



## **NOTICE AND AGENDA**

**September 23, 2015**

**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 Executive Committee of the MPHA Board of Commissioners will meet at 12:00 Noon, same date and place

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

**Commissioners:**

- F. Clayton Tyler, Chair**
- Charles T. Lutz, Vice Chair**
- Daisy Nguyen, Secretary**
- Tom DeAngelo, Commissioner**
- Cara Letofsky, Commissioner**
- Dorothy Robinson, Commissioner**
- Hon. James Rosenbaum, Commissioner**
- Berra Toka, Commissioner**

### **GENERAL:**

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of August 26, 2015

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

### **RESOLUTION:**

1. MPHA 2016 Moving To Work (MTW) Plan and Changes to the MPHA Statement of Policies and Section 8 Administrative Plan (Bob Boyd, Director of Policy & Special Initiatives)

### **RECEIVE AND FILE:**

- Monthly Performance Report for August 2015 (Cora McCorvey, Executive Director / CEO)

### **Next Regular Meeting:**

**Wednesday, October 28, 2015 - 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.*

MINNEAPOLIS PUBLIC HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY – EQUAL EMPLOYMENT OPPORTUNITY



**MINUTES OF A REGULAR MEETING OF THE  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
IN AND FOR THE CITY OF MINNEAPOLIS  
August 26, 2015**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on August 26, 2015, 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
Daisy Nguyen	Secretary
Tom DeAngelo	Commissioner
Cara Letofsky	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

Dorothy Robinson	Commissioner
Berra Toka	Commissioner

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

**Approval of Minutes:**

The Minutes of the Regular Meeting of June 24, 2015, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Letofsky. Upon a voice vote, the Chair declared the motion carried.

The Minutes of A Working Session of June 24, 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.



**Item No. 1: Construction Management at Risk (CMAR) Services**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Nguyen seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2015-21]

**Item No. 2: Generator Replacement at 2419/33 Fifth Avenue South**

After a brief presentation by staff and discussion, Commissioner Rosenbaum 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. 2015-22]

**Item No. 3: Elevator Capital Improvements**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Rosenbaum seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2015-23]

**Item No. 4: Agency-wide Property Insurance Policy**

After a brief presentation by staff and discussion, Commissioner Rosenbaum 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. 2015-24]

**Item No. 5: Bank Account with Wells Fargo**

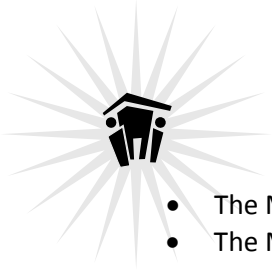
After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report along with the corresponding Resolution which was attached thereto. Commissioner DeAngelo seconded the motion. Upon a roll call vote, five Commissioners voted "aye" (Commissioners DeAngelo, Letofsky, Lutz, Nguyen and Rosenbaum), one Commissioner absent (Chairman Tyler), and no Commissioners voted "nay". The Chair declared the motion carried. [See Document No. 2015-25]

**Item No. 6: Amendment to MPHA's 2015 Moving to Work (MTW) Plan**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report along with the corresponding Resolution which was attached thereto. Commissioner Nguyen seconded the motion. Upon a roll call vote, five Commissioners voted "aye" (Commissioners DeAngelo, Letofsky, Lutz, Nguyen and Rosenbaum), one Commissioner absent (Chairman Tyler), and no Commissioners voted "nay". The Chair declared the motion carried. [See Document No. 2015-26]

**Receive and File Items:**

The following items were received and filed by the Board:



- The Monthly Performance Report for June 2015. [See Document No. 2015-27]
- The Monthly Performance Report for July 2015. [See Document No. 2015-28]

**Public Hearing:**

- The meeting was open to public testimony, notice of which appeared in the Minneapolis Star Tribune on July 26, 2015. Interested residents and parties were invited to express their comments regarding the "2016 MPHA's Moving to Work (MTW) Plan"

**Adjournment:**


There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:22 p.m.

