

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

November 28, 2017
11:30 AM
Speak Easy

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of October 24, 2017 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of November 2017- Bills - Resolution 2017-36 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Review and Approve Audit Results - Resolution 2017-37 _____
 - B. Request Board Approval for 2018 Utility Allowances - Resolution 2017-38 _____
 - C. Request Board Approval for New Policies - Resolution 2017-39
Record Retention
Credit Card Usage
Criminal Records Management
Open Meeting
Employment Income and Verification Security
Freedom of Information Act _____
 - D. Request Board Approval for Revised Mission Statement - Resolution 2017-40 _____
 - E. Request Board Approval for 2018 Meeting Calendar - Resolution 2017-41 _____
 - F. Request Board Approval for 2018 Health Plan - Resolution 2017-42 _____
- VII. Other Business

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

- A. Executive Director Updates
Capital Needs Updates-Window Project, Air Compressor, POHP Grant
Submission
-

VIII. Attorney's Report

IX. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:31 AM.

Members Present: Greg Lemke, Chairperson; Daryl Moede, Resident Commissioner; Terry Braun, Secretary; Michael Carbone, Vice-Chairperson; Donna McMaster, Commissioner; Melissa Fabian, City Council Liaison

Members Absent:

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager

II. REQUEST APPROVAL OF SEPTEMBER 26, 2017 REGULAR MEETING MINUTES.

Moede moved, seconded by McMaster to approve the Minutes of September 26, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-35.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Monthly Budget Summary

This is a new summary that will be distributed with each board packet. Board members did not have any questions.

B. Policy Committee Update

The following policies have been drafted: record retention, credit card usage, criminal records management, open meeting, employment income verification security, Freedom of Information Act. These were disseminated and will be up for approval at the November board meeting.

VII. OTHER BUSINESS:

A. Executive Director Updates (Informational Only)

1. Maintenance Technician Position

- MPHA is working with a temp agency on a temp to hire contract for Maintenance Tech. Tim started in the temp position on October 18.

2. Operating Reserves Litigation Update

- Dawn reviewed recent retainer letter received about second lawsuit for reduction of operating subsidy in 2012.

3. Grant Applications

- The ROSS grant application was submitted and we will hear in December. If awarded, that grant would begin in March. We will also be submitting a grant application for the POHP grant which was just released and is due in December.

4. Core Values

- We will be holding another session with staff and board members in November to finalize our core values.

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:49 AM.

Greg Lemke – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: November 21, 2017

PAID IN: Oct and November 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 52,991.57	11456-11517
PHA- Direct Deposit	\$18,063.40 (2 payrolls)	239-248
SECTION 8	\$215,900	29253-29254
CAPITAL FUND	\$0	
AMHSIP	\$9,037.00	43691-43712
BRIDGES	\$ 10,031.00	53110-53134
BCOW	\$6,234.00	72985- 73001
TOTAL	*\$312, 256.97	

*If you factor out expenses related to Section 8 transfer, total is \$96,356.97

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
11/6/17	BREMER Savings	Wells Fargo Section 8 Checking	\$19.38	Reconciliation related to Section 8 close out.
11/8/17	Section 8 Savings	Amhsip Checking	\$ 0.49	Reconciliation related to section 8 close out.
11/21/17	Computer Checking Account	PHA Checking Account	\$24,842.25	Separate account not necessary. Closing checking account.

D. Bacon

Executive Director Approval

MEMORANDUM

Date: November 20, 2017
Memo to: PHA Board of Commissioners
From: Dawn Bacon – Executive Director
Regarding: 2018 Utility Allowance: Resolution 2017-38

Each year we must review the utility consumption and cost for all of our family housing units who are responsible for all or part of their utility costs.

Based on the average cost for each sized unit, we establish a utility allowance, which is deducted from their total tenant payment, thereby reducing their rent burden.

