



NOTICE AND AGENDA

February 22, 2017

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

MPHA Board of Commissioners Study Session at 12:00 noon, Room 301

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
 Tom DeAngelo, Commissioner
 Abdullahi Isse, Commissioner
 Cara Letofsky, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of December 21, 2016
- Election of Officers and Appointment of Committee Members

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

CONSENT:

1. Meeting Schedule for 2017 Board Meetings (Greg Russ, Executive Director / CEO)
2. Appointment of the Moving to Work Resident Advisory Board (RAB) (Bob Boyd, Director of Policy & Special Initiatives)

RESOLUTION:

3. Designation of “Responsible Authority” under the Minnesota Government Data Practices Act (Lisa Griebel, General Counsel)



RECEIVE AND FILE:

- Monthly Performance Report for December 2016 (Greg Russ, Executive Director / CEO)
- Monthly Performance Report for January 2017 (Greg Russ, Executive Director / CEO)
- Informational Memo Facilities & Development GMP Agreement: Actual Contract Amounts for each Project (Laura Dykema, Manager of Facilities & Capital Improvements)
- Memo to Board of Commissioners – Authorized Signer (Tim Durose, DED / CFO)

Next Regular Meeting:

**Tuesday, March 21, 2017 - 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 REGULAR MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
December 21, 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 December 21, 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:

Charles T. Lutz	Acting Chair
Mikkel Beckmen	Acting Secretary
Tawanna Black	Commissioner
Tom DeAngelo	Commissioner
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

F. Clayton Tyler	Chair
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The following others were also present:

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

Approval of Agenda:

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

Approval of Minutes:

The Minutes of the Regular Meeting of November 16, 2016, were presented for approval. Commissioner DeAngelo moved the minutes be accepted as presented. The motion was seconded by Commissioner Beckmen. Upon a voice vote, the Chair declared the motion carried.



Item No. 1: Resolution Approving the 2017 Public Housing Operating Budget, the Section 8 Housing Choice Voucher Budget, the Central Office Budget, and the Revised Use of Settlement Funds

After a presentation by staff and discussion, Commissioner Black 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, eight Commissioners voted “aye” (Commissioners Beckmen, Black, DeAngelo, Isse, Letofsky Lutz, Mohamud, and Rosenbaum) and no Commissioner voted “nay”. The Chair declared the motion carried. [See Document No. 2016-42] [See Resolution No. 16-170]

Item No. 2: MPHA Retirement Plan – Restated Investment Policy Statement

After a brief presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report. Commissioner Black seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-43]

Item No. 3: Second Amendment to MPHA Retirement Plan (2014 Restatement)

After a brief presentation by staff and discussion, Commissioner Letofsky 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. 2016-44]

Item No. 4: Write-off of Delinquent Accounts for Former Public Housing Tenants

After a brief presentation by staff and discussion, Commissioner DeAngelo moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-45]

Receive and File Items:

The following item was received and filed by the Board:

- The Monthly Performance Report for November 2016. [See Document No. 2016-46]

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:10 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



February 22, 2017

REPORT TO THE COMMISSIONERS

Agenda Item 1

FROM: Greg Russ, Executive Director / CEO

SUBJECT: Meeting Schedule for 2017 Board Meetings

Previous Directives: The Board of Commissioners adopted bylaws which provide that the Board adopts its annual meeting schedule at the first meeting held each year.

Resident Council Review/Recommendations: Not Applicable.

Budget Impact: Not Applicable

Affirmative Action Compliance: Not Applicable

Procurement Review: Not Applicable

RECOMMENDATION: It is recommended that the Board of Commissioners approve the regular meeting schedule for 2017 as presented below

The following is the proposed schedule for regular meetings of the Minneapolis Public Housing Authority board of Commissioners for the year 2017. Unless other duly noticed, all meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, at 1:30 p.m.

Wednesday, January 25, 2017
Wednesday, February 22, 2017 (annual)
Tuesday, March 21, 2017 (change in date)
Wednesday, April 26, 2017
Wednesday, May 24, 2017
Wednesday, June 28, 2017
Wednesday, July 26, 2017
Wednesday, August 23, 2017
Wednesday, September 27, 2017
Wednesday, October 25, 2017
Wednesday, November 15, 2017 (third Wednesday)
Wednesday, December 20, 2017 (third Wednesday)

Please note that the meetings are held on the Fourth Wednesday of each month with the exceptions of March, which will be held on Tuesday and November and December, which will be held on the third Wednesday of November and December because of the holidays.

