



NOTICE AND AGENDA

November 16, 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

Commissioners: **F. Clayton Tyler, Chair**
 Charles T. Lutz, Vice Chair
 Mikkel Beckmen, Acting Secretary
 Tawanna Black, Commissioner
 Tom DeAngelo, Commissioner
 Abdullahi Isse, Commissioner
 Cara Letofsky, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of Special Meeting of August 27, 2016
- Minutes of Regular Meeting of September 28, 2016

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

RESOLUTION:

1. MPHA Employee Preventative Health and Wellness Retention, and Recognition Policy
(Robin Harris, Director of Human Resources)

DISCUSSION:

2. Construction Management at Risk (CMAR) Services at 2728 East Franklin Avenue (Tim Gaetz, Managing Director, Facilities and Development)
3. Appointment of Executive Director / CEO (Tom DeAngelo, Chair of Executive Search Committee and MPHA Commissioner)



RECEIVE AND FILE:

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

Next Regular Meeting:

**Wednesday, December 21, 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 A SPECIAL MEETING (BOARD VISIONING SESSION) OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
August 27, 2016**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 10:00 A.M. on August 27, 2016, at 105 Fifth Avenue South, Suite 200, 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
Mikkel Beckmen	Commissioner
Tom DeAngelo	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

Tawanna Black	Commissioner
Abdullahi Isse	Commissioner

The following others were also present:

Andrea Brennan	Housing Director, CPED
Brian Gorecki	Owner & Principal Real Estate Consultants, LLC
Ellen Sahli	President, Family Housing Fund
Bill Smith	Facilitator, Biko Associates

The Chair declared the presence of a quorum.

The Chair Announced the Purpose of the Board Visioning Session:

To provide an opportunity for Board members to meet and interact outside the usual, formal meeting setting, to share information about the core functions of MPHA to ensure a common understanding of the agency's core functions, to discuss issues currently facing MPHA, to begin a discussion to define a share vision and future direction for the agency and, identify the qualities and skills the Board wants in a new Executive Director.

Experts in the housing field identified and discussed issues facing MPHA:

1. Ellen Sahli gave a presentation on the Section 8, Housing Choice Voucher Program (HCV), and Moving To Work (MTW). The discussion focused on Section 8 Inspections, Rent, and Project-Based Vouchers. Ms. Sahli emphasized the importance of MPHA, being designated as an MTW agency as it affords MPHA greater freedom to: a) define HCV programs in ways that are tailored to meet the needs of specific constituencies and b) allocate financial resources from HUD.

After the presentation, the Board took no action.

2. Andrea Brennan gave a presentation on the City of Minneapolis' five programs that are supported with funding from HUD: 1) The New HUD Fair Housing Act of 2013 Funding 2) The Community Development Block Grant (CDBG) 3) The Housing Opportunities for Persons with AIDS (HOPWA) 4) HOME Investment Partnership 5) Emergency Solutions Grant (ESG).

After the presentation, the Board took no action.

3. Brian Gorecki gave a presentation on issues and assets MPHA has from a real estate development perspective. The issues MPHA's confronted with are the age and condition of its assets; however, the greatest asset is the land MPHA's highrises are on. The land these highrises are on are potentially valuable, as real estate developers would be interested in acquiring. Another asset is the excess land (parking lots and/or open green spaces) which could be used for additional housing. Mr. Gorecki also discussed a RAD conversion which would permit MPHA to partner with a private sector developer to build new housing. As well as, the voluntary Section 8 conversion, which is permitted under RAD, would allow MPHA to convert public housing resources to project-based voucher.

After the presentation, the Board took no action.

Review of the 2012-2017 MPHA Strategic Plan and Discussion:

4. Bill Smith lead the discussion on MPHA's 2012-2017 Strategic Plan which he prepared in 2011. He summarized key elements of the previous strategic plan, focusing on its strategic directions and goals and facilitated a discussion with the Board. The discussion focused on elements of the plan that should be retained, modified or revised, and eliminated in order to ensure the agency is on track to address current issues and challenges.

After the discussion, the Board took no action.

The Chair adjourned the meeting.

Secretary of the Board of Commissioners

Date These Minutes Approved



**MINUTES OF A REGULAR MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
September 28, 2016**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on September 28, 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
Mikkel Beckmen	Acting Secretary
Tom DeAngelo	Commissioner
Cara Letofsky	Commissioner
Taimr Mohamud	Commissioner

The following members of the Board were absent:

Charles T. Lutz	Vice Chair
Tawanna Black	Commissioner
Abdullahi Isse	Commissioner
Hon. James Rosenbaum	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 Letofsky moved to amend the proposed Agenda to add the HBO proposal to film on MPHA Properties. The motion was seconded by Commissioner DeAngelo. Upon a voice vote, the Chair declared the motion carried.

Approval of Minutes:

The Minutes of the Regular Meeting of August 24, 2016, were presented for approval. Commissioner Letofsky moved the minutes be accepted as presented. The motion was seconded by Commissioner Mohamud. Upon a voice vote, the Chair declared the motion carried.



Item No. 1: Medical Insurance Provider for 2017

After a presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Mohamud seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-32]

Item No. 2: Construction Management at Risk (CMAR) Services at 1001 Washington Avenue North

After a presentation by staff and discussion, Commissioner DeAngelo moved approval of the recommendation set forth in the Report. Commissioner Beckmen seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-33]

Item No. 3: MPHA 2017 Moving to Work (MTW) Plan and Changes to the MPHA Statement of Policies and Section 8 Administrative Plan

After a presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Mohamud seconded the motion. Upon a roll call vote, Five Commissioners voted “aye” (Commissioners Beckmen, DeAngelo, Letofsky, Mohamud, and Tyler) and No Commissioner voted “nay”. The Chair declared the motion carried. [See Document No. 2016-34] [Resolution No. 16-168]

Item No. 4: HBO Proposal on Filming on MPHA Properties

After a presentation by Mr. Jonathan Filly, the HBO Producer of a pilot call “Mogadishu Minnesota” (a family drama about the Somali American experience) in which he discussed the positives of filming on the MPHA properties. Ms. Ayaan Dahir a student and resident of the Sixth Ward asked that MPHA deny HBO’s request to film pilot on MPHA’s premises. City Council Member Abdi Warsame had earlier expressed his support for the project. After discussion by the Board, Commissioner Letofsky made a motion to move forward with negotiations between MPHA and HBO over the terms and conditions of a contract provided the following provisions are made clear:

1. The Resident Council of the building - where filming will take place - approves it and,
2. The fees that may be paid to MPHA are directed to the community.

Commissioner Mohamud seconded the motion. Upon a roll call vote five Commissioners voted “aye” (Commissioners Beckmen, DeAngelo, Letofsky, Mohamud, and Tyler) and no Commissioner voted “nay”. The Chair declared the motion carried.

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for August 2016. [See Document No. 2016-35]
- Development Opportunities and Potential New Financial Resources Report and Attachments [See Document No. 2016-36]



Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:55 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



November 16, 2016

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Cora McCorvey, Executive Director / CEO

SUBJECT: MPHA Employee Preventative Health and Wellness, Retention, and Recognition Policy

Previous Directives: None

Resident Notification: This Board Report and Resolution will be reviewed by the Tenant Advisory Committee (TAC) immediately prior to the Board's November 16, 2016 meeting.

Impact on Budget: Up to \$32,000 Annually

Procurement Review: Not applicable

RECOMMENDATION: It is recommended that the Board of Commissioners adopt a resolution establishing MPHA's Employee Preventative Health and Wellness, Retention, and Recognition Policy.

MPHA is the largest public housing authority in the State of Minnesota, and, as such, is a major public employer employing approximately 300 public employees. MPHA has a history and a tradition of recognizing its employees and sponsoring health and wellness programs that promote a healthier and more productive workforce. These activities can also positively impact costs to taxpayers by realizing a reduction in workers' compensation and disability claims thus saving money on insurance premiums. Health and Wellness programs typically help to reduce lost time and employee absences from work.

The Minnesota Auditor has informed MPHA that these activities must meet the 'Public Purpose Doctrine' and be implemented pursuant to state law. To be compliant with Minnesota Statutes

Section 15.46, the MPHA Board must approve an 'Employee Health and Wellness, Retention and Recognition Policy'.

Staff recommends that the Board adopt the Resolution attached to this Report. The proposed Policy is patterned after those which have been approved by other units of government.

For Further information, please contact Robin Harris, MPHA Director of Human Resources at (612) 342-1484 or rharris@mplspha.org.

RESOLUTION No. 16-169

Whereas, the Minneapolis Public Housing Authority, in and for the City of Minneapolis (“MPHA”), has responsibility for performing certain governmental functions as delegated to it by the City of Minneapolis pursuant to City Ordinance and in accordance with state law; and

Whereas, MPHA is the largest public housing authority in the State of Minnesota, and as such, is a major public employer in the State, employing approximately 300 public employees; and

Whereas, the “public purpose doctrine” permits a governmental entity to expend public funds if the primary purpose of the expenditure is public and the expenditure relates to the governmental purposes for which the entity was created; and

Whereas, the MPHA Board of Commissioners has determined it is necessary for the fulfillment of the MPHA’s governmental responsibilities to authorize discretionary expenditures of public funds for certain employee programs related to wellness, retention and recognition, including activities as allowable pursuant to Minnesota Statutes Section 15.46; and

Whereas, the Board of Commissioners, having reviewed and considered the appropriate factual and other background materials, makes the following public purpose findings and determinations and adopts the following policy:

- 1) It is in the public interest to recruit and develop an effective, skilled, productive and responsive work force to ensure the effective and efficient delivery of MPHA services.
- 2) Appropriate health and wellness programs for MPHA employees serve a public purpose because they result in healthier and more productive employees and reduce certain costs to the taxpayers, including various costs associated with workers’ compensation and disability benefit claims, insurance premiums, and lost time from employee absences.
- 3) Public expenditures (which do not involve direct payment of money) for appropriate MPHA employee recognition programs serve a public purpose because formally recognizing employees who make significant contributions and demonstrate their commitment during the performance of their duties results in higher morale and productivity among all MPHA employees and, therefore, permits the Board of Commissioners to fulfill its responsibilities in an efficient and cost-effective manner and assist MPHA in attracting and retaining an efficient, productive and capable work force.

- 4) Public expenditures for food and refreshments associated with official MPHA functions related to health, wellness and recognition programs serve a public purpose when the provision of food or refreshments is an integral part of program functions and/or the provision of food or refreshments is necessary to ensure meaningful participation by the participants.
- 5) Certain expenditures are necessary to meet the stated objectives of this Policy. Such expenditures may not exceed \$32,000 annually without the specific review and approval of the Executive Director or his or her designee.