The Utility allowances are as follows:

	2018 Proposed	2017	2016
Heatherwood Duplexes :			
3 BR	\$267	\$255	\$244
Scattered Site Units :			
3 BR	\$284	\$272	\$278
4 BR	\$391	\$361	\$384
2 Bdrm 9 th St. Units:	\$208	\$190	\$179

g/r/memo/utilallow

MEMORANDUM

DATE: November 20, 2017
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Policy recommendations: Resolution 2017-39

The MPHA board appointed a policy committee in July to review the list of recommended policies from the recent NAHRO Commissioners.

The committee is recommending the following policies for approval by the board:

- Record Retention
- Credit Card Usage
- Criminal Records Management
- Open Meeting
- Employment Income Verification Security
- Freedom of Information Act

The text for this first slate of policies are attached to this memo. Additional polices are being worked on and will be brought to the board for approval at a later date.

RECORD RETENTION

It is the policy of Moorhead Public Housing Agency to retain and/or dispose of records in the manner described below and in compliance with all local, state, and federal laws, and consistent with HUD’s proscribed retention schedules. All data may be retained in electronic or paper format.

Records relating to matters under litigation, government audit, or investigation should be preserved until the matter to which they relate has been fully and finally resolved and their disposition has been approved by legal counsel, the board of commissioners, and the Executive Director.

Records that have reached their termination should be destroyed in a manner consistent with measures to protect data. Confidential records should be disposed of in a manner so as to assure no access to such information. Records may be retained longer than the suggested schedule but must be retained for at least the minimum time as listed. At the discretion of the Housing Authority, certain records may be retained indefinitely.

PERMANENT RECORDS
Articles of Incorporation and bylaws
Board meeting minutes
Audit Reports
End of year fiscal statements
Real Estate Records (deeds, mortgages, and bills of sale)
Litigation related documents
IRS examinations, rulings, comments

3 YEARS
EIV Income Report (3 years from end of participation date).
Tenant files, verifications, rent determinations, leases

7 YEARS
Bank statements, reconciliation, credit card statements and canceled checks
General ledger and journals
Accounts payable and receivable documents
Depreciation schedules
Monthly financial reports and statements
Annual operating budget
All documents related to financial management and activities funded under operating fund
Employee files (position descriptions, personnel actions, payroll records)
Employment tax records
Accident reports (after legal settlement)
Contracts and leases (after expired)
Housing data reports and records
Application and wait list documents (previous tenants after move out) (ineligible people after found ineligible)
Service contracts (after termination)

CREDIT CARD USAGE AND PROTECTION

The following positions(s) are authorized to use a company credit card: Executive Director and Maintenance Supervisor.

The credit card is to be used for business related activities only. Usage of the credit card for personal expenses is strictly prohibited. The definition of personal usage, in this case, is any expense not related to the operation of the business. No regular operating expense (e.g. monthly telephone bills, internet agreement) shall be charged to the credit card. Use of the card for cash advances is strictly prohibited.

Documentation of each expense shall be submitted as soon as possible, and no later than 10 days from the date of purchase. A receipt with a brief explanation will be submitted to the Office Specialist who will keep back up records on file along with monthly credit card statements.

Employees who are issued credit cards are responsible for the following:

- The card is kept in a safe location and that the identification number is protected.
- The card is only to be used by the employee and not any other individual
- The card is monitored for any fraudulent activities. Anything of concern will be immediately reported to the bank.
- Purchases do not exceed the card limit

CRIMINAL RECORDS MANAGEMENT

Moorhead Public Housing conducts criminal background checks as part of its admission process for public housing program. The agency may also request and obtain criminal records for current tenants.

In order to obtain access to records, MPHA will require every applicant family to submit a consent form signed by each adult household member.

All criminal records received by the PHA must be kept in a secure location and maintained confidentially. Information may not be improperly disseminated or used for any other purpose than what is outlined in agency policy for the purposes of administering the public housing program. Any person, including an officer, employee, or authorized representative of MPHA that knowingly and willfully requests, obtains and/or discloses information under false pretenses or negligence could be subject to criminal penalties and/or civil liability.

Criminal Records will be destroyed once the purpose for which the record was requested has been accomplished. A record of the screening, including the type of screening and the date performed, must be retained.

