

**MINUTES OF THE December 7, 2021 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

Vice-Chair Mickelson called the regular meeting to order at 6:02 pm.

Roll Call:

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

Approval of Minutes:

Commissioner Mickelson made a motion to approve the minutes of the October 26, 2021 meeting. This motion was seconded by Commissioner Smith 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. She also reported that we were slightly under budget for maintenance costs for the month of October. 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 has a planned go live date of January 4, 2022 for Rent Café. He also stated they have started using the Yardi inspections for maintenance which is going to modernize our make ready process. Commissioner Cinnamon asked if the mobile inspections included the ability to upload photographs, which it does, and Commissioner Smith asked if Yardi was a commonly used product in our industry to which Vickie replied it was, and was considered to be the best. Commissioner Mickelson stated that it was positive to hear how much progress the agency was making on utilizing the features in Yardi.

Asset Management and Rehab Report by Yanira: Yanira reviewed her activities for the month and provided an update on new site managers. The board had questions regarding the referral process for Turnkey, which is handled through YCAP. County Commissioner Starrett asked how the manager search for Turnkey was going. Yanira reported that we had one manager who did not last long, and now have another manager starting. County Commissioner Starrett also asked about the occupancy and length of stay at Turnkey which Yanira provided. Yanira reported physical occupancy at our properties increased to 97.1%, and financial occupancy decreased from 99.4% to 96.3%.

Yanira reported on the Housing Rehabilitation Department, stating a contractor had been selected for the common wall project in Lafayette, and that the City of Newberg was reviewing the documents for the Community Development Block Grant.

Development and Maintenance Report by Vickie for David: Vickie provided an update on and pictures of the sidewalk project at Vittoria Square stating that the project was now 85% done

with the remainder needing to wait until spring. At Sunflower the concrete pad has been poured and the trash compactor will be installed by the end of the year. The front office remodel is well underway and the plan is still to have it complete by the end of the year.

Housing Services Report by Megan: Megan reported we had five FSS graduates in October. The FSS team is working on new ways to get the word out about the FSS program to attract new participants. She reported the department continues to work on leasing up additional vouchers. Megan also reported our Resource Center had 6 people complete classes and another 44 reach out for assistance or visit our Resource Center.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the work she has been doing with Project Turnkey, the Affordable Housing Commission, and a visit she took with Darcy and Yanira to Willamina. She also discussed the City of McMinnville's Rental Inspection Program which she is on the committee for. The board and Commission Starrett had questions about the proposed program and discussed the positive and negative impacts the program could have.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we are applying for ARPA funds from both the City of McMinnville and Yamhill County as well as continuing to advocate for changes to the OHCS's LIFT funding for Stratus Village. We have adjusted the site plan to remove the studio units and ended up with a total of 175. Vickie included copies of a letter of support from the City of McMinnville and an updated site plan for Stratus Village.

Work has started at Woodside. Early in the process we found some serious dry rot issues. We have completed temporary remediation of these issues but may end up going over the contract's dry rot allowance. Vickie stated we will keep the board updated as to the status.

New Business:

Staff Recognition: Following discussion the board decided to provide staff recognition in the form of gift cards and determined an amount for these cards.

Election of Officers/Board Update: Several topics were covered under this business item. First, Commissioner Cinnamon, who had been approved to complete the term of a previous commissioner agreed to serve another 5 year term. This was approved by the Yamhill County Commissioners.

Second, the annual election of Board Chair and Vice Chair was conducted. Chair Morrow indicated that this would be her final year on the board and stated her willingness to serve as Chair. Commissioner Cinnamon was nominated for Vice Chair, which he accepted. A motion was made by Commissioner Smith to name Chair Morrow as Chair and Commissioner Cinnamon as Vice Chair. This motion was seconded by Commissioner Mickelson and unanimously approved.

Third, all Commissioners were asked to review the board roster for accuracy. No corrections were noted. Commissioner Mickelson did state that when his term expired in 2024 he did not plan to run again.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Chair Morrow moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 7:20 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on January 25, 2022.

Respectfully submitted