

The mission of the Moorhead Public Housing Agency is to promote and deliver quality, well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.

**MOORHEAD PUBLIC HOUSING AGENCY
PUBLIC MEETING AGENDA**

**March 28, 2017
11:30 AM**

City Hall Council Chambers

- I. Call to Order and Roll Call
- II. Public Meeting
- III. Agenda Amendments
- IV. Citizens to be Heard
- V. Approval of Minutes
 - A. Request Board Approval of Feb28, 2017 Meeting Minutes _____
- VI. Request Approval for Payment of Bills
 - A. Request Board Approval of March Bills - Resolution 2017-10 _____
- VII. Business
 - A. Request Board Approval of Changes to Admissions and Occupancy Policy - Resolution 2017-11 _____
 - B. Request Board Approval for Changes to Administrative Plan Policy - Resolution 2017-12 _____
 - C. Commissioner Training Opportunity at MN NAHRO _____
- VIII. Other Business
 - A. Housing Choice Voucher Program and Funding - Update _____
 - B. Draft Staff Rating Form for ED Performance Review - Review draft and discussion _____
 - C. Other Updates _____

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).

IX. Attorney's Report

X. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:35 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

Members Absent:

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager
Sharp View Residents, Linda Bowie, Marlys Winter, Petra Roquet

II. REQUEST APPROVAL OF JANUARY 17, 2017 REGULAR MEETING MINUTES.

Lemke moved, seconded by McMaster to approve the Minutes of January 17, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-5.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

Concerns over buying coffee at Sharp View

Fargo Forum not delivering the right amount of papers

VI. BUSINESS

A. Request Board Approval for Public housing reserves for window replacement Resolution 2017-6.

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

B. Request Board Approval for use of HCV reserves – Resolution 2017-7.

Braun moved, seconded by Lemke for use of HCV reserves. All votes were in favor.
Motion Carried.

C. Request Board Approval for HCV transfer plan with Clay County HRA – Resolution 2017-8.

Lemke moved, seconded by Braun for HCV transfer plan with Clay County HRA.
All votes were in favor. Motion Carried.

D. Request Board Approval for budget committee designation – Resolution 2017-9.

Lemke moved, seconded by Braun that Carbone, McMaster and Fabian would be the budget committee. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Admissions and Occupancy Policy-Proposed Changes

Executive Director performance review follow-up

Review goals and discussion about process for obtaining staff feedback

Other Updates

Annual information update form

Audit

Insurance claim at River View Heights

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:25 PM.

Donna McMaster – Chairman

Terrv Braun – Secretary

CHECK REQUEST TOTALS

PREPARED March 24, 2017

PAID IN: February and March 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 166,048.99	10956-11019
PHA- Direct Deposit (2 payrolls)	\$20,791.90	142-153
SECTION 8	\$62,504.09	29052-29144
CAPITAL FUND	\$0	
AMHSIP	\$ 11,412.63	43486-43509
BRIDGES	\$ 15,900.97	52875-52904
BCOW	\$11,639.71	72816-72837
GENERAL FUND	\$0	
TOTAL	\$288,298.29	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
3/2/17	Bremer	Bridges checking	5,000	Bremer balance was above collateral threshold
	Bremer	AMSHIP checking	5,000	See above
	Bremer	BCOW checking	5,000	See above
3/19/17	HCV Savings	FSS	4,926	FSS Update

D. Bacon

Executive Director Approval

RESOLUTION NUMBER 2017-11

DATED: March 28, 2017

RESOLUTION TO APPROVE

Revisions to the Admissions and Continued Occupancy Policy

BE IT RESOLVED, the Moorhead Public Housing Agency approves revisions to the Admissions and Continued Occupancy Policy. Public notice of the changes were provided, available for review and discussed in the public hearing.

The policy changes are to take effect on April 1, 2017.

DATED THIS 28th DAY OF March, 2017.

Donna McMaster – Chairperson

Terry Braun – PHA Secretary

Dawn Bacon
PHA Executive Director

RESOLUTION NUMBER 2017-12

DATED: March 28, 2017

RESOLUTION TO APPROVE

Revisions to the Section 8 Administrative Plan

BE IT RESOLVED, the Moorhead Public Housing Agency approves revisions to the Administrative Plan policies. Public notice of the changes were provided, available for review and discussed in the public hearing.

BE IT ALSO RESOLVED that the new policies will go in to effect for individuals served by this program at their next re-examination.

DATED THIS 28th DAY OF March, 2017.

Donna McMaster – Chairperson

Terry Braun – PHA Secretary

Dawn Bacon
PHA Executive Director

MEMORANDUM

DATE: February 24, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Commissioner Training Opportunity at MN NAHRO Conference

There will be a Commissioner training opportunity at the MN NAHRO Annual Spring Conference on May 24th and 25th in Brainerd. NAHRO stands for “*National Association of Housing and Redevelopment Officials*”.

