

**MINUTES OF THE February 22, 2022 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 7:06 pm.

Roll Call:

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

Approval of Minutes:

Vice-Chair Cinnamon made a motion to approve the minutes of the January 25, 2022 meeting. This motion was seconded by Commissioner Smith and unanimously approved.

Reports of the Secretary:

Finance Report by Vickie for Maricela: Vickie reviewed the financial reports for the month, reporting a negative cash flow in January as well as year to date. Vickie mentioned that maintenance costs were over budget for the month and that Landlord Compensation funds had been disbursed.

Systems Report by Shawn: Shawn reported an increase in web traffic in January. He also highlighted that we had launched the Rent Café Applicant Portal and Yardi Inspections for the properties. He gave an update on the Yardi Maintenance project, which was delayed due to staff being out and our Lone Worker Program, which we are working on finding a workable device for. Additionally, the IT Glue and Interplay projects are complete.

Asset Management and Rehab Report by Yanira: Yanira reported her department was working through staff changes and absenss. She also stated that she was finalizing written training procedures and had been working to address HR concerns and resident concerns. She reported a slight decrease in physical occupancy and a 2.3% decrease in financial occupancy.

Yanira reported on Darcy's work on the McMinnville CDBG Manufactured Home Grant, noting we are waiting for a final project to be completed. They are working on the construction contract for the common wall project in Lafayette and are looking into some additional properties that may be available to our agency.

Development and Maintenance Report by David: David reported that the front desk project was complete, and the meeting rooms were 90% complete. The remodel of the meeting rooms will allow for ADA access and additional security. The project is set to be complete by the end of February.

Housing Services Report by Megan: Megan reported we had two FSS graduates in January. We will be posting the two open positions for the department soon. She reported that we are continuing to work to get our Housing Choice Voucher numbers up. She also mentioned that Nanette was out of the office, and as such we have had to refer clients to partner agencies.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the Housing and Shelter provider meetings she attended that were facilitated by County Commissioner Casey Kuella along with her monthly check in meetings with managers. She also discussed her ongoing work on the Stratus Village project.

Reports of Committees:

None.

Unfinished Business:

None

New Business:

2023 Objectives: After reviewing the 2023 objectives Vice-Chair Cinnamon made a motion to approve them. This motion was seconded by Commissioner Mickelson and unanimously approved.

Long Range Planning: Following review Commissioner Smith made a motion to approve the Long Range Planning. This motion was seconded by Vice-Chair Cinnamon and unanimously approved.

Employee Handbook: After the board reviewed proposed changes to the handbook Vice-Chair Cinnamon made a motion to approve it. This motion was seconded by Commissioner Jones and unanimously approved.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Vice-Chair Smith moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 7:33 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on March 22, 2022.

Respectfully submitted