

I. CALL TO ORDER AND ROLL CALL

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

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Linda Bowie, Vice-Chairperson; Becky Cusey, Commissioner; Heidi Durand, City Council Liaison
Greg Lemke, Commissioner

Members Absent:

Others Present: Sally Roe, Interim Executive Director;
Toni Vondal, Rental Assistance Coordinator;
Keely Ihry, Clay County Public Health; Chelsey Brodeen,
Clay County Public Health; Michael Redlinger, City
Manager; Jean Thompson, Human Resource Director

II. REQUEST APPROVAL OF JANUARY 24, 2012 REGULAR MEETING MINUTES.

Cusey moved, seconded by Bowie to approve the Minutes of January 24, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

A. January Statement of Revenue & Expenses

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

IV. AGENDA AMENDMENTS

A. Hiring a Grant Writer

Roe stated that the MPHA is getting pressured from HUD to have an FSS coordinator work with our Section 8 families. We thought we had an exemption from participating. The grant is now available to apply for along with ROSS (Resident Opportunity Self Sufficiency). I received an email from Cereta Gibbons, she is offering to write the grants, \$5,500 for the ROSS and \$2,500 for the FSS. Mr. Goodwin, encouraged me to talk with Dara, Clay County HRA to see if we could hire her to do the grant writing. Her prices are much less and I would like to proceed with this. I am thinking that both grants will take 4 to 5 hours in time.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Appointment of New Vice-Chairperson

McMaster stated that Bowie has a health concern and with the other things she is doing would like to step down from Vice-Chairperson.

Cusey recommended Greg Lemke.

Cusey moved, seconded by Bowie to approve Greg Lemke as the New Vice-Chairperson. All votes were in favor. Motion Carried.

B. Request to Approve Appointment of MPHA Executive Director

Mr. Redlinger stated that on February 13th, 2012 City Council Meeting, we approved the Interim Executive Director appointment to become a permanent one. We are asking the PHA Board of Commissioners to act on the same recommendation that the City Council considered. As for the enabling resolution and the enabling act that created the PHA, we need a concurrent action, both from this board as well as the Council to appoint the Executive Director. If the action this afternoon is consistent with the City Council action then we would like to permanently appoint Roe to the position.

Redlinger introduced Jean Thompson, Human Resource Director. Jean, has been assisting us in developing a salary recommendation for Sally. The position has been vacant since June 3, 2011. Sally has done a great job as the Interim Executive Director and we are very pleased that the City Council has acted on the recommendation to appoint Sally to the position and we know that she will continue to do a great job.

McMaster asked if Sally's salary would be put in line with what would be comparable to if she was working with the City? Jean Thompson stated that was absolutely correct.

Cusey moved, seconded by Braun to appoint Sally Roe to the Executive Director Position. All votes were in favor. Motion Carried.

C. Review Smoking Surveys with Partnership 4 Health Representatives

Keely Ihry, Clay County Public Health and they received a Partnership 4 Health Grant from the Minnesota Department of Health, which is really working to lower the health care costs through increasing physical activity, healthy eating and decreasing tobacco use. They stated they work in Clay, Becker, Ottertail and Wilkin counties. One of our strategies is working with Multi-Unit Housing and assisting them in the process of going smoke free.

Ihry stated that Roe had put together a survey back in December and we have those results have been compiled by Chelsey Brodeen, intern for CCPH.

Chelsey stated that questions asked of the Riverview Heights residents:

1. Would like to live in a smoke free building? Over 50% said yes.
2. Do you smoke in your apartment? Over 50% said they do not and they do not allow others too. About 40% said they do smoke in their apartment.
3. Can you smell smoke in your apartment? About 30% said they could.
4. Does smoke smell bother you or make you ill? About 30% said it does.
5. Are you worried about the affects smoke has on you? About 35% said yes.

Sharpview apartments:

1. Do you smoke in your apartment? About 67% said they do not and do not allow others too.
2. Would you like to live in a smoke free building? About 72% said they would.
3. Can you smell smoke in your apartment? About 29% said they could.
4. Does smoke smell bother you or make you ill? About 30% said it does.
5. Are you worried about the affects second hand smoke has on your health? About 23% said yes.

McMaster asked if there are landlords who own multiple units considering going smoke free? Ihry stated that we are seeing a push for it state wide. From 2001 to 2009 the numbers have increased for landlords that have gone smoke free.

Cusey asked if we could ask the Attorney General if we could just go smoke free in Public Housing? Ihry stated that there was no cost to write in.

Roe asked that Clay County Health come in and hold a meeting and give the residents an opportunity to ask questions. Will plan on holding meetings in the next few months.

D. Request to Attend Training Conferences

McMaster said that she sat in on some of the meeting that Roe had with Mr. Goodwin, the consultant stated that any new Executive Director usually will spend the first year going to many conferences. I am in an agreement with that and would like to put Roe on that road.

Lemke moved, seconded by Bowie to send Roe to conferences in March. All votes were in favor. Motion Carried.

E. Request Approval of Resolution 2012-1 Replacement Housing Factor Grant

Roe stated that this is the funding we are getting from HUD to develop new housing. This is our 5th year of funding and each year it has gone down. This year we received \$43,287. I've had conversations with Lisa at Community Development and Dara Lee with Clay County HRA, Lynn Fundingsland and Dan from Fargo Housing. I think that if there was a way to put it together that this group would be good to work with. I have sent off an email to HUD stating that I would like to learn how to do this.

Cusey moved, seconded by Braun to approve the 2012-1 Replacement Housing Factor Grant. All votes were in favor. Motion Carried.

F. Request Approval of Resolution 2012-2 Capital Fund Grant

Roe stated that all the paperwork would stay the same with the possibility of a revision on the HUD 50075.1 which is the annual statement performance and evaluation. After meeting with Mr. Goodwin, he strongly suggested that we put all of that money into line 1406 which is operations. Then we could take that money right out of our dwelling rental and put it in an account and use that in addition to this funding. I then met with who use to be our Senior Auditor and he advised not to do it that way.

I am asking that we split the funds up with \$20,000 in fees and costs to take of the paperwork with an Engineer and do a design for us. The balance of \$147,502.00 we would like to upgrade the HVAC of the High Rise. We have hot and cold spots, on the main floor of the high rise and will run duct work and have heating and AC and push it down from the ceiling.

Bowie moved, seconded by Lemke to approve the 2012-2 Capital Fund Grant. All votes were in favor. Motion Carried.

G. Request Appointment of Budget Committee

Roe stated that every year we have to put our budget together and I am asking 2 commissioners to volunteer to be on the budget committee. McMaster and Bowie volunteered.

Cusey moved, seconded by Lemke to have McMaster and Bowie be on the budget committee. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:34 PM.

Donna McMaster - Chairman

Terry Braun – Secretary