Early Bird rate discounts are available through March 31, 2017.

An estimated cost to send a Commissioner to this training is \$850.

Our travel budget has a balance of over \$8000 remaining for the 2016-17 year.

The website describing the conference can be found at the following link

<http://www.mnahro.org/SC17>

TRACK DESCRIPTION- Commissioners Fundamentals with NAHRO

Increase your effectiveness as a board member and leader, while exploring the intricacies of board-staff relationships and boundaries. This two day training explores the roles and responsibilities of commissioners, enhancing understanding of the commissioner’s multi-faceted position as advocate, leader, team-builder, strategist- and more. This provides an excellent training foundation for new commissioners and serves as a great refresher for the more experienced commissioner. Presented by national representatives of NAHRO.

MEMORANDUM

DATE: March 28, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: INFORMATION ONLY: Update on Housing Choice Voucher Funding

Last month the board approved funding from HCV admin fees for key fob installation as well as chairs for the community room. The resolution memo also included additional information about the status of HCV funding. This memo is to update on that topic.

I previously shared that funding from HUD is currently below our monthly housing assistance payments (HAP). This is largely due to MPHA absorbing a number of vouchers previously under portability. Those vouchers were absorbed to ease a substantial administrative burden in the short term and maximize federal funding in the long term.

When projecting out for the end of CY 2017, HUD has designated the HCV program as in a shortfall status. The shortfall estimate is based on the level of attrition (how many people expected to go off the program) for Moorhead Public Housing through CY 2017. Given the size of Clay County's program, this estimate will be reduced with the program transfer.

MPHA has adequate reserves to cover all HAP obligations. I will be holding off on the key fob installation and not bringing additional reserve spending requests forward to the board until there is more clarity about how much will be required to cover HAP payments, including any funds that need to be transferred to Clay County HRA to operate successfully post transfer.

MEMORANDUM

DATE: March 28, 2017
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: DISCUSSION ONLY: Draft format for review

INTRODUCTION

MPHA employees:

The purpose of this survey is to help Dawn Bacon become more effective when working with you. Please complete each item based on your observations and interactions with Dawn.

Your responses to this survey will be kept strictly confidential. Your individual responses will be handled by City of Moorhead Human Resources and will not be examined by Dawn. Dawn will only see a summary of ratings that are merged with other responses. There are no “right” or “wrong” answers. Your participation is not mandatory but greatly appreciated.

Please complete and return to jill.wenger@ci.moorhead.mn.us by _____.

If you have any questions about this process, please email or call Jill Wenger, HR Director.

DESCRIPTION OF RATING NUMBERS:

E	EXCEEDS EXPECTATIONS: Performance is consistently better than expected and results in significantly exceed the requirements of the position. A very high degree of reliability and confidence can be placed in the employees work.
M	MEETS EXPECTATIONS: Performance consistently meets, and sometimes exceeds, the requirements of the position. The employee consistently produces satisfactory results.
S	NEEDS IMPROVEMENT: Performance meets some of the requirements of the position, but not all. Further development and/or performance improvement is needed within expectation areas.
D	DOES NOT MEET EXPECTATIONS: Performance in expectation areas is below acceptable levels. Improvement is required within a specified timeframe.
U/A	Unable to Evaluate

EVALUATION

Customer Service and Communication- Internal and External

(Includes interaction with MPHA staff, people who receive services MPHA, other agency partners, contractors and internal staff)

1. Responds to people in a timely and appropriate manner
2. Views complaints as an opportunity to creatively solve issues and responds with composure to criticism and/or complaints
3. Shows diplomacy, respect and sensitivity in dealing with customers.
4. Communicates expectations to others effectively
5. Is receptive to feedback and other opinions

Comments:

Management

1. Addresses personnel problems/conflicts as they arise
2. Analyzes situations and considers alternatives before making decisions
3. Addresses employees' issues in an appropriate manner, place and time.
4. Manages, monitors, and makes effective use of money, material, and human resources afforded to Moorhead Public Housing
5. Assess, evaluates and effectively delegates authority and responsibility in accordance with employee's capabilities to make the best use of their talents, skills and knowledge.
6. Supports staff to access needed training and understand expectations in order to effectively carry out job responsibilities.

Comments:

Administration

1. Complies with all statutes, rules, policies, procedures and reporting requirements as they affect Moorhead Public Housing in a timely and accurate manner
2. Observes rules and regulations (i.e. data privacy, personnel policies etc.)
3. Ensures personnel policies and procedures are enforced

Comments:

Leadership

1. Represents the organization in a professional, positive and ethical manner
2. Promotes a positive, constructive and supportive environment
3. Devotes adequate time to responsibilities
4. Utilizes employees in a manner which recognizes and develops their skills and training.
5. Inspires others to achieve desired results by promoting involvement, participation, cooperation and informed decision-making.

Comments: