

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

December 27, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of November 22, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of December 2016 Bills - Resolution 2016-35 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Review Audit Results (Special Guest Brian Opsahl with Brady Martz & Associates) _____
 - B. Request Board Approval for 2017 Board Meetings - Resolution 2016-36 _____
 - C. Request Board Approval for Plan to Update MPHA Personnel Policies - Resolution 2016-37 _____
 - D. Request Board Approval to Finalize Six Month Performance Evaluation Document - Resolution 2016-38 _____
- VII. Other Business
 - A. Review Term Life Insurance Census Form for 2017 Coverage _____
 - B. Update from Dawn _____
- VIII. Attorney's Report
- IX. Adjournment

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).

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:34 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Daryl Moede, Resident Commissioner; Greg Lemke, Vice-Chairperson

Members Absent: Heidi Durand, City Council Liaison; Michael Carbone, Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager
Dara Lee, Clay County HRA

II. REQUEST APPROVAL OF OCTOBER 25, 2016 REGULAR MEETING MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of October 25, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-29.

Braun moved, seconded by Lemke 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. Request Board Approval of Clay County HRA Right of First Refusal to purchase Fieldcrest Townhomes – Resolution 2016-30.

Lemke moved, seconded by Lemke to approve Clay County HRA Right of First Refusal to purchase Fieldcrest Townhomes. All votes were in favor. Motion Carried.

- B. Request Board Approval of Public Housing Utility Allowances for 2017 –Resolution 2016-31.

Braun moved, seconded by McMaster to approve 2017 Public Housing Utility Allowances. All votes were in favor. Motion Carried.

- C. Request Board Approval of HCV 2017 Payment Standards & Utility Allowance – Resolution 2016-32.

Braun moved, seconded by Lemke to approve 2017 HCV Payment Standards & Utility Allowances. All votes were in favor. Motion Carried.

- D. Request Board Approval of 2017 Insurance Group Plans – Resolution 2016-33.

Braun moved, seconded by Moede to approve 2017 Insurance Group Plans. All votes were in favor. Motion Carried.

- E. Request Board Approval of Upcoming Training/Conferences – Resolution 2016-34.

Braun moved, seconded by Moede to approve training/conferences. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Section 8 Update

2017 Board Meeting Schedule

VII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:20 PM.

Donna McMaster – Chairman

Terrv Braun – Secretary

CHECK REQUEST TOTALS

PREPARED December 22, 2016

PAID IN December, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 33,632.82	10779-10841
PHA- Direct Deposit	\$20, 515.14	100-111
SECTION 8	\$68,187.83	28772-28864
CAPITAL FUND	\$730.50	30299
AMHSIP	\$ 8,358.00	43422-43442
BRIDGES	\$ 9,726.00	52795-52816
BCOW	\$ 11,074.00	72743-72767
GENERAL FUND	\$0	
TOTAL	\$152,224.29	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
11-22-16	Section 8 Checking	Public Housing Checking	\$171.00	A public housing rent check was deposited in to the Section 8 account in error. Transfer to correct error.
11-23-16	HCV Savings	Section 8 Checking	\$45,000	Deposit for adequate cash flow based on projected expenses and revenue for December.
12-5-16	Bremer Savings	AMHSIP Checking	\$5,000	Deposit to cover expenses while Q4 funding was still being processed / sent.
12-20-16	HCV Savings	New Account-Family Self Sufficiency Grant	\$27,349.00	Separate account for funds specific to people enrolled in program.

D. Bacon

12/22/2016

Executive Director Approval

MEMORANDUM

DATE: December 22, 2016

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Review and Finalize 2017 Board Meetings
RESOLUTION: 2016-36

Note:

- Meetings no longer at Ushers. Most meetings will be at the Speak Easy.
- Special joint board meeting with Clay County HRA on January 17th.
- Proposing to meet June 20 instead of June 27. (Dawn will be out of town).
- Proposing to meet December 19 instead of the 26th. (Holiday)
- Meetings to begin at 11:30 AM with the exception of January Special Meeting

Date	Proposed Meeting Site
January 17, 2017 Joint Meeting: 9:30-11 MPHA Meeting: 11-11:30	Special Joint Meeting @ Frying Pan-Moorhead
February 28, 2017	Speak Easy
March 28, 2017	Public Meeting / City Hall chamber
April 25, 2017	Speak Easy
May 23, 2017	Sharp View – Community Room
*June 20, 2017	Speak Easy- Need to confirm
July 25, 2017	Speak Easy
August 22, 2017	Speak Easy
September 26, 2017	River View Heights - Community Rm.
October 24, 2017	Speak Easy
November 28, 2017	Speak Easy
*December 19, 2017	Speak Easy- Need to confirm

MEMORANDUM

DATE: December 22, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Process for MPHA Personnel Policies
RESOLUTION: 2016-37

The MPHA Personnel Policies need to be updated.

