

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

April 26, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of March 22, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of April 2016 Bills - Resolution 2016-10 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Salary Survey Review and Budget Recommendations for 2016/17 _____
 - B. Request Appointment of Budget Committee for 2016-17 Annual Budget _____
- VII. Other Business
- 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).

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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; 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;
Petra Roquet, Sharp View Resident; Jill Wenger, City of
Moorhead

II. REQUEST APPROVAL OF FEBRUARY 23, 2016 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of February 23, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-08.

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

IV. AGENDA AMENDMENTS

Executive Appointment

V. CITIZENS TO BE HEARD

Magnetic door holder for door going out to trash bin

Home Health Helper to come in for exercise in community room every Thursday

VI. BUSINESS

A. Request Board Approval of Annual Plan - Resolution 2016-09.

Braun moved, seconded by Lemke to approve Annual Plan. All votes were in favor.
Motion carried.

VII. OTHER BUSINESS:

Jill Wenger will work with the hiring committee, G. Lemke, D. McMaster, K. Roach and J. Hess to advertise for hiring a new Executive Director.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:59 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED April 22, 2016

PAID IN April, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 133,607.52	10129 - 10220
GENERAL FUND	0	
CAPITAL FUND	\$ 0	30290 last ck.
ROSS (Program not yet funded)	\$ 0	60264 last ck.
SECTION 8	\$ 79,385.48	28178 - 28258
AMHSIP	\$ 10,715.50	43232 - 43254
BRIDGES	\$ 8,022.78	52611 - 52629
BCOW	\$ 10,069.77	72544 - 72570
TOTAL	\$241,801.05	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
03/28/16	5216	0399	21,400.00	From HCV svgs to HCV chkg. Use Un restricted assets to purchase Mtncce VAN/Lic./ Insurance
04/18/16	8578	0977 Business Card	307.96	Pay down credit card over charge DG
04/19/16	8578	0977	1000.00	Pay off balance so DG has funds for DOL travel/training 5/16.

S. ROE

Executive Director Approval

04/22/2016

Date

h/s/PHAFORMS/CKTTIPKT

MEMORANDUM

DATE: April 22, 2016
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Salary Survey Review and Budget Recommendations for 2016/17.

Attached is the Springsted Classification and Compensation Plan Update prepared by Julie Urell of Springsted Inc.

Ms. Urell will be attending our April 26 Board meeting to explain the Study results.

I would like the Board to consider this information/recommendation in the preparation and approval of the 2016/17 PHA Budget.



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MEMORANDUM

TO: Moorhead Public Housing Agency Board of Commissioners
Sally Roe, Executive Director

FROM: Julie Urell

DATE: April 6, 2016

SUBJECT: Classification and Compensation Plan Update

In 2014, Moorhead Public Housing Agency (MPHA) asked Springsted to update job descriptions and conduct job evaluations, making it possible to assign MPHA positions to the pay grades maintained by the City of Moorhead, Minnesota. In doing so, MPHA provided an effective means of ensuring that pay was competitive within the region, and that the rates of pay for Moorhead PHA employees were equitable. In January of 2016, in anticipation of the retirement of the Executive Director, MPHA asked Springsted to perform a compensation and classification study with the goal of creating a pay schedule separate from the City of Moorhead. An overview of 2016 study objectives and methodology is included for your review as Attachment 1.

During the study, Springsted updated position descriptions in consideration of the Executive Director's feedback, utilizing information gathered in Position Analysis Questionnaires completed by each employee at MPHA. This process also included a review of each position's designation under the Fair Labor Standards Act as exempt or nonexempt.¹

Next, Springsted distributed a customized survey to housing agencies with positions similar to MPHA, to obtain compensation information for matching positions in the immediate market. Attachment 2 provides the field of survey recipients, color-coded according to response status. Attachment 3 provides a snapshot of the survey results. On average, we found MPHA pay levels to be above pay rates in the labor market. Specifically, the average minimum wage at MPHA across all positions is 9.11% above the market; the average midpoint wage is 7.82% above the market; and the average maximum wage is 7% above the market wages for similar housing agencies. This may be partially attributed to the nature of the survey data used in 2014 – city data comparisons were used versus housing agency data.

