

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

June 21, 2017

1. Call to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings:
 - April 19, 2017 2.0
4. Hearing of Visitors (on items not on Agenda):
5. New Business:
 - Jason-Introduction of Ryan Haynes-Director of Real Estate Development 5.0
 - Scott-Renewal of Board Members-Joan Middendorff and Cate Hartzell 3.0
 - Brenda-Update on Tenant Board Member-Replacement of Kimberly Clark 3.0
 - Brian-Resolution 2017-07; Ratifying Approval of Signature for Authorized Signatures 5.0
 - Brian-Resolution 2017-08; Adoption of COLA Increase for Non-Management and Management Employees 5.0
6. Financials:
 - Brian- March and April Financials 10.0
7. Bills and Communications:
8. Department Reports:
9. Secretary's Report:
10. Unfinished Business:
11. Adjourn

**MINUTES OF THE
BOARD OF COMMISSIONERS OF
HOUSING AUTHORITY OF JACKSON COUNTY
APRIL 19, 2017**

CALL TO ORDER: Kimberly Clark called to order the meeting of the Board of Commissioners at 12:14 PM at 2231 Table Rock Road, Medford, Oregon.

ROLL CALL: The following persons were present:

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

Absent: Commissioner, Jay Stormberg
Commissioner, Cate Hartzell

Visitors present: Rick Dyer, Jackson County Commissioner-County Liaison

Employees present were:

Scott Foster, Executive Director
Brian Conover, Director of Finance
Jason Elzy, Director of Development
Riley Pierce, Director of Maintenance
Cara Carter, Director of Housing Programs
Dianna Berry, Asset Manager
Jennifer Jennings, Housing Choice Voucher Supervisor
Iris Flores, Leasing Supervisor
Cheyenne Giles, Administrative Assistant
Christie Van Aken, Director of Social Services
Jerryck Murrey, Project Developer
Andrea Miranda, Project Developer
Ken Adams, Maintenance Technician

APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

The minutes March 15, 2017 were approved as presented.

HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:

None

NEW BUSINESS:

Approval of Resolution 2017-06; Authorizing the Purchase of Land. Joan Middendorff moved for approval. Pat Stoddard seconded the motion. Motion passed with all Commissioners present in favor.

Scott Foster asked for the Commissioner's approval for investments that are authorized by the State, as per ORS 294.035 with cash balances that the Housing Authority has no immediate need for operations. John Hanson moved for approval. Lori Magel seconded the motion. Motion passed with all Commissioners present in favor.

FINANCIALS:

Brian Conover distributed the February financials along with the Financial Summary reports for this period and then followed up with a brief verbal overview. Brian also provided a recap on the sales of the single family houses, wherein the last houses were sold in 2016. Since the first sale in 2007, a total of \$10.5 million was sold, of which \$8.1 million came back to the Housing Authority. The total gain on sales recorded was \$6.2 million. At the end of December 2016, there was \$2,794,000 in the bank account. Those gains were used in multiple land purchases and new development, which furthered the mission statement of the Housing Authority.

Brian Conover reported that all of the LIHTC 2016 financial audits are completed and are available upon request.

BILLS AND COMMUNICATION:

Riley Pierce acknowledged Ken Adams for his tenure of 17 years and thanked him for arranging the donation of a second ambulance truck to the Housing Authority's maintenance department.

Jason Elzy reported on the results from the monitoring of Community Development Block Grant. There were no negative findings from the audit for the Jackson County Home Repair Program.

Scott Foster distributed the client appreciation letter/email to the members, along with some other interesting funding articles and local housing issues printed from the Medford Mail Tribune.

DEPARTMENT REPORTS:

Jennifer Jennings reported on the HCV program and said she had received the results for their SEMAP score and the department scored as a High Performer once again.

Christie Van Aken gave an update on social services department and their commitment on outreach.

Jason Elzy thanked Cara Carter and her staff for the full lease up of The Concord. Andrea Miranda reminded the board that the Open House is Friday, April 21 from 12:00 PM to 2:00 PM. The ribbon cutting will occur at 12:15 PM and there will be three apartments (tenant occupied) to tour.

SECRETARY'S REPORT:

Scott reported that this session in the Oregon Legislature there are more housing related bills than any other sessions he has seen in the past. Cara Carter enlightened us on HB 2004 bill and the concerns with the no cause notices, rent control, and relocation costs.

UNFINISHED BUSINESS:

Motion to adjourn was made by Kimberly Clark. Pat Stoddard seconded it. The regular meeting was adjourned at 12:59 PM.

DATED: _____

Kimberly Clark, Board Chairperson

ATTEST:

Scott Foster, Secretary

RESOLUTION 2017-07

**RATIFYING APPROVAL OF SIGNATURE FOR AUTHORIZED SIGNERS ON BANK
ACCOUNTS**

WHEREAS, it is the desire of the Housing Authority of Jackson County to have four authorized signers on all bank accounts for the Housing Authority and related entities; therefore,

BE IT RESOLVED BY the Board of Commissioners of the Housing Authority of Jackson County, Oregon that the Commissioners ratify the removal of Scott Foster as an authorized signer and the addition of Jennifer Jennings as an authorized signer on all bank accounts for the Housing Authority and related entities, effective July 1, 2017. The three other signers currently authorized will remain unchanged.

DATED: _____

Kimberly Clark, Chairperson

ATTEST:

Scott Foster, Secretary

RESOLUTION 2017-08

**ADOPTION OF A COLA INCREASE OF 1.6% FOR NON-MANAGEMENT
EMPLOYEES AND 1.48 % FOR MANAGEMENT EMPLOYEES**

WHEREAS, it is the desire of the Housing Authority to grant to our employees an annual Cost of Living Adjustment, and;

WHEREAS, Jackson County included a 1.6 percent COLA for non-management employees in its 2017-2018 budget approved June 7, 2017. The Housing Authority seeks to apply a 1.6 percent COLA increase to its non-management employees effective, July 1, 2017, and;

WHEREAS, Jackson County included a 1.48 percent COLA for management employees in its 2017-2018 budget approved June 7, 2017. The Housing Authority seeks to apply a 1.48 percent COLA to the management employees effective January 1, 2018, now therefore,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF JACKSON COUNTY that the changes to the compensation of non-management employees (an increase of 1.6 percent) be adopted and be made effective as of July 1, 2017 and;

BE IT FURTHER RESOLVED that the changes to the compensation of management employees (an increase of 1.48 percent) be adopted and be made effective as of, January 1, 2018.

DATED: _____

Kimberly Clark, Chairperson

ATTEST:

Scott Foster, Secretary