This Report was prepared by Paula Sotelo. For further information, please call Greg Russ at 612-342-1380 or gruss@mplspha.org.



February 22, 2017

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Greg Russ, Executive Director / CEO

SUBJECT: Appointment of the Moving To Work Resident Advisory Board (RAB)

Previous Directives: On July 12, 2000, the MPHA Board of Commissioners approved MPHA's first Agency Plan as required under the Quality Housing and Work Responsibility Act of 1998 and subsequent regulations. In December 2008, the MPHA Board appointed the 2009 MTW Resident Advisory Board (RAB) for its MTW Plan.

Resident Association Notification: The MPHA Board of Commissioners approves the membership of the RAB. Individual members of RAB are selected among lease compliant residents by the respective resident organizations. MPHA will contact the Minneapolis Highrise Representative Council (MHRC), the Glendale community and the Minneapolis Scattered Site Resident Council (MSSRC). In addition, the Section 8 - Housing Choice Voucher Program will identify participants for the MTW RAB from among Section 8 participants who are in good standing with the program. This action will be reviewed and approved by the Tenant Advisory Committee (TAC) prior to the March Board of Commissioners meeting.

Impact on MPHA Budget: Minimal - RAB members are provided a \$10.00 stipend for their participation.

Affirmative Action Compliance: Not applicable. The RAB is a committee made up exclusively of MPHA residents and Section 8 participants.

Procurement Review: Not applicable.

Recommendation: It is recommended that the Board of Commissioners authorize the MTW RAB for the purpose of developing the MPHA's 2018 MTW Plan.

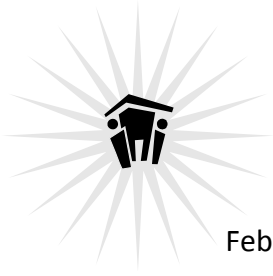
MPHA became a full Moving to Work (MTW) Agency on January 29, 2008 through an executed Amended and Restated Moving to Work Agreement with HUD. As an MTW Agency, MPHA can block grant its various funding sources, Public Housing Subsidy, Rents, Capital Funds and Section 8 / Housing Choice Voucher funds into a single fund and have more flexibility in developing its budget. In addition, as an MTW Agency, MPHA can request waivers from HUD on most matters. This flexibility enables MPHA to create efficiencies and programs that better support the mission of MPHA and the needs of its residents and participants. In developing the Agency's MTW Plan, HUD requires MPHA to create meaningful methods for resident involvement. Staff recommends the creation of an MTW Resident Advisory Board (RAB) to assist in the development of MPHA's FY2018 MTW Agency Plan.

MPHA residents and program participants are familiar with the Agency's planning process. This process supports broad based and meaningful involvement by residents and program participants. The MTW RAB consists of representatives invited from the following groups:

- Minneapolis Highrise Representative Council (MHRC);
- Glendale community;
- Minneapolis Scattered Site Resident Council (MSSRC);
- Participants from Section 8/HCV;
- Tenant Advisory Committee;
- Management, Maintenance and Modernization Committee; and,
- Security Advisory Committee.

The Policy and Special Initiatives Department will work with the MHRC, MSSRC, Glendale, and MPHA's Facilities and Development and Section 8/HCV Departments to ensure opportunities for both Public Housing residents and Section 8/HCV participants to participate in the MTW Agency Plan process.

This Report was prepared Bob Boyd, Director of Policy and Special Initiatives. If you have questions or need additional information, please contact Mr. Boyd at (612) 342-1437 or bboyd@mplspha.org.



February 22, 2017

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Greg Russ, Executive Director / CEO

SUBJECT: Designation of “Responsible Authority” under the Minnesota Government Data Practices Act

Previous Directives: None

Resident Notification: This Report and Resolution will be reviewed by the Tenant Advisory Committee (TAC) immediately prior to the Board’s February 22, 2017 meeting.

Impact on Budget: None

Procurement Review: Not applicable

Recommendation: It is recommended that the Board of Commissioners adopt a resolution appointing Lisa R. Griebel, General Counsel, MPHA, as the “Responsible Authority” and “Compliance Official” for purposes of compliance with the laws of the State of Minnesota.

