

**MINUTES OF THE SEPTEMBER 22, 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 6:01 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 Jones moved to approve the minutes of the meeting held on August 25, 2020. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Public Comments:

None

Introduction of New Board Member:

Commissioner Greg Smith was appointed to fill the position formerly held by Commissioner Griffin who retired from the board. Commissioner Smith introduced himself and gave an overview of his work experience, including working for both Hewlett Packard and George Fox University. He has served on various boards in the past. The board and management welcomed Commissioner Smith to the board.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She also reported that we had received three responses to our RFP for a new auditing firm. We have selected a firm and are completing the process of engaging them in services.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting how popular the online form submission on our new website is. She stated that we are working with Yardi to implement their Procure to Pay and Rent Café modules.

Asset Management and Rehab Report by Yanira: Yanira reported that physical occupancy was 97.3% and financial occupancy had increased substantially to 98.4%. Yanira also reported that Ron Manning from Lone Oak Builders was selected for the Lafayette rehabilitation project, and presented our before pictures of the house. Commissioner Mickelson stated that documentation like this was important, and the project was a great show of partnership and County Commissioner Starrett's innovation.

Development and Maintenance Report by David: David provided an update on his current projects, including the Woodside RFP, various parking lot projects and the abatement of several tripping hazards. David offered Commissioner Smith a property tour at some point, to which the board all indicated interest in. The property tour was set up for September 28, 2020, with a later date being planned for commissioners unable to make this one. We are currently waiting on decision from the lender for our Woodside refinance. An answer is expected soon.

Housing Services Report by Megan: Megan reported that we had four FSS graduates this month and offered a short overview of the FSS program to Commissioner Smith. She also stated that we are no longer in shortfall due to getting additional HAP funds from HUD and are working to start leasing people up again. Cliff Hardy returned to work following a three month absence. He is currently working reduced hours.

Executive Director Report by Vickie: Vickie reviewed her report highlighting the work that has been being done on the Norton Lane project. She also provided an update on how COVID-19 is affecting our work. She stated that many other housing authorities are closed until next year, and that we are working to collaborate with other agencies, such as a potential flu shot clinic with Virginia Garcia, and partnering with Unidos to get PPE to farm labor.

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 currently working on design, mix and project goals for the Norton Lane property. Multiple firms were interviewed for the general contracting job, leading to the selection of Bremick Construction. Vickie submitted Resolution 20-11, awarding the contract to Bremick, for approval. A motion to approve the resolution was made by Commissioner Cinnamon, seconded by Commissioner Jones and unanimously approved.

New Business:

None

Additions to the Agenda:

None

Adjournment:

Commissioner Mickelson moved to adjourn the meeting. This was seconded by Commissioner Smith and unanimously approved. The meeting was adjourned at 6:54 pm. The next meeting of the HAYC Board will be held at 6:00 pm on October 27, 2020.

Respectfully submitted