When a decision is made to deny admission to an applicant, enforce a lease, or evict a tenant; MPHA must notify the household of the proposed action and supply the subject of the record and the applicant or tenant with a copy of the information. This is to ensure that individuals have an opportunity to review and dispute any information that may be inaccurate or irrelevant.

MPHA may disclose the criminal conviction records received from a law enforcement agency to officers or employees of the PHA, or to authorized representatives of the PHA who have a job-related need to have access to the information. Any other disclosures must meet regulations outlined in 24 CFR 5.903.

Additional information about MPHA's policy in regard to grounds for denial or termination for criminal activity can be found in the Admissions and Occupancy Policy and lease.

Open Meeting Policy

Regular board meetings are scheduled monthly on the 4th Tuesday of the month at 11:30A.M. Additional meetings may be scheduled as needed (e.g. committee meetings, informational meetings, special meetings)

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. A meeting is open when prior notice was given in advance of the meeting, the public may attend and observe, and relevant materials are available to the public.

For the purposes of this policy, a “meeting” is considered any meeting of board members when a quorum or more is gathered. This includes meetings where votes are not taken or contemplated. Social gatherings are not in violation of this policy as long as officials do not take the opportunity to discuss official business. One exception to the quorum or more specification is if the board appoints a committee comprised of less than a quorum to discuss an issue pertaining to the organization. Those committee meetings will be treated as open meetings unless the subject matter warrants a closed meeting under state law.

Moorhead Public Housing will keep a schedule of regular meetings on file at their offices. Notices of meetings will be posted at least 3 days prior to the meeting on the City of Moorhead website and at bulletin boards at River View Heights and Sharp View locations. Notice of the meeting will also be emailed to the media.

The MPHA board may only close a meeting in accordance with Minnesota State Statute. One example of a meeting that would close is a performance evaluation. Before closing a meeting, the grounds for closing the meeting will be stated.

Open meeting law does not require the taping of meetings with the exception of certain closed meetings. Tapes from those proceedings must be preserved for the number of years specified in state statute for the subject of the meeting.

Public bodies are exempt from some of the requirements of open meeting law to respond to an emergency situation. An “emergency” meeting is a special meeting called because of circumstances that, in the judgment of the public body; require immediate consideration by the public body.” Minn. Stat. §13D.04, subd. 3(e).

Resources/References:

- Minnesota Statutes, chapter 13D <https://www.revisor.mn.gov/statutes/?id=13d>
- MN Open Meeting Law- Information Brief
<http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>
- Practical Guide to the Open Meeting Law
http://www.mntownships.org/vertical/sites/%7BD45B3299-B0BE-4D08-8A42-B7053B4AE74F%7D/uploads/2006_whole.pdf

EMPLOYMENT INCOME VERIFICATION (EIV) SECURITY

EIV contains highly sensitive information such as wage and income data about private individuals, as well as identifying information such as Social Security numbers.

All EIV system users are required to participate in annual Security Awareness Training and HUD-sponsored initial and updated PIH-EIV System training. Individuals who will not access the EIV system, but will view and/or handle printed or electronic EIV information are also required to participate in only the annual Security Awareness training.

All EIV users must adhere to the EIV Rules of Behavior they signed as part of the employee EIV Access Authorization Form (HUD 5276). Program administrators should restrict access to EIV only to persons whose duties or responsibilities require access.

A current form HUD-9886 and 9887 must be on file before accessing the employment or income data contained in the EIV system for a public housing tenant.

Important rules regarding EIV include the following:

- Personal use of information resources is prohibited. EIV should only be used within the scope of a staff's official duties of administering a HUD program.
- Users must avoid leaving system output records or reports unattended or unsecured. Users should lock the computer or log out of the system when leaving work areas unattended.
- User passwords and user IDs are for individual use only and are confidential HUD information.
- Users shall only access the information for which they are authorized.
- Users will not disclose any EIV information to other private or public entities for purposes other than determining eligibility and level of assistance for PIH programs. This is prohibited since these entities are not party to the computer matching agreements with the Social Security Administration and Health and Human Services.

