

**MINUTES OF THE December 6, 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 6:00 pm.

Roll Call:

The meeting was held in person. Board Commissioners present were Joyce Morrow (Chair), Toney Cinnamon (Vice-Chair), Fred Mickelson and Rhonda Fabreth. Commissioner elect Melanie Fletcher also attended. Commissioner Jones was absent. Management staff present were Vickie Ybarguen, David Hummel, Yanira Vera, Shawn Johnson, and Megan Ramos. Maricela Morales-Garcia was absent. Board Liaison Mary Starrett was also present by phone.

Approval of Minutes:

Vice-Chair Cinnamon made a motion to approve the minutes of the October 25, 2022 meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comment:

There were no public comments.

Special Presentation:

A special presentation was held acknowledging Chair Morrow's retirement from the board following 32 years of service. Chair Morrow was presented with a plaque and a card. Commissioner Mickelson, County Commissioner Starrett, and Vickie Ybarguen shared thoughts and memories of Chair Morrow's time on the board and her numerous accomplishments.

Reports of the Secretary:

Finance Report by Maricela: Vickie reported for Maricela, reporting negative cash flow for both the month and year to date. We are also over budget on maintenance and under our budgeted rent income. The FY2021 audit has been completed.

Rehab Report by Maricela: Vickie reported for Maricela, with assistance from Yanira and David. We are continuing to work on the Newberg Manufactured Home Grant. We will be conducting interviews for the rehabilitation position once Maricela is back, and are collaborating with our partners to communicate on the programs in the meantime. Construction is continuing on the house in Lafayette, and we are working on the title for the Dayton house.

Systems Report by Shawn: Shawn reported on the IT department projects, highlighting the door access projects, continued education for staff on various Yardi functions, and the implementation of the landlord portal through Rent Café. Chair Morrow was interested in how many landlords we are currently working with. Shawn stated it is currently around 450 unique landlords. Commissioner Mickelson asked if there would be a single point of contact for the landlords, and Shawn let him know there would be.

Asset Management and Rehab Report by Yanira: Yanira reported we are still at 25 units leased up at the Sheridan Complex. Once the second stage is complete, we may look at a full-time manager for the property.

Yanira reported that her department is working closely with the maintenance department to process work order charges, and make sure we are holding tenants responsible for tenant damages, not only at move out, but during tenancy. Chair Morrow asked if some of the repairs shows a need for tenant education, which Yanira stated was part of it, though charging individuals was also serving as a deterrent.

Physical occupancy rates dropped slightly; however financial occupancy increased 4% in October.

Development and Maintenance Report by David: David reported that he is moving forward on reserve studies. Building E at Heritage is schedule for a new roof this month and maintenance is working on winter prep at all sites.

David spoke further on the tenant charges, including conducting more frequent maintenance inspections to remain aware of the condition of the units and needed repairs. He stated we were saving money in maintenance through the implementation of tenant charges.

Housing Services Report by Megan: Megan reported we had two FSS graduates in October. Our FSS department is working hard to get families signed up for the FSS program now that we are able to again.

We continue to work on leasing up additional clients. Housing Specialist, Katie Hayes left the agency, and Administrative Assistant, Berlyn Buncal was hired to the position. We are currently in the process of hiring for the front desk position.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting visits to Vittoria, and handling an employee grievance and client complaints. Our Human Resources Manager Mandy Hayes left the agency, and we hired Dan Rude to fill the position.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we had determined we would not be having washers and dryers in the Status Village units or having a property manager live on site. We are continuing to work on refining design. Commissioner Mickelson asked if a decision had been made regarding cooling systems. David reported that we were thinking about doing PTAC units. He expanded that we were also looking at doing central hot water heating.

She further reported that the exterior rehab at Woodside is complete, and we are working on post construction projects.

New Business:

Board Memo: Resolution 22-06 Village Quarter Transfer of Partnership

Vickie provided an overview the history of our agreement for Village Quarter and what the transfer of partnership would mean for the agency with Commissioner Mickelson providing some additional context.

Vice-Chair Cinnamon made a motion to approve Resolution 22-06, which was seconded by Commissioner Mickelson and unanimously approved.

Board Memo: Election of Board Officers/Board Update

Vice-Chair Cinnamon made a motion to elect Commissioner Mickelson as Vice-Chair for the coming year. Commissioner Fabreth seconded the motion, and it was unanimously approved. Commissioner Mickelson made a motion to elect Vice-Chair Cinnamon as Chair for the coming year. Commissioner Fabreth seconded the motion, and it was unanimously approved. The board reviewed the board roster for any needed updates.

Board Memo: Staff Recognition

Vickie provided information on what was done for staff recognition last year and asked the board what they would like to do this year. Following discussion Chair Morrow made a motion to provide staff recognition in the same amount as 2021. This was seconded by Vice-Chair Cinnamon and unanimously approved.

Board Memo: HAYC Audited Financial Report FY2021

Vickie provided the FY2021 audit financial report to the board for their review.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Commissioner Fabreth moved to adjourn the meeting. This was seconded by Vice-Chair Cinnamon and unanimously approved. The meeting was adjourned at 7:33 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on January 24, 2023.

Respectfully submitted