



## **NOTICE AND AGENDA**

**March 23, 2016**

**REGULAR MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT 1001 WASHINGTON AVENUE NORTH, MINNEAPOLIS, MINNESOTA**

The Tenant Advisory Committee will meet at 12:00 Noon, same date and place

**THE BOARD OF COMMISSIONERS WILL ALSO MEET TO RECEIVE INFORMATION REGARDING HUD'S *AFFIRMATIVELY FURTHERING FAIR HOUSING* INITIATIVE AT 10:00 A.M. AT SUITE 200, CROWN ROLLER MILL, 105 FIFTH AVENUE SOUTH, MINNEAPOLIS, MINNESOTA**

**Commissioners:**      **F. Clayton Tyler, Chair**  
                                 **Charles T. Lutz, Vice Chair**  
                                 **Daisy Nguyen, Secretary**  
                                 **Tom DeAngelo, Commissioner**  
                                 **Cara Letofsky, Commissioner**  
                                 **Hon. James Rosenbaum, Commissioner**

### **GENERAL:**

- Roll Call
- Approval of Agenda
- Minutes of Annual Meeting of January 27, 2016

### **TENANT ADVISORY COMMITTEE – TAC Chairperson Comments**

### **DISCUSSION:**

1. Workers Compensation Insurance Policy (Tim Durose, DED / CFO)

### **RESOLUTION:**

2. Authorization to Purchase the Urban Garden Development (Dean Carlson, Development Coordinator)

### **RECEIVE AND FILE:**

- Monthly Performance Report for January 2016 (Cora McCorvey, Executive Director / CEO)



- Monthly Performance Report for February 2016 (Cora McCorvey, Executive Director / CEO)

**Next Regular Meeting:**

**Wednesday, April 27, 2016 - 1:30p.m.  
1001 Washington Avenue North  
Minneapolis, MN 55401**

***Notice:*** *A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.*



**MINUTES OF THE ANNUAL MEETING OF THE  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
IN AND FOR THE CITY OF MINNEAPOLIS  
January 27, 2016**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in its Annual Meeting at 1:30 P.M. on January 27, 2016, at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

**Roll Call:**

The Chair called the meeting to order, the following members of the Board being present:

F. Clayton Tyler	Chair
Charles T. Lutz	Vice Chair
Tom DeAngelo	Commissioner
Cara Letofsky	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

Daisy Nguyen	Secretary
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The following others were also present:

Cora McCorvey	Executive Director / CEO
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The Chair declared the presence of a quorum.

**Approval of Agenda:**

Commissioner Rosenbaum moved approval of the proposed agenda. The motion was seconded by Commissioner Lutz. Upon a voice vote, the Chair declared the motion carried.

**Approval of Minutes:**

The Minutes of the Regular Meeting of December 16, 2015, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.

**Election of Officers and Appointment of Committee Members:**

Upon nomination by Commissioner Rosenbaum, seconded by Letofsky, Commissioner Lutz was unanimously re-elected Vice Chair of the MPHA Board of Commissioners and Commissioner Nguyen was unanimously re-elected Secretary of the MPHA Board of Commissioners.



The Chair announced the following committee appointments for 2016: Commissioner Letofsky to chair the MPHA Audit Committee; Commissioner Rosenbaum to chair the MPHA Development Committee; Commissioner Letofsky and Chairman Tyler to the MPHA Development Committee; Commissioner Nguyen to the MPHA Pension Committee; Commissioner Rosenbaum to chair the Advisory Committee (on the future of Glendale); Chairman Tyler to chair the Executive Committee of the Board; Commissioners Lutz, Rosenbaum and Nguyen to the Executive Committee of the Board.

**Item No. 1: Meeting Schedule for 2016 Board Meetings**

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-01]

**Item No. 2: Appointment of the Moving to Work Resident Advisory Board (RAB)**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Lutz seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-02]

**Item No. 3: Public Housing Homeownership Section 32 Plan**

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report along with the corresponding Resolution which was attached thereto. Commissioner Letofsky seconded the motion. Upon a roll call vote, five Commissioners voted "aye" (Commissioners DeAngelo, Letofsky, Lutz, Rosenbaum and Tyler), and No Commissioners voted "nay". The Chair declared the motion carried. [See Document No. 2016-03]

**Receive and File Items:**

The following items were received and filed by the Board:

- The Monthly Performance Report for December 2015. [See Document No. 2016-04]
- Glendale Family Development Update and Presentations by Communications Consultant, Biko & Associates and Development Consultant, George Sherman & Associates [See Document No. 2016-05]

**Adjournment:**

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 3:13 p.m.

