

**MINUTES OF THE DECEMBER 12, 2017 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 12, 2017 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 6:12 p.m.

Roll Call:

Board Commissioners present were Phil Griffin, Catherine Jones, Fred Mickelson (Vice-Chair), and Joyce Morrow (Chair). A commissioner absent was Mike Gougler. Management staff present were Elise Hui (Executive Director), Mike Jager, James Umfleet, and Yanira Vera. A management staff member absent was Megan Ramos. Guests present were Mary Starrett (Liaison County Commissioner), HAYC Resident Manager Teresa Velazquez, NAHRO Poster Contest finalist Mischa Larkin and family, HAYC FSS Coordinator Beth Stevenson, HAYC FSS Coordinator Bella Frimpong, FSS graduate Gail Franson, and Village Quarter resident Sarah Wilson.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on October 24, 2017. The motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comments:

Joyce again congratulated NAHRO Poster Contest finalist Mischa Larkin for being one of the 12 finalists selected to be in the 2018 NAHRO Calendar and relayed how proud we were all of them. Beth Stevenson introduced FSS graduate Gail Franson, and talked a little bit about Gail's experience on the FSS program. Chair Morrow asked Gail to share some of her experiences while on the program, which she did. Yamhill County Commissioner Mary Starrett asked Gail what was one thing that really helped her succeed in the program, and Gail said setting goals and being held accountable to them by Beth. Beth presented Gail with a certificate of achievement, and the Board congratulated Gail for her success and thanked her for coming and sharing. Beth, Bella, and Gail were then excused from the remainder of the meeting along with the Larkin family.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow asked James about the \$6,699 payment to Lowes, which was for maintenance materials and appliances for Tice Park, Woodside Park, and Heritage Place. Commissioner Mickelson did not have any additional questions about the payment summary.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations was \$16,906 for the month and \$97,277 for the four months year-to-date. Chair Morrow said she was very pleased to see we were awarded the \$150,000 Veterans Home Improvement Program Grant, which will provide 0%-2% interest loans to eligible low income Veterans to make repairs to their homes. Chair Morrow was also glad to see our HCV numbers continuing to drop. Elise said we have one last conference call with the Shortfall Prevention team on December 14th, and we will be released from the Shortfall Prevention Team beginning January 1, 2018.

Asset Management Report by Yanira & Mike: Physical occupancy decreased .4% to 96.6%, and financial occupancy increased .7% to 97.7%. We have 4 vacancies at Woodside, but have plenty on the wait list ready to move in. Commissioner Griffin asked where we were on the Riverside

Terrace community room expansion and bathroom. Elise said she had referred the Riverside tenant committee to a local contractor located in Sheridan to provide estimates on the cost and a material breakdown list. The committee has contacted the contractor. Once we have the material list and cost estimate we can then pursue grant funding from various sources, such as Lowes and First Federal. The average time to complete work orders decreased 2.4 days to 4.1 days. We are very nearly done with exterior repairs at Palmer Creek, which turned out to be a much more extensive job that we thought it was going to be. Chair Morrow asked Mike for an update on the Village Quarter leaks. Mike said the all the leaks have been repaired, and just some painting remains to be done, which should be completed very soon. The contractor recommends we do not refill the planting areas with soil, and is suggesting we put in potted plants on top of styrofoam blocks. We will analyze the suggestion to ensure it is our best option moving forward. Chair Morrow asked about the security concern on November 9th. Elise said our receptionist received a phone call from an upset client who threatened to “come to the office and kill everyone”. Soon thereafter the client came into the office, so 911 was called, and before long the police came into the office. The police frisked the client for weapons (he had none) and interrogated him, determining that the client was not a threat. The client has been “trespassed” and is not allowed to come into the office again. A debrief of the incident was conducted with the office staff on November 16th, where we discussed things that we did right, and things we should do differently next time. We also discussed additional security features that could be installed to help keep staff safer.

Housing Services Report by Elise in Megan’s absence:

Housing Resource Center: Claudia returned from maternity leave on December 5th, and we are very happy to have her back. Now that she is back we will begin to take new Oregon Foreclosure Avoidance (OFA) cases. Our OFA grant agreement expired June 30, 2017, but we just received a new grant agreement this week and are being allowed to bill back to July 1st.

Executive Director Report by Elise: Total families served was 1,998. Commissioner Griffin asked about the revision to our employment application. Elise said to comply with the Oregon Equal Pay Law; we had to remove any questions on prior salaries the applicant received.

Reports of Committees:

None.

