

**MINUTES OF THE DECEMBER 16, 2014 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 16, 2014 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, Judi Herubin, Mike Jager, and Yanira Vera. A guest member present was Kathy George (Yamhill County Commissioner).

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on October 28, 2014. The motion was seconded by Commissioner Gougler, and unanimously approved.

Hearings of Visitors:

Liaison County Commissioner: Chair Morrow welcomed Kathy George to the meeting. She thanked Kathy for serving as our liaison county commissioner for so many years, and presented her with a framed certificate of appreciation. Kathy expressed her gratitude, and thanked the HAYC Board members and staff for all they do to provide affordable housing in Yamhill County. Chair Morrow then excused Kathy from the rest of the meeting.

Bills & Communications:

List of Expenditures: Chair Morrow said she reviewed the list of expenditures and prior to the meeting asked James if the \$13,038 payment to West Valley was the same one discussed last meeting. James confirmed that is was the same payment; the expense was accrued into September, but paid in October.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James: Cash flow from operations for October was \$10,728 for the month, and \$52,011 year-to-date. Cash flow from operations for November was \$46,936 for the month, and positive \$98,516 year-to-date. The large cash flow for November was undoubtedly due to not receiving some billings because of the very early reporting cut-off. In the 5 months of this fiscal year, Rehab Admin and the Resource Center Admin have already exceeded their annual budget for admin fees. The rehab CDBG grant application for the City of McMinnville was awarded! We were the only agency in the state to receive CDBG funds for housing rehabilitation, and we were awarded the full \$400,000. This project will allow us to provide grants to owners of manufactured homes in parks to complete emergency, or health and safety repairs. Chair Morrow noticed that there was a lot of fraud recovery in October; Judi said that can occur during times of heavy intake, as people can't get on the Section 8 program when they owe money to the Housing Authority.

Asset Management Report by Yanira and Mike: For October overall physical occupancy remained at 96.2%, and financial occupancy increased 1.3% to 95.4%. For November overall

physical occupancy remained at 96.2%, and financial occupancy increased .9% to 96.3%. We still have several vacancies at Heritage Place, as we are having difficulty filling the upstairs units. We have several vacancies at Woodside, but we're filling them quickly. The Hendricks Place vacancy is difficult to fill because that property is for the developmentally disabled. All three vacancies at Abbey were evictions and Mary is working to fill those units. For October the average time to complete work orders decreased 1.6 days to 4.3 days, and for November the average time to complete work orders decreased .3 days to 4.0 days. Unfortunately the painting at Tice Park is on hold until the weather improves next Spring. Chair Morrow expressed great desire to get the property painted soon, as it has been taking a long time. Mike explained that it is taking a long time because we are trying to save money by doing the work in-house instead of contracting it out.

Housing Services Report by Judi:

Section 8: Judi and her staff have been working really hard to increase voucher utilization, and we're finally seeing some results. Judi passed around an updated Section 8 tracking report that includes preliminary numbers for December. The report shows December's lease-up jumps up to 1,338, which is only 5 below our baseline. We continue to serve clients through our agency referral program. We have reserved 150 vouchers to assist clients referred to us by our partner agencies, including Department of Child Welfare, YCAP, Community Corrections, Health and Human Services, and Veterans Services. Over the years 762 families have been referred to us through this program.

Family Self Sufficiency: We had one FSS graduate in the last month: Stephanie Teahn, who received \$18,345 total escrow and is participating in the HCVH program.

Executive Director Report by Elise:

Total Families Served: Total families served in October was 2,073. Total families served in November was 2,092. We've held the Community Connect event at the Sue Buel Elementary school the last couple years, but since the school isn't on a bus route and there was not sufficient parking for the event, Elise has been in contact with Chemeketa Community College about possibly hosting the 2015 event.

Deskings Commons: We were able to satisfy NOAH's 3-month financial compliance period in September, October and November, so permanent loan closing is scheduled for December 18th. This is a month earlier than anticipated, so that will save us a month of interest on the construction loan.

Sheridan Land: We have received a preliminary environmental review back from Pacific Habitat Services. Elise still needs to talk with HDC regarding the report however is concerned that we will not be able to use LRPH disposition proceeds or LIHTC funding to develop land in a flood plain. With a shortage of other development funding available, we may end up having to sell the land. We will be discussing this property in more detail at the Board Annual Retreat in February.

Reports of Committees:

None.

Unfinished Business:

Low Rent Public Housing Disposition: The potential buyer for 1140 Goucher Street missed our deadline to sell her house, so we terminated the sale agreement. Fortunately we quickly got another offer, which we accepted on November 12th. Closing is expected before December 19th.

Village Quarter Commercial: The build-out of bay #2 is completed, and YCCO moved into the space on December 1st. The addendum for YCCO to expand fully into bay #3 has been signed, the construction plans have been drawn up, and the City has approved the permits, so we will soon begin construction on the final bay.

Office Lease Space: We have not had interest in the office space. Bella Casa has put a sticker on the big sign to clarify that the space for lease is office space, and not our land lot.

New Business:

2014 Accomplishments: A list of major accomplishments by the HAYC team in this last year was provided. The Board congratulated the team on the impressive list of accomplishments.

Annual Report Ideas: Elise provided the Annual Report to the community for the last 3 years, and asked the Board for ideas for the 2014 Annual Report. The Board liked Elise's suggestion to break up the report into general categories, such as Housing Services, Asset Management, etc, and include some pictures to make it more interesting.

Staff Appreciation Idea: Elise asked the Board if they wanted to repeat what they authorized last year, which is closing the office early on December 24th, and give staff 4 additional hours of PTO for the office closure. If there is enough interest, the office would close at 11:00, with a staff potluck from 11:00 to 12:00, then staff would leave for the day at 12:00. Chair Morrow said she supported this, and in addition would also like to give the staff \$100 holiday gift cards as a reward for all the accomplishments in the last year, and because we have positive cash flow so far this year. After discussion, the Board supported the holiday gift cards as well. Commissioner Robertson moved to approve the office closure at 11:00 on December 24th, giving staff an additional 4 hours of PTO for the closure, and \$100 holiday gift cards. The motion was seconded by Commissioner Griffin, and unanimously approved.

2015 Board Retreat: Elise provided several suggestions on the date and time to hold the 2015 Board Retreat. After discussion, the Board decided do like we did last year and hold a "mini-retreat" prior to the regularly scheduled meeting in February, starting at 3:00 on February 24, 2015.

Election of Officers for 2015: For the election of officers for 2015, Commissioner Griffin nominated Commissioner Morrow to serve as Chair. The nomination was seconded by Commissioner Robertson and unanimously approved. Commissioner Morrow nominated Commissioner Mickelson to serve as Vice-Chair. The nomination was seconded by Commissioner Griffin and unanimously approved.

The slate of officers for 2015 is as follows:

Chair – Commissioner Morrow

Vice-Chair – Commissioner Mickelson

Additions to the Agenda:

None.

Executive Session:

None.

Adjournment:

Chair Morrow adjourned the meeting at 7:04 p.m. The next meeting of the HAYC Board will be held on January 27, 2015.

Respectfully submitted,

Elise Hui
Executive Director/Secretary