MPHA created Data Access Procedures for responding to data practices requests in a timely and appropriate manner, and in its effort to comply with the laws of the State of Minnesota governing data practices. These procedures are available to the public in accordance with state law. The Minnesota Government Data Practices Act requires the governing body of MPHA to designate by Resolution an individual responsible for the collection, use, and dissemination of data on individuals, government data, or summary data. The person so appointed is known as the “Responsible Authority.” In addition, the law provides that the governing body may designate a “Compliance Official” to whom questions or concerns can be directed regarding issues regarding access to data or other data practices problems. The Responsible Authority may be the data practices Compliance Official. The law requires the designation be that of a person, not a position.

MPHA’s data access procedures identify Lisa R. Griebel, General Counsel, MPHA, as its Responsible Authority and Compliance Official. Staff recommends that the Board designate Lisa R. Griebel as the Agency’s Data Practices Responsible Authority and Compliance Official



and that the Board approve the Resolution that is attached to this Report documenting this designation.

This Report was prepared by Lisa Griebel, MPHA's General Counsel. For Further information, please contact Ms. Griebel at (612) 342-1395 or lgriebel@mplspha.org.



RESOLUTION No. 17-171

WHEREAS, the Minneapolis Public Housing Authority in and for the City of Minneapolis (MPHA) is a public corporation and political subdivision of the State of Minnesota which is governed by its Board of Commissioners; and

WHEREAS, Minnesota Statutes, Section 13.02, Subdivision 16, as amended, requires MPHA to appoint one person as the “Responsible Authority” to administer the requirements for collection, storage, use, and dissemination of data stored by MPHA on individuals; and

WHEREAS, for the purpose of complying with the laws of the State of Minnesota governing data practices procedures, which provide that the governing body of political subdivisions designate a Responsible Authority and Compliance Official as defined under the Minnesota Government Data Practices Act, Minn. Stat. Sec. 13.01 et. seq., such designation be made by the Board Resolution;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby appoints Lisa R. Griebel as the Responsible Authority and Compliance Official for the purpose of meeting the requirements of Minn. Stat., Chapter 13, as amended; and by Minn. Rules, Chapter 1205, as amended.



Greg Russ, Executive Director / CEO

PERFORMANCE REPORT FOR DECEMBER 2016

*Board of Commissioners Meeting -
February 22, 2017*

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

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

Glendale AMP 1 –

Total Units 184

- Units Leased: 1
- Average Turnover: 28
 - Down Time: 2
 - Days Make Ready: 20
 - Days for Re-rental: 5
- Total Work Orders
 - 0 emergency work order completed in 24 hours – 0%
 - 120 non emergency work orders completed – 75%

Occupancy Level: 99%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 8
- Average Turnover: 46
 - Down Time: 1
 - Days Make Ready: 27
 - Days for Re-rental: 18
- Total Work Orders
 - 24 emergency work orders completed in 24 hours – 100%
 - 598 non emergency work orders completed – 77%

Occupancy Level: 99%

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

North AMP 3 – Headquarters: 315 Lowry Total Units 1296

- Units Leased: 21
- Average Turnover: 41
 - Days Down Time: 9
 - Days Make Ready: 15
 - Days for Re-rental: 18
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 486 non emergency work orders completed – 61%

○ Occupancy Level: 99%

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

- Units Leased: 23
- Average Turnover: 18
 - Days Down Time: 5
 - Days Make Ready: 9
 - Days for Re-rental: 9
- Total Work Orders
 - 7 emergency work orders completed in 24 hours – 100%
 - 444 non emergency work orders completed – 50%

○ Occupancy Level: 99%

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

Hiawatha AMP 5 –

Headquarters: 2123 – 16th –
Total Units 886

- Units Leased: 10
- Average Turnover: 41
 - Days Down Time: 6
 - Days Make Ready: 19
 - Days for Re-rental: 16
- Total Work Orders
 - 20 emergency work orders completed in 24 hours – 100%
 - 313 non emergency 61%

○ Occupancy Level: 99%

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

- Units Leased: 26
- Average Turnover: 13
 - Days Down Time: 1
 - Days Make Ready: 4
 - Days for Re-rental: 8
- Total Work Orders
 - 20 emergency work orders completed in 24 hours – 100%
 - 454 non emergency 82%

