

**MINUTES OF THE July 26, 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 6:00 pm.

***Roll Call:***

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

***Approval of Minutes:***

Vice-Chair Cinnamon made a motion to approve the minutes of the June 28, 2022 meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

***Public Comment:***

There were no public comments.

Executive Director Vickie Ybarguen read into record the following statement:

*RE: Air Conditioning Window Units at Haworth Terrace*

*For certain units where AC window units pose a health and safety risk, we have requested that residents replace their units with an AC floor unit that does not pose a health and safety risk.*

*We have been attempting to work with our tenants to find solutions to their cooling needs while at the same time complying with the federal Housing and Urban Development's (HUD) building standards, which we are legally required to comply with. Our governing agency recently notified us that we were out of compliance with the HUD standards for units that had AC window units blocking the only secondary means of egress from rooms. For households in which their window unit prevents egress, this violation was deemed an "Exigent Health and Safety deficiency" under HUD's standards requiring immediate correction. As a result, HAYC immediately notified tenants that they would need to remove their window units but could still use an air conditioning floor unit. These rules are also consistent with Oregon's permissible rules under SB 1536. For any residents who have not complied with HUD's rules, we have continued to work with them and granted extensions for their time to comply given the heat events we are forecasted to experience.*

*The safety of our residents is our highest priority and we are simply trying to comply with the laws while ensuring that all health and safety risks are eliminated. We continue to work with our residents and will not be taking any action to enforce the HUD safety standards during this week's heat event or any other extreme heat event, which is defined as a day on which National Weather Service of the National Oceanic and Atmospheric Administration has predicted or indicated that there exists a heat index of extreme caution for the county.*

*In addition, we are in contact with other organizations in an attempt to determine whether we can obtain floor AC units at little to no cost, whether through the Oregon Health Authority, Energy Trust of Oregon, or any other potential source of funding.*

***Reports of the Secretary:***

*Finance Report by Maricela:* Maricela reviewed the financial reports for the month, reporting a negative cashflow for the month and a positive cashflow year to date. We were slightly over budget in for maintenance expenses for the month. We continue to see increases in our rent revenues.

Our auditors were in the office to work on the FY2021 audit and are focusing on the Housing Choice Voucher program.

*Systems Report by Shawn:* Shawn reported on IT's continued work utilizing more aspects of Yardi, including a training they designed for Housing Services on Rent Café, and templates they are working on for the properties. He stated they are also looking into the need to update older technology including phones, our email system, and the UPS system.

*Asset Management and Rehab Report by Yanira:* Yanira reported her department received the results of OHCS's physical audit inspections. All properties besides Haworth had minor finding. These are being resolved with the exception of Village Quarter, where the finds were resolved during the inspection process.

Yanira reported on the Housing Rehabilitation department, stating the McMinnville CDBG was officially closed. The department earned \$114,000 in admin fees this year. The City of Newberg CDBG project is in the construction phase, and we are considering several foreclosed properties in the area.

*Development and Maintenance Report by David:* David reported several of our complexes have items coming due for replacement. He is working on reserve studies and triaging needs. He highlighted a main line water break at Heritage Place, reviewing the accommodations made to residents, including offering hotel stays and delivering bottled water.

*Housing Services Report by Megan:* Megan reported we had one person graduate FSS in June. We are continuing to increase our voucher numbers and will be working to switch current clients over to the Rent Café system. She also reported that after careful consideration we will be discontinuing many of our Housing Resource Center services for now. We will continue to offer Financial Empowerment, Framework, and the VIDA program.

*Executive Director Report by Vickie:* Vickie reviewed her report, highlighting the ongoing work on the Stratus project, the work at Heritage place, and Haworth Terrace. She also discussed a meeting she attended at YCAP, with Representative Susan Bonomici regarding affordable housing.

***Reports of Committees:***

None.

***Unfinished Business:***

*Status of Various Properties:* Vickie reported we are applying for 1.5 to 2 million dollar grant from the Oregon Health Authority in partnership with Yamhill County Health and Human Services for the Stratus project.

The Woodside siding project is moving along quickly. David shared before and after pictures of the repairs, which are very impressive.

***New Business:***

*Resolution 22-04 Submission of Application for Funding to OHA:* The board reviewed the proposal. Commissioner Mickelson made a motion to approve the resolution which was seconded by Commissioner Jones and unanimously approved.

*Resolution 22-05 Restatement of Qualified Retirement Plan:* The board reviewed the memo. Vice-Chair Cinnamon made a motion to approve which was seconded by Commissioner Jones and unanimously approved.

*Final Status of FY2022 Objectives:* The board reviewed the final update to our FY2022 objectives. Commissioner Mickelson asked Vickie which she would like to highlight. Vickie stated she had been extremely impressed with the work in all departments to increase numbers and increase efficiency.

***Additions to the Agenda:***

None

***Executive Session:***

Chair Morrow moved the meeting into Executive Session at 6:43 pm for the Executive Director's annual review. At 8:09 pm Chair Morrow moved the meeting back to regular session. Commissioner Mickelson made a motion to renew the Executive Director's contract retroactively back to June 1, 2022, with the terms agreed upon during Executive Session. The motion was seconded by Vice-Chair Cinnamon and unanimously approved.

***Adjournment:***

Commissioner Mickelson moved to adjourn the meeting. This was seconded by Vice-Chair Cinnamon and unanimously approved. The meeting was adjourned at 8:10 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on August 23, 2022.  
Respectfully submitted