

**MINUTES OF THE JUNE 23, 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 6:01 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 were Vickie Ybarguen, Megan Ramos, Yanira Vera and David Hummel. 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 May 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 reports and did not have any questions.

Vickie reported on the Finance and Systems report, highlighting working to implement Yardi's Affordable module, and the installation of the new servers. Commissioner Mickelson asked for clarification on where the server room was located and Commissioner Cinnamon asked how the servers were backed up. Vickie also mentioned that Maricela will be coming back from maternity leave on July 6, 2020.

Asset Management and Rehab Report by Yanira: Physical occupancy increased from 98% to 98.2% and financial occupancy increased from 92.5% in April to 94.7% in May. Yanira stated that they were working hard to implement Yardi Affordable and cleaning up pending work orders.

Yanira also submitted FY2020 write offs which were reviewed by the board. Commissioner Mickelson made motion to approve the write offs. This motion was seconded by Commissioner Jones and unanimously approved.

In regards to Housing Rehabilitation, Yanira stated that the Dayton house had recently closed and that before and after pictures would be provided. We are currently getting bids to clear the lot in Lafayette.

Development and Maintenance Report by David: David Hummel introduced himself as the new Director of Development and Maintenance, and provided an overview of his site visits to date. He is working to create maintenance calendars and Capital Needs Assessments for all properties.

Housing Services Report by Megan: Megan reported that we had one FSS graduate, Miranda J. who submitted a success story.

Megan stated that after reviewing our numbers we did see a greater increase in HAP cost due to COVID-19 than originally calculated, with an increase of \$18.24 per unit since January. She also let the board know our agency was considered to be in shortfall by HUD, in large part due to HUD's calculation that we would continue to see an increase in HAP cost from COVID. She stated that we are currently cooperating with HUD on this and hope to have it resolved in the coming months.

She also reported that the agency received 33 additional Mainstream vouchers, to be effective in August, due to the federal CARES Act.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting the meetings she had regarding property development and the front lot easement.

Executive Director Report by Vickie: Vickie reviewed her first report as Executive Director, highlighting her meeting with community partners, staff and developers. She expressed her appreciation for the time Commissioner Morrow had spent providing leadership for the agency over the past year, a sentiment that was echoed by the other directors.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: We are working on an amendment to the current land use on the Norton Lane property. A neighborhood meeting was conducted with only positive comments. YCCO continues to move forward on the purchase of the leased space at Village Quarter. They anticipate having this complete in the coming months.

Additions to the Agenda:

Commission Morrow announced the Commissioner Griffin had submitted his resignation from the board. We will be recognizing him next month. With his resignation we will also be advertising for a new commissioner.

Adjournment:

Chair Morrow moved the meeting into executive session at 7:35 pm and returned the meeting to regular session at 7:22 pm. The meeting was adjourned at 7:27 pm. The next meeting of the HAYC Board will be held at 6:00 pm on July 28, 2020.

Respectfully submitted