

**MINUTES OF THE JULY 6, 2020 SPECIAL MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF YAMHILL COUNTY**

***Call to Order:***

Chair Morrow called the special meeting to order at 6:06 pm.

***Roll Call:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, and Toney Cinnamon via conference call. Catherine Jones was absent. Management staff present were Vickie Ybarguen, and David Hummel. Megan Ramos and Yanira Vera were excused from the special meeting.

***New Business:***

*Roofing Project Overages:* Commissioner Mickelson moved to approve payment of the following roofing projects that were over the amount originally approved in the April 2020 board meeting, due to extensive dry rot: Haworth \$144,558, Abbey \$190,500, Tice Building #1 \$31,255, and Tice Building #2 \$26,344. Total invoiced at \$392,657. The motion was seconded by Commissioner Cinnamon and unanimously approved.

*Easement for McMinnville Eye Clinic:* Commissioner Cinnamon moved to approve request for an easement for McMinnville Eye Clinic as stated in the June 6, 2020 draft easement with the following changes: the one-time payment of \$10,000 would be unrestricted. The easement will not have a west side ingress or egress between properties and the west most 6 parking spaces will be for HAYC staff and/or clients, to be decided by HAYC. The balance of 11 parking spaces will be for McMinnville Eye Clinic staff and/or clinics, to be decided by McMinnville Eye Clinic. The easement length will be adjusted on the West end to exclude an area for future HAYC parking. The motion was seconded by Commissioner Mickelson and unanimously approved

*Resolution No. 20-09:* Commissioner Mickelson made a motion to approve Resolution No. 20-09 - Amend and Restate Loan Documents for Haworth Terrace. The motion was seconded by Commissioner Cinnamon and unanimously approved

***Adjournment:***

Chair Morrow adjourned the special meeting at 6:20 pm.

Respectfully submitted

Please read on for Minutes from July 28, 2020 Meeting.

**MINUTES OF THE JULY 28, 2020 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:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Phil Griffin, Catherine Jones via conference call, and Toney Cinnamon. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, Maricela Morales-Garcia, and David Hummel. Mary Starrett (Liaison County Commissioner) also attended via conference call. Guest present was Karen Griffin, wife of Phil Griffin.

***Retirement of Commission Griffin:***

The Board of Commissioners and management staff honored Commission Phil Griffin and his 15 years of dedicated service to the Housing Authority of Yamhill County. Commission Griffin retired from the board effective July 28, 2020. Commissioners Mickelson and Morrow and Mary Starrett shared wonderful anecdotes of their time working with Commissioner Griffin and his commitment to our clients and the community.

***Approval of Minutes:***

Commissioner Cinnamon moved to approve the minutes of the meeting held on June 23, 2020. The motion was seconded by Commissioner Mickelson, and unanimously approved. Commissioner Jones moved to approve the minutes of the meeting held on July 6, 2020. The motion was seconded by Commissioner Mickelson, and unanimously approved.

***Public Comments:***

None

***Reports of the Secretary:***

*Finance Report by Maricela:* Maricela highlighted that Accounting, along with Yanira and Steven have been working to get the Affordable and RD properties set up in Yardi. Commission Mickelson asked about the benefit of this, and Maricela, Yanira and Vickie clarified that it is both a time saver and should decrease the probability of errors. The board reviewed the financial reports and did not have any questions.

*Systems Report by Steven (reported by Vickie):* Vickie reviewed the report for the board. Commissioner Mickelson requested additional information on how many more servers needed to be replaced. Vickie let him know the main office server replacement was complete, and we were still working through scattered sites.

*Asset Management and Rehab Report by Yanira:* Yanira pointed out she was able to combine her report onto one page. Yanira stated that YCAP has resumed food services at some sites, offering food boxes rather than having food available for people to select individually. She has also partnered with Virginia Garcia and Work Source to set up a free COVID-19 testing day. We are hoping to have this event in the next 2 weeks. Commissioner Mickelson asked for an

update as to non-payment of rent issues due to COVID. Yanira advised him that we were seeing an increase with Woodside having the highest number. In regards to Housing Rehabilitation, Yanira provided pictures of the Dayton house rehabilitation and the new owners.

*Development and Maintenance Report by David:* David stated that we should have a decision on which consultant was selected for the Woodside project by the next meeting, and gave a short update on the rest of his projects. Commissioner Mickelson asked him where he is at in terms of getting familiar with the properties and his job. David said he felt he had a good grasp on all the properties except the Fresa scattered sites. He is having daily meeting with the maintenance department along with weekly meetings with Ron and Rick and is onsite often. He was able to get Katie's contract extended for another 90 days and is working to get additional training to staff. He provided a draft of a maintenance schedule for the sites he is working on. He reviewed the work order report that was generated from Yardi. Commission Mickelson questioned what the negative numbers meant. Yanira clarified that they were due to emergency work orders that had been entered after the fact.

*Housing Services Report by Megan:* Megan reported that we had two FSS graduates. Ericka R. increased her income by over \$16,000 a year, has maintained employment and is hoping to get her license. Melissa N. increased her income by over \$36,000 and recently celebrated 10 years sober. Her next goal is homeownership.

Megan stated that we are still in shortfall and seeing an increase in HAP costs due to COVID. We have applied for 2 different shortfall funds to help fill the gap and should hear something in the coming months.

OHSI stopped accepting program applications in May, however Megan reported that they may start a new program in August with the goal of assisting those affected by the COVID pandemic.

*Executive Director Report by Vickie:* Vickie reviewed report highlighting her meeting with a local leaders group including YCAP, HHS, and YCCO. She also mentioned that she has been attending the department meetings and working on the refinances of both Haworth and Woodside. She is also starting discussions on the end of the compliance period for Sunflower.

*Board Chair Report by Joyce:* Chair Morrow reviewed her report, highlighting the many Zoom meetings she has had.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* We are working on an amendment to the current land use on the Norton Lane property. The amendment has been approved by the McMinnville Planning Department and will now go before the McMinnville City Council. YCCO continues to move forward on the purchase of the leased space at Village Quarter with their deadline being the end of the calendar year. We continue to negotiate the easement with McMinnville Eye Clinic.

*Resolution 20-10, Selection of Ankrom Moisan Architects for Norton Lane.* Following discussion on the proposals, Commissioner Mickelson moved to approve the resolution. Commission Jones seconded and the resolution passed unanimously.

*Goal Update:* Management staff submitted final goal updates for FY 2020. Commission Mickelson asked each director what they would look to improve on. Maricela stated she wanted to fix the financial summary, Megan said she wanted to increase FSS participation, Yanira stated she wanted to fix the percentages on her physical and financial occupancy reports, and Vickie stated she wanted to revisit the goal of developing extra revenue by ensuring all activities made sense for the agency.

***New Business:***

Commissioner Morrow stated that our next Board meeting may conflict with the McMinnville City Council meeting if we need to attend it. The City Council meeting is at 7pm, and the decision was made to just be conscious of that during our next meeting to ensure key staff could attend.

***Additions to the Agenda:***

None

***Adjournment:***

Chair Morrow moved the meeting into executive session at 7:25 pm and returned the meeting to regular session at 7:34 pm. The meeting was adjourned at 7:35 pm. The next meeting of the HAYC Board will be held at 6:00 pm on August 25, 2020.

Respectfully submitted