

**YAMHILL COUNTY ACTION PARTNERSHIP**  
**Meeting of Board of Directors**  
**September 27, 2011**

**Minutes**

**Members Present:** David Case, Mark Davis, Bernt "Al" Hansen, Gwen Jernstedt, Chris Mercier, Joyce Robinson, Ann Scott

**Members Absent:** Kathy George, William Boardman, Paul Timmer

**Call to Order:** In the absence of Chair, Kathy George, Vice Chair, Gwen Jernstedt called the meeting to order at 3:00 PM. Executive Director, Lee Means introduced YCAP's new Finance Director, Tammy Erb who has been on staff for two weeks. The Board gave her a warm welcome.

**Consent Agenda:**

**Board Minutes:**

**Motion:** Mark Davis moved to approve the Board Minutes of July 26, 2011. Bernt "Al" Hansen gave the second. The motion carried.

**AmeriCorps Volunteer Introduction:** Lee Means introduced Megan Paterson, YCAP's AmeriCorps Volunteer. Megan is a graduate of the University of Oregon and will be serving here this year. She will be working in the Homeless and Community Outreach position and will be involved with the Homeless Count and Community Connect. She will also be helping to train volunteers to take over this position next year, as this is the last year for funding for this position. The new George Fox Intern, Kelsey VandenHoek, will also be working with Megan for the remainder of the school year.

**Financials:** Mark Davis gave the financial report. He and Lee Means discussed several financial issues including the \$30,000 financial error made three years ago, which will affect the financing for this year's Youth Outreach Program. It is hoped there will be enough funds in restricted funding to almost cover the error. The Finance Committee has been working on this.

Lee Means gave the Energy Assistance report, stating that the department will need to plan for 50% funding decrease from LIHEAP should funding be cut. Other areas may not be so hard hit but it is a waiting game with more positive results hoped for.

**Transit Budget and Potential Cuts:** The audit that ended June 30, 2011 is liable to show significant budget shortfall because the state is revamping BETC and required all agencies to withdraw their applications for the calendar year 2011. YCAP should be able to reapply under the new regulations later this fall, however, it will be for a lower amount than was budgeted and spent and it is unlikely that the state will issue a letter of intent before the audit. Without that letter, the auditor will not recognize the accrual that was made for the first six months of this year. Lee Means met with the County to explain that YCAP cannot front the money for the county at this point for the current fiscal year which means that service may be cut significantly. No Board action is needed at this.

**Action Items:**

**Approve Building Loans with Dean Klaus:** The Loan Committee is recommending approval of the loan offered by Dean Klaus as the interest is 4% and this loan is easier to obtain than a bank loan at this time

in our building construction. This will be paid back from outstanding pledges and the savings on space rental. The loan will be for one year, renewable at the discretion of Klaus and YCAP.

**Motion:** Mark Davis moved that the Board Chair and the YCAP Executive Director sign a loan from Dean Klaus up to the amount of \$500,000. Chris Mercier gave the second. The motion unanimously carried.

**Approval Camellia Court:** Mark Davis explained that the Limited Partner now wants to give up the Camellia Court property and that the Farm Worker Housing Development Corporation is interested in an option to purchase. YCAP is currently not in a position to borrow enough money to purchase the property and there are expensive siding and other repairs needed.

**Motion:** Mark Davis moved to accept the contributions made by the Limited Partner's interest in Camellia Court Limited Partnership. Chris Mercier gave the second. The motion was unanimously approved.

#### **Discussion Items:**

**Board Recruitment:** Lee Means stated that two positions are available on the Board, which are, Low-Income and Elected Official. She has contacted the city recorder from Amity who asked Lee to write a brief article to go in the Amity City Council newsletter. Gwen Jernstedt will also follow up on a Dayton contact. David Case offered to contact a Newberg School Board person.

**Executive Director Performance Review:** The committee of Kathy George, Joyce Robinson and Gwen Jernstedt will be working on this.

**Management Report:** See attached report from Board packet.

**Construction Update:** Lee Means shared that the construction update is very exciting. The paving is being done and the striping will be completed by the end of the week. The LDS Church is landscaping with donated plants. Trees will also be planted. Waldo Farnham and Lee Vasquez have donated the flagpole. The freezer and cooler are almost completed and the interior is almost done. The children's play area will have lovely artwork. For moving plans, consult the attached Management Report.

The grand opening date will be set soon. Possibly the October 25<sup>th</sup> Board meeting will be in the new building. The November Board meeting will be on the 29<sup>th</sup> after Thanksgiving. There will be no meeting in December.

**Adjourn:** Gwen Jernstedt adjourned the meeting at 4:35 and thanked the Board for their participation.

Respectfully,

Ann Scott  
YCAP Board Secretary