

**MINUTES OF THE JUNE 22, 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 6:01 pm.

Roll Call:

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

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the regular meeting held on May 25, 2021. The motion was seconded by Commissioner Jones, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month highlighting June being the last month of the fiscal year. She submitted the HAYC operating and capital budgets for FY2022 along with a memo calling out items of note. Commissioner Jones moved to approve the FY 2022 operating budget. The motion was seconded by Commissioner Smith, and unanimously approved. Commissioner Jones moved to approve the FY 2022 capital budget. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting Steven has been working with Yardi on Rent Café' implementation and Affordable. Our network engineer has been working to move and rebuild our document imaging system, correct an error with attachments in our secure mail, and complete various clean ups and updates.

Asset Management and Rehab Report by Yanira: Yanira reported we are at 97.6% physical occupancy and 98.7% financial occupancy. She reported occupancy remaining stable, not many notices have been received for the coming months. She also provided an update in regards to the application for the second round of Landlord Compensation Fund. She stated the Landlord Compensation Fund had received less participation than expected and there may be changes to upcoming rounds of funding.

Yanira reported the McMinnville CDBG manufactured home project is coming to a close. She reported we have obligated \$383,704 of the \$395,000 construction funds. She also reported the Lafayette house closed on June 21st. The Newberg CDBG grant application was submitted and determination of funding will be by July 31, 2021.

Development and Maintenance Report by David: David provided an update on his department highlighting we are finalizing the AIA contract with Summit for the rehab at Woodside. It is anticipated the project could take 10 months to complete. Sidewalks will be done late summer at

Vittoria, and the asphalt repairs will be completed June 28th at Riverside. David reported work order times continue to improve.

Housing Services Report by Megan: Megan reported we had one FSS graduate in May. Megan reported we were continuing to do the set up work for our Emergency Housing Vouchers (EHV), and were continuing to finalize Rent Café. Additionally we had two Housing Specialists out unexpectedly, one of which has since returned. Megan highlighted her staff did an amazing job stepping up and helping in their absence.

Megan stated the big Housing Resource Center news was Nanette has passed her HUD Housing Counseling certification.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on Stratus Village, including on onsite meeting with the Confederated Tribes of Grand Ronde, the hiring of Mandy Hayes, our new Human Resources staff, and our work on the EHV program.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we were waiting to hear back on the LIHTC application for Stratus Village which was submitted to OHCS at the end of April. We are continuing to look into other potential funding sources as well.

New Business:

None

Additions to the Agenda:

None.

Executive Session:

None

Adjournment:

Commissioner Cinnamon moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 6:31. The next meeting of the HAYC Board will be held at 6:00 pm on July 27, 2021.

Respectfully submitted