

**MINUTES OF THE MAY 25, 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 6:06 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, Megan Ramos, Yanira Vera, David Hummel and Maricela Morales-Garcia, and Board Liaison Mary Starrett.

Approval of Minutes:

Commissioner Cinnamon moved to approve the minutes of the regular meeting held on April 27, 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 we had a negative cash flow for the month. She also reported that accounting department has been working on the first round of the administering of the Landlord Compensation Fund. They are still working on hiring an Accountant. In addition, \$230,000 of proceeds from the sale of Village Quarter Commercial Space was transferred to Tice Park Replacement Reserves.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that Steven has been working with Yardi on Rent Café' implementation and a Voyager upgrade.

Asset Management and Rehab Report by Yanira: Yanira reported that we are at 97.6% physical occupancy and 98.8% financial occupancy. She reported occupancy remaining stable, not many notices have been received for the coming months. She also provided an update in regards to the application for the second round of Landlord Compensation Fund.

Yanira reported that the rehab department has been doing really good and that the McMinnville CDBG manufactured home project is coming to a close. She reported we have obligated \$364,716 of the \$395,000 construction funds and has various projects still under construction contract and some still in the process of obtaining estimates for their repairs. She also stated the open house for the Lafayette house went well and if anyone is still interested in viewing the house before loan closes to notify her or Darcy. Newberg CDBG grant application was submitted and determination of funding will be by July 31, 2021.

Development and Maintenance Report by David: David provided an update on his department highlighting improvement on work order status with an overall improvement on times and completion dates. David also mentioned that they had just finished repairing seven sets of stair stringers at Tice Park and that he is working with the Woodside Park contractors to finalize the

construction contract. Once that is signed, it will go to the bank to finalize funding. David estimated the rehab project would begin sometime in July.

Housing Services Report by Megan: Megan reported that we had one FSS graduate in March. She stated that the FSS staff has been working on increasing the number of participants and numbers increased by five participants this past month. Megan highlighted that we were offered 52 Emergency HCV to target homeless, at risk of homelessness, and fleeing domestic violence, or stalking. These vouchers have been accepted and will require partnership and referral of a continuum of care organization and additional client supports. Megan also provided an update on continuing work on the Rent Café customizations.

Megan stated that the Housing Resource Center had a total of 12 people complete online classes in April, and a total of 53 reaching out for information and assistance.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on Stratus Village, a Housing Authority of Oregon's quarterly meetings this past month. She also mentioned she has been appointed a NAHRO Congressional Contact, and has been participating in the Rental Inspection Program Committee for McMinnville.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported the completion of the LIHTC application for Stratus Village which was submitted to OHCS at the end of April. She gave an update on remainder of the funds needed to complete phase one should our application with OHCS be awarded, and how she is looking into other community funding options.

New Business:

Chair Morrow stated it was time for Vickie's performance review. The board decided Chair Morrow and Vice-Chair Mickelson would conduct the review, and provide a copy to the rest of the board.

Additions to the Agenda:

None.

Executive Session:

Chair Morrow moved into Executive Session at 6:32. She returned to the regular meeting at 6:54.

Adjournment:

Commissioner Cinnamon moved to adjourn the meeting. This was seconded by Commissioner Smith and unanimously approved. The meeting was adjourned at 6:54. The next meeting of the HAYC Board will be held at 6:00 pm on June 22, 2021.

Respectfully submitted