○ Occupancy Level: 100%

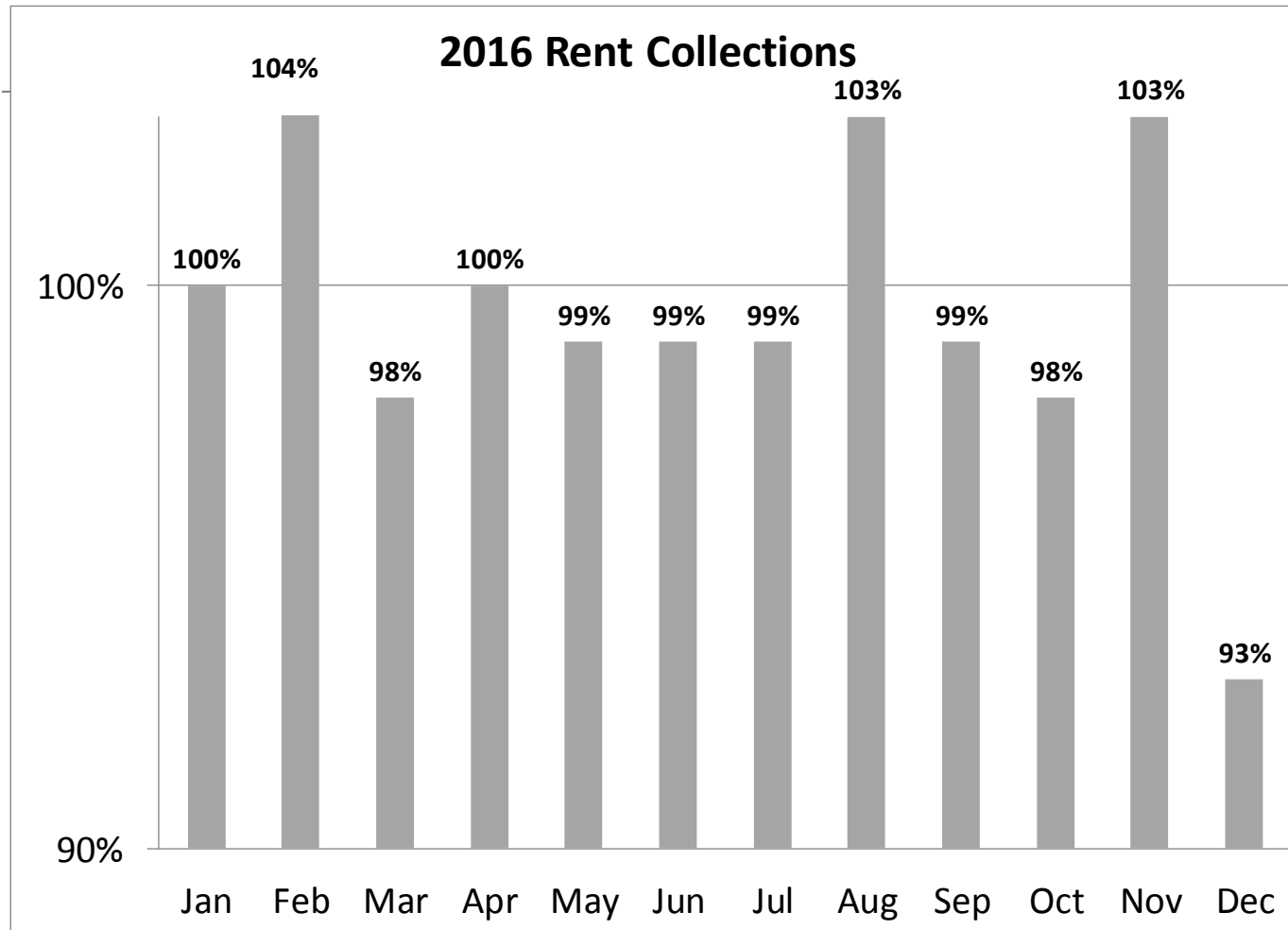
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) December 2016

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

- Units Leased: 4
- Average Turnover: 38
 - Days Down Time: 1
 - Days Make Ready: 7
 - Days for Re-rental: 30
- Total Work Orders
 - 3 emergency work orders completed in 24 hours – 100%
 - 343 non emergency work orders completed 52%

