

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

March 26, 2013
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of February 26, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills - Resolution 2013-9
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Approval to Attend Nan McKay Training - Resolution 2013-10 _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:35 AM.

Members Present: Donna McMaster, Chairperson Linda Bowie, Resident-Commissioner; Heidi Durand, City Council Liaison; Greg Lemke, Vice-Chairperson; Lisa Roesch, Commissioner

Members Absent: Terry Braun, Secretary

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator

II. REQUEST APPROVAL OF JANUARY 22, 2013 REGULAR MEETING MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of January 22, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-5

Bowie moved, seconded by Lemke to approve the payment of bills as presented. All votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

Requesting permission to complete an RFQ for Engineering for Physical Needs Assessment and Energy Audit.

V. CITIZENS TO BE HEARD

Roe stated that each Board member was given a handout from one of our High Rise residents and that the memo is asking that drug tests be given to applicants before they can move in. Roe stated that a response would be sent to the tenant.

VI. BUSINESS

A. Request Approval to Attend Working Together Conference Training-Resolution 2013-6

Roesch moved, seconded by Lemke, to approve Ross Coordinator to attend the Working Together Conference. All votes were in favor. Motion Carried.

B. Request Approval to Attend the MN NAHRO Spring Conference-Resolution 2013-7

Lemke moved, seconded by Bowie to approve attending the MN NAHRO Spring Conference. All votes were in favor. Motion Carried.

C. Update on FSS Coordinator Funding

Roe stated that the Family Self Sufficiency is part of the HCV Program and is mandatory. We applied for a FSS grant in April of 2012 and in September 2012 we received notice that we were going to receive the grant. In December 2012 we were informed by HUD that we were not going to be receiving the grant due to an error and that some reconfiguring needed to be done. On February 14, 2013 we received notification that MPHA would not receive the grant money. HUD was only giving renewal grants and not new grant money.

HUD then sent out an email stating that we could apply for the entire grant.

Roe stated that the MPHA must proceed as if we will get the grant and continue to get the FSS Program up and going.

D. Request Appointment of Budget Committee

Roe stated that a Budget Committee is needed and would like to meet mid-March with two people that are willing to look at it. Bowie and McMaster offered to be the Committee and Roesch offered to be an alternate if needed.

E. Energy Audit-Resolution 2013-8

Roe stated that HUD is requiring that we complete a Physical Needs Assessment and Energy Audit.

Bowie moved, seconded by Roesch, to grant permission to complete an RFQ for Engineering Services for the Physical Needs Assessment Energy Audit as required by HUD. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Housing Choice Voucher Sequestration

Roe stated that HUD may cut our HCV funds down to 94% level.

Verizon Wireless

Roe has been contacted by Verizon about putting a tower on the High Rise roof. MPHA currently has a contract with Sprint

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:29 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Click Request Totals Prepared: 03/20/13 Paid in March, 2013

HA	Amhsip	Gen. Fund	ROSS Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
6,24.62	9,443.05	214.35	0	41,229.97	725.00	7,236.35	6,156.70	733.00		0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks
25,549.65	595.00	0	0	1,462.00	0		0	0	-0-	-0-
TOTAL	162,169.69									

S Roe

Executive Director Approval

03/20/2013

Date

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Note: The Accountant format showing the "budget" amounts spent is attached.

