

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:31 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Michael Carbone, Vice Chairperson; Terry Braun, Secretary and Shelly Dahlquist, Moorhead City Council Liaison

Members Absent: Mary Beth Kalvik, Resident Commissioner

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

Chairperson Lemke called the **PUBLIC HEARING** meeting to order at 11:35 AM.

Proposed policy changes for Public Housing program

**notice of public hearing was published in the newspaper and proposed policy has been available for public review and 45 day comment period. Feedback from the tenant advisory meeting was shared.*

TOPIC	SUMMARY OF CHANGE
Charges and Replacement Costs	<ul style="list-style-type: none"> • Clarification on charges for PHA maintenance staff time charged during regular business hours vs. after hours • Increase for seasonal AC charge from \$40 to \$45 • Increase vehicle plug in charge from \$12 to \$15 per month
House Rules	<ul style="list-style-type: none"> • Prohibit the use of candles and incense • Clarification in language on how long a visitor can stay to fully align with lease language and prevent confusion. • Change of references from “Elderly/Disabled Projects” to “River View Heights” and “Sharp View” This is a more accurate way to reference the projects.
Capital Funding Grant 5 Year Plan	<ul style="list-style-type: none"> • Add Sharp View elevator as a work item. • Add Acquisition of new Public Housing units- if obligation extension request is approved by HUD for Replacement Housing Factor grant.
Admissions and Occupancy Policy	<p>Update policy to include over limit policy per recent changes to federal regulation. For admission to the public housing program, a household needs to be at or below 80% of the Area Median Area Income level. Following admission, if a household income increases they are currently not required to leave the public housing program. Instead, their monthly rent would increase (either an increase that is income based or a Flat Rent, which is 80% of the Fair Market Rent). The Housing Opportunity Through Modernization Act of 2016 (HOTMA) imposes a new income limit on public housing residents. New regulations require that housing authorities update policies in their Admissions and Continuing Occupancy Policy (ACOP) for <u>when a family’s income exceeds 120 percent of the area median income for 2 consecutive years</u>. When this occurs, Moorhead Public Housing Agency needs to respond by doing one of two things:</p> <ul style="list-style-type: none"> • Terminate the family’s tenancy within 6 months of the second income determination <p>OR</p> <ul style="list-style-type: none"> • Change the family a monthly rent equal to the greater of the applicable Fair Market Rent or the amount of monthly subsidy for the unit. <p>Currently, MPHA does not have anyone residing in public housing that earns this much money.</p>

McMaster moved, seconded by Braun to approve the proposed policy changes above. Motion included decision for over income tenants to terminate tenancy per HUD regulations.

All votes were in favor. Motion Carried.

II. REQUEST APPROVAL OF JANUARY 22, 2019 REGULAR MEETING MINUTES.

McMaster moved, seconded by Braun to approve the Minutes of January 22, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-7.

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

IV. AGENDA AMENDMENTS

Personnel Policy on weather related closings.

The old policy read that during weather related closings, employees would either have to take unpaid leave or vacation time. The board agreed that if the office was to close during inclement weather that employees scheduled for work would be compensated for their regular work shift.

The following policy was presented and approved:

The Executive Director or designee will determine if/when employees should be released for the day or when the office will be closed. MPHA follows City of Moorhead storm closing guidelines. When operations are officially closed due to emergency conditions, employees who are relieved from scheduled duty due to the closure of the office will be paid through the end of their regular shift or for the day if they are instructed not to come in to work. These employees do not need to take unpaid time or any accrued leave. Employees not reporting to work for reasons of personal safety when the office does not close will be allowed to use accrued vacation time or unpaid time whenever possible, subject to supervisor approval.

Carbone moved, seconded by Braun to approve compensating employees if the office is closed during inclement weather. All votes were in favor. Motion Carried.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Review and Approval Audit Results – Resolution 2019-2.

Audit reports were distributed to the board and Brady Martz presented an overview of audit results. Carbone moved, seconded by McMaster to approve the audit results. All votes were in favor. Motion Carried.

B. Request Board Approval to Approve Revision to Annual Plan – Resolution 2019-8.

McMaster moved, seconded by Braun to approve revision to annual plan. All votes were in favor. Motion Carried.

C. Request Board Approval to appoint Budget Committee for 2020 – Resolution 2019-9.

Braun moved, seconded by McMaster to appoint Lemke and Carbone for the 2020 budget committee. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Executive Director Updates:

1. Repairs at River View Heights: Two of the three boilers froze up, heat exchanger destroyed. Insurance company paid last time however, the warranty is being pursued this time around. The water heater also went out and was \$10,000 to replace.
2. Physical Needs Assessment RFQ: We received 4 bids and the committee will be meeting this week.
3. Strategic Planning: Will be meeting with Dara with Clay County Housing to discuss collaborating, cost savings and both agencies staying in step with each other.
4. Elevator Modernization Project: The contractor for the elevators can't sign off until the loan is done.
5. Replacement Housing Factor: Sign contract to spend the money, either get an extension or HUD takes the money back. Extension is only for 12 months.
6. Bridges Application is due March 8th, 2019.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

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

Greg Lemke – Chair

Terry Braun – Secretary