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Secretary of the Board of Commissioners

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Date These Minutes Approved



September 23, 2015

Agenda Item 1

**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director

**SUBJECT:** MPHA 2016 Moving To Work (MTW) Plan and Changes to the MPHA Statement of Policies and Section 8 Administrative Plan

**Previous Directives:** On January 6, 2008 MPHA signed a MTW Agreement with HUD making the Agency a full status MTW. This status requires MPHA to create an Annual MTW Plan. On July 6, 2008, the Board approved MPHA's first MTW Plan under this new agreement and has subsequently approved a new MTW Plan each year following.

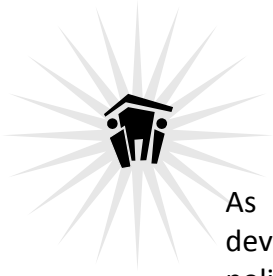
**Resident Notification:** The MPHA Board of Commissioners appointed an MTW Resident Advisory Board (RAB) consisting of representatives from the Tenant Advisory Committee, and other members representing MPHA populations groups, including Highrise, Family, Scattered Site and Section 8, for the purpose of ensuring resident and participant involvement in the MTW Plan process. This Report will be discussed with the Tenant Advisory Board (TAC) immediately prior to the Board's September 23, 2015 meeting.

**Impact on Budget:** The MTW Plan identifies how MPHA resources will be spent, but does not itself have a budgetary impact.

**Procurement Review:** Not applicable

**Recommendation:** It is recommended that the Board of Commissioners adopt a resolution approving the MPHA FY2016 MTW Plan and forward it to HUD pursuant to the requirements of the MTW Agreement. It is further recommended that the Board of Commissioners approve the proposed changes to MPHA's Statement of Policies and Section 8 Administrative Plan.

The development of an Annual MTW Plan is a requirement of the Revised Standard Moving To Work Agreement between HUD and MPHA. The 2016 MTW Plan includes an Introduction with the Agency's short and long term MTW Goals and Objectives, general housing authority information, information on MPHA's on-going MTW activities, MPHA's 2016 MTW Budget and various other administrative information, including the comments and responses regarding the 2016 MTW Plan. MPHA utilizes the MTW planning process to identify proposed changes to the MPHA Statement of Policies (SOPs) and Section 8 Administrative Plan.



As is its tradition, MPHA undertook extraordinary efforts to solicit input in the development of the proposed changes to the 2016 MTW Plan, and its administrative policies for both public housing and Section 8. Following the appointment of the MTW RAB by the MPHA Board of Commissioners, the MTW RAB met on a regular basis working with Agency staff to consider proposals for the Draft MTW Plan. RAB also developed a statement of “guiding principles” and it adopted priorities which are included in the “Administrative” section of the MPHA MTW Plan.

In addition, RAB was asked for and was encouraged to provide additional ideas and/or guidance to MPHA prior to the publication of the Draft Plan. Once the Draft Plan was presented to RAB, it was also published on the MPHA Website, copied and sent to all building Resident Council presidents, to the MHRC Executive Committee and the Scattered Site and Glendale Resident Councils. Every Public Housing resident received notice of the Advance Meeting and the Public Hearing in their rent statements inviting them to share their comments on the Draft MTW plan by e-mail to MPHA’s Policy and Special Initiatives Department. MHRC published a formal notice of the Advance Meeting and the Public Hearing in the *Highrise Lowdown*, a publication that goes to 5000 highrise residents. MPHA hosted a luncheon meeting for all Low Income Public Housing residents and Section 8 program participants who attended the Advance Meeting, and solicited and responded to any and all questions from residents and participants at the Advance Meeting. MPHA also provided comment sheets in the Advance Meeting packets for residents and participants who did not have sufficient time to comment on all of their concerns or who were more comfortable addressing their concerns and offering their ideas in writing. Finally, MPHA invited Legal Aid to meet with Agency staff to discuss any concerns and/or suggestions related to the 2015 MTW Plan. Although they did not take advantage of this offer, Legal Aid submitted numerous written comments which are included in the Comments and Responses document which is an attachment to the 2016 MTW Plan.

