

**MINUTES OF THE January 25, 2022 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 6:07 pm.

Roll Call:

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

Approval of Minutes:

Vice-Chair Cinnamon made a motion to approve the minutes of the December 7, 2021, meeting. This motion was seconded by Commissioner Smith and unanimously approved.

Reports of the Secretary:

Finance Report by Vickie for Maricela: Vickie reviewed the financial reports for the months, reporting a negative cash flow in November and a positive cash flow in December as well as the year to date, and highlighted recent funds received for the Landlord Compensation Fund. There were no questions from the board.

Systems Report by Vickie for Shawn: Vickie reported Shawn and Steven had been working hard to maximize the agency's use of Yardi. A discussion was had regarding the Solo Protect devices we had received for remote staff. Although the new devices were smaller, it was determined they were still too bulky for staff to wear. Vice-Chair Cinnamon asked if we were looking at something more like a Life Alert, which Vickie confirmed. Commissioner Smith asked if we had looked into doing something with cell phones instead. Vickie reported we were going back to square one as far as ideas and cell phones may be the best option.

Asset Management and Rehab Report by Yanira: Yanira reported her department was working through staff changes. She also mentioned she had been working with the Accounting Department to do a review of charge and deposit batches. In regard to the Rehabilitation Program Yanira stated she and Darcy had been working with the county surveyor to review potential properties we could acquire, however there are some concerns regarding title issues. Vice-Chair Cinnamon stated he knew someone who may be able to assist with title issues. Yanira also reported that the high vacancy rate at Vittoria was due in large part to needing to right size people in their units.

Yanira reported on Darcy's work on the McMinnville CDBG Manufactured Home Grant, noting a recent audit had no findings. She reported the revolving loan fund has 19 families being assisted and have been pulling from the wait list. and have been pulling from the wait list. She also stated Darcy was working with Lafayette City Administrator, Preston Polasek regarding a request for the city to subsidize some of the SDC's on the Lafayette project. Chair Morrow asked how often our existing loans are being audited. Yanira reported there is no requirement, but we review them two times per year.

Development and Maintenance Report by David: David reported the trash compactor was in at Sunflower and just needed the electric hooked up. He reported the front desk project was mostly done except for some small touch ups and the hearing and interview rooms were progressing.

David provided an update on the siding project at Woodside. He stated we had the siding off multiple buildings and are repairing and replacing oven vents as we went through. He stated the project includes spray insulation which should inhibit moisture. Commissioner Smith asked how we were handling tenants during the work. David advised he was working with a local hotel owner and had gotten a great rate for when tenants need to be out of their units. Vice-Chair Cinnamon asked if the residents were excited, which David confirmed. Chair Morrow stated that the quality of living in the complex will go up, to which Vice-Chair Cinnamon added tenants should see lower electric bills.

Housing Services Report by Megan: Megan reported we had two FSS graduates in November and December and are continuing to work on increasing our numbers. She reported we had been funded for four FSS position for the 2022 calendar year which we are currently working on filling. Megan also reported that Rent Café was up and going for applicants, and while there had been some hurdles it was going well.

Megan stated our Resource Center had seen a drop in people coming in due to construction and we were happy to have the Center back for clients.

Executive Director Report by Vickie: Vickie reviewed her report, mentioning she had been out of the office a bit and thanking the directors for their coverage. She also reported she had implemented monthly one-on-one meetings with directors, completed a training for Project Based Vouchers, attended resident meetings at Riverside Terrace, and detailed our weather related closures at the end of December.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported the OHCS had made some changes to the LIFT funding structure we had been advocating for, namely designating a Mid-Size Urban category. This should allow us to be more competitive with our funding applications. Chair Morrow asked if Yamhill County had funds available yet, to which Vickie responded they were not yet available, but it sounded like they should be shortly. Vice-Chair Cinnamon asked what the population limit for a Rural community under OHCS was. Vickie let him know it is 15,000 for counties within the Metropolitan Statistical Area.

New Business:

Resolution 2022-1 Audio and Video Recording: Vickie informed the board that historically HAYC has not allowed recording in the main office or remote sites, however, with recent changes in the law our legal counsel had advised us to present a formal resolution to our board regarding this rule. After reviewing Vice-Chair Cinnamon made a motion to approve the resolution, which was seconded by Commissioner Smith and unanimously approved.

Limited Partnership Budgets: Vickie presented the Limited Partnership budgets. The budgets were reviewed, and Commissioner Mickelson made motion to approve the budgets as presented. The motion was seconded by Vice-Chair Cinnamon and unanimously approved.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Commissioner Smith moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 7:04 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on February 22, 2022.

Respectfully submitted