

**MINUTES OF THE August 24, 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, Catherine Jones, and Greg Smith. Management staff present were Vickie Ybarguen, Yanira Vera, David Hummel, Maricela Morales-Garcia, Megan Ramos and Shawn Johnson. Board Liaison Mary Starrett was absent.

Approval of Minutes:

Commissioner Mickelson made a motion to approve the minutes of the July 27, 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 and highlighted the recent hire of Anita Saylor, our new accountant, and her department is working on completing the monthly bank reconciliations sooner. There were no questions from the board.

Systems Report by Shawn: Shawn gave the systems report highlighting website traffic, Rent Café implementation, updating to Office 365, and updates to the spam filters. There were no questions on the systems report.

Asset Management and Rehab Report by Yanira: Physical occupancy remained the same, and financial occupancy decreased from 99.8% to 93.59%. Yanira mentioned Homeport was almost fully leased up and presented her overview of activities for July.

Yanira highlighted Darcy's work on the Revolving Loan fund, noting that 17 families were currently being assisted. She highlighted a recent rehabilitation in Lafayette, completed for a veteran and provided pictures of the condition of the home prior to work being completed. Commissioner Cinnamon asked about other potential resources that could be available to the homeowner as he is a veteran.

Development and Maintenance Report by David: David provided an update on maintenance noting work would be starting at both Vittoria and Sunflower on September 7th and that the roofs have been completed at buildings A and C at Heritage Place. David also stated that the main office lobby remodel would be started in October and would be completed by the end of the year.

Housing Services Report by Megan: Megan reported that we had one FSS graduate, who had increased their income enough to leave the program. She also highlighted that July was the first month the Housing Resource Center had been open since March 2020 and it was nice to have people using it again. Seven people signed in to use it in July 2021. Commissioner Mickelson asked how many typically signed in during a month. Megan let him know that it varies but pre-pandemic sign ins were between 16-30 individuals a month.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting meeting regarding development and funding for the Stratus Village development. She also noted our partnership for management services with Providence for Project Turnkey and the creation of our excessive heat policy.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we are continuing to explore all funding options for Stratus as well as preparing for the next round of LIHTC funds.

Additionally, our first pre-construction meeting for Woodside was on August 12, 2021 with an anticipated start of construction in mid to late October.

New Business:

None

Additions to the Agenda:

None

Executive Session:

Commissioner Morrow moved the meeting into executive session at 6:38 pm, and returned the meeting to regular session at 6:45 pm. Following executive session, Commissioner Cinnamon made a motion to approve the negotiation negotiated Collective Bargaining Agreement as presented. Commissioner Mickelson seconded the motion, and it was unanimously approved.

Adjournment:

Commissioner Smith moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 6:47 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on September 28, 2021.

Respectfully submitted