

**MINUTES OF THE DECEMBER 18, 2012 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, 2012 at the HAYC Office, 135 NE Dunn Place, McMinnville, Oregon. Board members present were Chair Phil Griffin, Vice-Chair Fred Mickelson, and Commissioners Joyce Morrow and Mike Gougler. A Commissioner excused was Cheri Strawn. Staff members present were Elise Hui, James Umfleet, Jonia Pierce, Judi Herubin, and Mike Jager. A staff member excused was Yanira Vera.

Chair Griffin called the meeting to order at 6:30 p.m.

Minutes:

Commissioner Morrow moved to approve the minutes of the meeting held on October 30, 2012. The motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comments:

None.

Bills & Communications:

List of Expenditures: Commissioner Morrow said she reviewed the list of expenditures and prior to the meeting asked James about a couple payments, which he answered to her satisfaction.

Reports of the Secretary:

Finance, Systems, and Rehab Report by James:

Finance: Cash flow from operations for October and November was \$44,583 for a total of \$98,930 year-to-date.

Systems: Vickie has been busy deploying new Windows-7 PCs at the remote sites. The remote sites have been in dire need of upgrades.

Rehab: In light of the close-out of the Willamina grant, some before and after pictures were passed around, as well as a copy of the minutes from the final public hearing meeting. The board expressed their appreciation for this information and a job well done.

Asset Management Report by Elise and Mike: Overall physical occupancy for October and November decreased .6% to 97.9%, and financial occupancy increased .8% to 97.6%. The average time to complete work orders for October and November increased .8 days to 2.7 days. Exterior improvements at Homeport are completed, and it looks much better.

Housing Services Report by Judi:

Section 8: We are putting the Yamhill County Health and Human Services Youth At Risk and Veteran fast-track vouchers into place. The Veterans often have great life stories to share. The Rent Guarantee program is really starting to take off, with landlords very excited about it. There are still 1,019 people on the Section 8 waiting list with a wait time of over two years, so the waiting list will continue to remain closed for the time being.

Family Self Sufficiency: HUD is revisiting all the awards for the FSS funding NOFA due to the widespread issues with the participant counts used to base the awards. We are cautiously optimistic we will be funded the fourth FSS coordinator position.

Housing Development Report by Jonia:

Deskings Commons: Elise, Jonia, Commissioner Griffin, Commissioner Gougler, Commissioner Morrow, and our team of consultants attended the Newberg Planning Commission design review hearing on the 13th. All questions and concerns were addressed competently by our various experts.

After discussion, the Newberg Planning Commission unanimously approved the design. Commissioner Gougler raised the idea to hire a different contractor to renovate the Todd House than the one we hire for new construction. Elise explained that the contractor we have ear-marked for the job (Bremik Construction) actually has experience with both historical renovations as well as new construction. Commissioner Mickelson asked if our construction contract will have provisions for such things as inferior work or going over budget. Elise assured the Board that our lawyers who will be reviewing the contract have a lot of experience, and will undoubtedly cover our bases. Plus with our funding sources, going over budget is not an option, and the contractor will know this going into it. Jonia clarified that we are in the process of entering into a negotiated contract with Bremik Construction and will bring the contract back to the board for final approval prior to signing.

Neighborhood Stabilization Program: Renovations are progressing nicely. We have reclassified our temporary employee, Ron Huntley, into a limited duration position to continue to work on the homes (or other properties if needed).

Executive Director Report: Elise reported her activities in the last month. Total families served were 2,185. We responded to the second list of HUD Housing Counseling application deficiencies, and hope to get a positive response this time around.

Reports of Committees:

OHA/AWHA Joint Meeting Update. Elise attended the meeting as OHA President one last time, and there was a lot of discussion about whether or not PHAs should take a position on making Section 8 a protected class under fair housing legislation. Elise's personal stand is that this is not in the best interest of tenants or landlords however PHA's are taking a neutral position on the legislative concept being proposed by Representative Kotek as we work with both tenants as well as landlords through the Section 8 program. Discussions on this topic will continue in the future.

