

**MINUTES OF THE DECEMBER 15, 2015 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 15, 2015 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:55 p.m.

***Roll Call:***

Board members present were Fred Mickelson (Vice-Chair) via conference call, Joyce Morrow (Chair), Kevin Robertson, Mike Gougler, and Phil Griffin. Management staff members present were Elise Hui (Executive Director), James Umfleet, Mike Jager, and Yanira Vera. A management staff member absent was Judi Herubin. Guest members present were Mary Starrett (Liaison County Commissioner), and Caroline O'Brien.

Chair Morrow handed out years-of-service plaques or certificates and "Making The Difference" pins to the Commissioners, and thanked them all for their many years of service on the Board. She said she and Commissioner Robertson attended the holiday potluck party yesterday with staff, and handed out the same plaques or certificates and pins.

***Hearings of Visitors:***

None.

***Approval of Minutes:***

Commissioner Gougler moved to approve the minutes of the meeting held on October 27, 2015. The motion was seconded by Commissioner Griffin, and unanimously approved.

***Bills & Communications:***

*List of Expenditures:* Chair Morrow said she reviewed the list of expenditures and did not have any questions or concerns.

***Reports of the Secretary:***

*Finance, Systems, and Rehab Report by James:* Due to the very early reporting cutoff that would have been necessary for November, only October was reported. November and December financial performance will be reported at the January meeting. Cash flow from operations for October was \$23,423 for the month and \$115,928 for the 4 months year-to-date. We received a \$4,641 dividend payment from SAIF resulting in negative expense for workers compensation expense. Utilities were low due to the moderate weather we had in October. The City of Newberg forgave approximately \$9,600 utilities expense due to the big water leak at Vittoria Square.

*Asset Management Report by Yanira and Mike:* Physical occupancy for October decreased 1.7% to 96.8%, and for November increased .7% to 97.5%. Financial occupancy for October remained the same at 96.5%, and the November percentage will be reported at the January meeting. We had some evictions at Woodside Park due to delinquencies not being paid. We have several vacancies at Heritage Place due to some tenants moving to assisted living. The average time to complete work orders for October decreased 1.3 days to 4.0 days, and for November decreased .7 days to 3.3 days. Commissioner Griffin said he drove by Haworth Terrace and it looks so much better due to all the exterior improvements. We are finding a lot of dry rot repairs needed at Palmer Creek Apts. Commissioner Griffin asked if there were any

drainage issues at Deskins Commons or any of our other properties due to all the rain we have experienced recently, and Mike said no, just some standing water here and there however, everywhere there are drains, everything is draining very well.

*Housing Services Report by Elise in Judi's absence:*

We learned we will be funded for four FSS Coordinator positions for 2016, which is up from 3.5 for this year. We received notification from OHCS that we were awarded \$100,000 funds for the Down Payment Assistance program, and anticipate marketing that program around the first of the year. We had a monitoring review by the Grand Ronde Tribal Housing Authority, and they were very pleased with how we are administering their program.

*Executive Director Report by Elise:*

Total families served in October was 1,939, and 1,946 in November. Elise, Judi and Yanira attended a meeting with Kevin, Emily and Silas of YCHHS to discuss the status of a new development by the high school and provide technical assistance to them on various aspects of property management. Elise continues to support Howie on the COMPASS center/Tiny House Village concept to move this idea forward.

*Reports of Committees:*

None.

*Unfinished Business:*

*Property Updates:* Elise has been in contact with Tim Wenger of Keystone Builders regarding the Sheridan Road property, and the possibility of developing an elderly multi-family turnkey type project on this property. Commissioner Gougler said his development company would be willing to work with HAYC on a similar turnkey type arrangement, and would be interested in participating in an RFP for this property. This appears to be a good item to discuss at the February board retreat.

*New Business:*

*2015 Accomplishments:* Some of our major accomplishments for 2015 were presented. The Board congratulated the management staff on their many accomplishments this year.

*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. After discussion, the Board agreed that last year's report was a really good one, and recommended following that format.

*Staff Appreciation:* Since we have been doing well with cash flow lately, and staff has been working really hard all year, Elise is suggesting the following staff appreciation ideas:

- a) \$100 gift cards to all employees.
- b) Close the office at 12:00 on December 24<sup>th</sup>, and give staff 4 additional hours of PTO (pro-rated for part-time employees).
- c) Close the office at 12:00 on December 31<sup>st</sup>, and give staff 4 additional hours of PTO (pro-rated for part-time employees).

Commissioner Griffin moved to approve the staff appreciation suggestions. The motion was seconded by Commissioner Robertson, and unanimously approved. Commissioner Mickelson asked Elise to remind staff that these benefits should not be expected, but due to the staff's excellent performance over the year. Elise said that would be covered in the letter from the board that will accompany the gift cards.

*2016 Board Retreat:* Elise gave several suggested dates for the 2016 Board Retreat, and asked the Board which day and time they would like to hold the retreat. After discussion, the Board decided to start the retreat at 3:00 on February 23<sup>rd</sup>, prior to the regularly scheduled Board meeting.

*Election of Officers for 2016:* For the election of officers for 2015, 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 Gougler and unanimously approved.

The slate of officers for 2016 is as follows:

Chair – Commissioner Morrow

Vice-Chair – Commissioner Mickelson

*Executive Director Review:* Chair Morrow and Commissioner Mickelson will again take the lead on Elise's annual review. Chair Morrow asked Elise to provide a list of her accomplishments in the last year, the status of this year's goals, and her goals for next year.

***Additions to the Agenda:***

None.

***Executive Session:***

Chair Morrow moved into Executive Session at 6:37 to discuss personnel issues. She returned to the regular meeting at 6:43.

*New Tenant Board Commissioner:* Chair Morrow said she and County Commissioner Mary Starrett received 6 applications for the Resident Board Commissioner position that will be open due to Commission Robertson going off the program at the end of the year. They interviewed 3 of the applicants, and selected Catherine Jones. Once approved by the board, Elise will send a letter to the County Commissioners recommending Catherine Jones to serve as Resident Board Commissioner starting January 1, 2016. This will be a 5-year term ending December 31, 2020. Commissioner Gougler moved to approve the selection of Catherine Jones to serve as Resident Board Commissioner. The motion was seconded by Commissioner Robertson, and unanimously approved.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:45 p.m. The next meeting of the HAYC Board will be held on January 26, 2016.

Respectfully submitted,

Elise Hui  
Executive Director/Secretary