

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

May 24, 2016
11:30 AM

Sharp View 920 5th Avenue S.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of April 26th, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of May 2016 Bills - Resolution 2016-11 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval to use Second Sick Bank Balance - Resolution 2016-12 _____
 - B. Executive Session to be held at the close of the Regular Meeting _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:33 AM.

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

Members Absent:

Others Present: Sally Roe, Executive Director; Toni Vondal, Housing Manager;
Julie Ureu, Springsted

II. REQUEST APPROVAL OF MARCH 22, 2016 REGULAR MEETING MINUTES.

Bowie moved, seconded by Braun to approve the Minutes of March 22, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-10.

Braun moved, seconded by Bowie 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. Salary Survey Review and Budget Recommendations for 2016/17.

Braun requested that Option 3 be put into effect May 1, 2016 for the Housing Manager. All other employees to receive Option 3 July 1, 2016.

Braun moved, seconded by Bowie to approve recommendations. Three votes in favor with Lemke opposed. Motion carried.

B. Request Appointment of Budget Committee for 2016-17 Annual Budget.

McMaster and Bowie will be part of the committee and Braun will be the substitute if needed.

VII. OTHER BUSINESS:

Magnetic door holder was added for the North interior door at Sharp View.

Phone interviews will be conducted for the Executive Director candidates selected.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:28 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED May 20, 2016

PAID IN May, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 67,056.43	10121 - 10290
GENERAL FUND	0	
CAPITAL FUND	\$ 0	30290 last ck.
ROSS (Program not yet funded)	\$ 0	60264 last ck.
SECTION 8	\$ 59,045.36	28259 - 28339
AMHSIP	\$ 11,117.25	43255 - 43276
BRIDGES	\$ 7,567.50	52630 - 52646
BCOW	\$ 9,421.96	72571 - 72595
TOTAL	\$154,208.50	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON

S. ROE

05/20/2016

Executive Director Approval

Date

h/s/PHAFORMS/ckttlPKT

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended April 30, 2016**

	1 Month Ended Apr. 30, 2016		10 Months Ended Apr. 30, 2016
REVENUE			
70300 Net Tenant Rental Revenue	\$ 56,553.15	\$	562,194.47
70400 Tenant Revenue - Other	1,322.20		12,414.87
70600 HUD PHA Operating Grants	0.00		190,685.00
71100 Investment Int-Unrstrectd	21.00		212.22
71500 Other Revenue	1,693.94		16,112.09
TOTAL REVENUE	59,590.29		781,618.65
EXPENSES			
91100 Administrative Salaries	16,442.94		178,074.18
91200 Auditing Fees	0.00		7,737.95
91310 Book-keeping Fee	962.16		11,922.58
91500 Employee Ben Contrib-Admin	6,616.70		63,791.25
91600 Office Expenses	0.00		4,440.00
91700 Legal Expense	0.00		223.51
91800 Travel	2,634.04		7,456.34
91900 Other	5,971.08		53,762.78
93100 Water	1,423.64		14,152.77
93200 Electricity	7,030.70		72,233.55
93300 Gas	944.88		23,079.06
93600 Sewer	1,117.19		10,585.37
93800 Other Utilities Expense	699.81		8,145.79
94100 Ord Mtce & Oper-Labor	3,000.00		33,244.96
94200 Ord Mtce & Oper-Mtrls & Other	2,482.08		57,904.24
94300 Ord Mtce & Oper Contract	5,160.37		187,171.36
96110 Property Insurance	47.94		41,918.85
96130 Workmen's Compensation	0.00		593.88
96300 Payments in Lieu of Taxes	5,668.00		4,444.75
97400 Depreciation Expense	24,175.00		241,750.00
TOTAL EXPENSES	84,376.53		1,022,633.17
REVENUE OVER(UNDER) EXP \$	(24,786.24)	\$	(241,014.52)

