

**MINUTES OF THE DECEMBER 18, 2007 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, December 18, 2007, at the HAYC offices, 135 NE Dunn Place, McMinnville, Oregon. Board members present were: Chair Joyce Morrow, Commissioners Jean Kinman, Barbara Knutson (by telephone for part of the meeting), and Dave Newville. Commissioner Phil Griffin was excused from the meeting. Staff members present were: Elise Hui, Mark Davis, James Umfleet, Mike Jager, Cliff Hardy, and Jonia Pierce.

The Board moved into Executive Session at 7:10 p.m. to discuss some property issues. Chair Morrow called the regular meeting to order at 7:25 p.m.

Commissioner Newville moved to approve the minutes of the November 27, 2007 meeting. The motion was seconded by Commissioner Kinman and unanimously approved.

As there were no FSS graduates for the month and no public comment, we moved on to the list of expenditures. Joyce said she reviewed the list of expenditures and previously asked James about a \$16,350 payment to William Adams. James explained that it was for the appraisals of our Low Rent Public Housing units, which is required by HUD for disposition. Elise handed out an updated list of our LRPH properties that includes the appraised values for each property.

James reported on the financial reports. Revenue for the month was \$975,035, and expenses were \$912,536 for a net income of only \$62,499. Cash flow was a positive \$76,507. Due to the Board meeting occurring a week earlier than usual, we had an early cut-off of November invoices, so not all expenses are showing. The correction will come in December, along with PTO cash-outs, so December will likely show a much lower profit or possibly a loss.

James reported on the Audited Financial Report for FY2007. There were no findings, but there were a couple adjustments from what was reported at the July Board meeting. The main adjustment was to recognize \$188,329 additional Section 8 subsidy. Net income for FY2007 was \$332,045, and Assets increased \$397,273.

Cliff reported on families served. Total families served decreased 6 to 1,872. We pulled 300 off the waiting list prior to Judi's time off, so we should see an upswing of utilized vouchers in the coming months. We hired a new person for the front desk, filling a large need there.

Mike reported on maintenance and construction. Average time to complete work orders was 7.86 days. We continue to have numerous move-out work orders. We have completed the energy audits of the Low Rent Public Housing units, which we recently learned is required for operating subsidy Stop Loss. The audits showed that our properties are generally in good shape, and could therefore be a potentially good marketing tool for the sale of the properties.

Mark reported on Development:

Village Quarter: The City approved our redesign to move the north wing, and so construction continues with vertical concrete columns and block walls taking shape. Soon we will see the beginnings of the first floor concrete slab.

Vittoria Square Rehab: Elise, Mark and Mike met with RD to discuss how to proceed with getting the rehab work started in light of LMC's bid being over budget. Mike suggested using a mix of subcontractors and HAYC employees, to which RD agreed, so Mike is now working up his plan to present to RD.

Jandina Park: RD cannot guarantee that they will fund all the costs involved in our purchasing and rehabilitating Jandina, including a developer fee and tenant relocation costs. After a discussion with our consultant, we feel we do not have the assurances needed from RD to continue pursuing this property. Therefore, Elise sent a message to RD telling them we were withdrawing our interest in purchasing Jandina. She did say that if RD could guarantee a full funding package, we would be willing to reconsider our decision. Dave asked what RD will do with the property if we don't buy it. Mark said they would probably list it for sale, and that we may want to consider buying it on the open market with LRPH disposition funds.

Heritage Place: Don continues to work on the possible purchase of Heritage Place. We are currently unsure if the current owners, Bowen Property Management, have an obligation to sell the property to us if we make an offer under our Rights of First Refusal. We may bring to the Board a feasibility analysis and purchase recommendation at a later time.

The Property Management Agreement for Jandina Park was moved up from New Business since we were just discussing Jandina Park during the development report. During a recent meeting with RD, we received no reassurances from them that we will ever come to an agreement on the necessary funding to cover all the costs to purchase and rehab Jandina Park. We have therefore decided to request Board approval to discontinue managing the property since we only agreed to do so assuming we would someday own the property. Elise asked for approval to send a notice to RD stating termination of management of Jandina Park will be effective February 1, 2008. Commissioner Newville moved to send RD the management termination notice and Commissioner Kinman seconded the motion and the motion was unanimously approved.

Performance charts were presented to the Board. There were no major developments revealed. It was agreed to add total FSS graduates to the chart that currently shows FSS graduates by caseworker. There was some confusion pertaining to the Powerpoint slide show having headers above the charts that were not in the Board Packet charts. Staff will provide the Powerpoint slide show in future Board Packets so that they match exactly.

Earlier in the meeting, Elise handed out an updated listing of our properties that includes the appraisal amounts. Per HUD requirements for disposition, we had appraisals done on all our LRP properties. We are still waiting to hear back from the HUD SAC office on our application.

Commissioner Knutson joined the meeting via conference phone at 8:00 P.M. just in time for New Business. Under New Business the board discussed plans for the annual retreat. The Philpotts have turned down our request to hold the Board Retreat at The Pirate Coffee Company due to their increased business traffic, so we must find a different location. Joyce and Elise had previously discussed the possibility of having the Retreat here at the HAYC office. Joyce asked Dave, Jean and Barbara if they were agreeable to do that, and they all were. Elise will be working on further details for the Retreat that she will present at the next meeting.

The next item of New Business was Term Limits for Board Members. Commissioner Kinman moved to eliminate term limits from the Board of Commissioner Bylaws and Commissioner Knutson seconded the motion. There were three in favor of the motion: Commissioner Kinman, Commissioner Knutson and Commissioner Morrow and one opposed, Commissioner Neville. With the majority in favor of eliminating term limits from the Board's Bylaws, Elise will be making these changes and presenting the new Bylaws at the next board meeting.

Joyce requested Board member interest in the upcoming election of officers. Jean expressed no interest in serving as the Board Chair or as Vice-Chair. Barbara also expressed no interest in being Chair or Vice-Chair. Dave was interested in either Chair or Vice-Chair. Phil had previously told Joyce that he would be willing to serve as Vice-Chair, but not Chair. Joyce said she would be willing to be Chair or Vice-Chair. Election of Officers will occur next meeting.

Commissioner Knutson excused herself from the meeting at 8:05.

Under Additions to the Agenda, Elise handed out an updated organizational chart. Changes include Jonia's promotion to Homeownership Manager with Diane and Karen reporting to her. We have grown to 41 employees.

Elise said Barbara has given her names of 2 potential candidates to serve on the Social Services subcommittee. Elise will be making contact with the candidates in January.

Joyce excused staff and moved to Executive Session at 8:15 to discuss Elise's contract renewal. The Board resumed the Regular Session at 8:25. Commissioner Neville moved to renew Elise's contract for January 1, 2008 thru December 31, 2008, and that the contract specifies salary and benefit changes. Commissioner Kinman seconded the motion and the motion was unanimously approved.

There was no discussion of the Management Report.

Joyce adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Elise Hui
Executive Director/Secretary