

**MINUTES OF THE NOVEMBER 26, 2019 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

The Board of Commissioners of the Housing Authority of Yamhill County (HAYC) met on Tuesday, November 26, 2019 at the HAYC offices, 135 NE Dunn Place, McMinnville. Chair Morrow called the meeting to order at 5:39 pm and moved the meeting into executive session. The meeting was returned to regular session at 6:02 pm.

Roll Call:

Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), Catherine Jones, and Phil Griffin. Mike Gougler was absent. Management staff present were Vickie Ybarguen, Megan Ramos, and Yanira Vera. Guests present were Toney Cinnamon, Teddy Collin, James Cameron, and Sarah Wilson.

Approval of Minutes:

Commissioner Mickelson moved to approve the minutes of the meeting held on October 22, 2019. The motion was seconded by Commissioner Jones, and unanimously approved.

Motions of the Commissioners:

None

Family Self Sufficiency Graduate:

None

Public Comments:

Sarah Wilson stated that she had read the recent article in the NewsRegister regarding Massey Casper and the statement in his lawsuit that the former Executive Director, Elise Hui, was soft and weak. Sarah stated that in her experience Elise was a competent and compassionate professional.

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: Commissioner Mickelson asked for clarification regarding the “Bidding for Goods” page listed on the most visited webpages. Vickie clarified that this was where bid opportunities were listed. It was discussed that we should come up with a more accurate title for this page when we redesign our website. Vickie stated that we were given a short extension on the Key Bank refinance while they process the paperwork. Vickie asked the Commissioners what they thought about having their board packets emailed rather than mailed out. All Commissioners were in favor of this change.

Asset Management and Rehab Report by Yanira: Physical occupancy decreased slightly to 97.2%, and financial occupancy increased .6% to 98.5%. Commissioner Mickelson asked if the new work order categories represented previously requested changes, which Yanira confirmed. Yanira stated that we are working on resolving work orders more quickly.

Yanira reported that we were not going to be moving forward on two of the homes offered by the county due to concerns about heirs. Discussion was had regarding potential assistance to the current residents of the homes we are purchasing and rehabilitating. Toney asked how the homes were offered, Yanira and Joyce let him know that we offer the homes to our clients first, and then to low income members of the public, and that homes are always sold for below market value.

Housing Services Report by Megan: Megan reported that the Housing Choice Voucher program has started pulling people from the wait list. Currently the program has a wait list of 2,567 people and a wait time of approximately 4 years. Megan also stated we hired a new Housing Specialist, Nena Urciel-King. She also let the board know that HAYC had been awarded 63 additional Mainstream and 11 additional VASH vouchers recently, bringing our total voucher count up to 1502.

Board Chair Report by Joyce: Chair Morrow reviewed her report, highlighting that we had been served documents for Massey Casper's lawsuit, and HAARP had assigned an attorney to us for the case. She also mentioned that the Unfair Labor Practices complaint was in review.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: A motion was made by Commissioner Mickelson authorize the costs of repairs to Haworth and Heritage. The motion was seconded by Commissioner Jones and unanimously approved.

New Business:

Election of Officers: Commissioner Griffin made a motion to elect Commissioner Morrow as Board Chair and Commissioner Mickelson as Vice Chair. The motions was seconded by Commissioner Jones and unanimously approved.

Scheduling of Board Retreat: It was agreed that the board retreat will be held February 25, 2020 at 3pm at the HAYC Board Room.

Approval of Staff Recognition: Commissioner Mickelson made a motion to authorize Commissioner Morrow to determine amounts for employee recognition. The motion as seconded by Commissioner Jones and unanimously approved.

Capital Budgets for Village Quarter, Deskins Commons, and Sunflower Park: The capital budgets for the Limited Liability Partnerships were presented. A motion to approve the Village Quarter budget was made by Commissioner Jones, seconded by Commissioner Griffin and unanimously approved. A motion to approve the Deskins Commons budget was made by Commissioner Mickelson, seconded by Commissioner Griffin and unanimously approved. A motion to approve the Sunflower Park budget was made by Commissioner Jones, seconded by Commissioner Griffin and unanimously approved.

Adjournment:

Chair Morrow adjourned the meeting at 6:43 pm. The next meeting of the HAYC Board will be held at 6:00 p.m. on January 28, 2020.

Respectfully submitted