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended April 30, 2016

	1 Month Ended				10 Months Ended			
	Apr. 30, 2016	Budget	Variance	Pct	Apr. 30, 2016	Budget	Variance	Pct
REVENUE								
70300 Net Tenant Renta	\$ 56,553.15	\$ 43,794.00	\$ 12,759.15	29	\$ 562,194.47	\$ 458,778.00	\$ 103,416.47	23
70400 Tenant Revenue	1,322.20	1,234.00	88.20	7	12,414.87	13,096.00	(681.13)	(5)
70600 HUD PHA Oper	0.00	16,648.00	(16,648.00)	(100)	190,685.00	174,094.00	16,591.00	10
71100 Investment Int-	21.00	83.00	(62.00)	(75)	212.22	458.00	(245.78)	(54)
71500 Other Revenue	<u>1,693.94</u>	<u>4,438.00</u>	<u>(2,744.06)</u>	<u>(62)</u>	<u>16,112.09</u>	<u>39,904.00</u>	<u>(23,791.91)</u>	<u>(60)</u>
TOTAL REVEN	59,590.29	66,197.00	(6,606.71)	(10)	781,618.65	686,330.00	95,288.65	14
EXPENSES								
91100 Administrative	16,442.94	11,616.00	4,826.94	42	178,074.18	121,812.00	56,262.18	46
91200 Auditing Fees	0.00	667.00	(667.00)	(100)	7,737.95	7,666.00	71.95	1
91310 Book-keeping F	962.16	800.00	162.16	20	11,922.58	9,200.00	2,722.58	30
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	420.00	(420.00)	(100)
91500 Employee Ben Co	6,616.70	4,088.00	2,528.70	62	63,791.25	45,932.00	17,859.25	39
91600 Office Expenses	0.00	1,963.00	(1,963.00)	(100)	4,440.00	20,272.00	(15,832.00)	(78)
91700 Legal Expense	0.00	92.00	(92.00)	(100)	223.51	518.00	(294.49)	(57)
91800 Travel	2,634.04	2,117.00	517.04	24	7,456.34	19,346.00	(11,889.66)	(61)
91900 Other	5,971.08	22,375.00	(16,403.92)	(73)	53,762.78	22,375.00	31,387.78	140
93100 Water	1,423.64	1,667.00	(243.36)	(15)	14,152.77	14,348.00	(195.23)	(1)
93200 Electricity	7,030.70	6,900.00	130.70	2	72,233.55	64,878.00	7,355.55	11
93300 Gas	944.88	1,333.00	(388.12)	(29)	23,079.06	23,662.00	(582.94)	(2)
93400 Fuel	0.00	2,083.00	(2,083.00)	(100)	0.00	10,834.00	(10,834.00)	(100)
93600 Sewer	1,117.19	1,054.00	63.19	6	10,585.37	11,521.00	(935.63)	(8)
93800 Other Utilities	699.81	1,039.00	(339.19)	(33)	8,145.79	9,154.00	(1,008.21)	(11)
94100 Ord Mtce & Ope	3,000.00	9,126.00	(6,126.00)	(67)	33,244.96	83,226.00	(49,981.04)	(60)
94200 Ord Mtce & Oper-	2,482.08	2,917.00	(434.92)	(15)	57,904.24	31,666.00	26,238.24	83
94300 Ord Mtce & Ope	5,160.37	23,667.00	(18,506.63)	(78)	187,171.36	240,168.00	(52,996.64)	(22)
94500 Employee Ben Co	0.00	2,687.00	(2,687.00)	(100)	0.00	24,986.00	(24,986.00)	(100)
96110 Property Insura	47.94	2,584.00	(2,536.06)	(98)	41,918.85	26,110.00	15,808.85	61
96120 Liability Insura	0.00	83.00	(83.00)	(100)	0.00	968.00	(968.00)	(100)
96130 Workmen's Cam	0.00	340.00	(340.00)	(100)	593.88	4,084.00	(3,490.12)	(85)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	0.00	1,080.00	(1,080.00)	(100)
96200 Other General E	0.00	0.00	0.00	0	0.00	7,500.00	(7,500.00)	(100)
96210 Compensated A	0.00	1,307.00	(1,307.00)	(100)	0.00	5,228.00	(5,228.00)	(100)
96300 Payments in Lic	5,668.00	5,897.00	(229.00)	(4)	4,444.75	43,586.00	(39,141.25)	(90)
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	1,250.00	(1,250.00)	(100)
97100 Extraordinary M	0.00	13,708.00	(13,708.00)	(100)	0.00	151,810.00	(151,810.00)	(100)
97400 Depreciation Ex	<u>24,175.00</u>	<u>18,025.00</u>	<u>6,150.00</u>	<u>34</u>	<u>241,750.00</u>	<u>194,602.00</u>	<u>47,148.00</u>	<u>24</u>
TOTAL EXPENS	84,376.53	138,410.00	(54,033.47)	(39)	1,022,633.17	1,198,205.00	(175,571.83)	(15)
REVENUE O	\$ (24,786.24)	\$ (72,213.00)	\$ 47,426.76	(66)	\$ (241,014.52)	\$ (511,875.00)	\$ 270,860.48	(53)

