

**AGENDA FOR THE MEETING OF THE  
BOARD OF COMMISSIONERS  
OF THE  
HOUSING AUTHORITY OF JACKSON COUNTY**

**February 17, 2016**

1. Call to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings:
  - January 20, 2016 **2.0**
  - February 2, 2016 **2.0**
4. Hearing of Visitors (on items not on Agenda):
5. New Business:
6. Financials:
  - Brian-December Financials **10.0**
7. Bills and Communications:
  - Scott-Volunteer needed for Meyer Memorial Trust Meeting
  - Scott-2016 Board/Staff Retreat
8. Department Reports:
  - Christie-Social Services Report **7.0**
9. Secretary's Report:
10. Unfinished Business:
11. Adjourn

**MINUTES OF THE  
BOARD OF COMMISSIONERS OF  
HOUSING AUTHORITY OF JACKSON COUNTY  
JANUARY 20, 2016**

**CALL TO ORDER:** John Hanson called to order the annual meeting of the Board of Commissioners at 12:15 PM at the Housing Authority of Jackson County, 2231 Table Rock Road, Medford, Oregon.

**ROLL CALL:** The following persons were present:

Commissioner, John Hanson  
Commissioner, Joan Middendorff  
Commissioner, Jay Stormberg  
Commissioner, Cate Hartzell

**Absent:** Commissioner, Lori Magel  
Commissioner, Pat Stoddard  
Commissioner, Kimberly Clark

**Visitors present:** None

**Employees present were:**

Scott Foster, Executive Director  
Jason Elzy, Director of Development  
Brian Conover, Director of Finance  
Riley Pierce, Director of Maintenance  
Christie Van Aken, Director of Social Services  
Tiffany Bactista, Leasing Supervisor  
Jennifer Jennings, Section 8 Supervisor  
Dianna Berry, Asset Manager  
Andrea Miranda, Project Developer  
Jerryck Murrey, Project Developer  
Sandra Padilla, Resident Services/Admin Assistant  
Brenda Doggett, HR/Office Manager

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**

The Minutes from December 16, 2015 were approved with exception to Cate Hartzell having questions about the minutes reflecting that the executive director's annual performance reviews will no longer be performed because Scott has an employment contract with the agency.

**HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:**

None

**NEW BUSINESS:**

Election of Officers: John Hanson nominated Joan Middendorff as Chairperson. Cate Hartzell seconded the nomination. Nomination passed with all in favor. Cate Hartzell nominated John Hanson as Vice-Chairperson. Joan Middendorff seconded the nomination. Nomination passed with all in favor.

Resolution 2016-01; Adopting Voucher Payment Standards. Joan Middendorff motioned for approval. Carte Hartzell seconded motion. Resolution passed with all in favor.

Resolution 2016-02; Authorizing Submission of Application for CDBG Funds from City of Medford for Infrastructure Improvements to Property at 217 North Ross Lane in Medford, Oregon. Cate Hartzell motioned for approval. John Hanson seconded. Resolution passed with all in favor.

Resolution 2016-03; Approval of Signing Authority for Land Use and Building Permits for Patriot Station. John Hanson motioned for approval. Cate Hartzell seconded. Resolution passed with all in favor.

**FINANCIALS:**

Brian Conover distributed the November financial reports and a written summary of the financial highlights for this time period. Cate Hartzell asked about the November Actual Report indicating the 2M loss. Brian explained this is due to tax credit projects being set up to operate as a loss and explained the impact of depreciation expense that impacts this line item.

**BILLS AND COMMUNICATION:**

Scott Foster advised the Board that the owners of the New Medford Hotel made contact to schedule a time to meet with them and their attorney to resurrect discussions concerning the purchase of the New Medford Hotel. Scott, Jason Elzy, Lori Magel and John Hanson met with them yesterday and discussed interest to reopen negotiations. The owners were told that their comments would be presented to the Board and we would be in contact thereafter.

