

**MINUTES OF THE September 27, 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), Catherine Jones and Fred Mickelson. 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:

Commissioner Jones made a motion to approve the minutes of the August 23, 2022, meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

Public Comment:

There were no public comments.

Executive Session:

Chair Morrow moved the meeting into executive session at 6:05 pm and returned the meeting to regular session at 6:25 pm.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, reporting a positive cashflow for the month and a positive cashflow year to date. She also reported all bank reconciliations are current with no adjustments needed.

The auditors are still working on the FY2021 HAYC audit and should have it wrapped up soon. Following that we will be ready for the FY2022 audit.

Systems Report by Shawn: Shawn reported on the many projects IT is currently involved in, highlighting upgrades to our switches, door and camera installations, Rent Café and our network project with Alexonet. He also reported that we were working with our network engineer to upgrade our email system. Commissioner Morrow mentioned issues with remote email access which Shawn stated the upgrade should resolve.

Asset Management and Rehab Report by Yanira: Yanira reported she anticipates having the Sheridan complex fully leased by the end of September, and that Turnkey is running consistently. In September OHCS planned to inspection and do file reviews for Abbey Heights.

Yanira reviewed the issues at Vittoria Square and Haworth Terrace, and the steps HAYC had made to meet with tenants and hear concerns. Meeting were also held with Rural Development and OHCS to ensure policies were being followed as we addressed concerns.

Yanira also reported she is working with OHCS on upcoming rent increases for the properties.

Yanira reported we have seven families currently being assisted by the Newberg Manufactured Home Project. Construction has started on the common wall. We continue to work on purchasing additional properties in Dayton and McMinnville and potentially a home in Willamina.

Yanira reported that the Rehab department would be transitioned over to Maricela.

Development and Maintenance Report by David: David reported he was in the process of completing reserve studies for all of our properties to create a through estimate of upcoming costs. He reported the roofing project at Homeport is complete, and the Haworth Terrace roofing is moving along well.

Housing Services Report by Megan: Megan reported we did not have any FSS graduates this month. In her board packet she indicated that the updated FSS Action Plan had been submitted to HUD, and they had 45 days to review it. Once approved our program can start enrolling participants again. However, Megan indicated the turn around was faster than expected and we had received approval on September 26, 2022.

Our HCV and Mainstream numbers are continuing to increase. We are continuing to try to lease up our EHV Vouchers, in partnership with YCAP. Following conversations with our HUD field office we will continue to pull individuals from the wait list to maximize lease ups prior to year end.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the ongoing work on the Stratus development, meetings around the issues at Haworth Terrace and Vittoria Square, meetings on our EHV voucher program, meetings with OHCS regarding our properties and potential funding sources, and conversations with Yamhill County citizens.

She also discussed the strategic planning she was engaging in with Yanira in regards to the Asset Management Department. The plan is to complete this work for all departments.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we have started pre-contraction meetings for Stratus and have been working closely with the City of McMinnville, including a multi-hour pre-application meeting to discuss the new design standards adopted by the city. The management team will be visiting the Confederated Tribes of Grand Ronde with our developer to assist us in understanding their needs. Vickie also shared an article that had been in the News-Register regarding Stratus Village.

The Woodside siding project is in the clean up phase!!! We are now working on bids for post construction projects.

New Business:

Board Memo: Preservations Funding Available

Maricela reported that we had become aware of preservation funding available through OHCS to help with repairs and upkeep at our properties. David estimates that over the next ten years our

properties will need approximately 45 million dollars to remain in good repair. The first application deadline is December 15, 2022.

Additions to the Agenda:

Chair Morrow opened up discussion on times to interview prospective commissioners. After discussion they were hoping for an evening the following week, but will need to make contact with the interviewees to ensure the time works for them.

Executive Session:

None

Adjournment:

Vice-Chair Cinnamon moved to adjourn the meeting. This was seconded by Chair Morrow and unanimously approved. The meeting was adjourned at 7:20 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on October 25, 2022.

Respectfully submitted