

**MINUTES OF THE MAY 26, 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 6:02 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 April 28, 2020. The motion was seconded by Commissioner Cinnamon, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance and IT Report by Vickie: The board reviewed the financial summary and discussion was had regarding upcoming changes to this document.

Vickie reviewed her report, highlighting getting a quote for the cameras at Tice Park, Yardi updates, attending HUD's New Executive Director Orientation, the process choosing a development consultant, and steps we have taken regarding the COVID-19 pandemic.

Commission Mickelson asked how many of our properties we were planning on installing cameras at. Vickie and Yanira stated that after Tice Park we would be done for now, but may install them at additional sites should there be a need.

Vickie also discussed steps we are taking to get the office ready to re-open, including installing shields at the front desk, purchasing PPE, and setting up the lobby and foyer for social distancing.

Asset Management and Rehab Report by Yanira: Physical occupancy increased from 97.4 % to 98% and financial occupancy decreased from 96.5% in March to 92.5% in April. Yanira stated that Abbey Heights has a higher than normal vacancy rate, and that a unit transfer is taking longer than expected at Homeport leading to a vacancy there. She also stated that we have had more people miss rent payments due to COVID. She is working with them to create payment plans to allow them to stay in their units. She also mentioned that we had two finalists from our properties in the **NAHRO** poster contest.

In regards to Housing Rehabilitation, Yanira stated that we have accepted an offer on the Dayton house and are working on the inspection and appraisal process. We have plans for a 2 bedroom and a 3 bedroom home for the lot in Lafayette.

Housing Services Report by Megan: Megan reported that we had one FSS graduate, Autumn S. who submitted a success story. She stated that we are continuing to process people in pending status in order to maintain our numbers, cautiously in light of the potential increases due to COVID-19 income losses. So far the average HAP cost has only increased \$3.18. Megan also shared the news that we were awarded an additional 33 vouchers through the Mainstream program. These vouchers will be effective August 1, 2020.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting the multiple Zoom meetings she attended in addition to attending meetings on our new development and COVID updates to the lobby area.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: We have selected a development consultant for our Norton Lane project, pending board approval. Additionally, Commissioner Morrow requested board approval to have a letter drafted advising McMinnville Eye Clinic we would not be agreeing to their proposed easement. A motion was made to approve this action by Commissioner Jones, seconded by Commissioner Cinnamon, and unanimously approved. YCCO is still in the process of purchasing the Village Quarter commercial space.

New Business:

Resolution No. 20-06: Certification of Compliance with PHA Plans. Commissioner Mickelson made a motion to approve the resolution. The motion was seconded by Commissioner Jones and unanimously approved.

Resolution No. 20-07: Development Consultant. Commissioner Mickelson made a motion to approve the resolution. The motion was seconded by Commissioner Cinnamon and unanimously approved.

Resolution No. 20-08: Purchase of Property. Commissioner Cinnamon made a motion to approve the resolution. The motion was seconded by Commissioner Jones and unanimously approved.

Adjournment:

Chair Morrow moved the meeting into executive session at 7:03 pm and returned the meeting to regular session at 7:09 pm. The meeting was adjourned at 7:09 pm. The next meeting of the HAYC Board will be held at 6:00 pm on June 23, 2020.

Respectfully submitted