

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

February 28, 2017
11:30 AM
Speak Easy

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request board approval of January 24, 2017 meeting minutes _____
- III. Request Approval for Payment of Bills
 - A. Request board approval of February 2017 bills Resolution No. 2017-5 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Public housing reserves for window replacement Resolution No. 2017-6 _____
 - B. Request Board Approval for use of HCV reserves Resolution No. 2017-7 _____
 - C. Request Board Approval for HCV transfer plan with Clay County HRA Resolution No. 2017-8 _____
 - D. Request Board Approval for budget committee designation Resolution No. 2017-9 _____
- VII. Other Business
 - A. Admissions and Occupancy Policy- Proposed Changes _____
 - B. Executive Director performance review follow-up
- Review goals and discussion about process for obtaining staff feedback _____
 - C. Other Updates
-Annual informational update form
-Audit _____

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).

-Insurance claim at River View Heights

VIII. Attorney's Report

IX. Adjournment

Executive Session-Executive Director Performance Review

Chairperson McMaster called the Executive Session meeting to order at 11:40 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Daryl Moede, Resident Commissioner; Melissa Fabian, City Council Liaison; Michael Carbone, Commissioner; Greg Lemke, Vice-Chairperson; Dawn Bacon, Executive Director; Jill Wenger, City of Moorhead

Executive Session was adjourned at 12:20 PM

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 12:25 PM.

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

Members Absent:

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

Summary of Executive Session

The Moorhead Public Housing Agency conducted a review of its Executive Director, Dawn Bacon in Executive Session on January 24, 2017. The review was a six month review given pursuant to the PHA's employment agreement with Ms. Bacon. This report provides a summary of the Board's conclusions regarding the evaluation as required by Minn. Stat. § 13D.05.

- The performance evaluation covered the rating period of July 11, 2016 to January 11, 2017.
- The Executive Director provided a report highlighting accomplishments during the reporting period and established goals over the next 12 months.
- The Board provided ratings on the Executive Director's performance in the following categories:
 - Strategy & Planning;
 - Board Relationships;
 - Program Management;
 - Financial & Legal Management;
 - External Relations; and
 - Communication & Interpersonal Skills.
- The Board also provided feedback on the following related to the Executive Director's performance:
 - Strengths that Contribute to Effectiveness; and
 - Aspects that Require Improvement to Increase Effectiveness.
- Collective ratings and comments of the Board indicate that the Executive Director achieved the following ratings in each category:
 - Strategy & Planning – Satisfactory
 - Board Relationships – Satisfactory
 - Program Management – Satisfactory
 - Financial & Legal Management – Satisfactory
 - External Relations – Satisfactory
 - Communication & Interpersonal Skills – Satisfactory
- Based upon the results of her performance evaluation, Ms. Bacon will receive a salary adjustment per the conditions set forth in the Board's Employment Agreement with Dawn Bacon
- The next performance evaluation will cover the rating period of January 11, 2017 to July 11, 2017 and the next performance review session will occur in July 2017.

II. REQUEST APPROVAL OF DECEMBER 27, 2016 REGULAR MEETING MINUTES.

Carbone moved, seconded by Braun to approve the Minutes of December 27, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-1.

Lemke moved, seconded by Moede 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 Executive Director Salary Adjustment per Employment Agreement made June 9, 2016 – Resolution 2017-2.

Moede moved, seconded by Carbone to approve Executive Director Salary Adjustment. All votes were in favor. Motion Carried.

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.

Moede moved, seconded by Braun to transfer Section 8 Program to Clay County Housing and Redevelopment Authority. All votes were in favor. Motion Carried.

C. Request Board Approval of Personnel Policies – Resolution 2017-4.

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

VII. OTHER BUSINESS:

Executive Director Updates

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:54 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED February 23, 2017

PAID IN: January and February 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 65,905.37	10894-10955
PHA- Direct Deposit (3 payrolls)	\$31,103.08	124-141
SECTION 8	\$68,151.49	28957-29051
CAPITAL FUND	\$0	
AMHSIP	\$ 7,723.00	43466-43485
BRIDGES	\$ 13,093.00	52845-52874
BCOW	\$9,392.00	72795-72815
GENERAL FUND	\$0	
TOTAL	\$195,367.94	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
2/3/17	Section 8 Checking	FSS	\$148.14	FSS balance update

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: February 24, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: **Public housing reserves for window replacement**
RESOLUTION 2017-6

One of the projects under our 5 year plan is window replacement of Heatherwood Circle. We currently have \$12,742 remaining in our Capital Fund Grant and additional funding is expected to be delayed.

I am recommending that we move forward with the window replacement project using the remaining funding from the Capital Fund grant and our savings. Our reserves currently exceed HUD recommendations. The board can review specific costs of the window installation prior to initiating a contract.

MPHA recently published a notice for a Request for Qualifications for architectural/engineering services. Proposals are due on March 14th. After selecting an agency, MPHA would work to obtain an independent cost estimate and bid specifications for release to select a contractor. We would like to look at not only 108 windows at Heatherwood Circle but review costs for an additional 7 windows at another scattered site location.

Policy does not require that the board approve the agency selected from the RFQ process. If the board is agreeable to MPHA staff making that selection, we should be able to have work underway by May. If the board would prefer to review the decision for architectural services, the timeline would be moved to June.

MEMORANDUM

DATE: February 24, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Proposed use of HCV reserves
RESOLUTION 2017-7

In a voluntary transfer, the divesting PHA does not retain any funds from their HCV program. All funds transfer with the program.

I am requesting board approval for up to \$6,000 in HCV admin fees to be spent for the following office improvements:

- The installation of three door access controls at the PHA main office. Staff must use keys to move between offices, which is cumbersome and inefficient.
- New chairs in the community room.

Additional Information re: status of HCV Funding

Costs for staff time for the HCV program over the last 6 months have exceeded original projections. This is largely due to issues that needed to be corrected in the files that were not anticipated. Because the budget included a Housing Inspector position that was never filled, we have remained within the approved budget for the cost of positions but over historical costs by about \$300 per month. Overall, revenue is below expenses for the program. This is largely due to greater Housing Assistance Payments (HAP) expenses than funding from HUD. We have absorbed a number of portability vouchers, which results in better funding in the long-term but it takes time for funding methodologies to catch up. We have adequate reserves to account for shortfalls and I believe that current spending is needed to meet the regulatory obligations of the program as well as maximize services to the community in the long-term.

MEMORANDUM

DATE: February 24, 2017
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: HCV Transfer Plan with Clay County HRA
RESOLUTION 2017-8

For resolution:

For the last 6 months, we have been covering the vacant Section 8 position with an increase to MPHA staff hours as well as contracted time to Clay County.

Given limited staff resources at MPHA and to ensure the best transition possible, I am recommending that effective April 1, Clay County HRA staff begin providing all services to individuals. This would be done under a contract with MPHA and funded from administrative fees received by HUD and other Housing Authorities.

Additional Information:

Also effective April 1, I recommend that MPHA adopt the Clay County HRA Administrative Plan. Prior to adoption by the board, the policies must receive a public hearing which is scheduled for March 28. The Administrative Plan is the set of policies that a housing authority follows for administering the HCV program. Some policies are mandated and standardized across all housing authorities by HUD. Other policies are subject to the discretion of the Housing Authority.

MEMORANDUM

DATE: February 24, 2017
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Request appointment of Budget Committee for 2017-18 Annual Budget
RESOLUTION 2017-9

I would like to request that two commissioners be appointed to review the 2017-2018 Annual Budget.

Our budget information follows the format used by REAC in our FSS audit submission.