I am proposing the following process:

- A draft will be emailed out to board members and staff by the end of December.
- At the January 17th meeting, board members will be asked if they have any concerns or questions about the newly proposed policy prior to adoption. ED will share any feedback from staff.

Resources to revise/update policies have included the following:

- Review of draft developed by former MPHA Executive Director
- Review of Alexandria HRA and Clay County HRA policies
- Consultation with City of Moorhead HR on some policies
- Use of "Policies Now" software which provides assistance writing personnel policies.

Summary of draft changes to policy include the following:

- Across a number of policies, inserted areas of clarification or further detail.
- Added some of the policies recommended by Policies Now (examples include: disability accommodation, media correspondence, administrative pay corrections, pay advances)
- Bed bug policy to cover costs of treatment if staff takes bed bugs home.
- Reduced Jury Duty from full pay to 1 week of pay
- Educational Assistance policy modified to give MPHA flexibility to consider requests based on proposed costs and available resources
- Elimination of second sick and deferred vacation banks
- Elimination of policy on Attorney's Fees

MEMORANDUM

DATE: December 22, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Finalize Six Month Performance Evaluation Questions/Document
RESOLUTION: 2016-38

The MPHA Executive Director Employment Agreement calls for a performance review after six months of employment with annual evaluations to follow.

I have worked with MPHA Board Chair and City of Moorhead HR to outline a process.

Please review the Performance Evaluation document included in the board packet. It will be finalized at the December board meeting.

After the evaluation is finalized, it will be disseminated to all board members to complete. Results will be collected by City of Moorhead Human Resources no later than January 20th and shared in an aggregate/summary.

Officers of the Board and City of Moorhead HR Director will meet with Dawn in late January to complete the review.

Further instructions on submitting the evaluation will be provided to board members following the December meeting.

Executive Director

Dept/Div: PHA

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work planning and directing functions of the Public Housing Agency as established by Federal and State laws, City Ordinances, and HUD, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Ensures the efficient daily provision of Public Housing services in line with the Housing policies.

Makes effective recommendations to the Public Housing Board of Commissioners regarding policies, staffing levels, budgets, and other matters requiring Board of Commissioners action.

Performs as Chief Administrative Officer of the Public Housing and is responsible for the proper administration of all Public Housing functions, including housing development, housing management and housing assistance; sets goals and objectives of program implementation.

Supervises and coordinates the preparation of an annual budgets for the Public Housing Agency programs; directs the implementation of the department's budget; plans for and reviews specifications for capital improvements and new or replaced equipment; monitors the investment of PHA funds.

Communicates information regarding programs, projects, studies, functions of the PHA to HUD representatives, municipal officials, other government agencies and staff, other organizations and citizens.

Oversees management of housing programs; explains the housing program.

Directs the screening of housing applicants and selection of residents for housing openings; discusses housing and lease regulations.

Oversees inspection of each housing unit annually.

Assures that routine maintenance is provided and that regular preventive maintenance functions are done as scheduled; assists tenants with the filing of work orders; evaluates the completeness, thoroughness and effectiveness of all maintenance work performed.

Provides assistance on department policies, activities and procedures in response to inquire from the public and other City employees.

Attends Public Housing Agency meetings and other City meetings necessary to communicate PHA policy; prepares agendas and reports for PHA meetings.

Monitors investment of Public Housing Agency funds and makes reports to the Public Housing Board of Commissioners.

Performs other duties; assumes additional responsibilities; and works on special projects as directed by the Public Housing Board of Commissioners to ensure efficient departmental operation.