EIV use is subject to monitoring and users shall be held accountable for their actions while accessing the system or viewing printed or electronic EIV data. If a user suspects any violation or breach of system security, they should immediately contact the MPHA Executive Director who will contact HUDHeadquarters Security Officer at EIVhelp@HUD.gov as well as the local HUD field office. Moorhead Public Housing will follow "restrictions on disclosure requirements for Independent Auditors" outlined in HUD PIH Notice 2017-12 when undergoing audits.

FREEDOM OF INFORMATION ACT

Members of the public who would like to make a request for data that Moorhead Public Housing keeps should contact the Executive Director.

The Executive Director will follow protocol and policy outlined by the City of Moorhead. However, correspondence will occur between the public and Moorhead Public Housing Agency rather than the City. This includes submitting a written request for data and how MPHA may respond to such a request.

Further information can be found on the City's website

<http://www.cityofmoorhead.com/departments/administration/city-clerk-s-office/accessing-city-information>

MEMORANDUM

Date: November 20, 2017

Memo to: PHA Board of Commissioners

From: Dawn Bacon – Executive Director

Regarding: Request to modify mission statement: Resolution 2017-40

I recently learned that our mission statement, adopted in 2011, is the same as another agency. Therefore, I am proposing a modified mission statement be adopted that is unique to Moorhead Public Housing.

A mission statement should reflect the purpose of the agency. I reviewed the current mission statement along with the notes from the recent work we have done on our vision and core values to arrive at a proposed mission statement for the board's consideration.

Please review the current and proposed mission statement below for discussion at the November board meeting.

Current:

The mission of the Moorhead Public Housing Agency (MPHA) is to promote and deliver quality: well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.

Proposed:

The mission of Moorhead Public Housing Agency (MPHA) is to provide quality, affordable housing to low income households and, as a strong partner, promote positive outcomes for residents and the community we serve.

MEMORANDUM

DATE: November 20, 2017
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: 2018 MPHA Board Meeting Calendar- Resolution 2017-41

MPHA board meetings are scheduled for the fourth Tuesday of the month at 11:30.

Below is a draft/proposed meeting schedule for Calendar Year 2018 for board review and approval. Please note that there are two months where we propose to deviate from the regular meeting times due to holiday and vacation schedules, June and December.

I would also like feedback from board members on the location of the meetings. This proposal has most meetings at River View Heights with one month at Sharp View and two months at the City Hall Chambers. City Hall is conducive for public hearings and the ED performance review.

Date	Time	Location
January 23	11:30	River View Heights
February 27	11:30	Public Meeting / City Hall chamber
March 27	11:30	River View Heights
April 24	11:30	River View Heights
May 22	11:30	Sharp View
June 19 **Date is a week earlier than usual.	11:30	River View Heights
July 2	11:30	1 st Floor Boardroom/City Hall
August 28	11:30	River View Heights
September 25	11:30	River View Heights
October 23	11:30	River View Heights
November 27	11:30	River View Heights
December 18 *Date is a week earlier than usual.	11:30	River View Heights

MEMORANDUM

Date: November 20, 2017

Memo to: PHA Board of Commissioners

From: Dawn Bacon – Executive Director

Regarding: 2018 Health and Dental Insurance Plan: Resolution 2017-42

I am recommending that we renew both the Medica and Delta Dental plans for 2018 employee benefit coverage. They provide the best value in the market for 2018 compared to other small group plans and offer a strong network of options for health care providers.

The renewal rates for dental are not changing in 2018. The rates for health coverage will be going up by 10.4% overall (actual rates vary based on age). The amount of coverage for both plans will remain largely the same.

We are projected to come in under budget by \$6,475 for agency costs of health insurance for the 2018 fiscal year end. A 10% increase for 2018 rates was factored in to our current budget and we have had reduced expenses in premiums due to a staff vacancy.

Current Coverage Summary:

- Platinum plan: \$0 deductible plan/\$25 co-pay/\$2500 max out of pocket
- Employees pay \$30/month for single coverage and MPHA pays the remainder.
- ED has a separate agreement per contract. ED contributes 32%/MPHA contributes 68%.
- All employees cover 100% of their dental premiums.