○ Occupancy Level: 100%

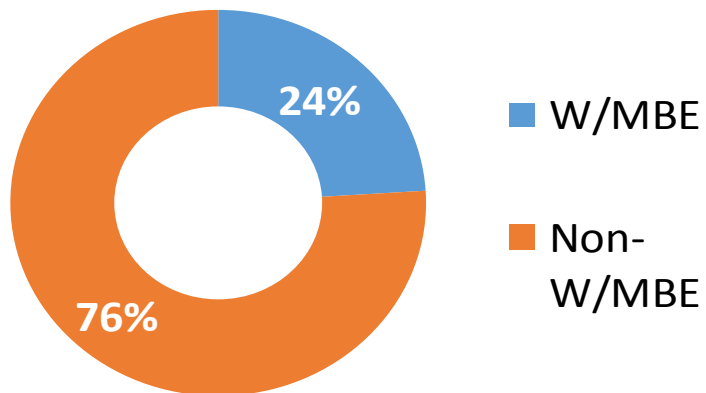
Rent Collections



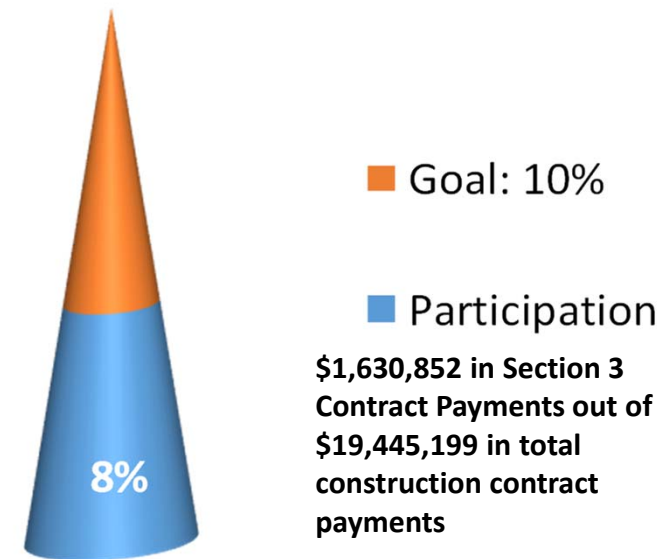
Procurement MPHA Contracting Activity

December 2016

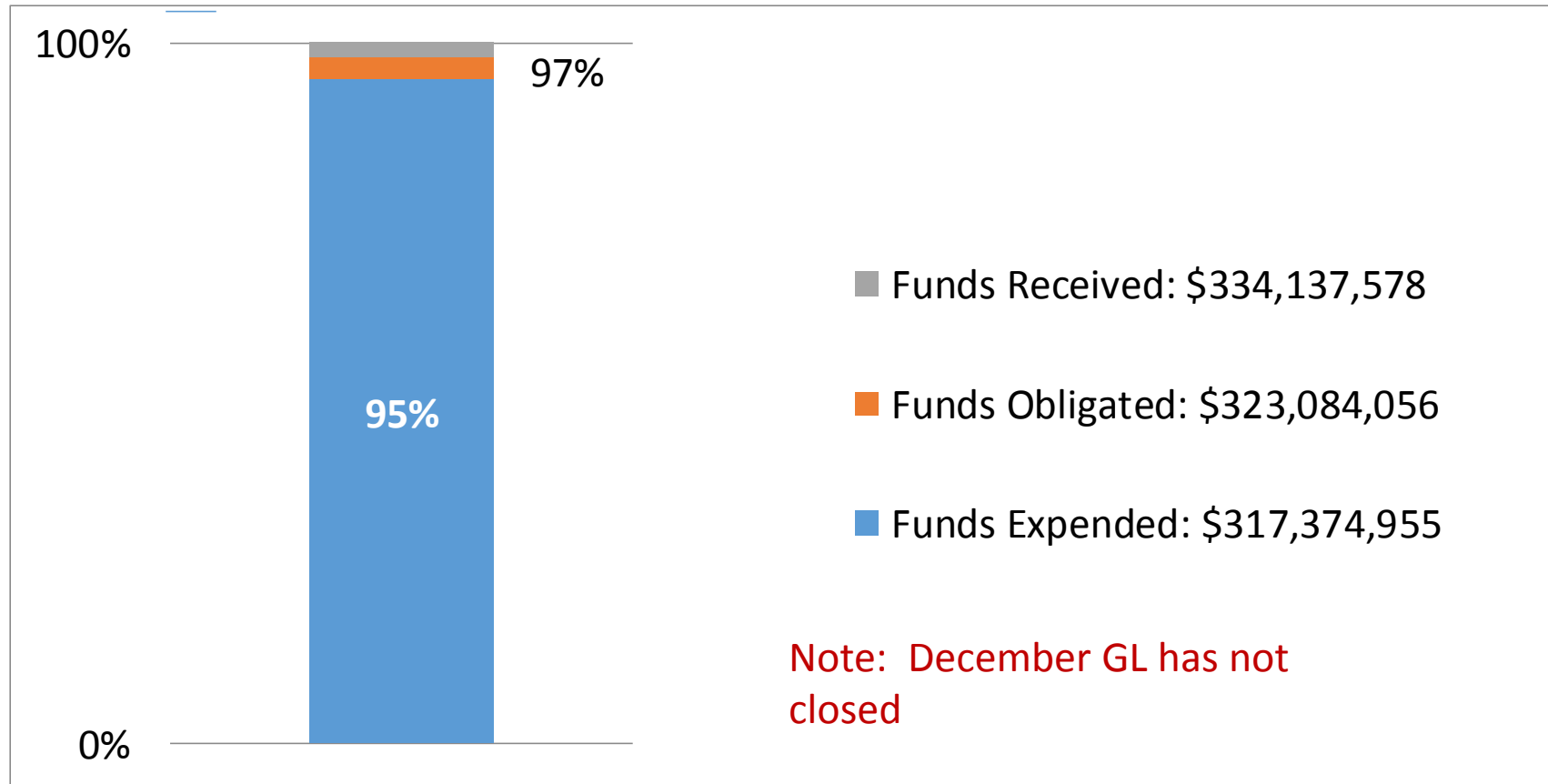
W/MBE Participation



Section 3 Contracting



Facilities & Development Capital Fund Program Obligation & Expenditure Report



1992 through November 30, 2016

Finance

- ❖ Fiscal Year 2016 is expected to yield budgeted savings in the Public Housing Operating Budget and the Central Office Cost Center. Savings in natural gas costs and maintenance expenditures are the primary reasons for the budget savings.
- ❖ HUD is scheduled to be on-site in late January to conduct a validation of MPHA's MTW Restricted Net Position balance. The MTW Restricted Net Position balance represents the amount of MTW HAP subsidy held by MPHA. HUD's cash management procedures require that all MTW HAP cash be held by the US Treasury.

