

**MINUTES OF THE MARCH 26, 2019 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, March 26, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:57 p.m.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Mike Gougler and Phil Griffin. A Commissioner absent was Catherine Jones. Management staff present were Massey Casper (Executive Director), Vickie Ybarguen, Megan Ramos, Yanira Vera and Maricela Morales-Garcia. Guests present were Teddy Collins, Harriet Davenport and Shanon Boston.

Approval of Minutes:

Corrections to the minutes for the regular board meeting were provided all members present. Commissioner Gougler moved to approve the minutes of the meeting held on March 5, 2019 with the changes submitted and clarified. The motion was seconded by Commissioner Griffin, and unanimously approved.

Corrections to the minutes of the annual retreat were provided all members present. Commissioner Gougler moved to approve the minutes of the meeting held on March 5, 2019 with the changes submitted and clarified. The motion was seconded by Commissioner Griffin, and unanimously approved.

Public Comments:

None

FSS Graduate:

FSS graduate Shanon Boston attended the meeting to speak on how the program has a positive impact on her life. She stated the program taught her to set and reach goals, and increased her pride and self-esteem. Her daughter will be joining the program as soon as possible.

Bills & Communications:

List of Expenditures: Prior to the meeting Chair Morrow had some questions regarding bills, however management staff was able to provide answers and an updated document was provided. This document was also sent to Vice-Chair Mickelson following the meeting.

Reports of the Secretary:

Finance Report by Vickie: Vickie stated that the budget comparison has changed this month due to the new staff in our finance department working through the numbers. Current cash flow is \$221,844.89. Commissioner Morrow questioned why the cost of Auditing Fees was over budget by 5,850 YTD. Vickie said she would look into it. Commissioner Morrow also questioned why membership fees were so high (\$8,411 versus the \$2,000 budgeted), and it was determined that it was due to previous month's fees not being entered during that month. Commissioner Morrow mentioned that she and Yanira had discussed that while the cost savings in her department was good news, she wanted to make sure we were not delaying any needed maintenance. Yanira

clarified that the cost savings were a result of change in management and improved processes and that all needed work was being done in a timely manner.

Commissioner Morrow also asked about the drop in our restricted funds. Vickie advised that this was due to money being used to pay for projects but not replaced back into reserves at the time the project was completed.

Systems Report by Vickie: Vickie reported that equipment selection and design for the Abbey security system was complete and the equipment was on order. Site reviews for security needs (lighting and cameras) are also being completed for Heritage and Woodside. A website architecture meeting has been scheduled for the directors to plan the navigation structure of our proposed new website.

Portfolio Management and Rehab Report by Yanira: Physical occupancy increased .2% to 98.5%, and financial occupancy also increased .2% to 96.7%. Yanira noted that the work order information she provided was not updated and will be providing updated work order information. Commissioner Morrow asked about getting a fix for long term work orders, and Massey stated that part of Yanira and Vickie's attendance that the Yardi conference was focused on this. Yanira stated that there is a solution available and it will be implemented as time allows. Yanira distributed a copy of the PowerPoint Darcy will be presenting to the city of Newberg, as the 2016 CDBG in the amount of \$400,000 is wrapping up. Commissioner Griffin stated that NW Natural Gas and other utilities have programs that could work in conjunction with the rehab program. Yanira stated that Darcy has a list but that she will work with her to make sure it has current information.

Housing Services Report by Megan: We had 2 FSS graduates in February; Shanon Boston, who received \$3,769 total escrow, and John B who received \$1,032 total escrow. The Housing Choice Voucher program is currently at 98.7% voucher utilization, a number that current funding levels will require we reduce. The Housing Resource Center continues to work with OHSI for mortgage assistance programs, along with VIDA and our other housing counseling programs.

Executive Director Report by Massey: Massey reviewed his activities for the month, highlighting the FY2020 budget process that had been the focus of the month along with his meeting and negotiations with Health and Human Services, our new hires Katya Urraco and Maricela Morales-Garcia, and the Housing Authorities of Oregon quarterly meeting. He also mentioned an offer on our Cumulus property, on which further discussion was postponed until executive session.

Reports of Committees:

None.

Unfinished Business:

Budgets: The FY2020 Capital Budget was discussed and reviewed. Commissioner Mickelson moved to approve the budget. The motion was seconded by Commissioner Griffin, and unanimously approved. The FY2020 Operating Budget was discussed and reviewed. Commissioner Morrow assisted with the creation of the budget and reflected on the process, specifically the breaking out of administrative salaries. Commissioner Morrow stated they were not asking for approval at this time as salaries still needed broken out. Commissioner Mickelson stated that he felt that they could move forward on approval and let management staff complete the process as it would not change the bottom line. Commissioner Mickelson moved to approve the budget. The motion was seconded by Commissioner Gougler, and unanimously approved.

Board member expressed appreciation for how well the budget was done and thanked Commissioner Morrow for her assistance.

Goals: Commissioner Morrow requested that updated short term and long term goals be updated and presented at the next board meeting.

New Business:

None

Additions to the Agenda:

None.

Executive Session: Chair Morrow moved into Executive Session at 6:37 pm and returned to the regular meeting at 7:10 pm.

Adjournment:

Chair Morrow adjourned the meeting at 7:10 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on April 23, 2019.

Respectfully submitted,

Massey Casper
Executive Director