouchers is managed.
- There is unfairness in only certain agencies being provided information about how to request "fast track" vouchers.

Based on these concerns we would like to take the following steps:

- Terminate existing MOU's for fast track vouchers for Health and Human Services, MV Advancements, YCAP, Yamhill County Veteran's Services, and Yamhill County Community Corrections, converting all current fast track voucher holders to regular voucher holders.
- Develop a RFP to allow interested parties to apply for fast track vouchers. These parties could include current partners such as YCAP and MVAdvancements along with new partners such as Henderson House and the schools.
- Require these parties to meet certain requirements for their referrals, namely completion of a Ready to Rent or comparable class, and that they provide assistance to their referrals in locating a unit.
- Allocate a specific number of vouchers available, per month, to each approved party. Vouchers unused at the end of the month do not roll over.

After discussion, the Board agreed with staff's recommendations on changes to fast track vouchers.

2018 Accomplishments: The staff's major accomplishments for 2018 were provided. Chair Morrow commended staff for the great accomplishments for the year.

Staff Appreciation: Since staff has been working really hard and doing great work, Chair Morrow said the Board agrees with the recommendation to give \$150 gift cards to staff, and

\$250 gift cards for the department Directors. Chair Morrow said the Board would also like to give the Executive Director a \$500 gift card. Commissioner Griffin moved to approve \$150 gift cards to staff, \$250 gift cards for department directors, and a \$500 gift card to the Executive Director. The motion was seconded by Commissioner Gougler and unanimously approved. Chair Morrow said the Board also agrees with the recommendation to close the office at 3:00 on December 24th and 31st and giving 2 hours of PTO to staff for each day. Commissioner Mickelson moved to approve closing the office at 3:00 on December 24th and 31st and giving staff 2 hours of PTO for each day. The motion was seconded by Commissioner Gougler and unanimously approved.

2019 Board Retreat: Massey Casper provided several date suggestions for the 2019 Board Retreat. After discussion, the Board agreed to do like we have done in recent years and hold the retreat just prior to the regularly scheduled meeting in the HAYC offices on March 5th starting at 3:00.

Election of Officers for 2019: For the election of officers for 2019, Commissioner Gougler nominated Commissioner Morrow to continue to service as Chair, and for Commissioner Mickelson to continue to serve as Vice-Chair. The nomination was seconded by Commissioner Griffin and unanimously approved. The officers for 2019 are as follows:

- Board Chair – Joyce Morrow
- Vice Chair – Fred Mickelson

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:00 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on January 22, 2019.

Respectfully submitted,

Massey Casper
Executive Director/Secretary