

**MINUTES OF THE October 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 6:03 pm.

Roll Call:

The meeting was held via Zoom. 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, Maricela Morales-Garcia, and Megan Ramos. Board Liaison Mary Starrett was also present.

Approval of Minutes:

Vice-Chair Cinnamon made a motion to approve the minutes of the September 27, 2022 meeting. This motion was seconded by Chair Morrow and unanimously approved.

Public Comment:

There were no public comments.

Introductions:

Commissioner Rhonda Fabreth is filling the board position vacated by Greg Smith, effective October 2022. Commissioner elect Melanie Fletcher will be replacing Chair Morrow at the end of her term, December 31, 2022.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, reporting a negative cashflow for the month of September and a positive cashflow year to date. The negative cashflow is due in part to delayed rent increases and our September FSS funding not reflecting for the month.

The auditors are still working on the FY2021 HAYC audit and should have it wrapped up soon.

Rehab Report by Maricela: Maricela reported that Darcy was no longer with the agency. In her absence Maricela, with the assistance of Vickie, Yanira and David has taken over the essential functions of the Rehab program. Commissioner Mickelson wanted to make sure program deadlines, specifically for the CDBG in Newberg could continue to be met. Staff assured him that they were working to ensure these deadlines were met.

Vickie shared that we plan to rehire for the position, making it $\frac{3}{4}$ Rehab and $\frac{1}{4}$ Resource Center, with the long term goal of increasing staff as needed. Vice-Chair Cinnamon stated he supported this as he knew how busy Maricela was and was concerned her running the program long term would not be sustainable.

Systems Report by Shawn: Shawn reported on the IT department projects, highlighting that they had completed the install of the UPS back up system, installed new door access controls at Vittoria, continued work on Rent Café, and met with Alexonet for a cyber security review.

He also reported that they are continuing to work on further utilization of Yardi workflows and updating our email system.

Asset Management and Rehab Report by Yanira: Yanira reported there have been some issues getting the Sheridan Complex fully leased up but they are continuing to work toward that goal. Currently 25 of the 32 units are leased.

Strategic planning began with the Asset Management department, with Yanira working closely with Mandy to conduct a SWOT analysis and employee meetings. They are identifying strengths and needs as well as hoping to standardize practices and processes.

Currently we do not have managers for Haworth and Vittoria. Chair Morrow asked when the rent increases would take place. Some will be taking place this month, with additional complexes happening in December. Vickie noted that there had been a large reduction in the amount of vacancies at our properties.

Development and Maintenance Report by David: David reported that we are in the process of completing reserve studies for our properties. We are working through the roof repairs at Heritage and have completed work at Vittoria. We are also prepping the buildings for winter. Commissioner Mickelson asked if we are risk of damages due to any rain exposure on construction projects. David let him know there should not be any issues.

David further reported the Woodside siding project was complete. We have some additional funds which will now be used for post construction projects. Discussion was had regarding the trees at the complex and the issues we were having at various properties with roots.

Housing Services Report by Megan: Megan reported we had one FSS graduate in September. 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. We have started our second month of recertifications with Rent Café. The process has been overwhelming positive, with limited push back from clients. Commissioner Mickelson asked approximately how much of Yardi's available services we are using. Vickie and Shawn settled on about 50-60%, with the understanding that some of the services were not a good fit for our agency.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting attending Greeters, the Housing Authority of Oregon Quarterly Meetings, meeting with HHS and YCAP regarding partnering on housing opportunities, the pre-app meeting for Stratus Village, and ongoing development meetings for Status.

She also discussed creating a Microsoft 365 Portal for Turnkey, and the appointment of our two new Commissioners.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we have started pre-construction meetings for Stratus and are working on some of the finer details on the property. We also went to tour the Confederated Tribes of Grand Ronde, which provided valuable insights into their housing needs and values.

She further reported that the construction at Woodside is complete and the property is looking really good.

New Business:

Board Memo: November/December Board Meetings

Vickie asked the Board for direction on scheduling our November and December meetings. The Board decided the November meeting will be moved to December 6, 2022 to not conflict with the Thanksgiving holiday. This will be Chair Morrow's final meeting and will be in person. The December meeting will be combined with the January 2023 meeting.

Board Memo: 2023 Board Retreat Date

Vickie asked the Board for direction on the 2023 Board Retreat. The Board determined that we would hold the retreat in person, starting at 4pm on February 28, 2023, prior to the regular meeting. The retreat will be held in person.

Additions to the Agenda:

None

Executive Session:

Chair Morrow moved the meeting into executive session at 7:14 pm pm and returned the meeting to regular session at 7:32 pm.

Adjournment:

Commissioner Mickelson 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 December 6, 2022.

Respectfully submitted