While MPHA is not proposing any new MTW activities for its 2016 MTW Plan, it has received numerous comments related to the 2016 MTW Plan as well as to the Agency’s current and proposed changes to the SOPs and Section 8 Administrative Plan.

The ‘Comments and Responses’ Section of the 2016 MTW Plan lists the comments by the MTW Resident Advisory Board, attendees at the public hearing, as well as comments received from various resident organizations, key constituencies and individual residents and Section 8 HCV participants during the ‘Comment Period’ (August 1, 2015 through September 4, 2015). Also included are MPHA’s responses the comments and changes to the Draft MTW Plan and administrative policies based upon the comments received.

The proposed Board Resolution is attached to this Report. MPHA’s FY2016 MTW Plan must be submitted to HUD prior to October 15, 2015.



This Report was prepared by Bob Boyd, MPHA Director of Policy and Special Initiatives. For Further information, please contact Mr. Boyd at (612) 342-1437 or [bboyd@mplspha.org](mailto:bboyd@mplspha.org).

**RESOLUTION No. 15-158**

**WHEREAS**, the Minneapolis Public Housing Authority in and for the City of Minneapolis (MPHA) signed a Moving To Work (MTW) Agreement with the U.S. Department of Housing and Urban Development (HUD) on January 6, 2008, making MPHA a full status Moving To Work Agency; and

**WHEREAS**, the Moving To Work Agreement requires MPHA to create an annual Moving To Work Plan; and

**WHEREAS**, MPHA has also identified and made changes to its Statement of Policies (SOPs) and Section 8 Administrative Plan; and

**WHEREAS**, MPHA is required to submit the Moving To Work Plan to HUD prior to October 15, 2015;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of MPHA that the 2016 Moving To Work (MTW) Plan and the changes to the Agency's Statement of Policies and its Section 8 Administrative Plan are approved and that the Executive Director is authorized to submit them to HUD for approval as required.





**Cora McCorvey, Executive Director / CEO**

# Performance Report for August 2015

*Board of Commissioners Meeting -  
September 23, 2015*

**EQUAL EMPLOYMENT OPPORTUNITY  EQUAL HOUSING OPPORTUNITY**

# THIS MONTH'S REPORT

- Asset Management Project (AMP Reports)
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program
- Policy & Special Initiatives

**ASSET MANAGEMENT PROJECT (AMP) REPORT  
(UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY)  
HEADQUARTERS: 2709 ESSEX ST. SE  
AUGUST 2015**

**Glendale AMP 1 –**

**Total Units 184**

- Units Leased: 2
- Average Turnover: 28
  - Down Time: 3
  - Days Make Ready: 19
  - Days for Re-rental: 6
- Total Work Orders
  - 0 emergency work order completed in 24 hours – 100%
  - 219 non emergency work orders completed – 94%

◦ **Occupancy Level: 99%**

**Scattered Sites AMP 2 –**

**Total Units 736**

- Units Leased: 9
- Average Turnover: 28
  - Down Time: 2
  - Days Make Ready: 16
  - Days for Re-rental: 11
- Total Work Orders
  - 3 emergency work orders completed in 24 hours – 100%
  - 576 non emergency work orders completed – 84%

◦ **Occupancy Level: 99%**

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) AUGUST 2015

## North AMP 3 –

Headquarters: 315 Lowry  
Total Units 1296

Units Leased: 14

Average Turnover: 33

- Days Down Time: 6
- Days Make Ready: 16
- Days for Re-rental: 12

- Total Work Orders

- 3 emergency work orders completed in 24 hours – 100%
- 712 non emergency work orders completed – 83%