Unfinished Business:

Status of Properties: Seamus McCarthy, who is the CEO of YCCO, has completed an analysis of buying the 3 Village Quarter retail bays. He has determined purchasing the bays at this time would take their reserves below a comfortable level. He does believe they could make the purchase in 2020, and would like to extend the option on the property another 2 years. Since YCCO’s lease payments fully cover our debt service on that property, and since 90% of any lease payments will go toward the purchase price, Elise is recommending we extend the purchase option on the retail spaces through December 31, 2019. Commissioner Griffin moved to approve extending the purchase option on the retail spaces through December 31, 2019. The motion was seconded by Commissioner Mickelson and unanimously approved.

New Business:

Notice of Contract for Roofing Bids: The Board had previously agreed to allow Mike to award roofing contracts for Tice Park and Woodside Park to the low, responsive, responsible bidder. Mike has awarded the roofing contracts for both properties to Washington Roofing, and is just letting the Board know who was chosen.

Resolution 17-09 – Violence Against Women Act (VAWA) Emergency Transfer Plan: We are required by HUD to have a VAWA Emergency Transfer Plan, which allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. Commissioner Griffin moved to approve the VAWA Emergency Transfer Plan. The motion was seconded by Commissioner Mickelson and unanimously approved.

HAYC Audited Financial Report FY 2017: James said the audit went very well; the auditors did not have any findings or adjustments and gave an unqualified opinion of acceptance. For FY2017 we had a \$573,394 increase to our Net Position. The Board congratulated James on another good audit.

Status of FY2018 Goals: The status through October 31st (4 months) of our FY2018 goals was provided, with exception items listed in Elise's memo. We are on track or ahead of most goals. We have implemented a debit card system for utility assistance recipients called Reliacard, but have only received two enrollment forms so far. Darcy has earned just \$5,000 admin fees out of the goal of \$95,000, but we hope to see a surge down the road now that the Newberg CDBG has gotten underway. Our delinquency percentage is just .43% of rental revenue so far this fiscal year which is well below our goal of 1.5% or less.

2017 Accomplishments: The staff's major accomplishments for 2017 were provided. Chair Morrow commended staff for (1) the implementation of the Reliacard system, (2) 17 FSS graduates with nine moving off of housing assistance and one moving to homeownership, (3) 2 VIDA graduates who used their VIDA funds to purchase their first homes, (4) 63 landlords having entered into agreements with Ready to Rent graduates since inception of the program, (5) the exterior repairs that were completed at Haworth Terrace, Heritage Place, and Palmer Creek, (6) heat pumps were installed at Homeport, and (7) Fair Housing and NAHRO poster contest winners. Commissioner Griffin was intrigued to see that we provided tenants with health screenings through George Fox University's physical therapy program; Yanira said the residents really enjoy the health screening services.

Staff Appreciation: Since staff has been working hard and doing great work, and overall we are performing well financially with a positive cash flow, Elise recommends \$150 gift cards for staff appreciation this year. Commissioner Mickelson moved to approve \$150 gift cards for staff appreciation. The motion was seconded by Commissioner Griffin and unanimously approved.

2018 Board Retreat Date: Elise asked the Board when they would like to hold the 2018 Board Retreat, and offered several date suggestions. 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 on February 27th starting at 3:00. We will have dinner at 5:00, and hold the regular meeting at 5:30.

Updates on HAYC Board Members: As requested by the HAYC Board, the Yamhill County Commissioners have reappointed Commissioner Morrow to another 5-year term to expire on December 31, 2022 or until we are able to find a replacement for her position. Elise will soon advertise for Commissioner Gougler and Commissioner Morrow's positions, replacing first Commissioner Gougler, and second, Commissioner Morrow.

Resolution 17-10 – Adoption of Amended Bylaws: Elise provided the HAYC bylaws that were revised at the October 24th Board meeting. Commissioner Griffin moved to approve the adoption of the revised HAYC bylaws. The motion was seconded by Commissioner Jones and unanimously approved.

Election of Officers for 2018: For the election of officers for 2018, Commissioner Mickelson recommended Commissioner Morrow continue to service as Chair, and he continue to serve as Vice-Chair. Commissioner Griffin nominated Commissioner Morrow to continue to serve as Board Chair, and Commissioner Mickelson to continue to serve as Vice-Chair. The nomination was seconded by Commissioner Jones and unanimously approved. The officers for 2018 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 7:03 p.m. The next meeting of the HAYC Board will be held at 6:00 p.m. on January 23, 2018.

Respectfully submitted,

Elise Hui
Executive Director/Secretary