

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

***Roll Call:***

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

***Approval of Minutes:***

Commissioner Mickelson made a motion to approve the minutes of the February 22, 2022 meeting. This motion was seconded by Vice-Chair Cinnamon and unanimously approved.

***Reports of the Secretary:***

***Finance Report by Maricela:*** Maricela reviewed the financial reports for the month, reporting a positive cashflow for the month as well as year to date. She also stated maintenance costs were under budget. Chair Morrow asked for an update on the audit process. Maricela reported the audits were getting caught up and should start moving quicker at this point.

***Systems Report by Shawn:*** Shawn reported an increase in web traffic in 2022 which he attributes in large part to Rent Café which is now up and running on the applicant side. He also highlighted that IT has completed maintenance training documentation and loaded into the HAYC documentation portal, is working on active directory migrations, and working on trouble shooting the doors at Village Quarter.

***Asset Management and Rehab Report by Yanira:*** Yanira reported her department continues to work through staff changes and absences. She announced her department was awarded a community engagement intern, who will help redo policies. She also stated COVID tests were made available through Yamhill County Public Health and distributed at our sites. Commissioner Mickelson asked for more information on the disturbances noted at Heritage. Yanira stated they were noise complaints.

Yanira reported on Darcy's work on the McMinnville CDBG Manufactured Home Grant, noting the project was able to assist 39 families. We have a goal of processing 12 projects through the county wide revolving loan program each year. A presentation was made to the Lafayette City Council in Newberg regarding the common wall project and a request for \$10,000 in waived subsidies, which was approved.

***Development and Maintenance Report by David:*** David reported the trash compactor was installed and hooked up at Sunflower. It is scheduled to be in service 3/21/2022. He stated there has been an improvement in work order responses. He also reported there had been a break in a main water line at Deskins Commons over the weekend. Staff was out all day working on it to restore water to the complex. It appears the correct pipe was not used when the complex was built. David will be working with the builder on next steps.

*Housing Services Report by Megan:* Megan reported we had three FSS graduates in February. Riley Sherman gave her official notice, and we are starting the interview process for new hires. Rent Café implementation continues to progress with the current focus being on the landlord portal.

*Executive Director Report by Vickie:* Vickie reviewed her report, highlighting the ongoing work on the Stratus project, the HAO meeting regarding finding a solution to private activity bonds reaching their ceiling, and the ongoing work with Turnkey.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties:* Vickie reported that we have completed our pre-application for LIFT funding and are working on our complete application. We are waiting to hear from the County on our application for ARPA funds and have a meeting with the Confederated Tribes of Grand Ronde to discuss partnership.

*Woodside:* The residing of Woodside continues to progress. David provided the latest field report showing the projects process.

***New Business:***

*Insurance Premiums:* Vickie reported that our insurance cost increases were higher than anticipated. It was also determined that the current coverage amounts we had may not be adequate to cover replacement costs. Vickie provided the board with three different coverage options. Commissioner Mickelson made a motion to increase the coverage to \$275 a square foot, with approval of the increased expense. This motion was seconded by Vice Chair Cinnamon and unanimously approved.

*Resolution 22-02 Revision of the Section 8 Housing Choice Voucher Program Administrative Plan:* Megan presented the updated Admin Plan, along with a summary of updates. Commissioner Smith made a motion to approve, which was seconded by Vice Chair Cinnamon and unanimously approved.

***Additions to the Agenda:***

None

***Executive Session:***

None

***Adjournment:***

Commissioner Jones moved to adjourn the meeting. This was seconded by Vice Chair Cinnamon and unanimously approved. The meeting was adjourned at 7:02 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on April 26, 2022.

Respectfully submitted