

**MINUTES OF THE JANUARY 26, 2021 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 6:04 pm.

Roll Call:

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

Approval of Minutes:

Commissioner Smith moved to approve the minutes of the regular meeting held on November 24, 2020. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Commissioner Mickelson moved to approve the minutes of the special meeting held on January 4, 2021. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She stated that we were working with our new audit firm to get them the information they need to prepare for the audit process. Maricela also reviewed an accounting process update, which are changes the accounting department would like to make to improve processes, increase accuracy, save staff time, and allow us to run financials in the same way HUD wants information submitted. The board discussed and agreed with these changes.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that we are moving forward on Rent Café in Yardi and that Steven is working on installing new computers at our remote sites.

Asset Management and Rehab Report by Yanira: Yanira reported that we ended the year with a physical occupancy of 98% and financial occupancy had increased to 99.1%. She thanked accounting for the work on the Affordable set up in Yardi and stated that the system is working well. Yanira also gave an update on the eviction moratoriums and stated that she and David are working together to speed up the process of filling vacancies.

Yanira stated that the rehab department is currently working with 33 households on the Manufactured Home Grant Project and that we have obligated \$299,200 of the program funds. She also stated that Darcy was working with the City of Newberg to start the process of applying for another CDBG for that area.

Development and Maintenance Report by David (reported by Yanira): David was unable to attend the meeting due to maintenance being busy handling an unexpected snow fall. Vickie

stated that David came back in November and is working hard on his various projects. He continues to hold maintenance meetings each morning to help guide the maintenance team.

Housing Services Report by Megan: Megan reported that the FSS department had received our 2021 funding in the amount of \$235,979, enough to fund our three existing positions. She stated that we currently have 1310 active vouchers and are working on increasing lease ups. In January the 38 remaining clients from the wait list pull in summer of 2018 were invited to complete an orientation. In addition 100 individuals were pulled from the wait list for Mainstream vouchers.

For the Housing Resource Center Megan reported that Nanette is working on providing classes online and becoming HUD certified.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on the Woodside refinance, finalizing the sale of the Village Quarter retail space and finalizing the removal of the PNC partnership from Sunflower Park. She also reported that we had updated our COVID guidelines and training materials to comply with new OHSA requirements and that she was working with the Housing Authorities of Oregon group to implement OHCS's Landlord Compensation Program.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: We are working on the recently released Pre-Application with OHCS for funding on Stratus Village and meeting with city officials on design and collaboration.

New Business:

Resolution 21-02 Revision of Section 8 Housing Choice Voucher Program Administrative Plan: This resolution approved recent updates to the HCV administrative plan. A motion to approve was made by Commissioner Cinnamon, seconded by Commissioner Smith and unanimously approved.

Limited Partnership Budget for Deskins Commons: A motion to approve was made by Commissioner Mickelson, seconded by Commissioner Cinnamon and unanimously approved.

Limited Partnership Budget for Sunflower Park: A motion to approve was made by Commissioner Smith, seconded by Commissioner Cinnamon and unanimously approved.

Limited Partnership Budget for Village Quarter: A motion to approve was made by Commissioner Cinnamon, seconded by Commissioner Smith and unanimously approved.

Additions to the Agenda:

None.

Executive Session:

Commissioner Morrow moved the meeting into executive session at 6:57 pm and returned the meeting to regular session at 7:02 pm.

Adjournment:

Commissioner Smith moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 7:02pm. The next meeting of the HAYC Board will be held at 6:00 pm on February 23, 2021.

Respectfully submitted