MPHA is currently providing employees with excellent health care coverage. We will need to reevaluate costs and benefits as we look to our 2019 budget and beyond. If we have to reduce costs to the agency, our options would include: 1) increasing costs to employees 2) changing to a plan with less benefits and 3) combination of increased employee cost and plan change. We can elect to make changes to employee contributions mid calendar year or even switch plans mid-year with advanced notice if necessary.

MEMORANDUM

DATE: November 20, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Heatherwood Window Replacement Project- Information Only

Last February, the board approved moving ahead with plans to replace windows at Heatherwood Circle with a combination of savings and remaining funds from the 2016 Capital Funding Grant. MPHA issued a Request for Qualifications and selected an engineering firm to prepare drawings and specifications. The project was released for bid but no bid was received because potential contractors were already committed to other projects.

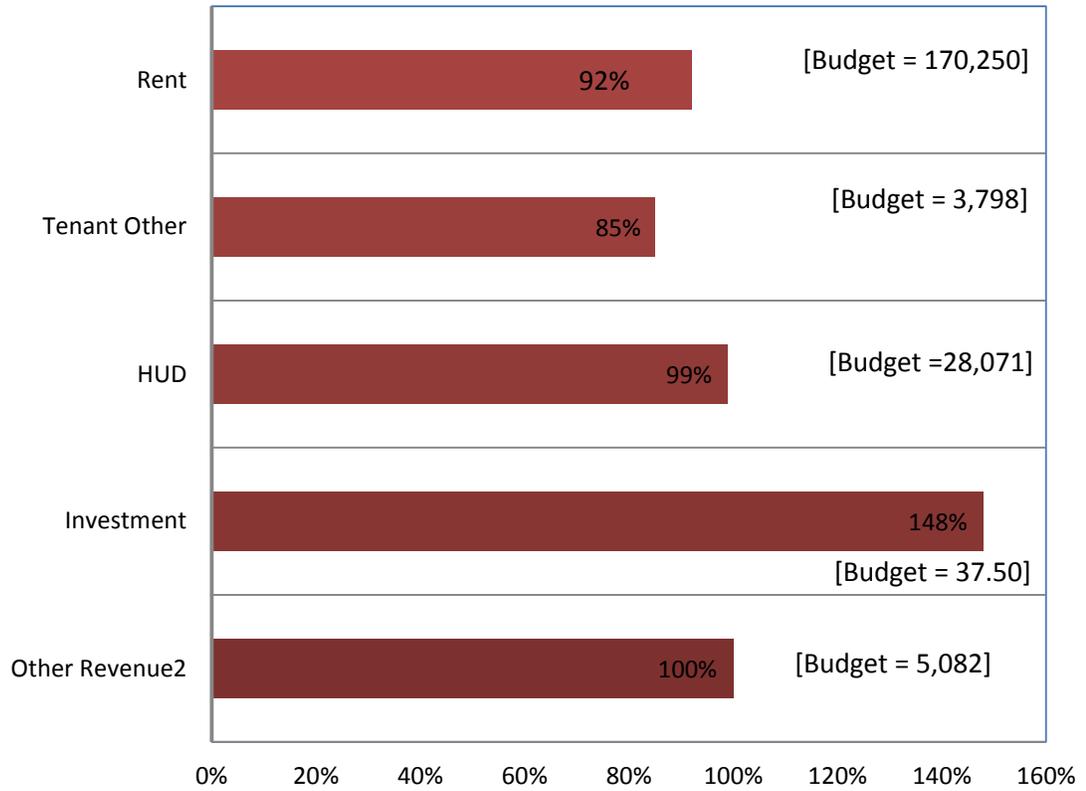
MPHA is planning to re-issue this project. Once we receive bids, I will ask the board to approve a revised 2017-2018 budget to reflect the windows expenses.

