

**MINUTES OF THE September 28, 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, and Megan Ramos. Shawn Johnson was not present. Board Liaison Mary Starrett was present.

Approval of Minutes:

Commissioner Jones made a motion to approve the minutes of the August 24, 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 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: Vickie gave the systems report highlighting that Steven and Shawn were making progress on our technology to-do list and using our consultant less. Focuses for the month of August included Rent Café and inspection modules for our sites.

Asset Management and Rehab Report by Yanira: Physical occupancy increased from 96.5% to 97.8%, and financial occupancy decreased from 93.9% to 93.5%. Chair Morrow noted that the vacancies were still very high and asked if there was a reason this was occurring. Yanira stated we have had a high number of residents pass away, leading to an uptick in vacancies.

Yanira reported on Darcy's work on the Revolving Loan fund, noting the final two projects are still under construction. Once these projects are complete we will begin working on closing out the project. We are currently waiting on the common wall project in Lafayette to see if material costs decrease.

Development and Maintenance Report by David: David provided an update on maintenance noting the sidewalks were started at Vittoria and progressing well. The start of the front office remodel has been delayed due to issues sourcing glass, but is still on target to be completed by the end of the year.

Housing Services Report by Megan: Megan reported we had three FSS graduates in August. The Housing Services team was joined by two new staff members, Marlinda McCoy, Administrative Assistant, and Oscar Bermudez, Housing Specialist. Megan also mentioned the numbers were down in Section 8, due in large part to our lowered lease up rate and a higher number of clients passing away.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the Housing Authority taking over management of Project Turnkey, which is a low barrier shelter in McMinnville owned by Providence and being case managed by YCAP. The shelter has been very successful with 79% of residents moving on to permanent housing. She also reported she had recently completed the board training for the YCCO board.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported we were awarded \$500,000 from YCCO's Supporting Health for All Reinvestment (SHARE) initiative to help build Stratus Village. We are applying for American Rescue Plan funds from the city and county and looking at various funding sources through OHCS.

We are working to prepare Woodside for construction, and have sent notices to tenants advising them.

New Business:

None

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Commissioner Jones moved to adjourn the meeting. This was seconded by Commissioner Cinnamon and unanimously approved. The meeting was adjourned at 6:31 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on October 28, 2021.

Respectfully submitted