Now, Therefore, Be It Resolved by the Board of Commissioners of the Minneapolis Public Housing Authority, that, based upon the findings and objectives stated herein, the Board of Commissioners authorizes the Executive Director to establish administrative procedures which are compatible with these findings and stated objectives.



November 16, 2016

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Cora McCorvey, Executive Director / CEO

SUBJECT: Construction Management at Risk (CMAR) Services at 2728 East Franklin Avenue

Previous Directives: The Board previously approved Capital Fund Program (CFP) Plans for FY 2016 and FY 2017 as part of the Agency's 2016 and 2017 Moving to Work (MTW) Plans.

Resident Council Review/Recommendation: This Report will be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's November 16, 2016 meeting.

Budget Impact: Expenditures will be charged to the Capital Fund Program.

Affirmative Action Compliance: The Construction Management at Risk (CMAR) delivery method provides favorable opportunities for the participation of minority, women, and Section 3 owned businesses in major improvement projects. Frerichs Construction is aware of MPHA's affirmative action and Section 3 contracting goals, and has a successful track record of meeting or exceeding owner-established goals on other projects.

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 execute a CMAR agreement with Frerichs Construction for building improvements at 2728 East Franklin Avenue.

Scope & Budget

2728 East Franklin Avenue is a 151-unit seniors designated highrise built in 1967. Like other MPHA properties of this age and construction, it has extensive capital needs with many original building systems and components. The scope of this renovation project consists of

comprehensive plumbing replacement, heating system improvements, installation of a fire suppression system, fire alarm system upgrades, and apartment improvements including new kitchen countertops, showers, LED lighting and flooring. The total funding for this project is \$3.95 million.

The project will consist of two phases including a preconstruction and construction phase.

Pre-Construction Phase

- CMAR and MPHA's design team further refine design details and conduct investigative work to determine constructability and, as necessary, engage in the value engineering process to meet the project design intent while maximizing budget, schedule, and phasing.
- Bid documents are prepared for all project disciplines.
- Project is bid in accordance to MPHA and HUD procurement guidelines.
- Project schedule is established.

Construction Phase

- Upon completion of the pre-construction phase, MPHA will negotiate a Guaranteed Maximum Price (GMP) at Risk agreement with the CMAR.
- CMAR will be at risk to deliver project on time and within agreed upon GMP agreement.
- MPHA will inform the Board of the final GMP agreement amount once executed.

Procurement

On September 15, 2016, MPHA issued an RFP to its pre-qualified CMAR pool members for the building modernization project at 2728 East Franklin Avenue. MPHA received proposals from the following firms:

Frerichs Construction Company
Knutson Construction Company
Shaw-Lundquist Associates (MBE)
Watson-Forsberg (partnering with Tri-Construction, MBE/S3)

An evaluation committee was formed to evaluate and rank proposals. Evaluation criteria included proposed fees, proposed project team, experience, and the firm's approach to project implementation including proposed phasing to ensure minimal disruption to building operations, tenant relations, past performance in meeting or exceeding affirmative action goals, safety in occupied buildings, meeting budget and time constraints, etc. The highest-ranking firm, Frerichs Construction, has successfully completed several similar projects and MPHA staff is confident they will perform well on this project.

This Report was prepared by Timothy Gaetz, Managing Director of Facilities & Development. For further information, please contact Mr. Gaetz at (612) 342-1226 or tgaetz@mplspha.org.



November 16, 2016

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Tom DeAngelo, Commissioner / Chair, Executive Director Search Committee

SUBJECT: Appointment of Executive Director / CEO

Previous Directives: In June, 2016, the Board's Chair, acting on behalf of the Board of Commissioners, authorized the formation of an Executive Director Search Committee in response to Executive Director / CEO Cora McCorvey's decision to retire from MPHA employment.

Resident Council Review/Recommendation: This Report will be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's November 16, 2016 meeting.

Budget Impact: N/A

Affirmative Action Compliance: N/A

Procurement Review: N/A

RECOMMENDATION: Pursuant to its authority under Section 420.90(1), Minneapolis Code of Ordinances, it is recommended that the Board of Commissioners appoint Gregory P. Russ as the Agency's Executive Director and principal operating administrator effective January 1, 2017 (or other such mutually agreeable effective date) subject to confirmation by the Minneapolis City Council. It is further recommended that, upon Mr. Russ's appointment and confirmation, the Board of Commissioners authorize the Board's Chair and the Chair of the Executive Director Search Committee to establish the terms and conditions of the Executive Director's employment.

Background

The Search Committee is concluding our process of a search for the next MPHA Executive Director. This process began approximately 18 months ago, when Executive Director Cora McCorvey informed us of her intention to retire from her position at an unspecified date in the coming year or two.

As many of our Search Committee members have not been part of a comprehensive search process, we have relied in large part on our consultant, CohenTaylor, to guide us in a professional manner through a complex process within the schedule that we outlined. They have done an excellent job, providing everything we had hoped for.

By the end of 2015, when we published the Leadership Planning Report, the Committee recognized the wide range of expectations of the next Executive Director: empathy for the well-being of residents, external relation skills to enhance our opportunities with community and governmental partners, and the ability to engage staff and lead a large and complex organization. Because each of these constituent groups (residents, staff, and partners) has complementary but differing expectations, we set out to gain input from these groups earlier rather than later in our process to integrate these expectations into our search process and our evaluation criteria, before we knew the list of potential candidates. I would like to thank the Search Committee members for their hard work and commitment, their thoughtfulness, and their integrity.

I would be remiss in not acknowledging the legacy of excellence that Director McCorvey's 25 years of leadership has had on our local and national search process. On numerous occasions, CohenTaylor has reported from all corners of our country on the reputation of excellence she has established for the MPHA. We thank Cora for her service and wish her all the best in her future. With support from our Commissioners over the past 18 months, our Search Committee has been charged with the task of bringing a recommendation to the Commission for the next Executive Director. The selection of the next Executive Director will require confirmation by the Minneapolis City Council after our selection. Because several Commissioners are new to the organization since we began our work, this summary is provided to make all Commissioners aware of our process.

May, 2015: A Leadership Planning Committee was formed by Board Chair Tyler to proactively plan for future changes in the organization. This Committee included Commissioners Tyler, Rosenbaum, and Nguyen and Executive Director Cora McCorvey, chaired by Commissioner DeAngelo.

April, 2015: A two-phase process was outlined by the Committee.

Phase 1 was a leadership planning phase, scheduled for completion by the end of 2015. This phase engaged senior staff and Board Commissioners in discussions surrounding leadership planning issues and the issues that MPHA will likely face in the coming years. This phase of the process provided search committee guidelines, determined preliminary selection criteria for the next Executive Director, and articulated our intent to appoint a Search/Selection Committee at the appropriate time.

Phase 2 was a Search/Selection Committee phase, to be activated after Cora McCorvey announces her plans.

This two-phase process was intended to gain early staff and community input, assure continuity of effort over time, and result in the best choice for leading the MPHA in the future.

June, 2015: A working session occurred between senior staff and Commissioners to review the strategic plan and to discuss strategic questions.

September, 2015: The Leadership Planning Committee met with a group of senior executive staff members (as determined by Executive Director McCorvey) to discuss perspectives on the organization's strengths and future challenges. The focus was on what the organization should look like in five years, and subjects included Leadership and Leadership Development, Training, Operations, and the perceived needs by senior management to achieve future success.

January, 2016: A Leadership Planning Report was completed and made available to the public, summarizing the information and the approach that was determined during the Phase 1 process. This report provided background material to future candidates and Phase 2 recommendations that included the hiring of a search consultant, the intent to create a search committee that included Commissioners, community partners and resident representatives, and the intent to charge the search committee with the task to bring a recommendation to the Board of Commissioners who is the Hiring Authority under the Minneapolis Code of Ordinances.

January, 2016: Executive Director Cora McCorvey announced her plan to retire by February of 2017. As stated in the Leadership Planning Report, Executive Director McCorvey stepped away from the Phase 2 search process to focus on ongoing operational issues of the Agency.

February, 2016: The Leadership Planning Committee worked with Robin Harris, MPHA HR Director and Committee Advisor, to solicit proposals from Executive Search Firms to research and recruit candidates, establish a process and schedule, and otherwise advise the Committee in creating a fair and equitable process.

May, 2016: CohenTaylor, a Minneapolis-based search consultant, was selected from a group of seven national and local Executive Search Consultants who responded to our Request for Proposal.

June, 2016: The MPHA Leadership Planning Committee (Commissioners Tyler, Rosenbaum, Lutz, and DeAngelo) gave an update on the search process to the Board of Commissioners. In addition to communicating the selection of CohenTaylor, the Committee reported:

Assembly of a Search Committee to bring direct input into the search process from MPHA Commissioners, residents, community partners, and the City of Minneapolis. This committee included:

Clayton Tyler, MPHA Commissioner and Board Chair
Jim Rosenbaum, MPHA Commissioner
Steven Belton, President/CEO of the Minneapolis Urban League
Lisa Goodman, Minneapolis City Council Member
Mary McGovern, Chair of the Minneapolis High Rise Representative Council
Chuck Lutz, MPHA Commissioner

Thomas DeAngelo, MPHA Commissioner and Search Committee Chair
Robin Harris, MPHA HR Director and Advisor to the Search Committee

An outline of the overall schedule, consisting of the following major phases:

Community Outreach June-August, 2016
Solicit and Develop List of Candidates July-September, 2016
Interview shortlist of Candidates October, 2016
Candidate Recommendation to MPHA Board November 2016 Board Meeting
Public inquiries regarding the process were directed to info@cohentaylor.com

July, 2016: The Search Committee gave an update to the MPHA Commissioners at the July Board Meeting. The Committee reported on the Community Outreach Phase of our process, structured to reach out to a cross section of community partners, senior staff, and MPHA resident groups to provide the Committee with input regarding the search for the next Executive Director for MPHA.

On July 7, 2016, the Minneapolis High Rise Council hosted a forum that was noticed to interested High Rise, Glendale, and Scattered Site residents. Approximately 50 residents attended. Participants were asked to provide input into the qualities desired in the next Executive Director and the important issues facing MPHA now and in the future. Five Search Committee members and MPHA Commissioner Tamir Mohamud attended this listening session. Many thoughtful comments were received, and a transcript of these comments was shared with the Commissioners and the Search Committee.

CohenTaylor conducted a series of meetings with Cora McCorvey and senior staff members during the week of July 11-15 to gain their input into the search process. In addition, CohenTaylor reached out to over 60 community partners as well as local and national housing experts to gain their perspective and input as to MPHA's position in the affordable housing industry locally and nationally.

