

**MOORHEAD PUBLIC HOUSING AGENCY**  
**REGULAR MEETING AGENDA**

**September 23, 2014**  
**11:30 AM**  
**River View Heights**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of August 26, 2014 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval for September Bills - Resolution 2014-38 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Request Board Approval to Write Off Uncollectible Accounts - Resolution 2014-39 \_\_\_\_\_
  - B. Request Board Approval to Attend Nelrod Conference - Resolution 2014-40 \_\_\_\_\_
- 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).



PUBLIC HEARING AND REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Public Hearing and Regular Public Housing meeting to order at 11:35 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary  
Greg Lemke, Vice-Chairperson

Members Absent: Heidi Durand, City Council Liaison; Linda Bowie, Resident  
Lisa Roesch, Commissioner

Others Present: Sally Roe, Executive Director;  
Toni Vondal, Public Housing Manager

II. REQUEST APPROVAL OF JULY 22, 2014 REGULAR MEETING MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of July 22, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-34

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

None

VI. BUSINESS

A. Request Board Approval on HUD Mandated Flat Rent Requirement – Resolution 2014-35.

Braun moved, seconded by Lemke to approve Flat Rent Requirements. All votes were in favor. Motion Carried.

B. Request Board Approval of Budget Revision Request – Resolution 2014-36

Braun moved, seconded by Lemke to approve Budget Revision Request. All votes were in favor. Motion Carried.

C. Request Board Approval to Attend MN NAHRO Annual Conference – Resolution 2014-37.

Lemke moved, seconded by Braun to approve attending the MN NAHRO Annual Conference. All votes were in favor. Motion Carried.

D. Review Proposal from Wells Fargo Bank on ACH Fraud Filter Service

VII. OTHER BUSINESS:

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:03 PM.

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Donna McMaster – Chairman

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Terry Braun – Secretary

## Check Request Totals

Prepared: September 18, 2014

Paid in: September, 2014

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$75,043.54	18689 - 18748
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60254 last ck
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 36,450.00	30253
SECTION 8	\$ 40,478.64	26853 - 26915
AMHSIP	\$ 11,533.18	42773 - 42799
BRIDGES	\$ 8,514.96	52239 - 52260
BCOW	\$ 6,932.97	72130- 72152
ELHIF <small>Clients on this program were placed on the Bridges program effective June 1, 2014</small>	\$ 52.17	80373 - <small>This program's clients now on Bridges. EHLIF funding was not renewed effective July 1, 2014.</small>
<b>TOTAL OF ALL CHECKS</b>	<b>\$179,005.46</b>	

### Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
08/22/14	9726 ROSS	8578 PHA Chkg.	\$5,251.64	ROSS reimbursement to PHA for Req. # 13
09/17/14	9726 ROSS	8578 PHA Chkg.	\$13,338.01	ROSS reimbursement to PHA for Req. # 14, 15, prorate of 16
09/18/14	9726 ROSS	8578 PHA Chkg.	\$2,237.28	ROSS reimbursement to PHA for Remainder of Req. # 16

S Roe  
Executive Director Approval

09/18/14  
Date

# MEMORANDUM

**Date:** September 16, 2014  
**Memo to:** PHA Board of Commissioners  
**From:** Sally Roe  
**Re:** Write off of uncollectible account  
Resolution 2014-39

I would like to request Board approval to write off the following resident accounts  
The accounts noted are of a Deceased residents.

The following should be written off:

Last Pmt. Date	Unit Account	Tenant Name	Amount Owing
04/03/14	1-207-06	L.M.	\$153.01
02/04/13	1-304-10	D.T.	\$589.04
12/06/11	1-406-05	J.G.	\$ 8.00
06/19/14	1-1005-08	B.M.	\$160.49
02/03/14	1-1008-07	D.L.	\$503.00
07/01/13	1-1205-08	R.D.	<u>\$ 26.00</u>
<b>Total</b>			<b>\$ 1,439.54</b>

# MEMORANDUM

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**DATE:** September 17, 2014  
**TO:** PHA Board of Commissioners  
**FROM:** Sally Roe, Executive Director  
**RE:** Request to send up to three Staff to the Nelrod Conference training

The Nelrod Company is hosting a Conference and Resource Fair March 4 - 6, 2015 in Nevada.

Last year Roe & Gibson attended this very informative conference.

We request to send up to three Staff members this year. I would like T. Vondal to attend the Executive Leadership track/Public Housing Financial, and M. Ulschmid to attend the Section 8/HCVP track. Should you approve a third person to attend I would recommend R. Brekke for Professional Development or C. Ulschmid for the Maintenance tracks.

