

**MINUTES OF THE DECEMBER 6, 2016 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 6, 2016 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:50 p.m.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Catherine Jones, Mike Gougler, and Phil Griffin. Management staff present were Elise Hui (Executive Director), James Umfleet, Judi Herubin, Mike Jager, and Yanira Vera. Guests present were Mary Starrett (Liaison County Commissioner), Village Quarter tenants Carol McCausland and Sarah Wilson, HAYC staff member Bruce Sahagian, NAHRO poster contest winner Kristal Gaona and her family members Martin (father), Maria-Goretti (mother), Aaron (brother), Yulissa (sister), Martin (brother), and Kevin (brother).

***Public Comments:***

As part of NAHRO's Housing America campaign, a poster contest is held each year for children living in affordable housing owned or administered by NAHRO member agencies. Posters reflect the national theme "What Home Means to Me." HAYC staff member Bruce Sahagian helps facilitate the poster contests, and gave an outline of how the poster contests work. Bruce said two entries from the Pacific Northwest were selected as regional winners and their posters were sent to compete on the national level. As a result Kristal Gaona, a Deskins Commons resident, has her artwork featured in the 2017 NAHRO Calendar. Chair Morrow welcomed Kristal and her family to the meeting, and congratulated her for creating a winning poster. Chair Morrow presented Kristal with the poster contest prize – a visa gift card from NAHRO, and also gave her and her parents 3 calendars that have her winning entry in them. Calendars were distributed to the Board members as well. Chair Morrow thanked Bruce and the Gaona family for attending the meeting and excused them all from the remainder of the meeting.

***Approval of Minutes:***

Commissioner Griffin moved to approve the minutes of the meeting held on October 27, 2016. The motion was seconded by Commissioner Jones, and unanimously approved.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and prior to the meeting she asked James about the \$7,942 payment to Lowes, which seemed to be for the same things as the \$7,065 payment to Lowes the month before. James confirmed that the payments were for very similar things. Mike said we used to buy most of our appliances from GE, but we have been getting better deals from Lowes lately.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Cash flow from operations was negative \$8,069 for the month however still positive \$78,919 for the 4 months year-to-date. We had a credit for workers comp due to a dividend from SAIF. Maintenance costs were high with a lot of painting, materials, and contract costs at Tice Park, Woodside Park, Abbey Heights, Sunnyside, and Fresa Park. We were very pleased to learn we were awarded the full \$400,000 CDBG for City of Newberg, which will again be grants to manufactured homeowners in parks. We are also applying for a similar grant of \$50,000 each year for 2 years from Meyer Memorial Trust.

*Asset Management Report by Yanira:* Physical occupancy increased .7% to 97.5%, and financial occupancy decreased 1.7% to 95.5%. We have a few occupancies that we have had trouble getting qualified applicants for. We have an applicant for the Palmer Creek vacancy. We are purging the Deskins Commons wait list, due to the large number (117) that are on the list. Part of the motivation is because the State wants units to be filled within 30 days, so it helps to have a fresh batch of applicants on the wait list.

The average time to complete work orders increased 1.0 days to 7.1 days. We are nearing completion of exterior repairs at Palmer Creek. The front walkway of Haworth Terrace has been badly cracked by tree roots, and since we will have to tear out some of the walkway to complete the drainage repairs, we will repair all the damaged walkways afterward. Asphalt repairs at Riverside Terrace and Vittoria Square have been delayed by bad weather.

Commissioner Griffin said he has a friend that lives right next to Deskins Commons on Evergreen Street, and his friend has complained several times about people smoking just outside the Deskins Commons entry to/from Evergreen Street and leaving cigarette butts and other garbage on the ground there. Commissioner Griffin brought pictures his friend took of all the garbage, which was shown to everyone. He asked if there is anything we can do to help eliminate the problem. We have already asked the City of Newberg if we could eliminate the entryway with a locking gate, but the City denied our request. After discussion, it was decided that since it is public property belonging to the city that the problem belongs to the City of Newberg. However, in order to be a good neighbor and to protect our property, Mike will contact the Fire Marshall and ask what can be done about this possible fire threat.

*Housing Services Report by Judi:*

We had 3 FSS graduates for the month: Jeannie Bruesch, who received \$3,020 total escrow; Stephanie Collins, who received \$3,703 total escrow; and Robin Gehrts, who received \$3,518 total escrow. We were at a perfect 100% HCV utilization with 1,358 HAPs paid.

*Executive Director Report by Elise:*

Total families served totaled 2,038. Elise, James & Darcy attended the sheriff's foreclosure sale at the courthouse, and picked up a house on 14<sup>th</sup> street in McMinnville. There is a 180 day Right of Redemption period, so we will have to wait until after that before beginning renovations. Elise and Darcy met with Community Home Builders reps to discuss a potential partnership on long term alternatives to manufactured homes in parks. The Community Connect Event will be held at Linfield College next year.

*Reports of Committees:*

None.

*Unfinished Business:*

*Status of HAYC Properties:* Elise sent some purchase figures for the Village Quarter commercial space to Seamus McCarthy in mid-November, and he asked for some time to discuss with the YCCO Board of Directors.