MPHA began posting information regarding this Executive Search at <http://www.mphaonline.org/>. This posting included the Position Profile, the 2015 Leadership Planning Report, the Executive Search Updates, and other information as it becomes available. Aug.-Sept. 2016 During this period, the Search Committee had weekly alternating phone meetings and reports from CohenTaylor on progress regarding number of candidates and feedback about MPHA from various resident and partner organizations and national thought leaders. All discussions between candidates and CohenTaylor remained confidential and the Committee responded to questions from prospective candidates. At the end of this period, the Search Committee agreed to the following Key Attributes that should inform the search and selection process:

Commitment to and passion for the mission of MPHA

High cultural competence
Empathy for the well-being of residents

Strong communicator with consensus building skills

Strong external relations skills

Instinctive relationship builder willing to be the face of the organization locally and nationally

Ability and willingness to engage community partners and elected leaders

Understanding of complex programmatic and financial partnership possibilities

Experience and ability to lead a large and complex organization

Experience and demonstrated ability to work within a highly-regulated environment

Knowledge or appreciation of the operations, services, and activities of a comprehensive public housing program

September, 2016: A strategic planning session occurred between MPHA Commissioners and various City and governmental partners to discuss issues and refine our current MPHA Strategic Plan. This session was taped and made available to the public and to prospective candidates.

October, 2016: CohenTaylor presented a summary of their research during the past three months. They summarized their proactive recruiting outreach activities. They reached out to well over 200 individuals from over 130 organizations locally, nationally, and even internationally. They conducted over 50 phone screens, Skype, and in-person interviews. The candidate pool over the course of the search was broadly representative of diverse and underrepresented communities. From this work, they gave an overview of 14 candidates that they were bringing forward for consideration by the Search Committee. This list of candidates represented a diverse and exciting range of local and national candidates.

The Search Committee discussed the preliminary slate of candidates presented by CohenTaylor and reviewed resumes with the Key Attributes as guiding principles. From this discussion, the Search Committee unanimously agreed on four candidates to be considered for first round interviews.

October, 2016: The Search Committee conducted interviews with the four candidates. The Committee created a preliminary ranking of candidates and agreed to meet again regarding the candidates after further research on the following issues:

Compensation discussions with selected individuals

Approach to pre-employment evaluations with selected individuals

Background check/Referencing of selected individuals

Determine staff, residents, and external communications plans

The Search Committee reaffirmed their charge to complete the search process and make a recommendation to the MPHA Commissioners at the November MPHA Board of Commissioners meeting.

November, 2016: The Search Committee met to review additional information on selected individuals regarding background checks, references, pre-employment evaluations, and

compensation. After discussion on these items, the Search Committee members present at the meeting again reviewed the Key Attributes and unanimously agreed to recommend Gregory Russ for the Executive Director/CEO position to the MPHA Board of Commissioners.

A brief biographical summary about Gregory Russ and a copy of his resume is attached to this Report for your review and consideration.

This Report was prepared by Dennis A. Goldberg, Deputy Executive Director / COO and Robin Harris, Director of Human Resources. For further information, please contact Ms. Harris at (612) 342-1484 or rharris@mplspha.org.

Bio for Minneapolis Public Housing Authority Executive Director Candidate Gregory Russ

Mr. Gregory Russ is a national public housing leader who would bring over three decades of progressive industry experience. He brings public housing and program operations experience working first in Dauphin County Pennsylvania, later with HUD in Washington D.C., and Detroit (also with HUD), then at the Chicago, Philadelphia, and most recently, Cambridge, Massachusetts, housing agencies. Greg has held complex leadership roles in the private and public sector. He has also served in national leadership positions and is the Past President of the Public Housing Authority Directors Association (PHADA) and a current board member of the Council of Large Public Housing Authorities (CLPHA).

Greg's tenure as a housing professional reflects dedication to this work. He recognizes that the programs offered by MPHA reach the poorest and most vulnerable families in our society. Greg has an established a track record of bring capital investment and other resources to the public housing units but he also believes that housing is platform that creates opportunities to "invest" in the families served by the programs. Children and adults living in public housing or supported by a voucher should have access to real opportunities that enhance economic advancement and educational success. His efforts as the Executive Director in Cambridge are focused on creating twin financial structures that bring improvement dollars to the public housing units and create financial opportunities to support and expand the resident service programs.

As a national expert Greg, has had a visible voice in the public housing conversation. He is known for his involvement in exploring and using the latest tools for preserving and modernizing public housing. His work in the Moving To Work (MTW) space is highly recognized. Among other things, Mr. Russ continues to be involved in developing the standards and future direction for the sector. Greg's work has also included initiating a unique public and private partnerships including one with Raj Chetty, a noted Professor at Stanford University. The two have agreed to engage public housing practitioners from around the country and expert researchers to explore a first of its kind joint effort to further study opportunity areas, family mobility, and poverty.

As an experienced leader of complex teams, Greg has decades of senior leadership experience. He is viewed by his peers, Board, and staff as an inclusive, engaged, and innovative leader in the public housing space. He is currently, Executive Director, managing the day-to-day operations of the Cambridge Housing Authority (CHA) under the direction of a 5-member Board. The CHA has an annual budget of over \$110 million in operating funds, a staff of 190 and operates 2,641 units of state and federally funded public housing units, and over 4000 Section 8 vouchers. At the CHA Greg currently oversees all funds and expenditures for the Agency. He is responsible for the overall financial condition of the CHA. He is a member and Clerk of the non-profit boards that sponsor and/or own the affiliate and Rental Assistance Demonstration (RAD) properties. CHA is currently engaged in a \$300M first phase of a portfolio wide repositioning using the RAD and other financing options. Greg and his team develop, recommend and put into effect all policies of the CHA with respect to MTW initiatives, long-term planning and capital improvements, financing, building management and maintenance, and resident services.

Greg and his family are excited to be active and engaged residents of the Minneapolis community.

GREGORY P. RUSS

Qualifications

Recognized national leader in public housing policy and management, focused on the administration and operation of federal and local housing, community, and economic development programs. Extensive experience implementing housing and economic development programs; leading national and local legislative efforts; and contributing to research efforts on poverty reduction strategies. Currently serving as Executive Director of Cambridge Housing Authority with responsibilities for oversight all agency housing operations.

Professional Experience

Cambridge Housing Authority
Executive Director, September 2004 to Present
Cambridge, MA

Responsibilities --

The Executive Director directs the day-to-day operations of the CHA under the direction of a 5-member Board. The CHA has an annual budget of over \$70 million in operating funds, a staff of 190 and operates 2,700 units of state and federally funded public housing units, and 4000 Section 8 vouchers. The Executive Director oversees all funds and expenditures; is responsible for the overall financial condition of the CHA; has responsibility for hiring, firing and supervision of all agency staff, including managing the Union negotiation process; works with the department heads to manage the day-to-day operations of each of the CHA's departments; serves as ex-officio Secretary of the CHA board, and is a member and Clerk of the non-profit boards that sponsor and/or own the affiliate and Rental Assistance Demonstration (RAD) properties; develops, recommends, and puts into effect all policies of the CHA with respect to MTW initiatives, long-term planning and capital improvements, financing, building management and maintenance, and resident services.

Accomplishments --

CAPITAL REINVESTMENT IN HARD UNITS AND ENERGY EFFICIENCIES –

- Leader in **Rental Assistance Demonstration (RAD)** program through HUD approval in 2011 to convert all 2700 public housing units in CHA's portfolio to RAD project-based assistance; additionally, secured a HUD approval for disposition of 300 more public housing units to convert to project-based assistance. Under its capital program, CHA is also exiting the State-funded public housing program by converting 104 units to project-based subsidies. Construction on all these new efforts is projected to last into 2022 with total public and private investment estimated at \$650M. Currently, CHA is in Phase 1 of RAD and has leveraged \$264M in private investment or \$9 for every public dollar. The construction activity represents the creation of 897 direct jobs and an estimated 1,040 indirect jobs. CHA acts as its own developer and also manages property after redevelopment is complete; the continuity of CHA as developer and manager, coupled with the extension of resident protections and options for CHA to take the property back at the end of the tax credit period helped address resident and advocate concerns related to RAD. No objections from residents or the community at large occurred with the filing of CHA's RAD applications.
- Since 1999, CHA has participated in HUD's **Moving to Work Deregulation** demonstration which has given CHA complete regulatory and programmatic flexibility. In the early years of MTW, CHA focused on the acquisition and development of additional low-income housing; CHA purchased and rehabilitated two properties using tax credits and project-based vouchers (82 units combined) and developed an assisted living facility that includes 24 project-based vouchers. MTW, combined with a \$5M HOPE VI, allowed CHA to redeveloped a 69-unit senior building. In the past two years, CHA constructed 40 units of tax credit family housing with Section 8 project based vouchers. MTW is currently being used in combination with CHA's portfolio-wide RAD conversion.
- Developed innovated **energy efficiency programs** including solar and co-generation, integrated into the \$83 million 2008 ARRA stimulus phase and the RAD phases of CHA's 15-year capital program. In 2006 CHA set a goal with the capital work of generating 20% of its energy on-site; as of early 2016 CHA is generating 13% of its energy needs on-site and is on track to achieve the goal by late 2018.

- CHA used its MTW flexibility to be among the top 6 agencies to secure **competitive stimulus funds** in 2008, CHA initiated an extensive capital program valued at \$83 million which was successfully completed in 2011. This involved the substantial rehabilitation of 187-unit senior property and a 60-unit family property, demolition and construction of 70 new public housing units, and significant energy improvements at a fourth property.
- **Relocated CHA Office space** through successful negotiation with the City to use City financing to redevelop the former police station into office space for CHA and city agencies; CHA served as developer in this \$14M effort.