Knowledge, Skills and Abilities

Considerable knowledge of modern policies and practices of public administration; considerable knowledge of internal control procedures and management information systems; general knowledge of human resources and labor relations, general knowledge of community development; general knowledge of computer operations and software programs. Skill in operating the necessary tools and equipment utilized in municipal administration; skill in preparing and administering municipal budgets; skill in planning, directing, and administering financial requirements for housing programs; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to perform work requiring sound judgment in decision making; ability to determine short and long-term goals and establish procedures; ability to work with contractors with knowledge in building facilities and mechanical equipment; ability to be flexible and adaptable to change; ability to compute rates, ratios and percentages; ability to perform statistical analyses; ability to read and interpret documents such as safety rules, operating and maintenance manuals technical and

Executive Director

Dept/Div: PHA

FLSA Status: *Exempt*

procedure manuals, statutes, legal opinions, financial reports, union contracts, city Charter, ordinance and policies, and legislative issues; ability to prepare reports and correspondence; ability to pass the Kari Koskinen criminal background check; ability to give presentations before city and county councils, groups of customers; and employees; ability to maintain records, complete forms, and prepare reports; ability to communicate effectively orally and in writing; ability to effectively give and follow verbal and written instructions; ability to establish and maintain effective working relationships with other employees, HUD staff, City and County officials, attorneys, fiscal advisors, Social Service Agencies, and the general public.

Education and Experience

Bachelor's degree with coursework in Business, Finance, Economics, Public Administration, or related field and extensive experience in similar organizational roles, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, sitting, speaking or hearing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Public Housing Management Certification within 1 year of hire
Housing Choice Voucher Certification within 2 years of hire
Housing Quality Standards Certification within 3 years of hire
Valid driver's license.

Last Revised: 3/30/2016

SAFE System © 12/20/13

**MOORHEAD PUBLIC HOUSING AGENCY (MEDA)
Performance Review Meeting**

Meeting Structure:

1. MPHA Board Chair explains the purpose of the meeting and ground rules
2. Executive Director shares assessment of performance over the review period and ideas to strengthen performance
3. Human Resources Director provides summary of aggregated performance feedback
4. MPHA Board Chair guides discussion on plans for the next review period:
 - Timeframe
 - Performance expectations
 - Developmental plans and activities

Ground Rules:

- Act as part of a collective leadership
- Summarize, consolidate, and crystallize key insights to share with others
- Active participation by all members
- Stay on point
- Pay attention, show respect
- Recognize the positive and celebrate success

MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation

EVALUATION INFORMATION

Person Evaluated: Dawn Bacon, MPHA Executive Director

Evaluation Period: July 11, 2016 to January 11, 2017

Evaluation Date: January, 24, 2016 (Target PHA Meeting Date) – Disseminate Jan 9/Due Jan 20

Evaluator Name: [Board Member Name]

OVERVIEW

As provided in the MPHA Executive Director Employment Agreement, the MPHA Board is to review the Executive Director in accordance with specific criteria developed jointly, and as may be modified by both parties. The Employment Agreement also specifies that the Executive Director's first performance review is to be conducted after six (6) months of employment and that evaluations will be conducted annually thereafter.

The purpose of the evaluation process is to develop and maintain a strong Board/Executive Director team by fostering open and productive communication. The review presents an opportunity for Board members to add value to the Executive Director's professional work and relationship with the Board. Board members have an opportunity to identify areas of satisfaction and items needing change or improvement to increase effectiveness as well as provide input into future performance goals for the Executive Director.

INSTRUCTIONS

- Evaluate the Executive Director's performance and/or achievements for this review period.
- Base ratings on performance during the entire evaluation period, not isolated incidents, performance prior to the period, or only recent events/issues.
- Provide job-related, supportive details or comments that support your evaluation.
- Use the following ratings for review criteria:
 - **Exceeds Expectations (E):** Performance is consistently better than expected and results significantly exceed the requirements of the position. A very high degree of reliability and confidence can be placed in the employee's work.
 - **Meets Expectations (M):** Performance consistently meets, and sometimes exceeds, the requirements of the position. The employee consistently produces satisfactory results.
 - **Needs Improvement (N):** Performance meets some of the requirements of the position, but not all. Further development and/or performance improvement is needed within expectation areas.
 - **Does not Meet Expectations (D):** Performance in expectation areas is below acceptable levels. Improvement is required within a specified timeframe.

MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation

STRATEGY & PLANNING	E	M	N	D
Works with the Board to develop a clear vision for the MPHA; organizes the development of a written strategic plan, including measurable goals and objectives				
Demonstrates clear progress toward achieving strategic goals and objectives				

Supportive, specific details or comments:

BOARD RELATIONSHIPS	E	M	N	D
Works to develop strong, productive relationships with board members				
Provides well-balanced information and clear recommendations to the board as it establishes new goals/policies				
Builds cooperation and consensus among Board members				

Supportive, specific details or comments:

**MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation**

PROGRAM MANAGEMENT	E	M	N	D
Administers and oversees management of all Public Housing functions, including housing development, housing management and housing assistance				
Sets goals and objectives of program implementation and ensures Public Housing Services are in line with housing policies; Ensures efficient department operation				
Directs the screening of housing applicants and selection of residents for housing openings; discusses housing and lease regulations				
Oversees inspection and maintenance of housing units				
Prepares agendas and reports for PHA meetings and attends other City meetings necessary to communicate PHA policy				

Supportive, specific details or comments:

FINANCIAL & LEGAL MANAGEMENT	E	M	N	D
Supervises and coordinates the preparation of an annual budget; Directs the implementation of the budget				
Plans for and reviews specifications for capital improvements and new or replaced equipment				
Monitors investment of PHA funds and makes reports to the PHA Board				

Supportive, specific details or comments:

**MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation**

EXTERNAL RELATIONS	E	M	N	D
Communicates information regarding programs, projects, studies, functions of the PHA to HUD representatives, municipal officials, other government agencies and staff, other organizations and citizens.				
Provides assistance on department policies, activities and procedures in response to inquiries from the public and other City employees				

Supportive, specific details or comments:

COMMUNICATION & INTERPERSONAL SKILLS	E	M	N	D
Effectively communicates the status of programs, services, activities, and accomplishments to internal and external stakeholders and the public				
Expresses ideas clearly and concisely and able to explain and understand difficult and complex subjects				
Fosters ethical behavior through personal actions, professional relationships, and management practices				

Supportive, specific details or comments:

**MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation**

OVERALL ASSESSMENT

Strengths that contribute to effectiveness:

1.

2.

3.

Aspects that require improvement to increase effectiveness:

1.

2.

3.

Additional Comments:

MOORHEAD PUBLIC HOUSING AGENCY (MPHA)
MPHA Executive Director Performance Evaluation

FUTURE PERFORMANCE GOALS

Identify up to two specific performance goals you would like to see identified for the Executive Director's performance for the upcoming year. Performance goals and expectations will be established by the MPHA Board collectively following the performance evaluation process.

For each goal, be sure to specify the following:

- What do you want to change or improve?
- What will result from this change?
- When will this be achieved?
- How does this goal further the MPHA's strategic vision?

Goal 1

Goal 2

MEMORANDUM

DATE: December 22, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Review Term Life Insurance census form for 2017 free coverage
INFORMATION ONLY

MPHA is offered free Term Life Insurance through Housing Authority Insurance, the Agency that has our building and equipment coverage.

The Basic Limit of Term Life Insurance:

- Insured Person \$5,000 Reduction in Coverage:
- Age 65, amount reduces to \$3,250
- Age 70, amount reduces to \$2,500

The census form will be available at the meeting for review. New board members will need to designate a beneficiary.

Term Life Insurance – A HAI Group Member Benefit

Top ten facts every Member needs to know about this value added service, one of the many benefits of being an HAI Group Member.

1 Who writes the policy and who is the policyholder?

The policy is written with UNUM and the policyholder is Housing Authority Insurance, Inc.

2 How does a housing agency qualify as an eligible Member?

Housing agencies must maintain membership with Housing Authority Insurance, Inc. to qualify.

3 Who is eligible?

- Housing agency Commissioners
- Housing agency Executive Directors
- Full-time employees of the housing agency, who are in good standing
- Must be United States citizen

4 Who is ineligible?

- Volunteers
- Interns
- Temporary employees
- Seasonal employees
- Leased employees

5 What is the limit of coverage?

- Basic Limit of Term Life Insurance:
- Insured Person \$5,000 Reduction in Coverage:
 - Age 65, amount reduces to \$3,250
 - Age 70, amount reduces to \$2,500

6 Once enrolled, how do we add/remove individuals?

All new Commissioners, Executive Directors, and full-time employees must be enrolled within **30-days** of employment or appointment. Simply update your current census form and submit in excel format to memberbenefit@knology.net.

7 How do we enroll individuals if we missed the 30-day requirement period?

Annually, there is an open enrollment period in January for February 1 renewal date. A communication is sent to all eligible Members explaining the process.

8 Can an insured designate multiple beneficiaries or change beneficiaries?

Yes, please designate a percentage after each beneficiary's name on current census. If changing beneficiaries, please submit an updated census noting the change.

9 What can we provide to enrolled individuals as documentation?

Once enrolled, we will provide your housing agency with a Certificate of Insurance showing all coverage details.

10 What do we do should we have questions or need to report a claim?

For any questions or to report a claim, call Jones & Blanchard, our insurance broker for this coverage. Gary P. Jones, CLU or Russell E. Blanchard III, CLU, can be reached at 888-531-4303.