○ Occupancy Level: 99%

## Northeast AMP 4 –

Headquarters: 1815  
Central – Total Units 944

Units Leased: 12

Average Turnover: 16

- Days Down Time: 2
- Days Make Ready: 4
- Days for Re-rental: 10

- Total Work Orders

- 4 emergency work orders completed in 24 hours – 100%
- 430 non emergency work orders completed – 93%

○ Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) AUGUST 2015

## Hiawatha AMP 5 – Headquarters: 2123 – 16<sup>th</sup> – Total Units 886

- Units Leased: 4
- Average Turnover: 46
  - Days Down Time: 7
  - Days Make Ready: 27
  - Days for Re-rental: 12
- Total Work Orders
  - 8 emergency work orders completed in 24 hours – 100%
  - 298 non emergency 96%
- Occupancy Level: 98%

## Cedar AMP 6 – Headquarters: 1611 So. 6<sup>th</sup> – Total Units 895

- Units Leased: 4
- Average Turnover: 20
  - Days Down Time: 3
  - Days Make Ready: 9
  - Days for Re-rental: 7
- Total Work Orders
  - 10 emergency work orders completed in 24 hours – 100%
  - 425 non emergency 88%
- Occupancy Level: 100%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) AUGUST 2015

## Horn AMP 7 – Headquarters: 3121 Pillsbury – Total Units 937

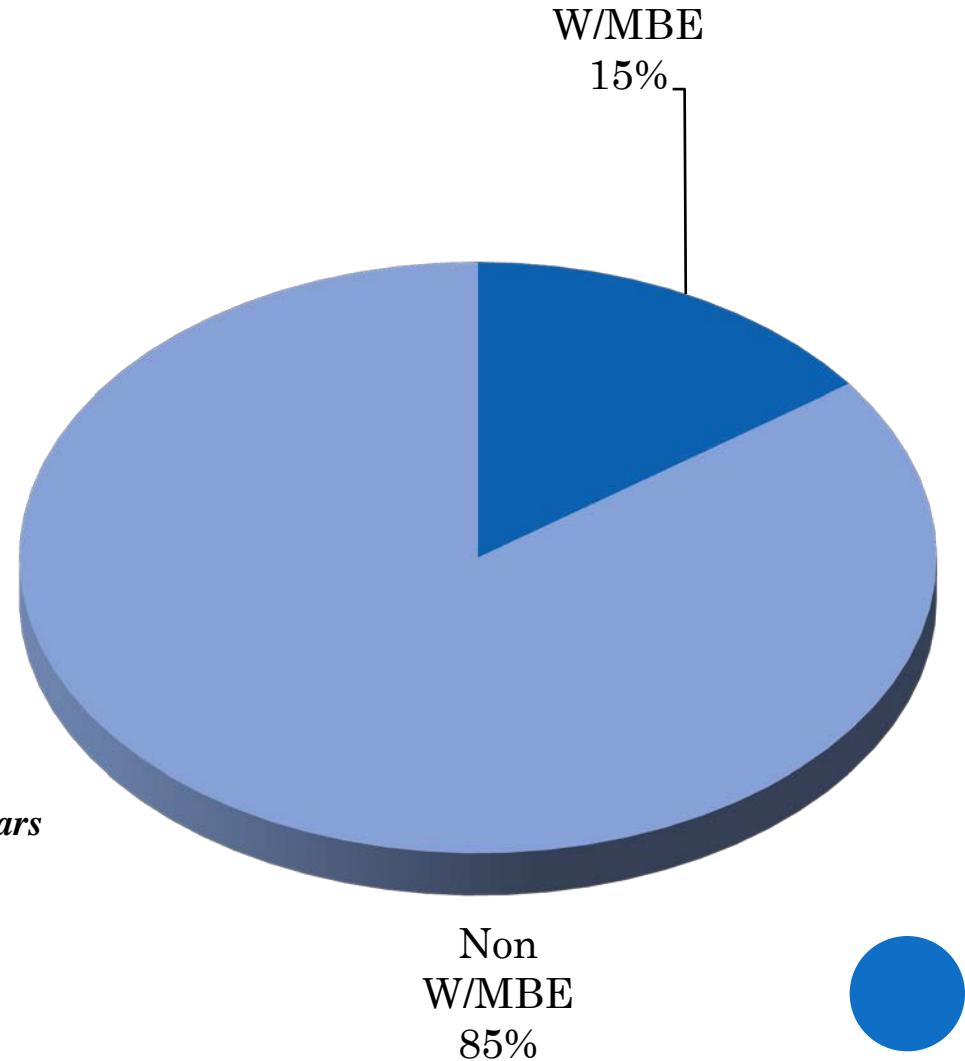
- Units Leased: 31
- Average Turnover: 3
  - Days Down Time: 0
  - Days Make Ready: 1
  - Days for Re-rental: 2
- Total Work Orders
  - 6 emergency work orders completed in 24 hours – 100%
  - 495 non emergency work orders completed 75%
- Occupancy Level: 100%