LEGISLATIVE AND POLICY LEADERSHIP --

- Member of the nine member national **MTW Steering Committee** that successfully negotiated with HUD on the extension of the existing 39 MTW Agreements; engaged HUD in a 2-year negotiation process until Congressional Legislation passed that authorized expansion of MTW and extension of the 39 existing contracts on same terms;
 - Developed policy papers for the Steering Committee on evaluation, reporting and other technical issues critical to the MTW negotiations;
 - Provided leadership on MTW issues by challenging HUD's overall approach to the program, stressing fidelity to the original MTW statutory language;
 - Working with staff and others, the Executive Director provides technical assistance and support to other MTW agencies interested in learning how Cambridge applies MTW flexibilities; agencies visit Cambridge and have used this support as a reference point for their own MTW efforts;
 - Testified numerous times in the House of Representatives on MTW legislation and the benefits of the program; also testified several times at the State House on reform bills and issues affecting the State public housing program.
- Developed and implemented **significant public housing reforms**, often in partnership with other housing authorities or non-profit partners including:
 - Developing and implementing significant rent simplification for public housing and housing voucher programs; this policy included significant input from community and resident advocates;
 - In 2011, negotiated the approach to a portfolio-wide RAD conversion with HUD; received approval from HUD to reposition all the public housing stock using MTW and RAD in combination; approximately \$300M in potential capital investment in RAD Phase I;
 - Created an expiring use MTW option for multifamily programs (subsidized by HUD but privately or non-profit owned by others) that allows conversion of tenant protection to project-based vouchers; this provides better financing options to preserve properties for low-income families; to date 1800 units have been preserved by the program;
 - Created new process for preparation of the MTW Annual Plan and Report that gives Department Heads responsibility for their own chapters and initiatives;
 - Completed a comprehensive MTW-rewrite of the public housing Admissions and Continued Occupancy Policy, lease, and the Voucher Administrative Plan;
 - Created a Policy and Technology lab to develop and monitor MTW policy initiatives, also serves as in-house policy support department, and creates electronic and hard copy media approach for consistent CHA message.
 - Used MTW flexibility to expand CHA's existing resident services and our partnership services with local non-profits;

INCREASED OPERATIONAL AND STAFF PERFORMANCE –

- Fostered opportunities for management staff with outside consulting support to improve REAC inspection scores, achieving highest scores ever at most sites
- Initiated three-year transition to property-based and asset management, strengthened property-based budgeting process; bench marked property budget to non-PHA owners and managers;
- Improved overall financial reporting and distribution of financial information within the agency; created monthly board reporting format;
- Realigned procurement department with long term goal of revamping entire procurement process; created small purchase P-card program for property managers;
- Established benchmarking effort to monitor cost impact of certain MTW program changes;

- Settled maintenance labor contract; settled administrative staff labor contract.

BUILT RESIDENT SERVICES SCHOOL AND COMMUNITY PARTNERSHIPS –

- Worked with **School partners** to leverage MTW flexibility to expand critical resident initiatives directed at youth including:
 - CHA's comprehensive after school program – expanded CHA's after school program into the Cambridge High School;
 - Created a high-school student matched savings program, graduating seniors can now exit high school with up to \$3000 to support college or post secondary programs; the first class of seniors with matched savings graduated in May 2016;
 - Initiated effort to create better links to major universities through internships in the Policy and Technology lab; created better support opportunities, post graduation, for students through collaboration with the City of Cambridge and the community college.
 - CHA used funds from the MTW Block Grant to convert a stock room into Maker Space allowing youth in two family sites, and from around the city, to access to high tech equipment in conjunction with business enterprise training; this program is run with a non-profit partner, the Possible Project.
- Worked with national partners to develop **resident savings** programs including:
 - A partnership with COMPASS Community Capital, initiated field testing of a "Rent to Save" option for residents at two family public housing properties where 1% of each month's rent is automatically set aside in a resident savings fund;
 - Initiated major public housing rent reform to incorporate work incentives into the program;
 - Used MTW to create a Family Self Sufficient Plus (FSS+) program with COMPASS Community Capital. FSS+ develops financial literacy for approximately 150 families in the voucher program with significant improvement credit scores and increased family savings;
- Developed programs for **hard-to-house families** including
 - Sponsor-based voucher partners – created alternative MTW subsidy programs that work in conjunction with programs offered by local non-profit service partners; highlights include partnerships with local non-profits around hard-to-house families, e.g. services and housing support for domestic violence victims, housing support for homeless youth, pathways to permanent housing for previously homeless families, at the end of March 2016 CHA was serving about 150 families using sponsor based vouchers;

INITIATED UNIVERSITY AND PUBLIC HOUSING PARTNERSHIP TO DEVELOP MOVES TO OPPORTUNITY RESEARCH EFFORT --

- Initiated a partnership with the research team of Raj Chetty, Nathan Hendren, and Lawrence Katz authors and primary researchers of the groundbreaking study: **The Effects of Exposure to Better Neighborhoods on Children: New Evidence from the Moving to Opportunity Experiment**. After meeting with the research team in the summer of 2015, assembled a consortia of 19 housing authorities from around the country to work with the researchers on a range of interventions designed to foster and support family mobility in the voucher program; the goal is to have the research interventions be better informed by practice; this unique collaboration is in the working group stage developing pilot efforts to be tested in the next year prior to a national study; foundations may provide the bulk of the money for the research effort.

NATIONAL LEADER IN GRANT AWARDS AND POLICY CONTRIBUTIONS –

- Working with national industry groups, made major contributions to proposed legislation to make the MTW program permanent.
- Successfully bid with private contractor for HUD project-based contract administrator - 40,000 units of multifamily housing in Massachusetts; due to court action HUD later re-bid this opportunity and CHA was not able to participate.
- Increased the amount of grant funding coming into the housing authority for both energy and resident services; energy grants support installation of fuel efficient boilers and other systems such as solar panels and co-generation; resident service grants include funding from the GAP foundation (for This Way Ahead Program,

serves approximately 100 youth in both Boston and Cambridge), Boston Community Capital, and the Jacobs Foundation.

Previous Experience

Philadelphia Housing Authority

Deputy Executive Director, October 2002-August 2004

Responsible for all aspects of housing management, maintenance operations, security services, Housing Vouchers, Project-based Vouchers, Asset Management, Policy, and Planning including Moving to Work (MTW) Annual Plan and initiatives. Provide support and assistance for social services (including job creation) and related economic development programs for our 70,000 residents at nation's fourth largest housing authority. (PHA has 12,000 occupied units including 4000 scattered site properties, approximately 2000 units in development.)

Examples of housing operations responsibilities include: vacancy reduction, delivery of maintenance services, development of maintenance plans and crew deployment, improvement plans for regional property managers, property staffing plans and budgets for public housing and tax credit properties, implementation of asset management plans, and performance assessment.

This position also included oversight of the Housing Choice Voucher Program (approximately 18,000 housing vouchers) including tenant-based and project-based assistance as modified through our MTW program. Related duties included: developing and implementing alternative voucher use programs under MTW (e.g. Community Partners Program designed to assist local neighborhood groups who provide support to PHA residents), implement MTW program reform and deregulation initiatives, tracking and reporting, quality control systems, community outreach, and family self-sufficiency initiatives under MTW.

Abt Associates Inc., Housing and Community Revitalization Area

Principal Associate, November 2000-October 2002

Chicago, IL

Served as Principal Associate for a private consulting firm that provides technical assistance to federal and local housing agencies, nonprofit organizations, foundations, and private entities. Responsible for oversight of public housing operations market including directing and implementing projects, training program development and delivery, supervision of junior staff, and market strategy planning. Sample project experience includes: HOPE VI Technical Assistance to HUD and Housing Authority of the City of Baltimore; Strategic Planning and Asset Management Consulting Services for the Chicago Housing Authority, helped the agency implement its Plan for Transformation, begun in early 2000; working with PHAs to prepare and assist in the negotiation of the agreements that will govern their participation in the MTW program; demonstration Project with the Lakefront SRO, use of Section 8 Project-based vouchers for Supportive Housing.

Chicago Housing Authority

Chief of Policy Development, June 1999-November 2000

Responsible for policy and procedures development in housing operations, procurement, resident hiring and disadvantaged business development. Provided advice to the senior staff and board in all areas of Federal program requirements. Developed policy documents and the training programs necessary to implement the policies.

Major contributor to CHA's MTW Plan for Transformation. This plan initiated the complete overhaul of CHA's public housing and the associated delivery and support services in Chicago. Member of the CHA negotiating team that worked with the Department of Housing and Urban Development (HUD) to obtain unprecedented regulatory and program relief in support of the Plan for Transformation. (Only member of CHA senior staff asked to stay on once the Authority was returned to local control.)

Deputy Executive Director for Finance and Administration, October 1998-June 1999

Responsible for the operation of all administrative support departments: finance including general accounting, reporting & accounts payable, cash management, payroll, administrative services, warehouse, fleet management, purchasing, MIS, telecommunications, and human resources; development and oversight of the operating budget plus monitoring and internal controls necessary to support the capital, HOPE VI and other special grant budgets. In 1998, funds for all programs totaled approximately \$500 million dollars.

Chief of Staff, January 1997-October 1998

Responsible for insuring coordination of activities when interdepartmental cooperation is required. Advised the Executive Director in areas of agency policy related to HUD regulatory compliance; also advised on development of the operating budget, and other matters pertaining to the organizational structure. One of the primary negotiators with HUD Central and Field Office staff on revisions to CHA's operating budget for 1997; approximately \$10 million in subsidy retained by CHA for Fiscal Year 1997. Helped initiate private management of the CHA's housing stock.

Office of Troubled Agency Recovery, Department of Housing and Urban Development

Director, July 1996-January 1997

Washington, DC

This position has national responsibility for the development of policy and delivery of technical assistance to small, medium, and large troubled agencies. Developed policy and technical assistance initiatives for review by the Assistant Secretary for Public and Indian Housing and the Secretary.

Special Assistant to the Deputy Assistant Secretary for Public & Indian Housing, May 1995-July 1996

In late May 1995 HUD took over the Chicago Housing Authority. As a HUD employee, was assigned to serve as the Interim Chief of Staff for the Housing Authority through November of 1995. In January 1996, assigned as HUD's representative for unique partnership negotiated between the Mayor of Detroit and the HUD Secretary. Contributed to the Detroit Housing Commission's removal from HUD's troubled agency list. Received awards from the Detroit Housing Commission and HUD for the assistance provided during the course of this assignment.

Russ Associates, Inc.

President/Owner, 1984-May 1995

Russ Associates, Inc. provided technical assistance, training, and consulting services to Public Housing Agencies, private owners, non-profits, and others. Services included: organizational development, comprehensive planning needs assessment, program planning/ design, and staff training. Training programs developed included: Site Selection for Rural Housing Providers; Appalachian Housing Development; Tools & Techniques for Affordable Housing Occupancy, Lease Enforcement, Rent Collection; Capital Fund Administration; Budgeting & Financial Management

Department of Housing and Urban Development, HUD Task Force on Occupancy and Fair Housing, December 1992-April 1994, Washington, DC – Appointed by HUD Secretary and elected Vice-chairperson. Major contributor and co-editor of final report to Congress.

Other Employment –

Appalachian Regional Commission – Housing and Community Development Specialist, October 1980-October 1983, Washington, DC; **Rural America, Inc.** – Site Development and Community Facilities Specialist, January 1980-October 1980, Washington, DC; **Dauphin County Housing and Redevelopment Authority (PA)** – Relocation Representative, Administrative Assistant, January 1973 to January 1980

Education

B.A., Shippensburg State College, Shippensburg, PA, English.

