

**MINUTES OF THE June 28, 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), Greg Smith and Fred Mickelson. Commissioner Jones was absent. 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 May 24, 2022 meeting. This motion was seconded by Commissioner Mickelson and unanimously approved.

Reports of the Secretary:

Finance Report by Vickie for Maricela: Vickie reviewed the financial reports for the month, reporting a negative cashflow for the month and a positive cashflow year to date. We continue to see increases in our rent revenues.

Systems Report by Shawn: Shawn reported a continued increase in web traffic which he expects to become our new normal with Rent Café being implemented. Shawn reviewed his report, highlighting work he and Steven had done to bring down the temperature in the server room and reviews of additional security precautions that are being implemented or considered.

Asset Management and Rehab Report by Yanira: Yanira reported her department hired two new site managers to cover Deskins Commons and Riverside Terrace. She announced we had increased to 15 lease ups at the Sheridan complex, and Riverside Terrace is once again fully leased up. She is having difficulty filling the units on Vittoria's second story. She also reviewed some resident concerns from the past month. We are currently at 101.3% of financial occupancy due to rents being caught up.

Yanira reported on the Housing Rehabilitation department, stating the final close out of the manufactured home grant was complete and 15 families are being assisted by the county wide revolving loan program. The first draw requirements are complete for the Newberg manufactured home project. We are in discussion on two foreclosed homes and working to determine if they would be viable for purchase. There are some concerns about the increase in cost of items needed to rehabilitate the homes.

Development and Maintenance Report by David: David reported the maintenance department is increasing maintenance inspections with the goal of setting up a maintenance inspection schedule and completing reserve studies for all complexes. For the summer months the team is focusing on exterior projects, including cleaning siding.

Housing Services Report by Megan: Megan reported we have temporarily had to stop signing families up for FSS while we make changes to be in compliance with the next final rule. Vice-Chair Cinnamon asked what percentage of voucher holders participate and Megan let him know it was around 10%, Vice-Chair Cinnamon stated it would be great to increase that number and have more people take advantage of the program. The department increased our numbers by 37 vouchers in May, and removed 811 inactive households from the wait list.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the ongoing work on the Stratus project, meetings between our office and OHCS, including meeting regarding Haworth Terrace capitol funds, participating in the Construction Excise Tax Subcommittee and attending the HAO spring retreat.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported are applying for 1.5 to 2 million dollar grant from the Oregon Health Authority for the Stratus project. We determined that the Federal Home Loan Banks, Affordable Housing and Community investment grant would not be a good fit for Stratus and are no long applying.

The Woodside siding project is moving along well. All demolition and dry rot repair has been completed, and we may be able to start painting next month.

New Business:

HAYC Operating Budget for FY2023: The board reviewed the operating budget. Vice-Chair Cinnamon made a motion to approve which was seconded by Commissioner Smith and unanimously approved.

HAYC Capital Budget FY 2023: The board reviewed the capital budget. Commissioner Mickelson made a motion to approve which was seconded by Vice-Chair Cinnamon and unanimously approved.

Board Of Commissioners: Commissioner Greg Smith has move out of the county, requiring him to resign for the HAYC board. We thank him for his time and wish him well in the future.

The recruitment process to fill the position vacated by Commission Smith, along with the position Chair Morrow will be vacating at the end of the year will be posted in the coming weeks.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Commission Smith moved to adjourn the meeting. This was seconded by Vice-Chair Cinnamon and unanimously approved. The meeting was adjourned at 6:56 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on July 26, 2022.

Respectfully submitted