¹ Of significance, the U.S. Department of Labor has proposed changes to FLSA White Collar Exemptions that will likely take effect sometime in 2016. The proposal seeks to increase the minimum salary requirement for exemption from \$455/week to approximately \$970/week. We recommend MPHA review the Public Housing Agency Manager FLSA exemption for compliance upon issuance of the "final rule," well in advance of the effective date of the amended regulation.

Springsted conducted a job evaluation for each position using the SAFE® System, which is the same system used to evaluate MPHA jobs in 2014. The SAFE System provides an objective and systematic process for defining internal relationships among organizational positions. More details about the SAFE System are included in Attachment 4.

The next step involved linking the SAFE job evaluation scoring to the average survey midpoint per position, using a valid and reliable method of analysis. Attachment 5 provides the resulting salary curve, with each position shown as a dot on or close to the line. The R² factor of .9906 demonstrates a very high degree of accuracy between the job evaluation scoring and the survey midpoint per position.

The proposed pay plan is included as Attachment 6. Amounts shown assume 1.0 full time equivalent status, working 2080 hours per year. Consistent with your current pay schedule, the pay plan is comprised of 11 steps. Each step is 3% higher than the previous step. Steps provide employees with a means of progressing through the pay grades when performance meets or exceeds established standards. Attachment 7 indicates the proposed grade for each position at MPHA. Dollar amounts reflect 1.0 full time equivalency.

Cost impacts are shown in Attachment 8, and these amounts are adjusted to reflect positions currently less than 1.0 FTE. Of the seven employees, one has a current wage below the assigned grade for the position. Option 1 moves the employee to step 1 of the assigned grade, and is a \$2,408 cost to the Agency. Option 2 does the same, but also places all employees within their assigned pay grade on the step that is immediately above their current salary, without a decrease. Option 2 is a \$6,021 cost to the Agency. Option 3 recognizes years of service and places all employees below or within their assigned grade on the step commensurate with their years of service. Option 3 is a \$9,270 cost to the organization. One employee, an Office Specialist, has a current rate of pay higher than the maximum rate for the assigned grade. We recommend that this employee's salary be frozen until such time economic adjustments to the pay schedule bring the employee's salary within the pay grade.

It has been a pleasure working with you. Thank you for the opportunity to conduct this study for Moorhead PHA.

Moorhead Public Housing Agency 2016 Classification and Compensation Study Update

Objectives

- Ensure fair and equitable compensation relationships between Agency positions
- Comply with Minnesota Statutes 471.991-471.999 regarding pay equity requirements
- Reflect relevant market conditions outside the organization
- Professional, consistent and objective application to all Agency positions
- Employee input and participation as an integral part of the study process
- Provide for ongoing maintenance of the classification and compensation plan in a manner that preserves and enhances the integrity of the system

Methodology

1. Held meetings with the Executive Director and Public Housing Agency Manager
2. Held an employee orientation session
3. Collected data – Position Analysis Questionnaires (PAQ's) were completed by employees and supervisors
4. Updated job descriptions
5. Obtained market salary information from other public housing agencies
6. Evaluated positions based upon job requirements
7. Developed the proposed compensation plan
8. Assigned positions to pay grades
9. Developed implementation options

Survey Recipients

Entities in **bold print** responded to the salary survey. Entities in **green print** did not participate.

