

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

December 19, 2017
11:30 AM
Speak Easy

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of November 28, 2017 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of December 2017 Bills - Resolution 2017-44 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Window Replacement at Heatherwood Circle - Resolution 2017-45 _____
- VII. Other Business
 - A. Executive Director Updates
 - 1. Revenue Reduction to BCOW Programs _____
 - B. Discussion with Dan Mahli - Assistant City Manager _____
- 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 Lemke called the Public Housing meeting to order at 11:32 AM.

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

Members Absent:

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

II. REQUEST APPROVAL OF OCTOBER 24, 2017 REGULAR MEETING MINUTES.

McMaster moved, seconded by Braun approve the Minutes of October 24, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-36.

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

IV. AGENDA AMENDMENTS

POHP Grant

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of Audit Results – Resolution 2017-37.

Braun moved, seconded by Moede to approve the audit results. All votes were in favor. Motion Carried.

B. Request Board Approval for 2018 Utility Allowances – Resolution 2017-38.

Braun moved, seconded Moede to approve 2018 utility allowances. All votes were in favor. Motion Carried.

C. Request Board Approval for New Policies – Resolution 2017-39.

Record Retention, Credit Card Usage, Criminal Records Management, Open Meeting, Employment Income and Verification Security and Freedom of Information Act.

Braun moved, seconded by McMaster to approve new policies. All votes were in favor. Motion Carried.

D. Request Board Approval for Revised Mission Statement – Resolution 2017-40.

McMaster moved, seconded by Carbone to approve revised mission statement. All votes were in favor. Motion Carried.

E. Request Board Approval for 2018 Meeting Calendar – Resolution 2017-41.

Braun moved, seconded by Carbone to approve 2018 meeting calendar. All votes were in favor. Motion Carried.

F. Request Board Approval for 2018 Health Plan – Resolution 2017-42.

Braun moved, seconded by Carbone to approve 2018 health plan. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Executive Director Updates

A. Capital Needs Update-Window Project, Air Compressor, POHP Grant Submission.

Carbone moved, seconded by Braun to match \$7,500 for Sharp View elevator upgrades. All votes were in favor. Motion Carried. Resolution 2017-43.

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:29 PM.

Greg Lemke – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: December 14, 2017

PAID IN: Nov and Dec 2017

| | TOTAL AMOUNT | CHECK NUMBERS |
|---------------------|-----------------------------|---------------|
| PHA | \$ 46,996.60 | 11518-11566 |
| PHA- Direct Deposit | \$18,063.32 (2 payrolls) | 249-258 |
| CAPITAL FUND | \$0 | |
| AMHSIP/BCOW Bridges | \$9,049.18 | 43713-43734 |
| BRIDGES | \$ 11,267.44 | 53135-53160 |
| BCOW | \$7,545.74 | 73002-73019 |
| TOTAL | \$92,922.28 | |

BANK TRANSFERS made between funds:

| DATE OF TRANSFER | FROM ACCOUNT | TO RECEIVING ACCOUNT | DOLLAR AMOUNT TRANSFERRED | REASON |
|------------------|-----------------------------|--------------------------|---------------------------|---|
| 12/4/2017 | Well Fargo Computer Account | Wells Fargo PHA Checking | \$0.41 | Transfer of interest earned in computer account to bring that account to zero. That account has been closed. Not a necessary account. |

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: December 14, 2017
MEMO TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Window Replacement Project- RESOLUTION 2017-45

Bids for replacement of windows at Heatherwood Circle are due on December 18, 2017. I plan to bring information for review and approval at the December board meeting.

The window replacement at Heatherwood has been a deferred capital need at MPHA for many years. The windows are aluminum and highly inefficient which results in increased utility costs for both residents and MPHA. In February, the board approved moving ahead with the project using a combination of funding remaining in the 2016 Capital Funding Grant coupled with PHA reserves. Most of the funding for the windows will come from reserves and will change our budget for 2017-18.

The project went out for bid but we did not receive any bidders. The project was recently rebid following our REAC inspection.

MEMORANDUM

DATE: December 14, 2017

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: INFORMATIONAL- Revenue reduction rental assistance programs

The Adult Mental Health Initiative for Becker Clay Otter Tail and Wilkin counties funds a number of programs from funding that they receive from the State of Minnesota.

Because of a deficit in funding for 2018, the Initiative recently approved a 2.24% reduction across all of their 37 programs. This will impact two of our rental assistance programs (BCOW Permanent Supported Housing and BCOW Bridges (also known as AMHSIP). The total amount authorized is being reduced from 221,500 to 216,438, a reduction of \$5,062. Because of this, MPHA will need to issue less vouchers to align with the revised contract amount. The reduction will not impact people currently served, but rather our ability to serve more.

I expect this will also impact our transitional apartment program that is run through Lakeland Mental Health. MPHA did not ask for an increase for 2018 knowing that budget challenges were going to be facing the initiative. I am waiting for confirmation as to whether we will also see a 2.24% reduction to the 2018 amount or if that amount will remain flat for 2018.

This reduction will not affect the Bridges grant that we get directly from the State of Minnesota. We recently were renewed for that grant in the amount of \$285,000 over a two year period.