

**MINUTES OF THE April 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 6:04 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Toney Cinnamon (Vice-Chair), Catherine Jones, and Greg Smith. Commissioner Mickelson 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 March 22, 2022 meeting. This motion was seconded by Commissioner Smith and unanimously approved.

Reports of the Secretary:

Finance Report by Vickie: Vickie reviewed the financial reports for the month, reporting a negative cashflow for the month and a positive cashflow year to date. She also stated that Rural Development has approved our proposed rent increases and we continue to work hard on our audits.

Systems Report by Shawn: Shawn reported a continued increase in web traffic which he attributes in large part to Rent Café. He also highlighted that IT is continuing to work hard on Rent Café implementation, and other system upgrades. They have also updated technology in our conference room and are looking at updating the electronic door controls at remote sites.

Asset Management and Rehab Report by Yanira: Yanira reported her department continues to work through staff changes and absences. She announced we are working with Health and Human Services on occupancy at the Sheridan Project. She is also working with her staff on lease ups at our properties. County Commissioner Starrett asked about a manager for the Sheridan Project. Yanira stated that we would be hiring for Riverside and that person would cover Riverside half time and the Sheridan Project half time. Yanira also reported a decrease in both physical and financial occupancy.

Yanira reported on the Housing Rehabilitation department, stating the final close out was in process with a presentation happening at the City Council meeting immediately following the board meeting. She also stated we were in discussion with the county about two other foreclosed properties, and thanked County Commissioner Starrett for bringing these opportunities to us.

Development and Maintenance Report by David: David reported the excellent news that the maintenance team had reduced the time on make readies from 16 down to 4 days. He is partnering with HR to communicate staff expectations and completing reserve studies on our properties.

Housing Services Report by Megan: Megan reported we had two FSS graduates in March. We are continuing to raise our numbers to bring them closer to where they should be. In addition, Megan stated there were several staffing changes. Mark had transferred to one of the vacant FSS positions, and Katie Hayes was hired to fill his position. Nanette Pirisky resigned from her position, leaving a vacancy in our Housing Resource Center. Megan stated she would be presenting more information to the board regarding options for moving forward on the position at the next meeting.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the ongoing work on the Stratus project including focus groups held with multiple organizations. She reported she had updated our COVID policy, removing the mask requirement and COVID leave, and we had completed an update of the employee handbook. Additionally, she reported an employee engagement survey was sent out to staff. We were waiting on the results.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we have submitted our application for LIFT funding and hope to have a response by June. We received full funding of \$500,000 on our application for ARPA funds through Yamhill County and have a MOU from the Confederated Tribes of Grand Ronde for up to seven million, which includes priority for their members for 20 units.

Woodside: The residing of Woodside continues to progress. David provided the latest field report showing the projects process.

New Business:

Approval of Vacation Time: Vickie Ybarguen submitted a request to use vacation time exceeding 40 consecutive hours. Commissioner Smith made a motion to approve, which was seconded by Vice Chair Cinnamon and unanimously approved.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Vice-Chair Cinnamon moved to adjourn the meeting. This was seconded by Commissioner Smith and unanimously approved. The meeting was adjourned at 6:48 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on May 24, 2022.

Respectfully submitted