Entity	FTE's
Fargo, ND HRA	49
Clay County, MN Housing Authority	13.9
Cass County, MN Housing Authority	
Douglas County, MN HRA	
Clearwater County, MN HRA	
Bemidji, MN HRA	5
Brainerd, MN HRA	15
Becker County, MN HRA	
Otter Tail County, MN HRA	
NW Minnesota Multi-County HRA	12
Alexandria, MN HRA	7
Red Wing, MN HRA	14.6
Wadena, MN HRA	6
Willmar, MN HRA	19
Barnes County, ND PHA	

**Moorhead Public Housing Agency
2016 Salary Survey Summary**

Position Surveyed	Number of Respondents	Average FTEs	Average YOS	Average Midpoint			Minimum Salary			Midpoint Salary			Maximum Salary		
				Lowest	Average	Highest	Lowest	Average	Highest	Lowest	Average	Highest			
Executive Director	9	0.94	14.88	62,920.00	87,105.43	80,000.00	72,566.80	85,092.80	93,573.00	95,000.00	107,146.00	99,416.60			
Housing Inspector	5	1.19	14.20	31,200.00	42,089.14	35,943.12	31,792.72	38,210.46	43,100.00	40,477.79	55,000.00	51,615.42			
Maintenance Technician	8	1.25	7.14	23,695.00	34,575.28	34,424.00	28,821.91	28,704.00	40,164.80	33,176.00	45,905.60	40,458.57			
Maintenance Supervisor	5	1.00	15.10	28,704.00	43,113.75	41,683.00	35,193.50	36,816.00	46,933.50	44,928.00	65,027.00	52,288.00			
Office Specialist	9	1.83	4.57	24,960.00	36,171.18	33,696.00	28,988.96	31,720.00	40,694.50	34,269.36	52,124.00	43,237.52			
Public Housing Agency Manager	7	1.00	16.80	39,104.00	60,144.87	59,446.00	48,871.92	50,000.00	66,892.50	60,000.00	79,250.29	70,605.98			
Rental Assistance/Family Self Sufficiency Coordinator	5	1.10	2.75	35,000.00	42,568.50	40,882.00	38,343.13	40,000.00	43,711.50	45,000.00	49,589.00	46,971.42			
Averages	6.86	1.19	9.55												

DNU - did not use survey information

Position Surveyed	Number of Respondents	Average FTEs	Average YOS	Average Midpoint			Minimum Salary			Midpoint Salary			Maximum Salary		
				Lowest	Average	Highest	Lowest	Average	Highest	Lowest	Average	Highest			
Executive Director	9	0.94	14.88	82,764.00	87,105.43	10,197.20	12.32%	97,925.50	10,820.07	113,087.00	13,670.40	12.09%			
Housing Inspector	5	1.19	14.20	37,774.00	42,089.14	8,952.09	23.70%	44,692.50	10,117.22	51,611.00	11,154.43	21.61%			
Maintenance Technician	8	1.25	7.14	43,728.00	43,113.75	8,534.50	19.52%	51,737.00	8,623.25	59,746.00	7,458.00	12.48%			
Maintenance Supervisor	5	1.00	15.10	31,077.00	36,171.18	2,088.04	6.72%	36,788.50	597.32	42,460.00	(777.52)	-1.83%			
Office Specialist	9	1.83	4.57	48,391.00	60,144.87	(480.32)	-0.99%	57,253.50	(2,891.37)	66,116.00	(4,489.98)	-6.79%			
Public Housing Agency Manager	7	1.00	16.80	35,976.00	42,568.50	(2,367.13)	-6.58%	42,564.50	(4.00)	49,153.00	2,181.58	4.44%			
Rental Assistance/Family Self Sufficiency Coordinator	5	1.10	2.75			4,487.30	9.11%		4,543.75	7,822%	4,866.15	7.00%			
Averages	6.86	1.19	9.55												

DNU - did not use survey information



Components of the SAFE® Job Evaluation System

The Systematic Analysis and Factor Evaluation (SAFE®) System ensures a consistent and equitable method of evaluating jobs. The basis for the system is an arrangement of job groupings predicated on Characteristics of Work. A series of job factors are then applied to the work characteristics in order to determine a numerical value for each position. The system ensures that each element of job responsibility and each work characteristic is given proper consideration. The total of the points assigned represents the rank of the position in relation to all other positions within the organization.

