

**MINUTES OF THE OCTOBER 27, 2020 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

Chair Morrow called the regular meeting to order at 6:00 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Toney Cinnamon, Catherine Jones and Greg Smith. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, Maricela Morales-Garcia, and David Hummel. Mary Starrett (Liaison County Commissioner) was also in attendance.

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the meeting held on September 22, 2020. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Commissioner Smith moved to approve the minutes of the meeting held on October 5, 2020. The motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She reported that we had received additional HAP funds to help bring us out of shortfall. Commissioner Cinnamon stated that he liked the updated format of the financial reports, which the accounting department has been working on. Maricela stated that we were working on getting more of our reports directly from Yardi. Commissioner Mickelson asked if the goal was to eventually to have no hand entries, which Maricela confirmed.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that we were using the learning plans on Aspire eLearning for staff training. She also stated that with new upgrades to our network, we now have the ability to enable automatic print counts at our remote sites, rather than having site managers report these.

Asset Management and Rehab Report by Yanira: Yanira reported that physical occupancy was 98% and financial occupancy had increased to 99.5%. Yanira further reported that the state was starting to do audits of properties again. Commissioner Mickelson asked for any COVID updates from the properties. Yanira shared that she had learned that Fair Housing is considering a COVID-19 diagnosis as a disability, therefore, staff cannot ask if individuals have it or have been exposed to it. Vickie reiterated that we should be treating everyone as though they have COVID, and use proper PPE and protocols to prevent the spread. Vickie also shared that Yanira has secured 12,000 N95 masks for use at our properties.

Yanira stated that it was determined that the Lafayette house had some asbestos in the roof. This will be abated and then the process of renovating the home will continue. County Commissioner Starrett asked if we knew the cost of abatement. Yanira did not, but would share the information once we found out about it.

Development and Maintenance Report by David: David provided an update on his current projects, including the Woodside RFP, various parking lot projects and updates to Palmer Creek. David stated the he was moving “make readies” to the top of the priorities to shorten the amount of time the units are empty. He is also auditing some to make sure they meet standards, and challenging the maintenance team to consider “would you move in here” prior to declaring a unit ready. The maintenance department is also working toward using the same hardware and appliances in all of our units so we will have uniformity.

Housing Services Report by Megan: Megan reported that we had one FSS graduate for September. Her department is working to bring numbers up after coming out of shortfall. She also reported that we had applied for an additional 75 Mainstream vouchers and were hoping to hear back on the application soon. Finally, she mentioned that Nanette was continuing to work on her HUD certification and working to bring more of our classes online so that we can continue to assist clients during the pandemic.

Executive Director Report by Vickie: Vickie reviewed her report highlighting the continuing work on the Norton Lane project. She also advised the board that we are partnering with YCAP on the Built for Zero project. Built for Zero is a program with the goals of ending homelessness by reaching “functional zero”. Vickie stated that we continue to work on the Woodside Park refinance, and renovation.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting the multitude of Zoom meeting she has attended, most of which involved moving forward on the Norton Lane project.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: We are continuing to work on design, mix, and project goals for the Norton Lane property. Chair Morrow presented potential names to the board and asked them consider them for the next meeting. Names presented were Stratus Community or Stratus Village, Solano Gardens or Solano Village, Sky View Village, or Garden Pointe. We did find out that our area is considered urban for OHCS funding, which means we would qualify for less funding per unit. We are currently looking at ways to make up the difference.

YCCO is in the process of moving forward on purchasing the Village Quarter retail space.

New Business:

None

Additions to the Agenda:

Discussion was had regarding the next meeting which is scheduled for November 24, 2020, two days before Thanksgiving. It was determined this would not be an issue for anyone. At our next meeting new officers will be elected.

Additionally, Commissioner Jones term is up and she has agreed to serve for another 5 years.

Adjournment:

Commissioner Jones moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 6:51 pm. The next meeting of the HAYC Board will be held at 6:00 pm on November 24, 2020.

Respectfully submitted