During today's meeting it was decided that staff will meet to discuss the project and will then make recommendations to take back to the Board in an executive session, which will be coordinated in the next couple of weeks. Cate asked that there be a written format presented during the executive session detailing the possible risks, contingencies, and funding for the project.

**DEPARTMENT REPORTS:**

None

**SECRETARY'S REPORT:**

None

**UNFINISHED BUSSINESS:**

None

The meeting was adjourned at 1:05PM.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Joan Middendorff, Chairperson

ATTEST:

\_\_\_\_\_  
Scott Foster, Secretary

**MINUTES OF THE  
BOARD OF COMMISSIONERS OF  
HOUSING AUTHORITY OF JACKSON COUNTY  
FEBRUARY 02, 2016**

**CALL TO ORDER:** Joan Middendorff called to order the meeting of the Board of Commissioners at 12:15 PM at the Housing Authority of Jackson County, 2231 Table Rock Road, Medford, Oregon.

**ROLL CALL:** The following persons were present:

Commissioner, John Hanson  
Commissioner, Joan Middendorff  
Commissioner, Jay Stormberg  
Commissioner, Lori Magel  
Commissioner, Pat Stoddard  
Commissioner, Kimberly Clark

**Absent:** Commissioner, Cate Hartzell

**Visitors present:** Doug Schmoor

**Employees present were:**

Scott Foster, Executive Director  
Jason Elzy, Director of Development  
Brian Conover, Director of Finance  
Riley Pierce, Director of Maintenance  
Cara Carter, Director of Housing Programs  
Christie Van Aken, Director of Social Services  
Tiffany Bactista, Leasing Supervisor  
Jennifer Jennings, Section 8 Supervisor  
Dianna Berry, Asset Manager  
Brenda Doggett, HR/Office Manager

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**

None

**HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:**

None

**NEW BUSINESS:**

Roll call was taken for the meeting of the Board of Commissioners. Kim Clark motioned for adjournment to executive session. Lori Magel seconded the motion. The motion passed with all in favor.

At 12:40PM the meeting was called back to order. John Hanson motioned that we decline to pursue any further negotiations. Kim Clark seconded the motion. The motion passed with all in favor.

John Hanson moved that his previous motion be amended and the records reflect the following: On advice of counsel I amend my previous motion and now move that we decline to pursue any further negotiations regarding the purchase of the New Medford Hotel, located in Jackson County, Oregon. Pat Stoddard seconded. The motion passed with all in favor.

**FINANCIALS:**

None

**BILLS AND COMMUNICATION:**

None

**DEPARTMENT REPORTS:**

None

**SECRETARY'S REPORT:**

None

**UNFINISHED BUSSINESS:**

None

The meeting was adjourned at 12:45PM.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Joan Middendorff, Chairperson

ATTEST:

\_\_\_\_\_  
Scott Foster, Secretary

**HCV Family Self Sufficiency Program**

	as of 12-31-15	Since 1994
Active Participants:	72	
New enrollees this period	35	
Participants with positive escrow accts	42	
Total escrow funds in holding	\$45,392	
Graduates	10	106
Escrow awards	\$40,219	\$632,167
Graduates off housing subsidy:	7	65
Graduate homeowners:	1	21
Terminations and Expirations	23	197
Escrow Forfeitures	\$24,194	\$229,308

**Homeownership Voucher Program**

		Since 2003
Homeowners receiving subsidy payments:	12	18
New homeowners this period	0	
Families in escrow:	0	
Families mortgage ready and searching	0	

**IDA (VIDA and DreamSavers)**

Since 2004

Participants currently saving for match:

Homeownership:	7	
Small business:	2	
Education:	4	
Home access/improvement	0	
Graduates: Homeownership	0	8
Graduates: Small Business	0	6
Graduates: Education	0	3
Graduates: Home access/improvement	0	2