Characteristics of Work

Characteristics of work can be defined as the general character of the scope of the work performed by a position or class of positions that distinguishes it from other positions. There are 16 work characteristics that are grouped by skill level that, when used in conjunction with job factors, determine the value of a position as it relates to other positions within the organization. There are 6 skill levels. Following are the sixteen work characteristics (grouped by characteristic not skill level):

Manual	Human Support	Administrative Support
Semiskilled	Skilled Human Support	Skilled Administrative Support
Skilled Trades	Advanced Human Support	Administrative
Technical	Protective Services	Professional
Skilled Technical	Advanced Protective Services	Executive
Advanced Technical		

Job Factors

There are 9 job factors which detail components of work that are present in most job classes. These factors are:

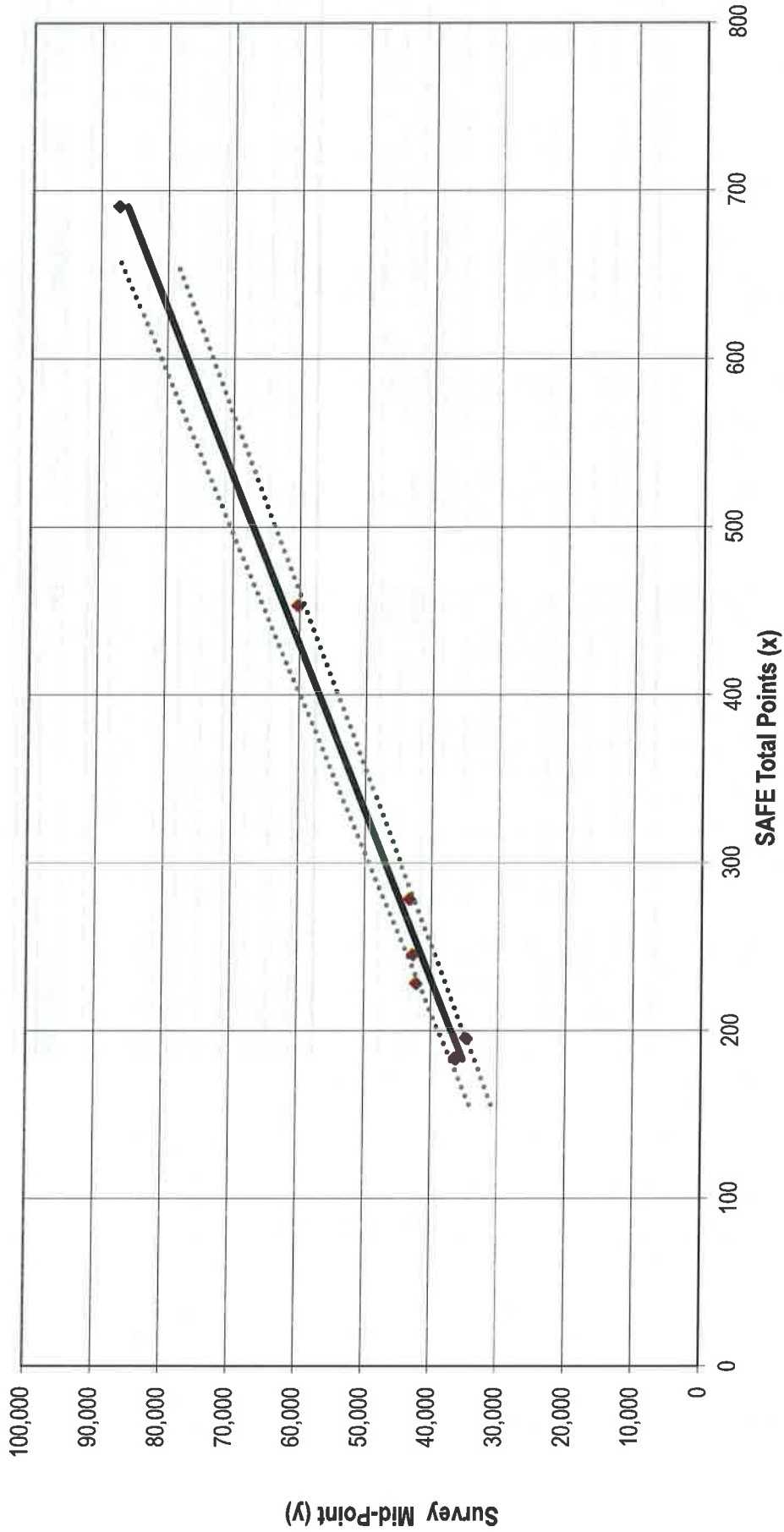
Training and Ability:	includes education and specialized training, licenses, certifications, and registrations which are required of the position.
Experience:	the time usually required for a person with the required training and ability to develop the necessary skills and abilities to perform the job.
Level of Work:	is the position entry level of the type of work performed, intermediate level, advanced/supervisory level, or a mastery/managerial level.
Human Relations:	the responsibility of working with or through other people, and the extent, frequency, and purpose of the contacts.
Physical Demands:	the job requirements which induce physical fatigue through exertion or strain.
Working Conditions and Hazards:	the extent of disagreeable or hazardous environmental or physical conditions or mental effort and/or stress and the frequency and duration of the undesirable conditions.
Independence of Actions:	how much freedom or independence is allowed or required of the position.
Impact of End Results:	the extent to which the job directly influences and affects actions impacting the end results, i.e. how much do the decisions or actions of the employee impact the organization and what are the consequences.
Supervision:	the responsibility for oversight or supervision over other employees.