New timeline for the window project:

- Dec 4 and 11th- First and Second Advertisements
- Dec 12: Pre-Bid walk through for potential contractors
- Dec 18: Open bids
- Dec19: Board approval
- Spring 2018: Work completed

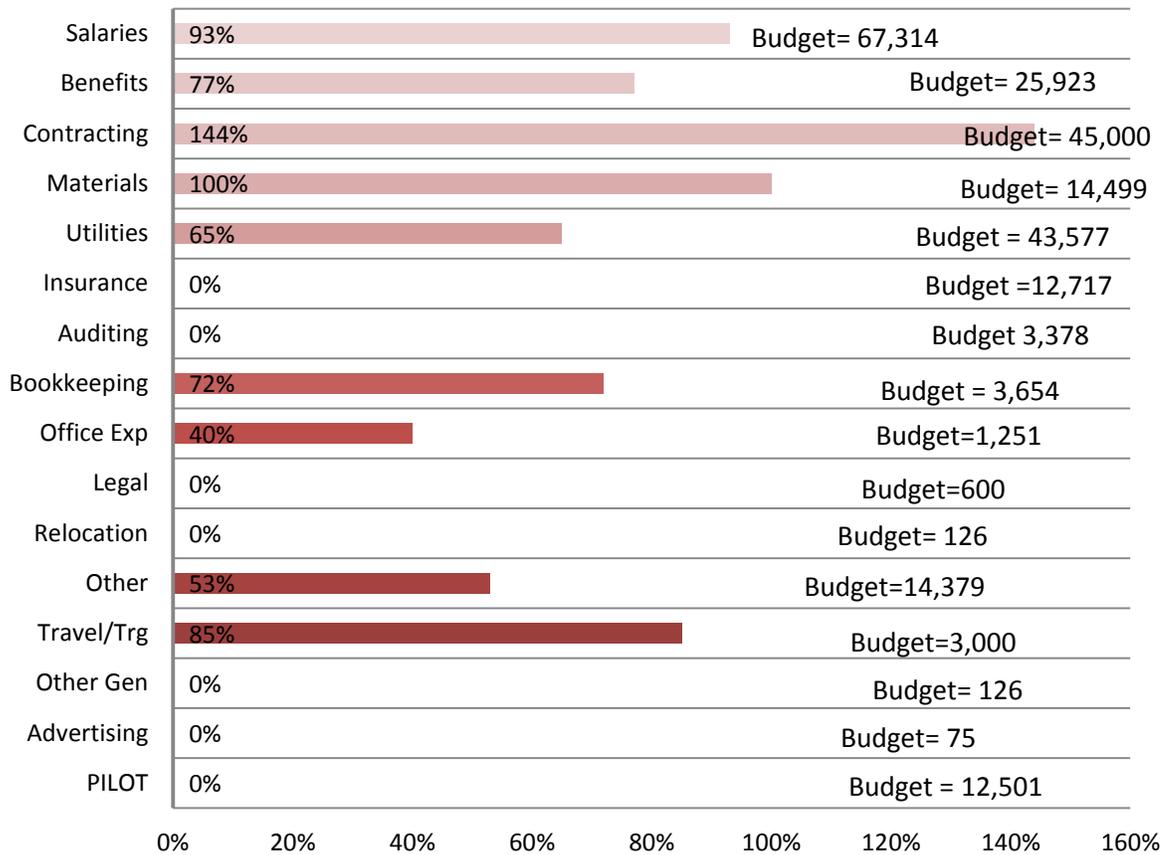
FYE 2018

MPHA Revenue: 3 Month ended Sept 30, 2017



MPHA Expenses: 3 Month ended Sept 30, 2017

FYE 2018



ABOUT THIS DOCUMENT- This is public housing program only. 3 months revenue compared to 3 months expenses. Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc)

OVERALL SUMMARY:

- Revenue was 193,429.86 and total expenses at 275,928.45.
- Overall expenses were 44,670 less than what was budgeted for the two months. This is largely due to items which are budgeted throughout the year but are not paid out monthly such as PILOT or Insurance.

NOTEWORTHY:

- Contracting was \$6,795 OVER budget for September. This is primarily due to two factors. First, we spent \$4,145 on pest control but our monthly budget is only \$1,333. Second, we paid for a fence installation at a scattered site that cost about\$ 4,000.
- Expense areas where we are actually tracking UNDER budget include: salaries, benefits and other.