Industry Groups

Board Member – Council of Large Public Housing Authorities (CLPHA)

Past President – Public Housing Authorities Director's Association (PHADA)

Board Member – Citizens Housing and Planning Association (CHAPA), State-wide policy and legislative group for Massachusetts

Member MA Department of Housing and Community Development (DHCD) task force on State public housing reform



Cora McCorvey, Executive Director / CEO

PERFORMANCE REPORT FOR SEPTEMBER 2016

*Board of Commissioners Meeting -
November 16, 2016*

EQUAL EMPLOYMENT OPPORTUNITY \triangle EQUAL HOUSING OPPORTUNITY

This Month's Report

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

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
Headquarters: 2709 Essex St. SE
September 2016

Glendale AMP 1 –

Total Units 184

- Units Leased: 1
- Average Turnover: 28
 - Down Time: 0
 - Days Make Ready: 23
 - Days for Re-rental: 5
- Total Work Orders
 - 1 emergency work order completed in 24 hours – 100%
 - 123 non emergency work orders completed – 92%

Occupancy Level: 98%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 10
- Average Turnover: 33
 - Down Time: 1
 - Days Make Ready: 26
 - Days for Re-rental: 5
- Total Work Orders
 - 6 emergency work orders completed in 24 hours – 100%
 - 585 non emergency work orders completed – 81%

Occupancy Level: 98%

Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) September 2016

North AMP 3 – Headquarters: 315 **Lowry Total Units 1296**

- Units Leased: 15
- Average Turnover: 26
 - Days Down Time: 8
 - Days Make Ready: 6
 - Days for Re-rental: 12
- Total Work Orders
 - 2 emergency work orders completed in 24 hours – 100%
 - 611 non emergency work orders completed – 63%

○ Occupancy Level: 99%

Northeast AMP 4 – Headquarters: **1815 Central – Total Units 944**

- Units Leased: 13
- Average Turnover: 19
 - Days Down Time: 5
 - Days Make Ready: 5
 - Days for Re-rental: 9
- Total Work Orders
 - 2 emergency work orders completed in 24 hours – 100%
 - 435 non emergency work orders completed – 61%

○ Occupancy Level: 99%

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
September 2016

Hiawatha AMP 5 –

Headquarters: 2123 – 16th –
Total Units 886

- Units Leased: 5
- Average Turnover: 32
 - Days Down Time: 3
 - Days Make Ready: 14
 - Days for Re-rental: 15
- Total Work Orders
 - 19 emergency work orders completed in 24 hours – 100%
 - 315 non emergency 74%

○ Occupancy Level: 98%

Cedar AMP 6 – Headquarters:
1611 So. 6th – Total Units 895

- Units Leased: 10
- Average Turnover: 51
 - Days Down Time: 7
 - Days Make Ready: 17
 - Days for Re-rental: 27
- Total Work Orders
 - 8 emergency work orders completed in 24 hours – 100%
 - 365 non emergency 77%

○ Occupancy Level: 99%

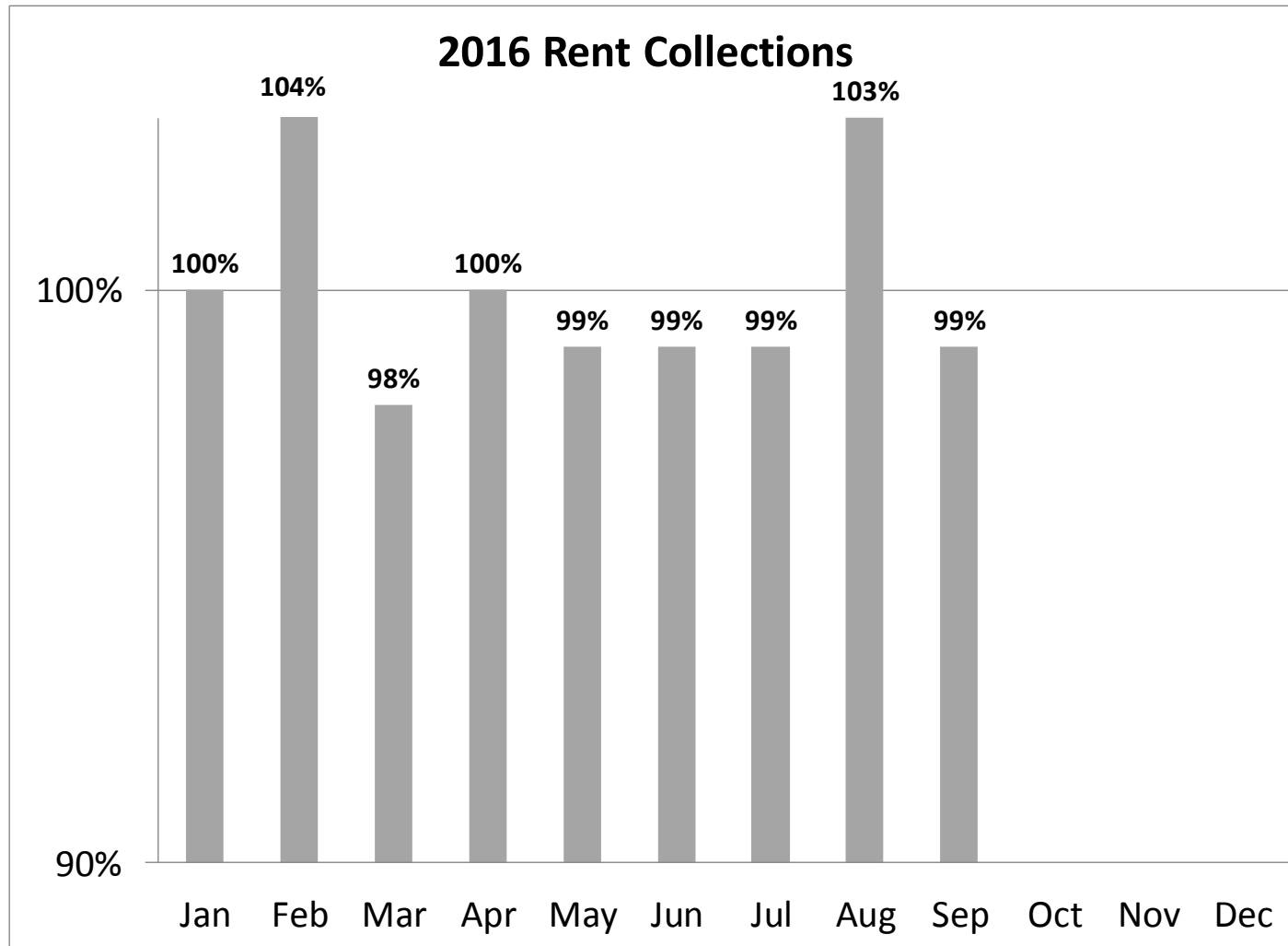
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) September 2016

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

- Units Leased: 3
- Average Turnover: 27
 - Days Down Time: 7
 - Days Make Ready: 4
 - Days for Re-rental: 16
- Total Work Orders
 - 7 emergency work orders completed in 24 hours – 100%
 - 457 non emergency work orders completed 43%

○ Occupancy Level: 100%

Rent Collections

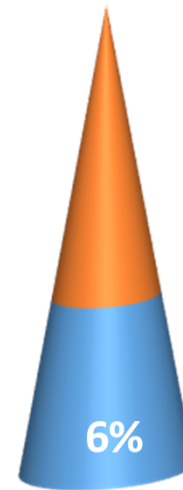
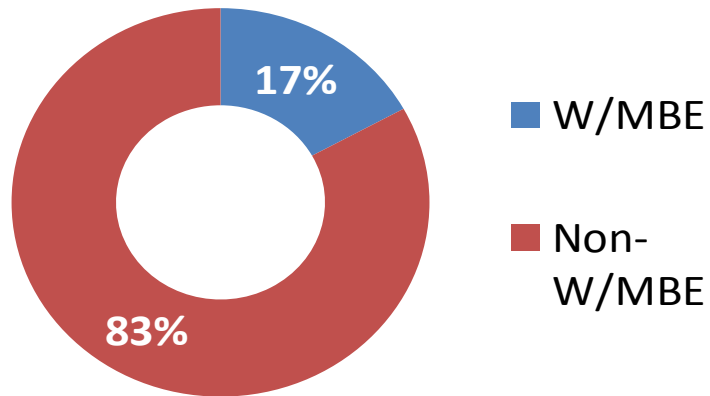