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Secretary of the Board of Commissioners

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Date These Minutes Approved



March 23, 2016

Agenda Item 1

**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Workers Compensation Insurance Policy

**Previous Directives:** None.

**Resident Association Notification:** This Report will be discussed with the Tenant Advisory Committee (TAC) on the same date as and immediately prior to the Board of Commissioners March 23, 2016 meeting.

**Budget Impact:** The expenditures for this insurance will be covered under the Public Housing Operating, Housing Choice Voucher, Capital Fund, and Central Office Budgets in accordance with the MPHA's Cost Allocation Plan.

**Affirmative Action Compliance:** Not applicable.

**Procurement Review:** This Report has been reviewed and approved by the Agency's Contracting Officer.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the Executive Director or her designee to enter into an insurance policy in the amount of \$660,380 with the League of Minnesota Cities Insurance Trust for workers' compensation insurance for a one year policy term beginning April 7, 2016.

The Minneapolis Public Housing Authority (MPHA) is a member of the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT is a cooperative joint-powers organization formed by Minnesota Cities in 1980 as one of the first municipal self-insurance pools in the country. It exists solely to meet the risk management and coverage needs of Minnesota cities and other types of entities. In addition to providing workers' compensation coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

MPHA has always had its workers' compensation covered through the LMCIT because it provides the lowest overall rates, the broadest coverage, and the most deductible options.



This policy year is no exception. Because LMCIT is a cooperative joint-powers organization formed by Minnesota Cities, MPHA is permitted to use their workers' compensation insurance program without soliciting any additional pricing from other sources. Nevertheless, to insure competitive pricing, MPHA utilized the bidding services of its insurance broker, Willis of Minnesota, and found that most insurance carriers would not offer a quote given MPHA's claims history and line of business. Two carriers, United Heartland and RTW, indicated premiums over \$700,000.

Staff recommends that MPHA execute a workers' compensation policy with the LMCIT for \$660,380 with a \$1,000 deductible per occurrence for the policy year beginning April 7, 2016. The final premium may be adjusted based on an audit of actual payroll costs following the policy year. Historically MPHA has received a decrease in the premium from the initial quoted amount.

This Report was prepared by Tim Durose, Deputy Executive Director / CFO. If you have any questions or need additional information, please contact Mr. Durose at 612-342-1410 or [tdurose@mplspha.org](mailto:tdurose@mplspha.org).



March 23, 2016

Agenda Item 2

**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Authorization to Purchase the Urban Garden Development

**Previous Directives:** The MPHA Board approved the mixed-finance development of six units of public housing at its October 2002 meeting.

**Resident Association Notification:** This acquisition will be discussed with the Scattered Site Residents Council at its March meeting.

**Impact on MPHA Budget:** Immediate rehabilitation expenses of approximately \$30,000 will be charged against the MPHA Capital Fund.

**Affirmative Action Compliance:** Not Applicable.

**Procurement Review:** Not Applicable.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the acquisition of the six-unit residential development known as “Urban Garden” located at 3501 Bloomington Avenue South for \$1.00 and authorize the Executive Director or her designee to execute a purchase agreement and any other documents necessary to effectuate this acquisition.

This six-unit mixed-finance public housing project was originally developed in 2002 with funding by HUD, MPHA, and the Powderhorn Park Neighborhood Association. It was developed by the Minneapolis Urban League (MUL) to help implement the replacement housing requirements of the Hollman Consent Decree. Since that time, MUL has neither acquired nor developed any other housing units and has determined that it no longer wants to manage these units as public housing. MUL offered to sell the development to MPHA for \$1.00. Subject to the Board’s approval, MUL’s offer has been accepted by MPHA.

The property is a two-story, wood frame building with six public housing units, two of which are 3-bedroom units and four of which are 4-bedroom units. MPHA staff has



inspected the property and has determined that the residential units are in good condition with approximately \$30,000 of required and immediate rehabilitation work needed in order to meet MPHA standards for occupancy as MPHA-owned public housing. An additional \$175,000 in long terms needs, some of which can be completed at unit turnover, may be required. Since these units already operate as public housing with residents coming from MPHA's waiting list, no relocation or change of occupancy is anticipated.

This Report was prepared by Dean E. Carlson, MPHA's Development Coordinator. For further information, please contact Tim Gaetz, Managing Director, Facilities and Development at (612) 342-1226 or [tgaetz@mplspha.org](mailto:tgaetz@mplspha.org).