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended February 28, 2013

	1 Month Ended				8 Months Ended			
	Feb. 28, 2013	Budget	Variance	Pct	Feb. 28, 2013	Budget	Variance	Pct
REVENUE								
Dwelling Rental	\$ 55,939.42	\$ 45,700.00	\$ 10,239.42	22	\$ 328,756.14	\$ 365,600.00	\$ (36,843.86)	(10)
Exc Utilities - Freezers	10.00	9.58	0.42	4	90.00	76.68	13.32	17
Exc Utilities-Plug Ins	252.00	55.00	197.00	358	636.00	440.00	196.00	45
Exc Utilities-Air Cond	0.00	112.50	(112.50)	(100)	1,680.00	900.00	780.00	87
Non Dwelling Rental	0.00	1,170.00	(1,170.00)	(100)	0.00	9,360.00	(9,360.00)	(100)
TOTAL RENTAL	56,201.42	47,047.08	9,154.34	19	331,162.14	376,376.68	(45,214.54)	(12)
Int-Gen FD Investment	0.00	8.67	(8.67)	(100)	48.26	69.32	(21.06)	(30)
Late Charges	75.00	0.00	75.00	0	1,366.89	0.00	1,366.89	0
Other Income-Damage	74.80	0.00	74.80	0	1,201.32	0.00	1,201.32	0
Other Income-Keys	17.00	0.00	17.00	0	134.00	0.00	134.00	0
Other Income-Laundry	0.00	856.00	(856.00)	(100)	4,132.56	6,853.00	(2,720.44)	(40)
Other Income-Cleaning	0.00	0.00	0.00	0	3,263.26	0.00	3,263.26	0
Other Income - Pop	0.00	63.75	(63.75)	(100)	629.51	510.00	119.51	23
Other Income - Cable	2,083.00	799.00	1,284.00	161	17,122.00	6,388.00	10,734.00	168
Other Income - Antenas	1,557.71	1,557.50	0.21	0	10,903.97	12,460.00	(1,556.03)	(12)
TOTAL OPERATING	3,807.51	3,284.92	522.59	16	38,801.77	26,280.32	12,521.45	48
Operating Subsidy - P	0.00	19,680.00	(19,680.00)	(100)	0.00	157,448.00	(157,448.00)	(100)
TOTAL OTHER INCO	0.00	19,680.00	(19,680.00)	(100)	0.00	157,448.00	(157,448.00)	(100)
TOTAL REVEN	60,008.93	70,012.00	(10,003.07)	(14)	369,963.91	560,105.00	(190,141.09)	(34)