Procurement MPHA Contracting Activity

September 2016

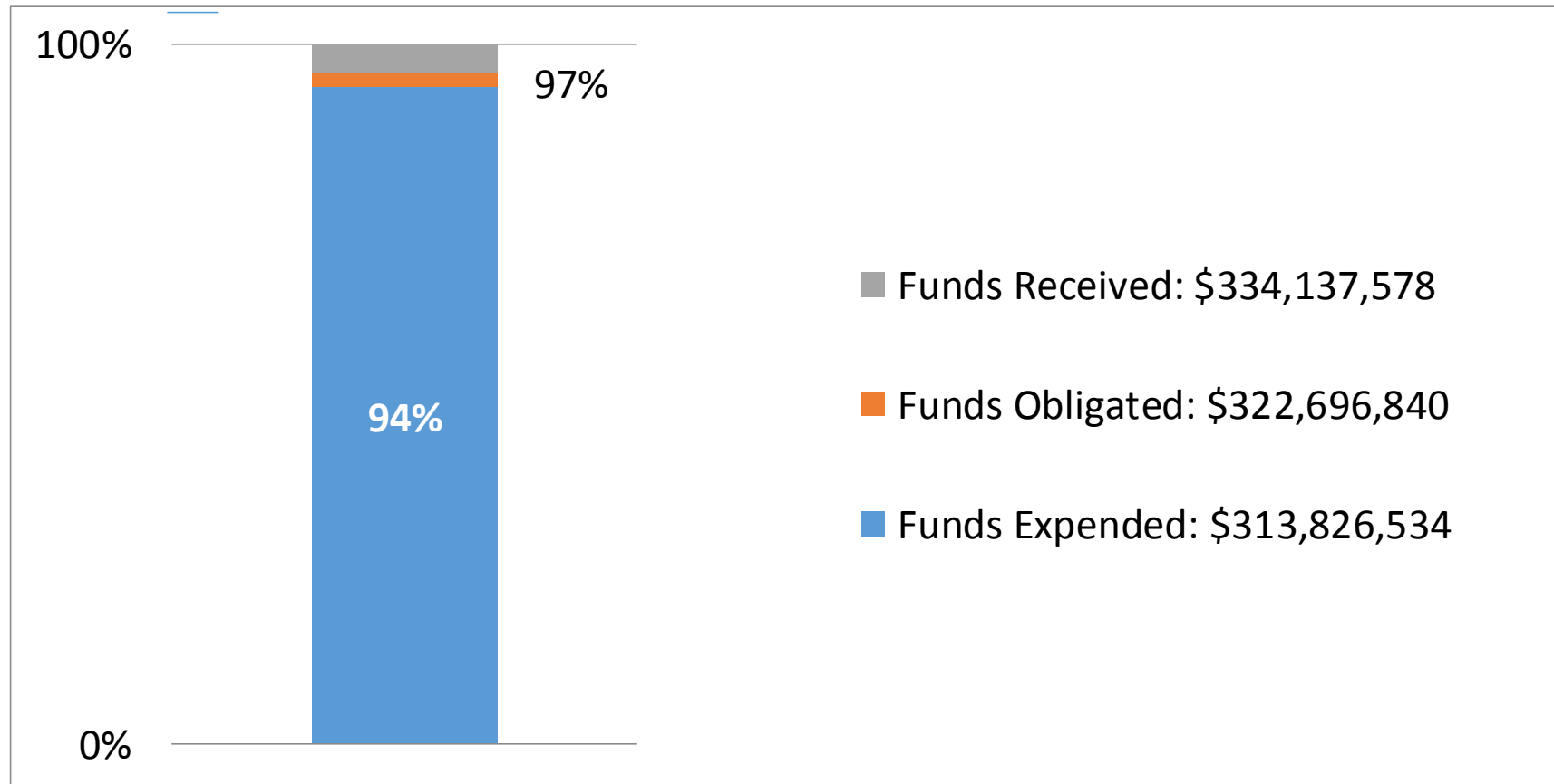
Section 3 Contracting

W/MBE Participation



\$779,615 in Section 3 Contract Payments out of \$12,684,188 in total construction contract payments

Facilities & Development Capital Fund Program Obligation & Expenditure Report



1992 through September 30, 2016

311 University Ave NE

ROOF
REPLACEMENT



Project Scope & Budget

311 University Avenue NE is a 7-story highrise built in 1963. The existing ballasted EPDM roof was one of the oldest in our inventory, last replaced in 1986. The \$160,000 project included:

Replaced upper main roof, elevator penthouse roof, stair penthouse roof, garage roof, and community room roof with fully adhered EPDM system that has a 20-25 year life span

Replaced metal flashing and trim

Removed, reinstalled, and recertified the lightening protection system

BEFORE

Right: Old EPDM
ballasted roof

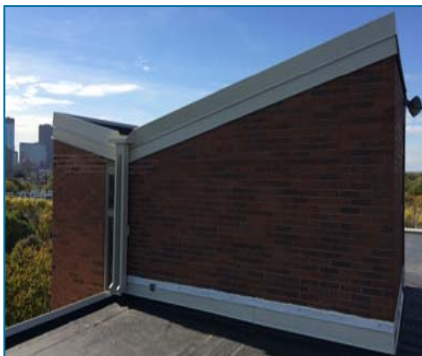
Below: Hole in
membrane



AFTER

Right: New fully
adhered EPDM
roof

Below: New metal
flashing & trim



Finance

- ❖ Congress passed a Continuing Resolution to keep the federal government operating through December 8, 2016 at the same funding levels that were in place in Federal Fiscal Year 2016.
- ❖ Public Housing Operating and Central Office Cost Center financial results are within budgeted levels and are expected to be within the approved budget for 2016.
- ❖ The 2017 MPHA Budget development is underway. It is expected that a Board Workshop will occur in early November.

Housing Choice Voucher Program

MPHA Housing Choice Voucher Program Report to Board of Commissioners September 2016							
MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In September	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In September	# of New Applicants Issued and Searching In September	# of New Applicant Admissions In September	# of Participant Move Lease ups In September
4,509	4,394	4,426	97%	56	4	21	33
# of Applicant	2016 Fiscal Year (Jan - Dec)				MTW Funded		Actual
Annual Reexams Completed In September	HAP Budget Authority (12 months)	\$38,051,047 2016 FY Funding			Per Unit Cost (PUC)		Per Unit Cost (PUC)
	HAP funded to date	\$28,538,285 9th month of 2016			Of		Of Voucher
	HAP spent to date	\$27,642,119			Voucher		In September
361	Variance	97% of HAP spent to funded			\$702		\$694
# of Owners at Owner Workshop In September	# of HQS Inspections Completed In September	% of Units that Failed HQS In September	# of Failed Units in Abatement for Noncompliance In September	Total HAP Amount Recouped (Abatement) In September	# of HAP Contracts Canceled for HQS Noncompliance In September	# of Family Sufficiency (FSS) Participants Enrolled In September	% FSS Participants contributing to Escrow Accts In September
8	572	34%	12	\$6,377	0	21	42%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In September	Total # Port in Families Administered In September	Amount Collected from Repayment Agreements In September	FY Total to date Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In September
3	21	93	563	\$4,888	\$42,036	2,547	29
4509 is MPHA's MTW Authorized HCV Unit Baseline for FY 2016. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4509. NOTE: VASH (235 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4509 baseline; they are ineligible for MTW. EOPs exclude Project Based Voucher Participants. * Includes All Reinspections **Beginning 2015, Waitlist is being purged							

Policy & Special Initiatives

Policy

➤ Moving to Work (MTW)

○ HUD MTW Site Visit 9-13-16

- MTW HUD office and Local HUD office conducted a site visit to MPHA and reviewed current MTW Initiatives, Draft MTW Plan and discussed specific issues including Glendale challenges

○ MTW Plan:

Public Engagement Process – August 1 through September 2nd

- Notice of Advance Meeting – Public Hearing and Comment Period with Link to Draft MTW Plan, Revised Draft Statement of Policies (ACOP) and Revised Draft Section 8 Administrative Plan Published in the Minneapolis StarTribune.
- Notice of Advance Meeting – in English and Somali – Public Hearing and Comment Period included in the August Rent
- Random Selection of 200 Section 8 participants receive a letter that includes Notice of Advance Meeting – Public Hearing and Comment Period

Policy & Special Initiatives

➤ MTW Plan (continued):

Public Engagement Process – August 1 through September 2nd

- MPHA's Draft 2017 Moving to Work (MTW) Capital Fund Plan and Policy Review and Meeting Notice. Posted on all MPHA Resident Bulletin Boards and Management Offices
- MPHA provides copies of the Draft MTW Plan and summary of changes to the SOPs to all resident council presidents (30+) along with information about the Advance Meeting
- MPHA sends over 250 e-notices to various social services agencies, community advocates including Legal Aid and others who have interacted with MPHA on various issues with Notice of Public Hearing and links to our Draft MTW Plan and Revised Drafts of SOPs and Section 8 Administrative Plan
- MPHA hosted an “Advance Meeting” on August 16, 2016 related to the 2017 Draft MTW Plan and proposed changes to the Statement of Policies. Some 75 residents and participants attended the meeting. MPHA had Somali, Oromo, Hmong and hearing impaired interpreters present at this meeting

Policy & Special Initiatives

➤ MTW Plan (continued):

Public Engagement Process – August 1 through September 2nd

- MPHA hosted an Evening Meeting at Heritage Park Health and Wellness Center at 6:30 p.m. on Tuesday – August 23, 2016
- MPHA hosted Public Hearing on August 24, 2016
- MPHA Board Approved 2017 MTW Plan and proposed changes to the SOPs and Section 8 Administrative Plan on September 28, 2017

➤ MTW Initiatives:

- Responded to HUD request for memo related to Better Futures Sponsor Based Initiative and Waiver of Conflict of Interest
- Issued RFP for Families Out of Shelter – Project Base Initiative

Policy & Special Initiatives

Special Initiatives

Development

- Heritage Park / RAD
 - MPHA, Legal Counsel, McCormack Baron and HUD are moving forward on RAD Conversion negotiations for Heritage Park – closing estimated Fall 2016 or early 2017
- Glendale:
 - Met with HUD and provided detailed information per HUD request related to HUD Work Orders and MPHA responses at Glendale
 - Worked with MPHA Low Rent program to organize HUD inspections of Glendale Units
 - Responded to HUD requests related to Glendale and Fair Housing complaints in the MTW Planning process
- Faircloth:
 - PSI, F&D, Finance submitted MHFA Application for funding of 16 Faircloth Units – Minnehaha Townhomes (16 Units of Family Housing) Part of MPHA's Families Out of Shelter MTW Initiative

Policy & Special Initiatives

Special Initiatives:

Development:

➤ Lease to Own (LTO):

- Waiting list remains open
- FHA Approved Lease to Own Units for Financing
- Retained LTO Broker Services
- Five LTO Residents signed Purchase Agreements
- Wells Fargo Home Mortgage Special Program Administration approved MPHA LTO program for use of Wells Fargo Portfolio products, VA Financing and Bonds
- There are currently four vacant units and six applications pending review

Policy & Special Initiatives

Website Contacts:

- MPHA Received and Responded to 169 Website Contacts Requesting Assistance with Housing in August and September

Policy & Special Initiatives

Communications Activities

➤ Media Relations:

- “Mogadishu, Minnesota”: Handled all press interactions and public statements, and served as primary point-of-contact for communication and coordination with HBO personnel

➤ Website and Social Media:

- Established new Facebook and Twitter accounts for MPHA, and have continued to populate on a daily basis (including direct responses to social media complaints and other comments)
- Performed multiple content updates to MPHAOnline.org, including news posts and updates to contact and LIPH policy pages
- Implemented instant language translation across MPHAOnline.org
- Centralized management of MPHA image repository
- Photographed and publicized various positive resident, partner, and MPHA events
- Assumed administration of MPHA’s Google listing, personalizing our presence and correcting long-standing error with listed business hours

Policy & Special Initiatives

Other:

- Organized Recognition Breakfast for MPHA's Summer Youth (STEP UP) Interns
- Organized health Fair at Cora McCorvey Health and Wellness Center

MPHA's Website

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

www.mphaonline.org



Cora McCorvey, Executive Director / CEO

PERFORMANCE REPORT FOR OCTOBER 2016

*Board of Commissioners Meeting -
November 16, 2016*

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 and Special Initiatives

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
Headquarters: 2709 Essex St. SE
October 2016