# PROCUREMENT MPHA CONTRACTING ACTIVITY

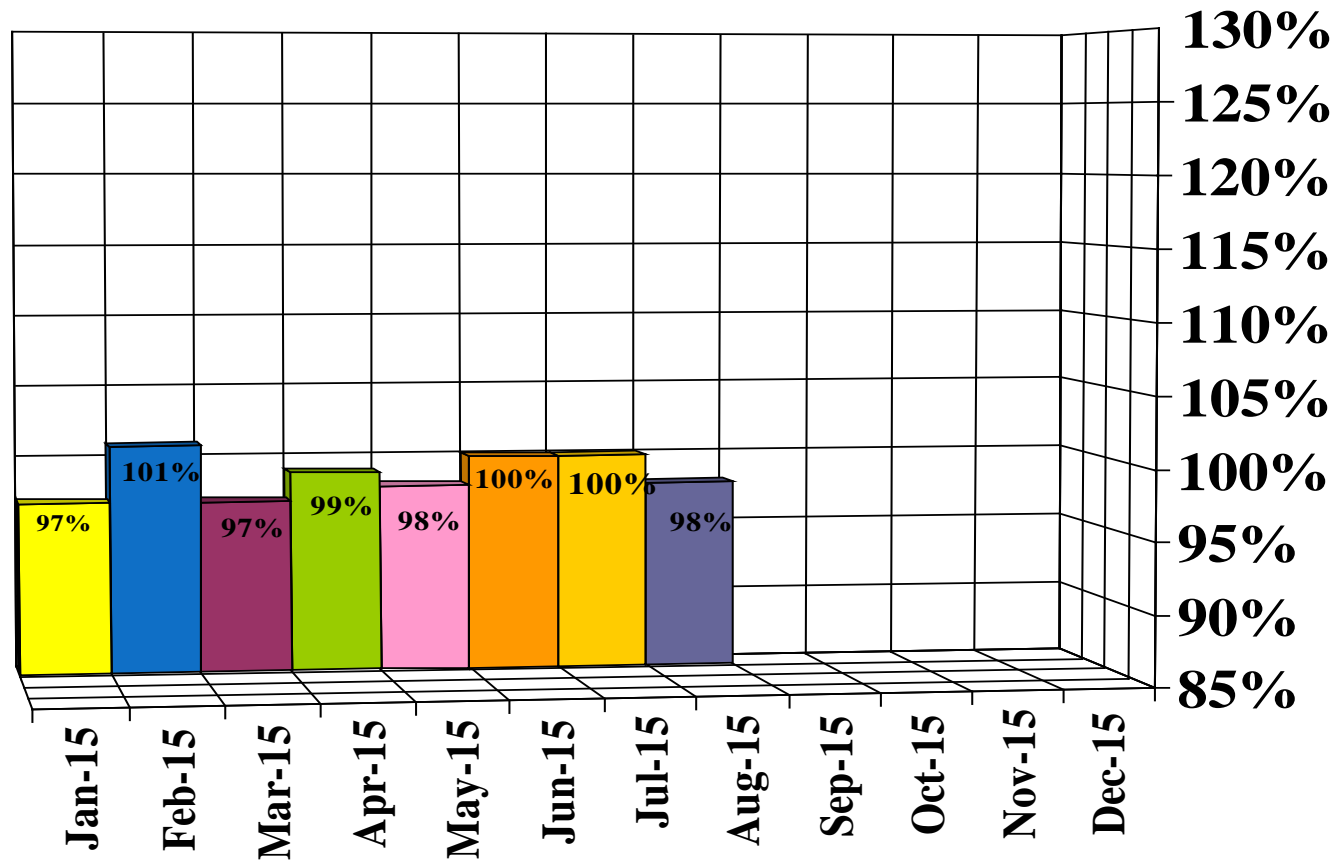
**August 2015**

## **W/MBE & Section 3 Participation Report**

*Section 3 Goal = 10% of Construction Contract Dollars*  
*Construction Contracts Payments = \$2,424,764*  
*Section 3 Contracts Payments = \$221,176*  
*Section 3 Contract Participation = 9%*

