

**MINUTES OF THE October 26, 2021 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:

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

Approval of Minutes:

Commissioner Cinnamon made a motion to approve the minutes of the September 28, 2021 meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, reporting positive cash flows this month as well as the year to date, and highlighted recent funds received for the Emergency Housing Voucher program and Landlord Compensation Fund. There were no questions from the board.

Systems Report by Vickie for Shawn: Shawn reported our website showed consistent visits throughout the year and Housing Services is almost done implementing Rent Café. He also stated Office 365 has been installed on all computers and we are working with our Network Engineer to move to Active Directory.

Asset Management and Rehab Report by Yanira: Yanira reported physical occupancy remained the same at 96.5%, and financial occupancy increased substantially from 93.9% to 99.4%. Yanira reviewed her activities for the month and provided an overview of Project Turnkey. The board had questions regarding what the process was for unauthorized pets. Yanira reported the tenants would face progressive notices or could register the pet.

Yanira reported on Darcy's work on the McMinnville CDBG Manufactured Home Grant, noting we were nearing close out. She also stated Darcy had gone out for bids on the common wall project in Lafayette and was in the process of reviewing them.

Development and Maintenance Report by David: David provided an update on and pictures of the sidewalk project at Vittoria Square. He reported maintenance was working on winter preparations for the complexes, and a record number of Make Readies. He also reported the front office project would be starting November 1, 2021.

Housing Services Report by Megan: Megan reported we had two FSS graduates in September and are continuing to work on increasing our numbers. She reported she had approved extending all vouchers to the end of the year to give additional time for existing voucher holders to find rentals.

Megan also reported our Resource Center had 20 people complete classes and another 62 reach out for assistance or visit our Resource Center.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the work we have been doing on Project Turnkey. The board asked for more information regarding the income and costs of the project. Vickie also reported a review of other Housing Authority websites showed most only post their board meeting agendas and minutes. The board discussed this and determined going forward we would do this as well, with the understanding the full board packet be available to the public upon request.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we were working on adapting the unit mix and design for Stratus Village to increase our competitiveness for funding and cutting costs. OHCS is working on a designation for areas such as Yamhill County, which fall into the urban category, but lack the same access to resources. Mayor Hill, Representative Noble, and the Affordable Housing Committee have committed to drafting letters in support of this change. We are continuing to work on partnering with the Confederated Tribes of Grand Ronde and looking at additional funding sources as well.

Work will be starting the Woodside Rehab project on November 15, 2021.

New Business:

November and December Board Meetings: Following discussion the board decided to move the November board meeting to December 7, 2021 to accommodate the Thanksgiving holiday, and combine the December and January board meetings to take place on January 25, 2022.

Board Retreat: Following discussion the board determined the 2022 Board Retreat would be held prior to the normal February board meeting, starting at 4pm.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

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

Respectfully submitted