Glendale AMP 1 –

Total Units 184

- Units Leased: 2
- Average Turnover: 19
 - Down Time: 3
 - Days Make Ready: 9
 - Days for Re-rental: 7
- Total Work Orders
 - 0 emergency work order completed in 24 hours – 0%
 - 124 non emergency work orders completed – 75%

Occupancy Level: 98%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 5
- Average Turnover: 42
 - Down Time: 1
 - Days Make Ready: 35
 - Days for Re-rental: 6
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 568 non emergency work orders completed – 67%

Occupancy Level: 98%

Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) October 2016

North AMP 3 – Headquarters: 315 Lowry Total Units 1296

- Units Leased: 14
- Average Turnover: 25
 - Days Down Time: 5
 - Days Make Ready: 15
 - Days for Re-rental: 5
- Total Work Orders
 - 2 emergency work orders completed in 24 hours – 100%
 - 484 non emergency work orders completed – 55%

○ Occupancy Level: 99%

Northeast AMP 4 – Headquarters: 1815 Central – Total Units 944

- Units Leased: 17
- Average Turnover: 18
 - Days Down Time: 4
 - Days Make Ready: 4
 - Days for Re-rental: 9
- Total Work Orders
 - 20 emergency work orders completed in 24 hours – 100%
 - 363 non emergency work orders completed – 50%

○ Occupancy Level: 99%

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
October 2016

Hiawatha AMP 5 –

Headquarters: 2123 – 16th –
Total Units 886

- Units Leased: 10
- Average Turnover: 45
 - Days Down Time: 8
 - Days Make Ready: 11
 - Days for Re-rental: 26
- Total Work Orders
 - 19 emergency work orders completed in 24 hours – 100%
 - 296 non emergency 67%

○ Occupancy Level: 98%

Cedar AMP 6 – Headquarters:
1611 So. 6th – Total Units 895

- Units Leased: 29
- Average Turnover: 17
 - Days Down Time: 3
 - Days Make Ready: 5
 - Days for Re-rental: 9
- Total Work Orders
 - 13 emergency work orders completed in 24 hours – 100%
 - 338 non emergency 67%

○ Occupancy Level: 99%

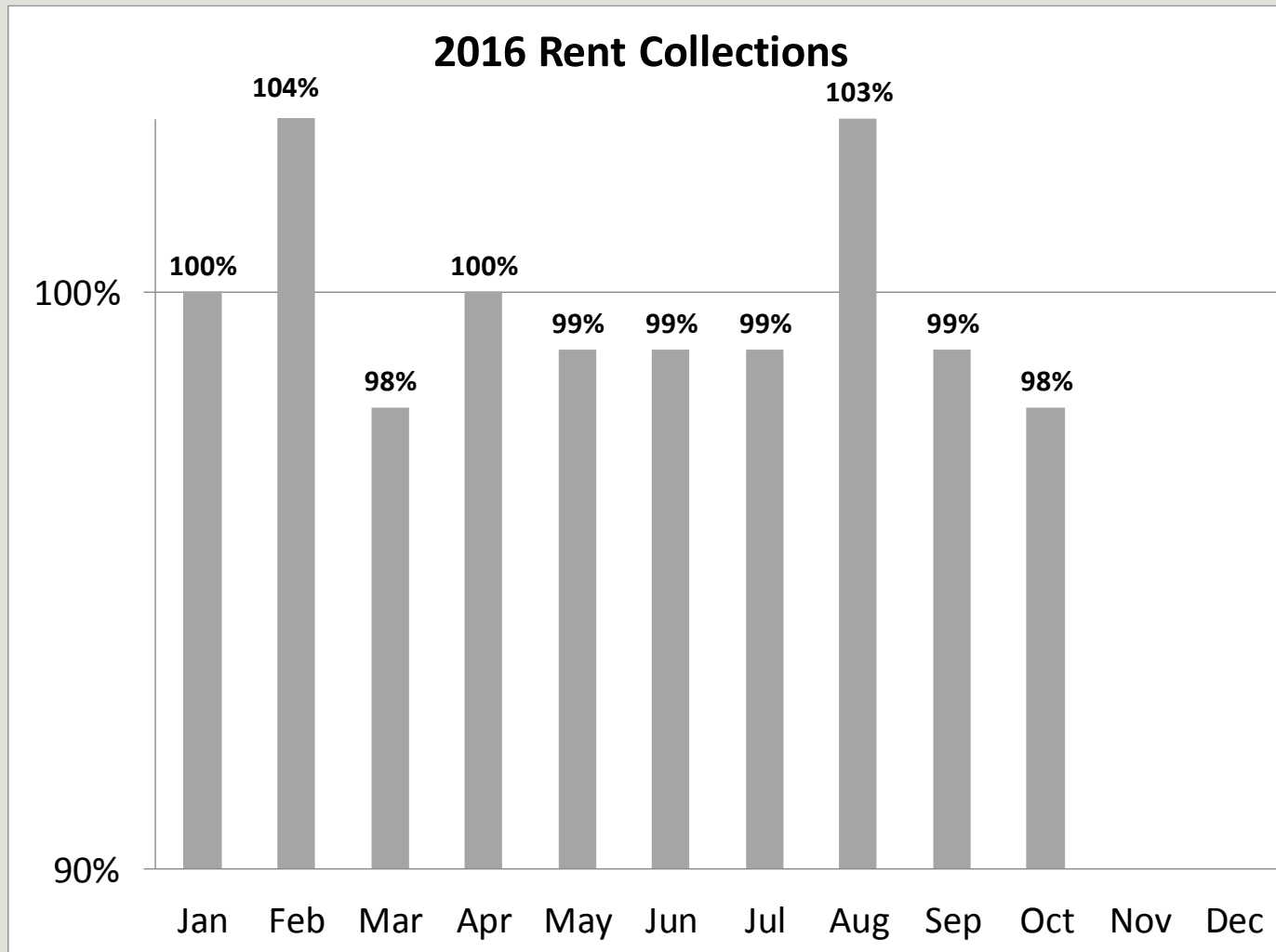
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) October 2016

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

- Units Leased: 6
- Average Turnover: 29
 - Days Down Time: 2
 - Days Make Ready: 5
 - Days for Re-rental: 22
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 906 non emergency work orders completed 75%