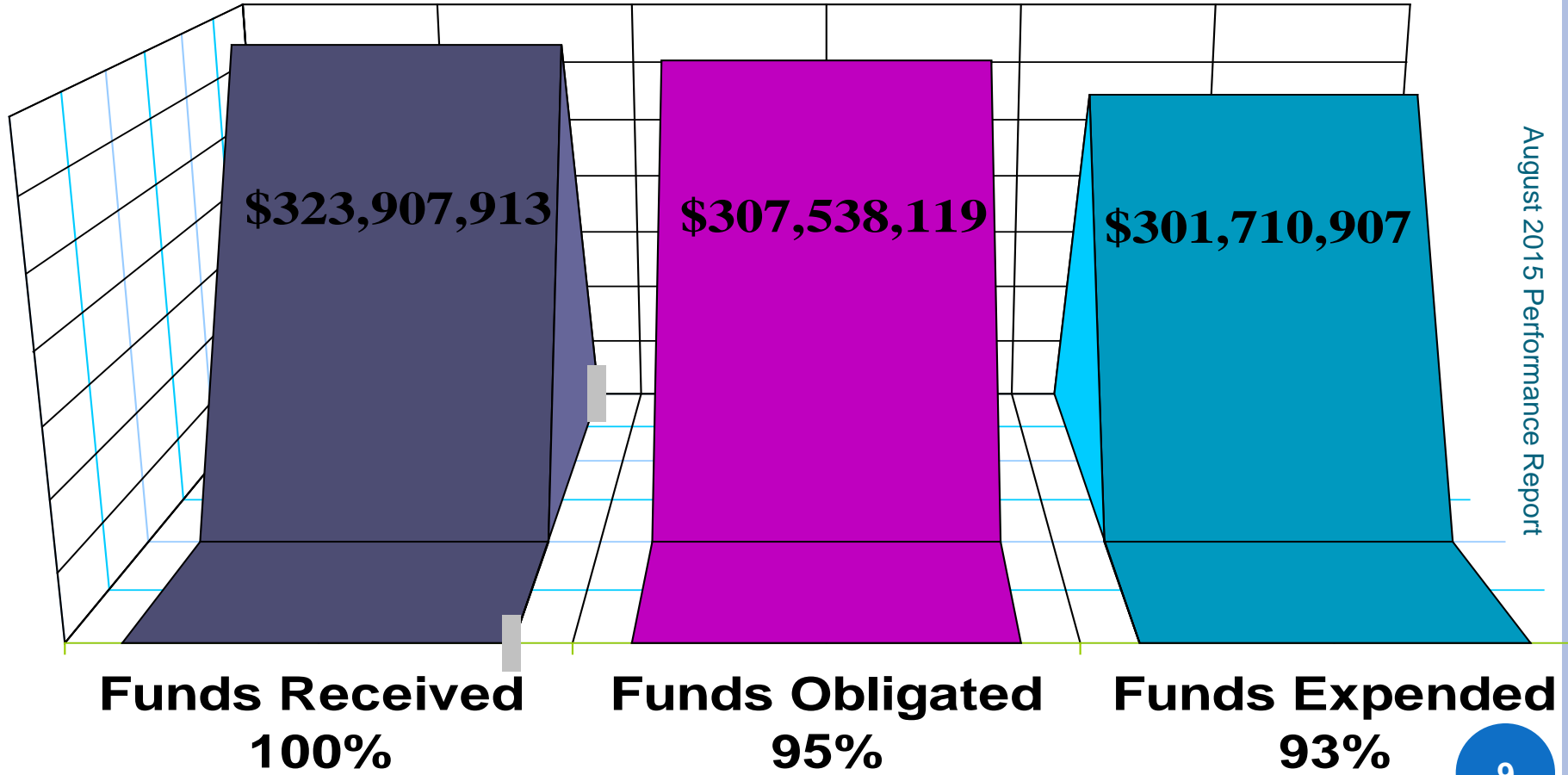


# RENT COLLECTIONS





# FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



August 2015 Performance Report

*This period through August 31, 2015*

## FINANCE

- Public Housing Operations results through August are in line with budget expectations.
- Central Office Cost Center results through August are in line with budget expectations.
- Congress has not passed a 2016 Appropriations Bill yet.
- The Mayor has not recommended a PHA tax levy for 2016.



# HEATING CONTROLS CONVERSION

1717 Washington Street NE

## PROJECT DETAILS

1717 Washington St. N.E. was one of the few remaining highrises with pneumatic (pressurized air) heating controls. Individual heating system controls were replaced with Direct Digital Controls (DDCs) in 182 apartments and various terminal equipment throughout the building. Pneumatic to DDC conversion is a key component of MPHA's overall energy savings strategy in our highrise buildings. DDCs allow for remote monitoring, control, and diagnosis of HVAC system problems, as well as HVAC systems integration for operational efficiencies.

**Project Timeframe: June – September 2015**

**Project Cost: \$540,000**

# PNEUMATIC TO DDC CONVERSION

Before – Pneumatic control with air line



After – DDC control with new thermostat control, balancing and isolation valves



August 2015 Performance Report