See Accountant's Compilation Report

MEMORANDUM

DATE: May 20, 2016

TO: PHA Board of Commissioners

FROM: Sally Roe, Executive Director

RE: Request to allow use of Second Sick Bank Balance first to compensate time up to 40 hours per week.

I have been asked to remain available to help the new Director transition into their new job.

I gave my retirement notice on November 16, 2015 to allow ample time to find a replacement Director. I have been asked to remain on part time to help the new person transition into the position, which I am willing to do. I am therefore requesting that the Board allow me to use my second sick bank balance first, beginning July 1, 2016 to compensate time between part-time hours to full time status of 40 hours per week at my current hourly rate of pay.

A proposed schedule would look like:

Day	Date	Reg Hours	2 nd Sick Bank Balance
Friday	7/1/16		8 hours
Monday	7/4/16	HOLIDAY Hours	
Tuesday	7/5/16	8 am – 2:30 pm- 6 hours	2 hours
Wednesday	7/6/16	8 am – 2:30 pm - 6 hours	2 hours
Thursday	7/7/16	8 am – 2:30 pm - 6 hours	2 hours
Friday	7/8/16		8 hours
Mon	7/11/16		8 hours
Tues	7/12/16	6 hours	2 hours
Wed.	7/13/16	6 hours	2 hours
Thurs	7/14/16	6 hours	2 hours
Fri	7/15/16		8 hours

With this proposal, I would be using 22 hours of 2nd Sick Bank Balance per week. Currently that balance is 401.74 hours, so using 22 hours/week there is up to 18 weeks of time available. I am open to modifying this schedule if more or less Regular time is necessary per week to assist the new Director.

I am requesting to remain on the health insurance plan, and continue contributions into our Pension Plans until such time the new Director feels comfortable with their job duties.

I request a two-week notification of when you wish to end this arrangement, to allow me time to set up other insurance coverage and get my Pension Plans in alignment for the future.

SALLY	Date	Vacation		Transfer to		Vacation		Sick Hours Earned	Sick Hours Used	Sick Hours Balance	Sick Bank Split	Deferred Vacation Balance	Hrs over 280.00	Sick Bank Balance
		Earned	Used	Sick Bank Balance (Max= 280)	Bank Used	Bank	Bank							
	Start - 2015	199.94						96.20						351.14
	01/01/16	7.69	2.50	-	-	218.35	-	3.70	3.00	301.48	-	-	-	401.74
	01/15/16	7.69	9.00	-	-	217.04	-	3.70	-	305.18	-	-	-	401.74
	01/29/16	7.69	-	-	-	224.73	-	3.70	12.50	296.38	-	-	-	401.74
	02/12/16	7.69	1.25	-	-	231.17	-	3.70	7.00	293.08	-	-	-	401.74
	02/26/16	7.69	-	-	-	238.86	-	3.70	10.00	286.78	-	-	-	401.74
	03/11/16	7.69	8.00	-	-	238.55	-	3.70	-	290.48	-	-	-	401.74
	03/25/16	7.69	0.50	-	-	245.74	-	3.70	16.00	278.18	-	-	-	401.74
	04/08/16	7.69	4.00	-	-	249.43	-	3.70	2.00	279.88	-	-	-	401.74
	04/22/16	7.69	16.00	-	-	241.12	-	3.70	-	283.58	-	-	-	401.74
	05/06/16	7.69	1.00	-	-	247.81	-	3.70	3.00	284.28	-	-	-	401.74
	05/20/16	7.69	-	-	-	255.50	-	3.70	-	287.98	-	-	-	401.74