○ **Occupancy Level: 100%**

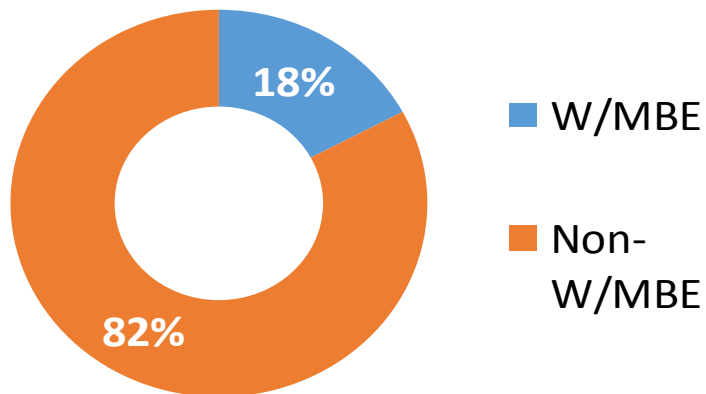
Rent Collections



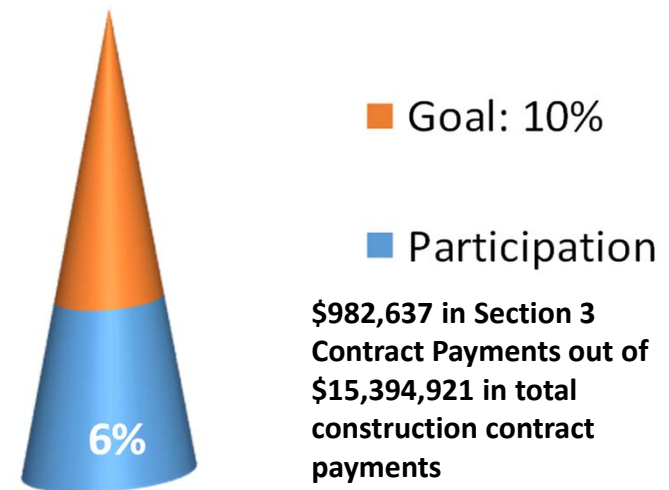
Procurement MPHA Contracting Activity

October 2016

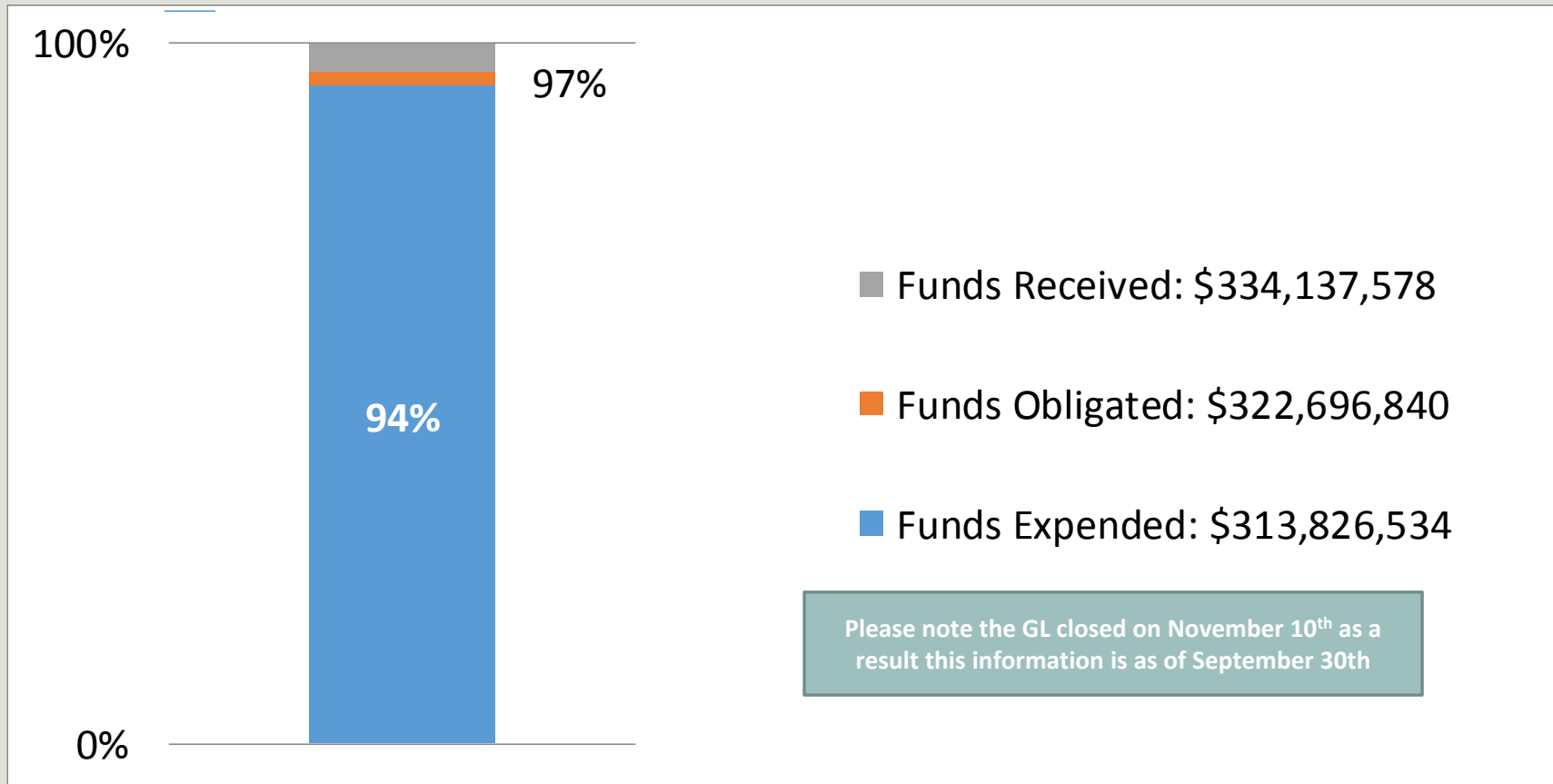
W/MBE Participation



Section 3 Contracting



Facilities & Development Capital Fund Program Obligation & Expenditure Report



1992 through September 30, 2016

FIFTH AVENUE HIGHRISES

EXTERIOR FAÇADE RESTORATION

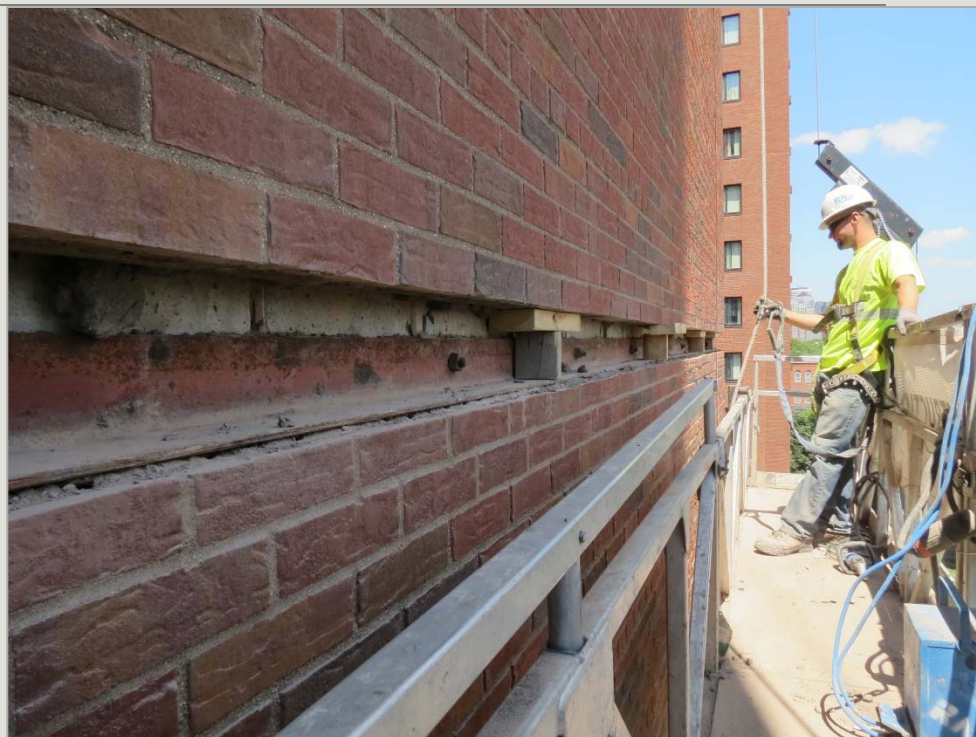


Project Scope & Budget

2419 and 2433 Fifth Avenue South are 15-story highrises built in 1971. The structures had failed sealant and deteriorated mortar, broken/cracked brick, rusted window lintels and insufficient flashing, which was causing water intrusion into tenant units. To ensure structural integrity and a water-tight building, \$1M in improvements were implemented:

- Complete sealant replacement
- Spot tuckpointing and replacement of damaged brick
- Installation of through-wall flashing
- Entrance canopy repairs

Repairs Underway



Façade repairs

Brick replacement & flashing installation
in progress



Completed through-wall flashing

Finance

- ❖ Despite MPHA's request for tax levy funding, the Mayor's Recommended Budget only includes \$250,000 for MPHA as a partial refund of PILOT. The City Council is scheduled to approve the City's Budget on December 7th.
- ❖ The Public Housing Operating and Central Office expenditures are expected to be within the approved budgets.

Housing Choice Voucher Program

MPHA Housing Choice Voucher Program Report to Board of Commissioners October 2016							
MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH, FUP & Mod) In September	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In October	# of New Applicants Issued and Searching In October	# of New Applicant Admissions In October	# of Participant Move Lease ups In October
4,509	4,468	4,433	99%	58	30	10	33
# of Applicant Annual Reexams Completed In October	2016 Fiscal Year (Jan - Dec)					MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In October
	HAP Budget Authority (12 months)						
	HAP funded to date						
	HAP spent to date						
276	Variance		97% of HAP spent to funded			\$702	\$711
# of Owners at Owner Workshop In October	# of HQS Inspections Completed In October	% of Units that Failed HQS In October	# of Failed Units in Abatement for Noncompliance In October	Total HAP Amount Recouped (Abatement) In October	# of HAP Contracts Canceled for HQS Noncompliance In October	# of Family Sufficiency (FSS) Participants Enrolled In October	% FSS Participants contributing to Escrow Accts In October
NA	584	30%	5	\$2,830	0	21	42%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In October	Total # Port in Families Administered In October	Amount Collected from Repayment Agreements In October	FY Total to date Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In October
4	21	105	550	\$5,067	\$47,103	2,098	20
4509 is MPHA's MTW Authorized HCV Unit Baseline for FY 2016. Units leased will flucuate each month but by close of Fiscal Year, the average number of families served for year should be 4509. NOTE: VASH (235 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4509 baseline; they are ineligible for MTW. EOPs exclude Project Based Voucher Participants. * Includes All Reinspections **Beginning 2015, Waitlist is being purged							

Policy & Special Initiatives

Policy

➤ **Moving To Work (MTW)**

○ **MTW Governance Development Strategies:**

- On MTW Leadership Team developing governance structures for possible creation of MTW organizational structure

○ **MTW Plan:**

- Responded to HUD Office of Fair Housing letter inquiring about MPHA 'Public Process' related to MPHA 2017 MTW Plan

Policy & Special Initiatives

Policy

➤ Moving To Work (MTW)

○ MTW Other:

- Family Housing Fund and McKnight meeting regarding Regional Mobility Initiative utilizing MTW
- Meeting with Chicago Regional Housing Initiative (RHI) and ABT Associates regarding Regional Mobility Initiative utilizing MTW

Policy & Special Initiatives

Policy

➤ **Other MPHA Policies:**

- Restructured Events Committee protocols
- Commenced detailed drafting of communications policies
- Social Media User Content Moderation Guidelines
 - Drafted and received legal and executive approval
 - Posted and implemented on social media platforms

Policy & Special Initiatives

Special Initiatives

➤ Development:

○ Heritage Park /RAD

MPHA, Legal Counsel, McCormack Baron and HUD are moving forward on RAD Conversion negotiations for Heritage Park – Closing Estimated Fall 2016 or Early 2017

➤ Glendale:

- Investigated and respond to HUD inquiry and request related to Glendale Resident and MPHA actions

Policy & Special Initiatives

Special Initiatives

➤ **Faircloth:**

- MHFA Application for Funding of 16 Faircloth Units approved for Minnehaha Townhomes (16 Units of Family Housing) Part of MPHA's Families Out of Shelter MTW Initiative \$1.5 million
- City of Minneapolis approved \$800,000 for Minnehaha Townhomes
- Planning meeting for Minnehaha Townhomes services to residents consistent with MTW Plan and MHFA funding requirements

➤ **Urban Garden:**

- Continue collaboration with Urban League on Urban Garden transfer

Policy & Special Initiatives

Special Initiatives

➤ **Lease To Own (LTO):**

- Waiting List Remains Open
- MPHA's first closing for one of the Sumnerfield Townhomes occurred on October 31, 2016.
- Three others are waiting for Lender approval
- There are 7 applications pending
- Followed up on 8 LTO inquiries - sent out 3 packets
- There are currently four vacant units

Policy & Special Initiatives

Website Contacts:

- MPHA Received and Responded to 100 Website and Email Contacts Requesting Assistance with Housing in October

Policy & Special Initiatives

Communications Activities:

- Commenced outreach to Minneapolis city council members and key mayoral staff
- “Mogadishu, Minnesota”
 - Served as primary point of contact for HBO producers, including multiple daily telephone conversations and emails
- Secured control MPHA listings on Google and Bing, and submitted updated photos and information
- Drafted and responded to inaccuracies in pest-control-related story on local TV newscast

Policy & Special Initiatives

Communications Activities (continued):

- Implemented instant language translation on MPHAOnline.org
- Minnehaha Townhomes
 - Drafted news releases, MPHA blog and Facebook posts following MHFA funding announcement
- Largely completed in-depth introductory conversations with senior staff
- Circulated MPHA All-Staff self-introduction, greeting
 - Featured “soft” promulgation of basic communications policies, including centralization of media requests and other communications

Policy & Special Initiatives

Communications Activities (continued):

- Continued planning around communications related to leadership change and Cora's departure
- Daily feeding of content to social media accounts and updates as needed to web site
- Created presentation materials for Executive Director presentation on '*Emergency Preparedness, Response, and Recovery*' in New Orleans

Policy & Special Initiatives

Other:

- Worked with MPHA Partners to host 5th Annual Breast Cancer Event at Cora McCorvey Health and Wellness Center (McCorvey Center)
- Update HPSSC website as needed
- Hosted Northside Arts Collective Artists reception at McCorvey Center
- Worked with vendor to create new logo for name change at Cora McCorvey Health and Wellness Center
- Coordinated with YMCA to create flyers and outreach strategy for free memberships to our residents at the YMCA
- Partner and Marketing meetings at McCorvey Center
- Responded to Media Data Requests for Section 8 HCV Voucher Information

MPHA's Website

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

www.mphaonline.org