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended February 28, 2013

	1 Month Ended Feb. 28, 2013	Budget	Variance	Pct	8 Months Ended Feb. 28, 2013	Budget	Variance	Pct
ADMINISTRATIVE EXPENSES								
Admin Salaries	12,917.60	10,239.00	2,678.60	26	96,006.49	81,914.00	14,092.49	17
Legal Expenses	0.00	25.00	(25.00)	(100)	0.00	200.00	(200.00)	(100)
Staff Training	202.00	666.00	(464.00)	(70)	4,662.32	5,334.00	(671.68)	(13)
Travel	707.51	1,450.00	(742.49)	(51)	6,264.44	11,600.00	(5,335.56)	(46)
Accounting Fees	3,423.09	800.00	2,623.09	328	17,876.09	6,400.00	11,476.09	179
Auditing	0.00	667.00	(667.00)	(100)	(5,196.95)	5,332.00	(10,528.95)	(197)
Sundry - Other Admin	50.00	83.00	(33.00)	(40)	334.50	668.00	(333.50)	(50)
Sundry Supplies	466.40	333.00	133.40	40	5,845.06	2,668.00	3,177.06	119
Sundry Professional Se	450.00	487.50	(37.50)	(8)	8,871.18	3,900.00	4,971.18	127
Sundry Communication	271.82	667.00	(395.18)	(59)	5,961.88	5,332.00	629.88	12
Sundry Advertising	0.00	0.00	0.00	0	258.30	0.00	258.30	0
TOTAL ADMINISTRA	18,488.42	15,417.50	3,070.92	20	140,883.31	123,348.00	17,535.31	14
UTILITIES								
Water	2,626.95	2,531.00	95.95	4	20,025.52	20,254.00	(228.48)	(1)
Electricity	6,228.42	5,062.50	1,165.92	23	46,361.15	40,500.00	5,861.15	14
Gas	6,432.06	3,333.00	3,099.06	93	14,843.03	26,668.00	(11,824.97)	(44)
Fuel	0.00	2,500.00	(2,500.00)	(100)	0.00	20,000.00	(20,000.00)	(100)
Other Utilities Expense	152.00	1,500.00	(1,348.00)	(90)	1,473.83	12,000.00	(10,526.17)	(88)
Garbage Removal	671.18	1,308.00	(636.82)	(49)	4,960.50	10,468.00	(5,507.50)	(53)
TOTAL UTILITIES EX	16,110.61	16,234.50	(123.89)	(1)	87,664.03	129,890.00	(42,225.97)	(33)
ORDINARY MAINT EXP.								
Salaries - Maintenance	3,725.20	8,327.50	(4,602.30)	(55)	44,531.14	66,620.00	(22,088.86)	(33)
Materials	1,260.84	2,900.00	(1,639.16)	(57)	13,542.91	23,200.00	(9,657.09)	(42)
Contract Costs	4,789.28	14,554.00	(9,764.72)	(67)	153,159.95	116,434.00	36,725.95	32
TOTAL ORDINARY M	9,775.32	25,781.50	(16,006.18)	(62)	211,234.00	206,254.00	4,980.00	2
GENERAL EXPENSES								
Insurance	0.00	3,035.00	(3,035.00)	(100)	(501.16)	24,280.00	(24,781.16)	(102)
Pmt In Lieu-Taxes (Exp)	2,453.50	3,078.00	(624.50)	(20)	19,628.00	24,628.00	(5,000.00)	(20)
Employ Benefit-Pensio	936.89	1,616.00	(679.11)	(42)	9,474.18	12,933.00	(3,458.82)	(27)
Employ Benefit-FICA	1,164.05	1,766.50	(602.45)	(34)	10,643.04	14,132.00	(3,488.96)	(25)
Employ Benefit-Health	3,218.60	3,693.00	(474.40)	(13)	31,479.28	29,542.00	1,937.28	7
Workers Compensation	0.00	0.00	0.00	0	1,605.12	0.00	1,605.12	0
Employ Benefit-Life Ins	(66.97)	125.00	(191.97)	(154)	(593.42)	1,000.00	(1,593.42)	(159)
Collection Losses	0.00	125.00	(125.00)	(100)	0.00	1,000.00	(1,000.00)	(100)
Other General Expense	15.28	0.00	15.28	0	187.00	0.00	187.00	0
TOTAL GENERAL EX	7,721.35	13,438.50	(5,717.15)	(43)	71,922.04	107,515.00	(35,592.96)	(33)
OTHER EXPENSES								
Extraordinary Mtce	0.00	2,750.00	(2,750.00)	(100)	0.00	22,000.00	(22,000.00)	(100)
Depreciation	18,026.00	1,730.00	16,296.00	942	144,208.00	13,840.00	130,368.00	942
Machinery & Equipmen	1,036.69	0.00	1,036.69	0	27,915.49	0.00	27,915.49	0
TOTAL OTHER EXPE	19,062.69	4,480.00	14,582.69	326	172,123.49	35,840.00	136,283.49	380
TOTAL EXPENSES	71,158.39	75,352.00	(4,193.61)	(6)	683,826.87	602,847.00	80,979.87	13
REVENUE O	\$ (11,149.46)	\$ (5,340.00)	\$ (5,809.46)	109	\$ (313,862.96)	\$ (42,742.00)	\$ (271,120.96)	634

MEMORANDUM

DATE: March 20, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request to attend training opportunity 2013 Nan McKay and Associates Housing Conference

Nan McKay is a leader in housing training, and this conference looks like it will have very relevant sessions to assist our Agency in planning for the future. September 9-10, 2013 - San Diego, CA

This isn't your average housing conference! Inspired by the demands of a tough fiscal climate, NMA is bringing you our best — expert panels, certification classes, round-table discussions, free consulting sessions, high-quality content for which we're known. You'll receive valuable and actionable information, while enjoying the opportunity to network with other key players in the industry.

Executive Track

Ensuring the Best Performance for The Money: Quality Assurance from the Executive Level

This session will focus on how successful housing executives ensure excellent staff performance and the overall cost efficiency of their agency by applying performance management metrics and a proactive quality assurance approach.

