

**MINUTES OF THE NOVEMBER 24, 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 6:05 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Toney Cinnamon, Catherine Jones and Greg Smith. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, and Maricela Morales-Garcia. David Hummel was absent.

Approval of Minutes:

Commissioner Cinnamon moved to approve the minutes of the meeting held on October 27, 2020. The motion was seconded by Commissioner Smith, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She reported that the interest income from reserves was lower than budgeted due to the current economy. She also reported that her department and Yanira's had been working hard to get the affordable modules in Yardi done, and that she would have her part completed by the end of the month, following Yanira completing her part.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that we were hoping to move forward on Rent Café and Procure to Pay in the coming year.

Asset Management and Rehab Report by Yanira: Yanira reported that physical occupancy was 97.8% and financial occupancy had increased to 99.8%. Yanira also reported that they had been working hard to get affordable set up in Yardi and would have her part done by December 10th. She stated that some of the processes had been taking longer than usual due to staff being out. She also shared that she had recently hired someone for Haworth and Vittoria.

Yanira stated that the rehab department is currently working with 25 households, and shared a picture of the new foundation for the Lafayette property. She also mentioned that Darcy had been in contact with the residents of the neighboring property about applying for a rehab loan for their home.

Development and Maintenance Report by David (reported by Yanira): David is out on leave and Vickie and Yanira are covering for him in his absence. Yanira stated that we had postponed finalizing the LP budgets until David could participate in the process. It was also reported that there are issues with some of the roofs at Sunflower, which will be a consideration as our option to buy is coming up soon for that property.

Housing Services Report by Megan: Megan reported that the FSS department had attended a virtual conference and had come up with some new ideas on how to attract new participants. She mentioned that staff was getting trained to teach the Ready to Rent class, with an online option being available. She also reported that we had been approved for an additional 75 Mainstream vouchers.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the continuing work on the Norton Lane project. She also reported that we were in the process of financing the Woodside project, and that she and Yanira had been having daily meeting with the maintenance staff in the mornings.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: We are continuing to work on design, mix, and project goals for the Norton Lane property.

A motion to name the property Stratus Village was made by Commissioner Mickelson, seconded by Commissioner Jones and unanimously approved.

YCCO had an inspection done on the Village Quarter commercial space, which found some issues that need to be resolved prior to purchase.

McMinnville Eye Clinic has started construction on the front lot, erecting a fence around the lot and starting excavation.

New Business:

Resolution 20-13 Selection of Construction Company for Woodside Park Rehab: The resolution approved the selection of I&E Construction for the Woodside Park Rehab project. A motion to approve was made by Commissioner Smith, seconded by Commissioner Cinnamon and unanimously approved.

Resolution 20-14 Woodside Park Refinance for Exterior Rehabilitation: This resolution approved Vickie Ybarguen, as Executive Director, to execute all documents and other actions associated with the refinance of Woodside Park. A motion to approve was made by Commissioner Mickelson, seconded by Commissioner Jones and unanimously approved.

Election of Board Officers and Board Update: The annual election of board officers was held. Commissioner Morrow was nominated for Chair. Commissioner Mickelson moved to approve the appointment, which was seconded by Commissioner Cinnamon and unanimously approved. Commissioner Mickelson was nominated for Vice Chair. Commissioner Jones moved to approve the appointment, which was seconded by Commissioner Smith and unanimously approved.

Commissioner Jones was reappointed to another 5 year term by the Yamhill County Board of Commissioners.

2021 Board Retreat: It was decided that the 2021 Board Retreat will be held before the February regular meeting, from 3pm to 6pm. Vickie will send out last year's board retreat materials to Commissioner Smith for review.

Staff Recognition: The board approved gift cards for staff as a form of staff recognition with the total amount allowed of \$7,200. The board also approved closing the office at noon on Christmas Eve and 3pm on New Year's Eve.

Additions to the Agenda:

None.

Executive Session:

Commissioner Morrow moved the meeting into executive session at 6:48 pm and returned the meeting to regular session at 7:02 pm. Following executive session, Commissioner Mickelson made a motion to engage a professional compensation firm to provide a salary and benefits market rate report for all top level executive HAYC positions-Directors and CEO. Commissioner Cinnamon seconded the motion, and it was unanimously approved.

Adjournment:

Commissioner Smith moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 7:05pm. The next meeting of the HAYC Board will be held at 6:00 pm on January 26, 2021.

Respectfully submitted