# HOUSING CHOICE VOUCHER PROGRAM

## MPHA Housing Choice Voucher Program Report to Board of Commissioners August 2015

MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In June	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In August	# of New Applicants Issued and Searching In August	# of New Applicant Admissions In August	# of Participant Move Lease ups In August
4,407	4,525	4,571	103%	89	52	25	45
# of Applicant Annual Reexams Completed In August	2014 Fiscal Year (Jan - Dec)					MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In August
	HAP Budget Authority (12 months)		\$36,913,032	2015 FY Funding			
	HAP funded to date		\$24,348,088	7th month of 2015			
	HAP spent to date		\$24,125,221				
333	Variance		99% of HAP spent to funded		\$698	\$684	
# of Owners at Owner Workshop In August	# of HQS Inspections Completed In August	% of Units that Failed HQS In August	# of Failed Units in Abatement for Noncompliance In August	Total HAP Amount Recouped (Abatement) In August	# of HAP Contracts Canceled for HQS Noncompliance In August	# of Family Sufficiency (FSS) Participants Enrolled In August	% FSS Participants contributing to Escrow Accts In August
7	650	32%	22	\$9,246	0	36	19%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In August	Total # Port in Families Administered In August	Amount Collected from Repayment Agreements In August	FY Total <u>to date</u> Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In August
9	21	184	442	\$3,432	\$47,881	**6351	33

4407 is MPHA's MTW Authorized HCV Unit Baseline for FY 2015. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4407.