My initial "estimate" of cost to attend this training is \$1475 per person. At this time we have \$14,916.00 left in our Travel/training budget.

f/s/bc/Nelrod 2015



# 15<sup>th</sup> Annual *The Nelrod Consortium* Conference Tentative Agenda

## March 4 – 6, 2015 • South Point Hotel • Las Vegas, Nevada



*Instructors, Subjects and Dates Are Subject to Change*

Wednesday March 4, 2015						
8:00 am – 11:00 am	<b>Pre-Conference Agency Planning Sessions</b> ( <i>Prescheduled 1 hour meetings for Agencies registering 5 or more Board and Staff Members – Nelrod Staff available to answer your questions</i> )					
8:00 am – 12:00 pm	Registration Opens					
11:30 am – 1:30 pm	Opening Session with Lunch and Headliner Entertainment – <b>Wes Winters, The Las Vegas Showman!</b>					
1:15 pm – 2:45 pm	<b>Board of Commissioners</b> What's New at HUD	<b>Board of Commissioners</b> Financial Reports Made Easy	<b>Executive Leadership</b> Rental Assistance Demonstration (RAD) <ul style="list-style-type: none"><li>• Preparation</li><li>• Long Term Effects</li></ul>	<b>Public Housing</b> Introduction to PHAS	<b>Section 8/HCVP</b> Recertification and File Management	<b>Maintenance</b> Role of the Maintenance Worker, Part I
2:45 pm – 3:00 pm	Break					
3:15 pm – 5:00 pm	<b>Board of Commissioners</b> State Laws Impacting Housing Agencies	<b>Board of Commissioners</b> Ethics for Commissioners	<b>Executive Leadership</b> Section 3 <ul style="list-style-type: none"><li>• Overview</li><li>• New HUD Registry</li><li>• New Opportunities for Compliance</li></ul>	<b>Public Housing</b> Advanced PHAS, Part I	<b>Section 8/HCVP</b> Financial Management for Section 8 <i>Part I</i>	<b>Maintenance</b> Role of the Maintenance Worker, Part II
8:00 pm	Wednesday evening activities pending. There will be lots of fun, affordable options available.					
Thursday March 5, 2015						
7:30 am – 8:30 am	Breakfast in Grand Ballroom					
8:45 am – 10:15 am	<b>Board of Commissioners</b> Board Policy Decisions: Part I - Program Areas Where the BoC has the Most Flexibility	<b>Executive Leadership</b> Key Operational Issues for Being A High Performer Under SEMAP	<b>Executive Leadership</b> Reporting Requirements <ul style="list-style-type: none"><li>• HUD</li><li>• Financial/Accounting</li><li>• OSHA</li><li>• Other</li></ul>	<b>Public Housing</b> Advanced PHAS, Part II	<b>Section 8/HCVP</b> Financial Management for Section 8 <i>Part II</i>	<b>Maintenance</b> Role of the Maintenance Worker, Part III
10:15 am – 10:30 am	Break					
10:30 am – 12:00 pm	<b>Board of Commissioners</b> Board Policy Decisions: Part II - Program Areas Where the BoC has the Most Flexibility	<b>Executive Leadership</b> Financial Management <ul style="list-style-type: none"><li>• Audit Trail</li><li>• OIG Hot Spots</li></ul>	<b>Professional Development</b> Customer Service	<b>Public Housing</b> Recertification and File Management	<b>Section 8/HCVP</b> Introduction to SEMAP	<b>Maintenance</b> Role of the Maintenance Worker, Part IV
12:00 pm – 1:30 pm	Lunch with Entertainment – <b>TYZEN "The Master of Laughter"</b>					
1:30 pm – 3:00 pm	<b>Board of Commissioners</b> (Advanced) Part I: Governing Documents and Agreements	<b>Executive Leadership</b> Veterans Affairs Supportive Housing (VASH)	<b>Professional Development</b> The New Work Force: <i>The Millennials</i>	<b>Public Housing</b> Financial Management for Property Managers, Part I	<b>Section 8/HCVP</b> Advanced SEMAP, Part I	<b>Maintenance</b> Role of the Maintenance Worker, Part V
3:00 pm – 3:15 pm	Break					
3:15 pm – 5:00 pm	<b>Board of Commissioners</b> (Advanced) Part II: Governing Documents and Agreements	<b>Executive Leadership</b> Key Operational Issues for Being A High Performer Under PHAS	<b>Professional Development</b> Teamwork and Team Building	<b>Public Housing</b> Financial Management for Property Managers, Part II	<b>Section 8/HCVP</b> Advanced SEMAP, Part II	<b>Public Housing</b> Inventory Management
6:00 pm	Bowling Tournament (\$20 entry fee - for bowling participants only, includes shoe rental and lane rental for up to 2 hrs.) <i>1<sup>st</sup> Place Team - \$2,000, 2<sup>nd</sup> Place Team - \$800, 3<sup>rd</sup> Place Team - \$400, and 4<sup>th</sup> Place Team - \$200</i> <i>All registered conference attendees can enjoy free soft drinks and food.</i>					
Friday March 6, 2015						
7:30 am – 8:30 am	Breakfast in Grand Ballroom					
8:45 am – 10:15 am	<b>Board of Commissioners</b> ( <i>New Commissioners</i> ) 9 Principles of Policy Governance	<b>Board of Commissioners</b> Developing an Executive Director's Contract	<i>Open</i>	<b>Section 8/HCVP</b> Maximizing Utilization Procedures	<b>Public Housing</b> Maintenance Basics for Property Managers	
10:15 am – 10:30 am	Break					
10:30 am – 12:00 pm	<b>Board of Commissioners</b> ( <i>New Commissioners</i> ) Roles and Responsibilities	<i>Open</i>	<b>Professional Development</b> Supervising Others	<b>Family Self Sufficiency (FSS)</b> FSS Program Procedures	<b>Public Housing</b> Maintenance Basics for Property Managers	