Unfinished Business:

Low Rent Public Housing Disposition: We are currently marketing the remaining 10 units that were sold to YCAHC to our client base, and are receiving a lot of interest however have only received one written offer to date. The sale prices are at 90% of current appraised values, so homebuyers will have instant equity in their home. Nine of the units will be offered to low-income (making less than 80% of area median income) residents through public marketing in the near future.

Renewal of Commissioner Morrow's Term of Office: In a letter dated December 11th, the Yamhill County Commissions have reappointed Commissioner Morrow for another 5-year term of office, effective January 1, 2013 to December 31, 2017.

New Business:

2012 Accomplishments: Staff's accomplishments for 2012 was provided. The Board congratulated staff for their many successful endeavors.

HAYC Audited Financial Report for FY2012: James said the audit went very well, and the auditors gave an unqualified opinion of acceptance. We had a net income of \$80,246, bringing total equity to \$16,938,832.

Abbey Heights Operating & Capital Budget for 2013: James provided the Abbey Heights operating and capital budget for 2013. We are projecting a net loss of \$62,700, and a positive cash flow of \$4,485. He noted that the 15-year tax credit period for this property is over at the end of this year, and effective January 1, 2013, HAYC will assume ownership of the property. Therefore, this budget will be in effect for just six month, as the property will begin to be included in the HAYC budget as of July 1, 2013. Commissioner Gougler moved to approve the Abbey Heights Operating & Capital Budget for 2013. The motion was seconded by Commissioner Mickelson and unanimously approved.

Sunflower Park Operating & Capital Budget for 2013: James provided the Sunflower Park operating and capital budget for 2013. We are projecting a net loss of \$92,240, and a positive cash flow of \$7,400. Commissioner Gougler moved to approve the Sunflower Park Operating & Capital Budget for 2013. The motion was seconded by Commissioner Mickelson and unanimously approved.

Village Quarter Operating & Capital Budget for 2013: James provided the Village Quarter operating and capital budget for 2013. We are projecting a net loss of \$252,890, and a positive cash flow of \$18,510. Commissioner Gougler moved to approve the Village Quarter Operating & Capital Budget for 2013. The motion was seconded by Commissioner Mickelson and unanimously approved.

Updated Safety and Health Policy: Mike updated sections I through V of the Safety and Health Policy, as well as the Codes of Safe Practices which after further review will be revised again to reflect current work practices. The last update was way back in June 2004, so this update is needed. Commissioner Gougler moved to approve the updated Safety and Health Policy. The motion was seconded by Commissioner Morrow and unanimously approved. We have held several safety-related trainings in the last year, including CPR/First Aid, Safety/Security, and fire prevention.

Election of Officers for 2013: Chair Griffin stated it is once again time for the annual election of officers for next year. Commissioner Gougler nominated Commissioner Morrow to serve as Chair; the nomination was seconded by Chair Griffin and unanimously approved. Commissioner Gougler nominated Commissioner Mickelson to serve as Vice-Chair; the nomination was seconded by Commissioner Morrow and unanimously approved.

Based on this, the slate of officers for 2013 is as follows:

Chair – Commissioner Morrow

Vice-Chair – Commissioner Mickelson

2013 Board Retreat: Staff wanted to know if the Board wanted to have another Board Retreat next year. After discussion, the Board decided that a full day Retreat would not be necessary at this time, but rather a partial day, topic-based Retreat with achievable outcomes would be preferable. The Board also agreed with Staff that they should have their own management staff retreat as well.

Additions to the Agenda:

None.

Executive Session:

None.

Chair Griffin adjourned the meeting at 8:40.

The annual meeting of the HAYC board will be held on January 22, 2013.

Respectfully submitted,

Elise Hui

Executive Director/Secretary