

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

January 24, 2017
11:30 AM

Moorhead City Hall: 1st Floor Boardroom

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of December 27, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of January 2017 Bills - Resolution 2017-1 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Executive Session - Executive Director Performance Review
- VII. Business
 - A. Request Board Approval of Executive Director Salary Adjustment per Employment Agreement made June 9, 2016 - Resolution 2017-2 _____
 - B. Request Board Approval of Voluntary Transfer of Housing Choice Voucher and Project Based Voucher Section 8 Program to Clay County Housing and Redevelopment Authority - Resolution 2017-3 _____
 - C. Request Board Approval of Personnel Policies - Resolution 2017-4 _____
- VIII. Other Business
 - A. Executive Director Updates _____
- IX. Attorney's Report
- X. 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 11:30 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Daryl Moede, Resident Commissioner; Heidi Durand, City Council Liaison; Michael Carbone, Commissioner

Members Absent: Greg Lemke, Vice-Chairperson

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager
Brian Opsahl, Brady Martz & Associates

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

Carbone moved, seconded by Moede to approve the Minutes of November 22, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-35.

Carbone moved, seconded by McMaster 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. Review Audit Results presented by Brian Opsahl with Brady Martz and Associates.
- B. Request Board Approval for 2017 Board Meetings – Resolution 2016-36.

Carbone moved, seconded by Moede to 2017 Board Meetings. All votes were in favor. Motion Carried.

- C. Request Board Approval for Plan to Update MPHA Personnel Policies – Resolution 2016-37.

McMaster moved, seconded by Moede to approve Updating MPHA Personnel Policies All votes were in favor. Motion Carried.

- D. Request Board Approval to Finalize Six Month Performance Evaluation Document – Resolution 2016-38.

Braun moved, seconded by Moede to approve Finalizing the Six Month Evaluation Document. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Review Term Life Insurance Census Form for 2017 Coverage.

Update from Dawn

VII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:48 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED January 19, 2017

PAID IN: Dec 2016 and January 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 76,755.11	10842-10893
PHA- Direct Deposit	\$21,890.38	112-123
SECTION 8	\$66,374.63	28865-28956
CAPITAL FUND	\$0	30299
AMHSIP	\$ 10,182.32	43443-43465
BRIDGES	\$ 13,393.02	52817-52844
BCOW	\$13,318.89	72768-72794
GENERAL FUND	\$0	
TOTAL	\$201,914.35	

BANK TRANSFERS made between funds:

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

D. Bacon

Executive Director Approval

RESOLUTION NUMBER 2017-3

DATED: January 24, 2017

RESOLUTION TO APPROVE

VOLUNATRY TRANSFER OF HOUSING CHOICE VOUCHERS AND PROJECT BASED
VOUCHERS

BE IT RESOLVED, the Moorhead Public Housing Agency approves the full transfer of its Section 8 Housing Choice Voucher and Project Based Voucher programs to Clay County Housing and Redevelopment Authority (HRA). The purpose of this transfer is to achieve increased efficiencies and greater access to services for clients.

Be it also resolved that the Moorhead Public Housing Agency Executive Director is authorized to work with HUD on all aspects related to the request to transfer. The effective date of the transfer will be July 1, 2017.

DATED THIS 24TH DAY OF JANUARY, 2017.

Donna McMaster – Chairperson

Terry Braun – PHA Secretary

Dawn Bacon
PHA Executive Director

MEMORANDUM

DATE: January 23, 2017
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: MPHA Personnel Policies
RESOLUTION: 2017-4

At the December board meeting we discussed revising the MPHA Personnel Policies. A first draft was sent to board members and staff on January 3rd and a second draft on January 19th.

Staff feedback on the policies has been limited to asking for increased vacation accrual. Information has been collected from five other Public Housing Agencies in the area. Comparing accrual schedules can be difficult given variation in distribution of hours across years of service. However, I did find that when looking at 1-25 years of service, MPHA has the lowest overall number of hours. I would like board feedback on vacation accrual prior to submitting a specific recommendation.

If the board is comfortable proceeding with the second draft of policies, a change to the vacation accrual policy could be implemented at a later date.

YEAR	MPHA	PHA 1	PHA 2	PHA 3	PHA 4	PHA 5
1	80	96	80	96	80	80
2	80	96	80	96	80	80
3	80	96	80	96	80	80
4	80	99	80	96	80	80
5	80	99	120	96	120	120
6	88	102	120	144	120	120
7	96	102	120	144	120	120

8	104	102	120	144	120	120
9	112	102	160	144	120	120
10	120	102	160	144	128	160
11	120	105	160	168	135	160
12	120	105	160	168	144	160
13	120	105	160	168	152	160
14	120	105	160	168	159	160
15	120	105	160	168	168	200
16	128	192	160	192	176	200
17	136	192	160	192	183	200
18	144	192	160	192	192	200
19	152	192	160	192	200	200
20	160	192	160	192	224	208
21	168	192	160	192	224	216
22	176	192	160	192	240	224
23	184	192	160	192	240	232
24	192	192	160	192	240	240
25	200	192	160	192	240	248
TOTAL	3160	3441	3520	3960	3965	4088