

**MINUTES OF THE FEBRUARY 23, 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 6:06 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, David Hummel and Maricela Morales-Garcia. County Commissioner Mary Starrett was also present.

***Approval of Minutes:***

Commissioner Cinnamon moved to approve the minutes of the regular meeting held on January 26, 2021. The motion was seconded by Commissioner Jones, 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 we switched to posting expenses in the month they occurred this month, which is why some numbers may differ from previous months. We continue to work with our new auditors on our FY2020 audit.

Maricela also submitted a board memorandum regarding the distribution of the commercial space sale proceeds. A motion to approve this disbursement was made by Commissioner Morrow, seconded by Commissioner Jones and unanimously approved.

*Systems Report by Steven (reported by Vickie):* Vickie reviewed the report for the board highlighting that we are implementing PHA screening and that Steven installed new desktops and printers at our remaining properties.

*Asset Management and Rehab Report by Yanira:* Yanira reported that we are at 98.6% physical occupancy and 99.6% financial occupancy. She stated that we were working to fill a recently vacated position at Riverside in Sheridan.

Yanira reported that the rehab department should have the Lafayette home ready to market in March. She also stated that we are working with CASA of Oregon to coordinate state resources for a pilot manufactured home replacement program, and that we have requested invitation to apply for the 2021 CDBG for Housing Rehabilitation.

*Development and Maintenance Report by David:* David provided updates on the projects at our various properties. He also advised that we had recently selected new paint for the units, and had set up "Lowes for Pros" to ensure items we need are in stock and ready to go.

*Housing Services Report by Megan:* Megan reported that we had one FSS graduate in January. This graduate ended up graduating early due to going over income for the program.

She stated that the Housing Resource Center is starting to offer more online classes, which were attended by 7 people during the month of January.

*Executive Director Report by Vickie:* Vickie reviewed her report, highlighting her continued work on Stratus Village, OHCS' Landlord Compensation Program and preparing for the upcoming union contraction negotiations.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* Vickie reported that a letter of support for Stratus Village was on the agenda of the McMinnville City Council, which would start at 7pm.

A discussion was had regarding the cost of needed repairs to Woodside Park, which continue to rise. Commissioner Morrow made a motion for Vickie to discuss potentially raising our loan amount with our lender while also looking into partnership options. This motion was seconded by Commissioner Cinnamon and unanimously approved.

A discussion was had regarding Riverside, the costs to expand the community room and other capital improvements needed per our recent CNA. Commissioner Morrow made a motion to direct available funds to capital needs other than the community room at this time. This motion was seconded by Commissioner Cinnamon and unanimously approved.

***New Business:***

*2022 Objectives:* A motion to approve the 2022 objectives was made by Commissioner Cinnamon, seconded by Commissioner Jones and unanimously approved.

*Long Range Planning:* A motion to approve the long range planning was made by Commissioner Smith, seconded by Commissioner Cinnamon and unanimously approved.

*Massey Casper:* Commissioner Morrow announced that a settlement had been reached with former Executive Director, Massey Casper.

***Additions to the Agenda:***

None.

***Adjournment:***

Commissioner Smith moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 6:34. The next meeting of the HAYC Board will be held at 6:00 pm on March 23, 2021.

Respectfully submitted