*New Business:*

*HAYC Audited Financial Report FY2016:* James said the audit went very well; the auditors did not have any adjustments and gave an unqualified opinion of acceptance. For FY2016 we had a \$302,659 increase to our Net Position. Commissioner Mickelson said his consulting business

has many clients, but few consistently have such good audits, and congratulated James on his good work.

*Deskins Commons Operating & Capital Budget for 2017:* We are projecting a net loss of \$525,430, and a positive cash flow of \$35,105. Commissioner Mickelson moved to approve the Deskins Commons Operating & Capital Budget for 2017. The motion was seconded by Commissioner Gougler and unanimously approved.

*Sunflower Park Operating & Capital Budget for 2017:* We were unable to do a rent increase, due to the LIHTC pass-through requirements. We are projecting a net loss of \$81,530, and a positive cash flow of \$5,345. Commissioner Griffin moved to approve the Sunflower Park Operating & Capital Budget for 2017. The motion was seconded by Commissioner Gougler and unanimously approved.

*Village Quarter Operating & Capital Budget for 2017:* We are projecting a net loss of \$235,715, and a positive cash flow of \$25,090. Commissioner Jones moved to approve the Village Quarter Operating & Capital Budget for 2017. The motion was seconded by Commissioner Gougler and unanimously approved.

*Resolution 16-04 – Proposed Revisions to Section HCV Admin Plan:* We are recommending the addition of 10 fast-track vouchers to Yamhill County Health and Human Services for individuals with substance abuse disorders, bringing the total fast-track vouchers we have for YCHHS to 40. Commissioner Mickelson moved to approve the revision to the HCV Admin Plan. The motion was seconded by Commissioner Griffin and unanimously approved.

*Property Development Consultant RFQ:* We would like to send out a Request for Qualifications (RFQ) to find someone to assist us in potentially developing a potential new construction site. The firm we hire needs to have the requisite experience, and command respect from OHCS, since OHCS is most likely the primary funder of the project. Commissioner Mickelson moved to approve Elise issuing an RFQ for a development consultant. The motion was seconded by Commissioner Gougler and unanimously approved.

*Status of FY2017 Goals:* The status of the FY2017 goals through 10/31/16 (4 months) were provided. Exception items include (1) Rehab Admin is well ahead of budget on admin fees, (2) Section 8 is very close to 100% voucher utilization, (3) we received a 100% score on SEMAP, (4) we are exceeding our physical and financial occupancy goals, (5) our tenant delinquency rate is .9%, which is .6% better than the 1.5% goal, and (6) we are over budget on work order times (mainly due to one of our maintenance staff members being out a lot for medical reasons, so we are going to hire a temporary helper to reduce the work order times).

*2016 Accomplishments:* Some of the staff's major accomplishments for this year were provided. The Board expressed appreciation for the many accomplishments listed, and congratulated the staff.

*Annual Report to Community:* Elise provided the last two years annual reports to the community, and asked the Board for additional ideas to incorporate into the 2015 report. Chair Morrow suggested not having poster contest pictures again this year, since we've had several years that we've highlighted those, and Commissioner Mickelson encouraged lots of pictures and not too much text.

*Staff Appreciation:* Since we have been doing well with cash flow lately, and staff has been working really hard all year, Elise is suggesting we give \$125 gift cards to all employees. In the past we have also given half days off prior to Christmas and New Year's Day holidays, but both holidays fall on a Sunday, so it doesn't make a lot of sense to do so this year. Commissioner Gougler moved to approve the \$125 gift cards to all staff. The motion was seconded by Commissioner Jones, and unanimously approved.

*2017 Board Retreat:* Elise gave several suggested dates for the 2017 Board Retreat, and asked the Board which day and time they would like to hold the retreat. After discussion, the Board decided to hold the retreat on March 7, 2017 at 3:00 prior to the regular meeting, which will be moved back from February 28<sup>th</sup> to March 7<sup>th</sup>.

*Election of Officers for 2017:* For the election of officers for 2017, Commissioner Mickelson nominated Commissioner Morrow to continue to serve as Board Chair. The nomination was seconded by Commissioner Griffin and unanimously approved. Commissioner Griffin nominated Commissioner Mickelson to continue to serve as Vice-Chair. The nomination was seconded by Commissioner Jones and unanimously approved. The officers for 2017 are as follows:

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

*Approval of Executive Director Leave Time:* Elise requested approval of time off that will exceed 40 consecutive hours. She is scheduled to be out of the office on medical leave from December 13, 2016 through January 6, 2017, which is a total of 136 hours. Commissioner Griffin moved to approve Elise's scheduled leave time. The motion was seconded by Commissioner Gougler, and unanimously approved.

***Executive Session:***

Chair Morrow moved into Executive Session at 7:15 to discuss property issues. She returned to the regular meeting at 7:21.

***Additions to the Agenda:***

None.

***Adjournment:***

Chair Morrow adjourned the meeting at 7:22 p.m. The next meeting of the HAYC Board will be held on January 24, 2017.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary