

**MINUTES OF THE May 24, 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 6:01 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Toney Cinnamon (Vice-Chair), and Fred Mickelson. Commissioners Jones and Smith were absent. 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 April 26, 2022 meeting. This motion was seconded by Commissioner Mickelson and unanimously approved. Commissioner Mickelson made a motion to approve the minutes of the April 19, 2022 special meeting. This motion was seconded by Vice-Chair Cinnamon and unanimously approved.

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month, reporting a slight negative cashflow for the month and a positive cashflow year to date. In particular she noted maintenance was below budget for the month. She also stated rent revenues were up this month and we should continue to see increases in this area as rent increases happen.

Systems Report by Shawn: Shawn reported a continued increase in web traffic which he expects to continue. IT has identified Alexonet to perform a security analysis for us. IT is also assessing individual projects to determine if it is more cost effective to complete them in house or have Novacoast complete them. Vice-Chair Cinnamon and Commissioner Mickelson both commented on how it was good to see the IT department taking these steps forward and getting more out of our current systems.

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 are moving forward on the Sheridan Project with 13 move ins being completed. Yanira has temporarily taken over the wait list and occupancy processes to help expedite lease ups. She reported reductions in both physical and financial occupancy. Vice-Chair Cinnamon asked if clients were having issues meeting their rent obligations with prices going up on so many things. Yanira stated many were still getting over financial difficulties due to COVID and awaiting emergency rental subsidies.

Yanira reported on the Housing Rehabilitation department, stating the final close out of the manufactured home grant would be complete once the city council minutes were approved and the final draw was sent to the state. She reported 18 families are being assisted by the county wide revolving loan program. The YCAHC board approved the common wall project and Darcy is currently collecting signatures. We are in discussion on two foreclosed homes and working to determine if they would be viable for purchase.

Development and Maintenance Report by David: David reported the roofs at Homeport are starting to fail. We have obtained bids and are waiting on funding approval to move forward on roof replacement. David stated he is continuing to work with Bremik regarding the underground pipes at Deskins Commons. He also stated the department is working on cost cutting measures.

Housing Services Report by Megan: Megan reported we have hired Chris McLaughlin, formerly in our maintenance department as the 4th FSS coordinator. The department continues to increase our voucher numbers and is on track to have all wait list applicants on the Rent Café system by the end of May. Megan presented information on the state of the Housing Resource Center and options on how to move forward. After discussion it was determined how to move forward would be a management decision.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting the ongoing work on the Stratus project, HAO meetings, and the completion of the mural on the side of Village Quarter. Commissioner Mickelson had questions regarding the upkeep of the mural. Vickie reported the wall remains HAYC's responsibility, the property is walked daily by the property manager, the mural has been treated with anti-graffiti coating, and studies have shown art like the mural decrease incidents of graffiti and vandalism. OHCS requested we engage additional audit services on our properties, which we have done. We will continue to update OHCS as needed.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties: Vickie reported we are awaiting word on our LIFT application for the Stratus project.

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

New Business:

HAYC Audited Financial Report FY2020: Maricela submitted to FY2020 audit for review.

Village Quarter 2021 Audited Financials: Maricela submitted the FY2021 audited financials for Village Quarter for review.

Additions to the Agenda:

None

Executive Session:

None

Adjournment:

Vice-Chair Cinnamon moved to adjourn the meeting. This was seconded by Commissioner Mickelson and unanimously approved. The meeting was adjourned at 7:18 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on June 28, 2022.

Respectfully submitted