NOTE: VASH (225 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4407 baseline; they are ineligible for MTW.

EOPs exclude Project Based Voucher Participants. \* Includes All Reinspections \*\*Beginning 2015, Waitlist is being periodically purged NOTE last month's report of 5325 only included paper WL applicants and not online.

# POLICY & SPECIAL INITIATIVES

## Policy

### **Moving to Work (MTW):**

- Conference call with HUD on MTW Extension Requirements
- Facilitated Resident Advisory Board (RAB) meeting – discussed and approved amendments to 2015 MTW Plan
- Finalized draft 2016 MTW Plan and changes to supporting documents (Statement of Policies – Public Housing and Section 8 Administrative Plan) published on Agency website.

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Policy:

- Moving To Work (MTW)
  - Published Draft 2016 MTW Plan and Proposed Revisions to MPHA Statement of Policies and Section 8 Administrative Plan
  - Published Notice of Public Hearing on 2016 MTW Plan and Sent Notice in MPHA Rent Statements of Advance Meeting and Public Hearing for 2016 MTW Plan and Agency Policies
  - Resident Advisory Board Meetings on August 11 and 25
  - National MTW Call on August 20 with MTW Agencies
- Worked with City of Minneapolis – Providing Input and Correction to the City’s Consolidated Plan



# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Development:

- Heritage Park
  - Implementation Steps for MPHA's RAD Conversion for Heritage Park
- Other
  - Heading Home Hennepin Pipeline Meeting for Increasing Development of Families Out Of Shelter Housing Affordable to Very Low Income Families

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Lease To Own (LTO):

- Waiting List for Lease To Own Remains Open
- 3 LTO Pre-Applications Reviewed –None Met Requirement for Participation
- 17 Units Are Occupied – Three remain Vacant
- Staff Continue Discussion with Non-profit, PRG to Discuss Process for the Sale of the Sumnerfield Townhomes and Mortgage Readiness Reviews. PRG Will Prepare a Proposal for MPHA Consideration to Assist Lease To Own Resident through Mortgage Process
- Staff Continues to Work with Management Company on Home Owner Association Issues
- Staff Working with Participants on Savings and Mortgage Readiness Issues

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### MHOP:

- PSI Staff Continues to Work with Management Companies Providing Training, and Working to Get All Re-exams Up to Date
- Working with MPHA Maintenance Staff to Coordinate Inspections for Heritage Park Units

# POLICY & SPECIAL INITIATIVES

## Website Contacts

- MPHA Received and Responded to 88 Website Contacts Requesting Assistance with Housing in August.

# POLICY & SPECIAL INITIATIVES

## Other

- STEP UP Recognition Breakfast August 12
- Minneapolis Youth Council Retreat on August 19
- Website Committee Meeting on August 24
- Events Committee met on August 27
- Staff Participated in Five MPHA National Night Out Celebrations
- Participated In City of Minneapolis – Northside Promise Zone Meeting
- Facilitated Web Site Committee Meeting
- Met with IT Staff and Communications Consultant on Integrating Social Media into MPHA PSI Department
- Continued Implementation Activities for Comprehensive Marketing Plan for Increasing Participation and Access to Heritage Park Health and Wellness Center (HPHWC)
  - Finalized Negotiation with Medical Clinic Who Is Interested in Heritage Park Health and Wellness Center for Its Clinic – Action before Hennepin County Board In September
  - Continued Negotiation with Two Groups Seeking to Rent the Remaining 4000 Square Feet of Vacant Space at Heritage Park Health and Wellness Center

# MPHA'S WEBSITE

You can now view information about the Minneapolis Public Housing Authority on our Website.



[www.mphaonline.org](http://www.mphaonline.org)