A Cost Effective Approach to Planning – OR - How to Develop a Strategic Plan That Doesn't Land on a Shelf!

This session will demonstrate how to prepare a strategic action plan that becomes a useful resource to accomplish your agency's goals within limited funding. Ask the right questions, set the right measurements and get to work!

Proactive Negotiation of Labor Union Contracts – Is it Possible?

Housing agencies cannot afford to be held captive by union contracts negotiated years ago when we were not faced with reduced administrative funding! Come to this session and learn how to take a proactive approach to negotiating your labor contracts. This session will include a presentation and dialogue with audience participants.

Managing a Public Agency With a Corporate Sector Approach.

Applying private sector techniques to your agency does not have to mean losing focus of its social mission. This informative session will provide PHA leaders with tools and insight to develop an organizational culture of performance excellence, accountability, fiscal responsibility and organizational sustainability. The session will provide tips, tools and guidance used in the corporate sector to develop and maintain high performance and fiscal prudence within the public sector environment.

Compliance Track

Outsourcing: the Real Money Saver

Very few agencies want to consider or talk about the possibility of outsourcing some of or all of their operations. Concern over losing control, losing jobs and political pressure often make outsourcing an off limits discussion. Come to this session and learn the facts: The PHA retains full control, PHA staff do not have to be unemployed and the savings realized with outsourcing can provide the funding a PHA needs to provide additional affordable housing or services to its community.

Legislative Update

What's the latest news in the industry? In this session we'll review the most important notices released in 2013, any breaking news that you need to be aware of, and what we see coming down the pipe for 2014.

EIV, PIC, VMS: Are These Systems Costing Your Agency Money?

In this session, NMA staff will go over HUD's reporting requirements and provide tips to help your agency properly utilize EIV; maximize your PIC reporting rate, simplify VMS and ensure you are not losing precious housing dollars.

Sustainability: Cost Effective Renovation, a Series of Three Sessions

Are you tired of hearing phrases like: "We have to do more with less!" Truth is, we have to plan and be smart about the way we use our resources. There's always a cost associated with any renovation we do; labor, materials, overhead, profit, bad design, poor product choice, and installation mistakes just to name a few! However our goal is to create long term viable properties.

Finance Track

Implementing HAP & Admin Expense Cost Saving Measures in the HCV Program

Over the past few years PHAs have seen more and more pressure to serve families on reduced HAP renewal funding and admin fee funding while at the same time rental, utility and administrative costs have been increasing. This year an added threat to HCV program funding is the automatic cuts required under sequestration. This session will take a look at the impact sequestration will have on a PHA's CY 2013 funding and then focus on steps PHAs can take to reduce their HAP and admin costs.

Using HUD's Two Year Forecasting Tool for HAP Expense Planning

HUD has developed an Excel Tool to assist PHA's in the financial management of the HCV program. This tool is called the "Two Year Forecasting Tool." The focus of this session will be on reviewing the funding available to support HAP (annual budget authority, Net Restricted Assets, Program Reserves and Unrestricted Net Assets) and on how to make the best use of the Two Year Funding Tool. We will review the major sections of the tool, what data is needed to use the Tool and where to find it. In addition you will learn how to use the Tool to run "what if" scenarios, and how to use the Tool's dash board to determine whether leasing is within available funding.

PHA Fraud Prevention and Detection

PHA management has a stewardship responsibility over the resources entrusted to their care. This stewardship responsibility requires that PHA management take every reasonable precaution to prevent the misuse or diversion of the PHA assets. Funding shortfalls in PHA programs make this responsibility even more important as PHAs must insure every dollar is used properly. This session will explore the causes of fraud, the cost of fraud, the types of PHA fraud, fraud prevention, fraud detection and how to investigate fraud.

The Ins and Outs of CFP Reporting and Close out

This session will focus on how BLI line items are used for budgetary control of the CFP, CFP eligible and ineligible expenses, FDS reporting of the CFP and the Capital Fund Financing Program at the project level and CFP close-out.