

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

August 22, 2017
11:30 AM
Speak Easy

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of July 25, 2017 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2017-27 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Energy Sustainability Discussion (Special Guest-Ken Foster, Concordia College) _____
 - B. Summary of Executive Session - Executive Director's Performance Review _____
- VII. Other Business
 - A. Elevator _____
 - B. Core Values _____
 - C. Other Updates _____
- 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).

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Public Housing meeting to order at 11:32 AM.

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

Members Absent: Greg Lemke, Vice-Chairperson

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

II. REQUEST APPROVAL OF JUNE 20, 2017 REGULAR MEETING MINUTES.

Braun moved, seconded by Carbone to approve the Minutes of June 20, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-19.

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

IV. AGENDA AMENDMENTS

Executive Director Updates – Core Values

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval for the Capital Fund Program Amendment 46 –Resolution 2017-20.

Braun moved, seconded by Carbone to approve the Capital Fund Program Amendment 46. All votes were in favor. Motion Carried.

B. Request Board Approval for Capital Fund Program Amendment 47- Resolution 2017-21.

Carbone moved, seconded by Braun to approve Capital Fund Program Amendment 46. All votes were in favor. Motion Carried.

C. Request Board Approval for Statement of Significant Amendment-Resolution 2017-22.

Braun moved, seconded by Carbone to approve Statement of Significant Amendment. All votes were in favor. Motion Carried.

D. Request Board Approval for Appointment of Policy Committee-Resolution 2017-23.

Braun moved, seconded by Carbone to appoint Lemke, Carbone and McMaster. All votes were in favor. Motion Carried.

E. Request Board Approval for Legal Action-Resolution 2017-24.

Braun moved, seconded by Carbone to join the second lawsuit against HUD. All votes were in favor. Motion Carried.

F. Request Board Approval for Sprint Lease-Resolution 2017-25.

Braun moved, seconded by Carbone to approve Sprint lease. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Executive Session – Executive Director Performance Review

B. Request Board Approval of Executive Director Salary Adjustment per Employment Agreement made June 9, 2016-Resolution 2017-26.

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

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:58 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED August 18, 2017

PAID IN: July and August 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 31,259.74	11273-11322
PHA- Direct Deposit	\$21,172.27 (2 payrolls)	199-210
CAPITAL FUND	\$730.50	30304
AMHSIP	\$12,774.39	23609-43638
BRIDGES	\$ 12,495.79	53022-53047
BCOW	\$8,174.35	72926-72945
GENERAL FUND	\$0	
Bremer Bank Check	\$1,000.00	1012 Litigation fee per board resolution 2017-24
TOTAL	\$87,607.04	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
7/7/17	Gate City Savings (Laundry Account)	Wells Fargo PHA Checking	\$10,000	Routine transfer

D. Bacon

Executive Director Approval

Summary of Executive Session

Held July 25, 2017

NOTE: Summary provided at the August 22, MPHA board meeting.

The Moorhead Public Housing Agency conducted a review of its Executive Director, Dawn Bacon in Executive Session on July 25, 2017. The purpose of the executive session was to give feedback to the Director on her performance over the last year and set goals for the next review period. The summary of the Executive Director's review are as follows:

- The performance feedback covered the rating period of January 11, 2017 to July 11, 2017.
- The Executive Director provided a report highlighting accomplishments during the reporting period.
- The Board provided feedback on the following related to the Executive Director's performance:
 - Strengths that Contribute to Effectiveness
 - Aspects that Require Improvement to Increase Effectiveness
- Collective comments of the Board indicate that the Executive Director is meeting or exceeding performance expectations. Specifically, the Board felt:
 - Ms. Bacon does a good job in her role as executive director
 - Communication and interpersonal skills are her biggest strengths
 - They appreciate her dedication, professionalism, and ethics
 - She has a positive attitude and calm demeanor
 - She demonstrates good strategic thinking and planning skills
 - She is a great representative for Moorhead Public Housing Agency
 - She maintains effective and productive relationships with external organizations
- 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 July 12, 2017 to July 11, 2018 and the next performance review session will occur in July 2018.

MEMORANDUM

DATE: August 18, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: For discussion- River View Heights Elevators

In April, the State of Minnesota conducted an inspection on our elevators at River View Heights High Rise. The most significant findings from that inspection was the traction sheave for one of the elevator cars is wearing down (mushrooming metal at bottom of groves). Following this inspection, an independent evaluation was scheduled with a consultant agency. We received a report this month which found that the elevator need to be completely replaced which will cost approximately 215,000-240,000 per elevator (2017 dollars).

From the report: *“The DC hoist motors and geared hoist machines were retained when the units were modernized in 1999 and are currently 48 years old. They have exceeded their useful life. At this time limited technical support, replacement components and repair capabilities remain available for this equipment; however, the availability of technical support going forward should be expected to decline rapidly.”*

Based on this information I am recommending that MPHA pursue the following:

1. Community Development Block Grant (CDBG). The City of Moorhead is preparing its 2018 Annual Action Plan for these funds which come from HUD. Through the public comment process, MPHA can advocate that a portion of funds be designated to assist with elevator replacement.
2. Publicly Owned Housing Program (POHP). The Minnesota Housing Financing Agency will be releasing an RFP soon to provide financing in the form of a 20-year, deferred, forgivable loan to public housing authorities to rehabilitate and preserve public housing.
3. Capital Funding Program- We will be awarded \$175,269 in 2017 for funds for capital improvements to public housing. \$150,268 of that amount was earmarked for elevators. Revisit and consider revision of our five-year plan and budget to prioritize elevators.
4. Community Fundraising- MPHA can accept donations from the public. A fundraising strategy could be developed to offset costs.

MEMORANDUM

DATE: August 18, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Information Only- Agency Core Values

MPHA staff and board will be meeting on three days in October to develop core values for the agency. Facilitators from the Village Family Service Center will be helping us in this process.

All sessions will be from 9 to Noon. The dates and locations are as follows:

- Tuesday, October 3rd Moorhead Public Library
- Wednesday, October 11th Hjemkomst Center
- Tuesday, October 17th Moorhead Public Library

Moorhead Public Housing is in a time of substantial change, both internal and external. Defining and living into core values promotes an agency culture that strongly aligns with our mission. Core values will also provide a strong foundation for strategic planning as we look to the future.