

**MINUTES OF THE July 27, 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 6:00 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, Yanira Vera, David Hummel, Maricela Morales-Garcia, and Shawn Johnson, and Board Liaison Mary Starrett. Megan Ramos was absent.

Approval of Minutes:

Corrections to the minutes from the June 22, 2021 meeting were provided. All members were present. David requested to change “roofs” at Woodside, to “rehab” at Woodside. Commissioner Cinnamon moved to approve the minutes, as corrected. The motion was seconded by Commissioner Smith, and unanimously approved.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, highlighting June reports were for the last month of the fiscal year, and gave an update on round two of the Landlord Compensation Fund Program. Commissioner Mickelson complimented on how the reports were presented, with notations to areas where commissioner may have questions.

Systems Report by Shawn: Vickie introduced Shawn Johnson as HAYC’s new Internet Technology Manager, and commented on how he has hit the ground running, and began working right away on projects that have been delayed or postponed due to understaffing. Shawn gave the systems report highlighting Rent Café implementation update and certificate updates. There were no questions on the systems report.

Asset Management and Rehab Report by Yanira: Physical occupancy increased .2% to 97.8%, and financial occupancy increased 1.1% to 99.8%. Yanira highlighted Darcy’s work on the McMinnville \$500,000 CBDG Grant, noting that she closed out the grant in one year. In the past, we have received similar grants for \$400,000, and closed out the grant in two years. This quick turnaround enabled us to apply for, and have been awarded a \$500,000 CDBG Manufactured Home Grant for Newberg, one year earlier than expected. Vickie noted this was completed while Darcy was successfully leading YCAHC’s first ever ground up home build, and which sold to a HAYC client.

Development and Maintenance Report by David: David provided an update on Maintenance highlighting executing the construction contract for Woodside. Permits are being acquired and work is expected to begin in early September. Notices to tenants will be going out in August. David also noted the Bridges roof project and Riverside asphalt repairs have been completed. Contracts for Vittoria Square sidewalks and Heritage Place roofing projects have been signed.

David also presented a memo to the board to approve two projects in the main HAYC office. Project 1 is to update the reception counter to provide more space to the office mail area, and

adding glass barrier to the top to the counter with a 2 inch paperwork pass-through at the bottom. Project 2 is to enlarge the Hearing and Interview Rooms. Commissioner Cinnamon moved to approve both Projects. The motion was seconded by Commissioner Mickelson, and unanimously approved.

Housing Services Report by Megan: Vickie reported in Megan's absence, highlighting one FSS graduate in June, and the work to get the Emergency Housing Voucher Program up and running quickly. HAYC was among the first to have the MOU and Subrecipient Agreement signed.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on the Woodside Park and Stratus Village development. She also noted the work with Human Resources to identify needed policy and procedures improvements and an agency wide organization system.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we were unsuccessful with our LIHTC funding application for Stratus Village. OHCS funded 7 of the 18 projects which applied. A debrief with OHCS was completed and areas for possible plan improvements were identified, including obtaining local funding commitments before applying for LIHTC funding to demonstrate local support. We will be applying again with the next NOFA, expected to be release in January 2022.

The construction contract for the Woodside exterior rehab project has been signed and building permits are being acquired. Construction is expected to being in early September 2021.

New Business:

None

Additions to the Agenda:

None

Executive Session:

Commissioner Morrow moved the meeting into executive session at 6:47 pm, and returned the meeting to regular session at 7:28 pm. Following executive session, Commissioner Mickelson made a motion to approve the new Executive Director contract as discussed in Executive Session. Commissioner Cinnamon seconded the motion, and it was unanimously approved.

Adjournment:

Commissioner Jones moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 7:30 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on August 24, 2021.

Respectfully submitted