

**MINUTES OF THE MARCH 24, 2020 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:***

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair) via conference call, Catherine Jones via conference call, and Toney Cinnamon via conference call. Phil Griffin was absent. Management staff present was Vickie Ybarguen, Megan Ramos and Yanira Vera. Mary Starrett (Liaison County Commissioner) also attended via conference call. There were no guests present.

***Approval of Minutes:***

Commissioner Jones moved to approve the minutes of the meeting held on February 25, 2020. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

***Public Comments:***

None

***Bills & Communications:***

*List of Expenditures:* There were no questions on the bills and communications as presented.

***Reports of the Secretary:***

*Finance and IT Report by Vickie:* FY2021 main and capital budget were presented.

Commissioner Mickelson moved to approve the FY2020 main budget as presented. The motion was seconded by Commissioner Jones, and unanimously approved. Commissioner Jones moved to approve the FY2020 capital budget as presented. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Vickie stated that some of the things on her to do list were on hold at this time due to COVID-19 concerns. She is currently working with Key Bank to complete the refinance of Haworth Terrace and has been working to compile our COVID-19 preparations into a single document. We have received the computers for the remote sites, and have ordered new network servers and storage. She also presented information from the close out meeting of our recent HUD Onsite Financial Review. The HUD reviewers stated that our financial records looked very good, and noted that only minor issues found and were from years prior and many of them had already been corrected. They acknowledged and appreciated the improvements we have been implementing with our Accounting processes. The board asked that congratulations be passed onto the accounting staff.

*Asset Management and Rehab Report by Yanira:* Physical occupancy increased from 97.7% in January to 98% in February, and financial occupancy decreased slightly from 97.1% in January to 96.5% in February. Yanira discussed her department's changes in light of COVID-19, including limiting work on occupied units to emergencies only, closing onsite offices and playgrounds, and allowing maintenance staff to take their vehicles home with them. Commissioner Mickelson asked her what concerns might be forthcoming. Yanira stated that

compliance may be delayed and reviewed moratorium to avoiding evictions and late payment of rents as well as rescheduling of rent increases originally projected for July postponing to a later date. She also stated that putting off work orders would lead to a backlog of them once we were back to business as usual. For the Rehab department, there will be no face to face meetings with contractors or visiting of occupied homes. We will be utilizing pictures for repairs, and have canceled the open house on our recently completed home.

Mary Starett asked for clarification on how the recently completed home was priced and marketed, which Yanira reviewed.

*Housing Services Report by Megan:* Megan reported that we did not have any FSS graduates this month. She stated that we are continuing to process people in pending status. Megan discussed her department's changes in light of COVID-19. Staff is focusing on answering calls and emails and processing interim changes for people with decreases in income. Inspections are not being done except on vacant units. She stated that the main concern for her department was not being able to hold orientations, which would lead to less vouchers being issued and could result in lower admin fees. Staff is currently looking into options to overcome this.

*Board Chair Report by Joyce:* Chair Morrow reviewed her report, highlighting the agency's response to COVID-19.

***Reports of Committees:***  
None.

***Unfinished Business:***

*Status of Various Properties and Opportunities:* We received the appraisal on the Norton Lane property. It came back lower than listed and we are currently working with the seller on this. A RFP for a consultant on new development has been issued, with a deadline of April 6, 2020.

Commissioner Morrow also reported that a 2<sup>nd</sup> easement is not needed on the Sheridan property.

***New Business:***

*Resolution No. 20-03:* Reaffirm Board Member to Labor Management Committee. Commissioner Cinnamon made a motion to approve the resolution with changes. The motion was seconded by Commissioner Jones and unanimously approved.

*Resolution No. 20-04:* Amend Loan and Loan Documents for Haworth Terrace. Commissioner Mickelson made a motion to approve the resolution. The motion was seconded by Commissioner Cinnamon and unanimously approved.

***Adjournment:***

Chair Morrow adjourned the meeting at 6:55 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on April 28, 2020.

Respectfully submitted