

**MINUTES OF THE January 28, 2020 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, January 28, 2020 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:40 pm and moved into Executive Session. The meeting was returned to regular meeting at 6:08 pm.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Toney Cinnamon, and Phil Griffin. Commissioner Catherine Jones was absent. Management staff present were Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Teddy Collins and Sarah Wilson.

Approval of Minutes:

Commissioner Griffin moved to approve the minutes of the meeting held on November 26, 2019. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Public Comments:

Sarah Wilson stated that she was not able to find the minutes and board packet on our website. Vickie let her know there was an issue causing them to only be loaded onto one section of the website but not the other, and that this had since been resolved. Teddy Collins stated he had also had an issue locating them. Chair Morrow ensured them that the minutes would be up in all locations going forward.

Bills & Communications:

List of Expenditures: There were no questions on the bills and communications as presented.

Reports of the Secretary:

Finance and Systems Report by Vickie: Vickie reported that the webpage “Bidding for Goods” had been updated to “RFP/RFQ” and reviewed the “Other Items of Potential Interest” on her report.

Vickie stated that we were working on the refinance of both Haworth Terrace and New Reflections. Commissioner Mickelson has questions regarding the terms of the new loans, amounts owed and interest rates. Vickie provided these details and asked for motions to approve the refinances of Haworth and New Reflections. Commissioner Mickelson made a motion to approve the refinance of Haworth Terrace, which was seconded by Commissioner Cinnamon and unanimously approved. Commissioner Mickelson made a motion to approve the refinance of New Reflections, which was seconded by Commissioner Griffin and unanimously approved.

Asset Management and Rehab Report by Yanira: Physical occupancy increased .3% to 97.5% in November and increased .6% to 98.1 for December. Financial occupancy increased 1.2% to 99.7% in November and decreased .8% to 98.9% for December. Yanira stated that maintenance is working to get caught up on a backlog of work orders and increase staff organization. She reported that we have a 6 month temporary worker from the Jobs Plus program who will be with us to acquire and improve her skills.

Yanira stated that Darcy had received the award letter for a \$500,000 grant award for the McMinnville CBDG Manufactured Home application that we had submitted and that she would be working on getting this grant started. We also continue to work on the homes we have purchased and are rehabbing. Commissioner Morrow mentioned that the reports on page 21 and 22 had been corrected to reflect the 3 pending homes we currently have.

Housing Services Report by Megan: Megan reported that we had 3 FSS graduates in November and December. She also reported that we were awarded 63 Mainstream vouchers and 11 VASH vouchers, bringing our total voucher count to 1502. Due to the increased admin fees we have determined that we can hire an additional Housing Specialist that will be doing inspections half time and casework half time.

Executive Director Report by Chair Morrow: Chair Morrow reviewed her report, highlighting that the union had notified her that they have new officers, that the ULP had been resolved, and that she had approved leave of absences for two employees.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Commissioner Morrow reported that McMinnville Eye Clinic was requesting an easement on the Cumulus property. Commissioner Griffin made a motion to approve this with additional clarifications. Commissioner Cinnamon seconded the motion and it was unanimously approved. Commissioner Morrow also notified the board that YCCO was planning to exercise their option to purchase the Village Quarter commercial space and she hoped to have the sale finalized in the coming months.

New Business:

The board reviewed Resolution 20-01, Administrative Plan Update. Motion to approve was made by Commissioner Cinnamon, with Commissioner Mickelson seconding. The motion was unanimously approved.

Additions to the Agenda:

There were no additions to the agenda

Adjournment:

Chair Morrow adjourned the meeting at 7:03 pm. The next meeting of the HAYC Board will be held at 5:30 p.m. on February 25, 2020 following the annual board retreat.

Respectfully submitted