The following factors are **not** considered in evaluating positions:

- Job performance
- Length of service
- Education or Degree unless it is a requirement of the job
- Current job
- Current rate of pay
- Market rates

Moorhead PHA, Minnesota
Compensation Survey

$$y = 100.13x + 16898$$
$$R^2 = 0.9906$$



**Moorhead Public Housing Agency
Impact**

Option 1 - Move to Min

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	7	\$ 322,576.40	\$ 324,985.00	\$ 2,408.60	0.75%
Employee Below Min	1	\$ 50,948.00	\$ 53,356.60	\$ 2,408.60	4.73%
Employee Within Range	5	\$ 237,660.40	\$ 237,660.40	\$ -	
Employee Above Max	1	\$ 33,968.00	\$ 33,968.00	\$ -	

Option 2 - Next Step

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	7	\$ 322,576.40	\$ 328,597.34	\$ 6,020.94	1.87%
Employee Below Min	1	\$ 50,948.00	\$ 53,356.60	\$ 2,408.60	4.73%
Employee Within Range	5	\$ 237,660.40	\$ 241,272.74	\$ 3,612.34	1.52%
Employee Above Max	1	\$ 33,968.00	\$ 33,968.00	\$ -	

Option 3 - Yrs of Svc

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	7	\$ 322,576.40	\$ 331,846.76	\$ 9,270.36	2.87%
Employee Below Min	1	\$ 50,948.00	\$ 56,606.01	\$ 5,658.01	11.11%
Employee Within Range	5	\$ 237,660.40	\$ 241,272.74	\$ 3,612.34	1.52%
Employee Above Max	1	\$ 33,968.00	\$ 33,968.00	\$ -	

MEMORANDUM

DATE: April 22, 2016
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request appointment of Budget Committee for 2016-17 Annual Budget

I would like to request that two commissioners be appointed to review the 2016-2017 Annual Budget.

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

Last year Commissioner McMaster, and Bowie were appointed, with Commissioner Roesch acting as an alternate.

F/s/bc/budgetsalarycmte.