Exterior Façade Restoration

Parker Skyview

1815 Central Avenue NE



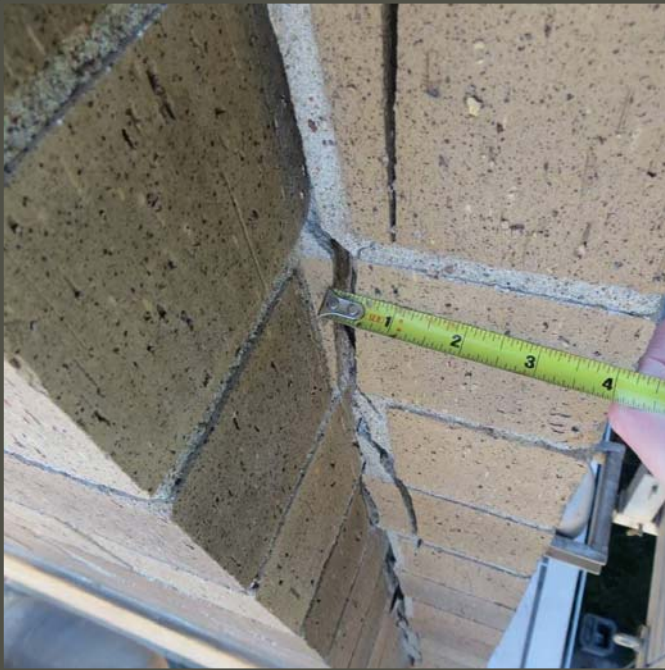
Project Scope & Budget



1815 Central Avenue NE is a 25-story seniors designated, assisted living facility built in 1972. With 333 units, this is MPHA's largest highrise facility. The building had extensive sealant failure, as well as general masonry deterioration. Due to the poor condition of the sealant, numerous sources of air infiltration existed. \$525K in improvements were implemented to correct these issues:

- Complete exterior sealant replacement
- New vertical control joints
- Mortar tuckpointing & brick replacement
- Complete interior sealant replacement at window perimeter

Exterior Deficiencies



Cracked brick & mortar at corners



Failed horizontal joint sealant

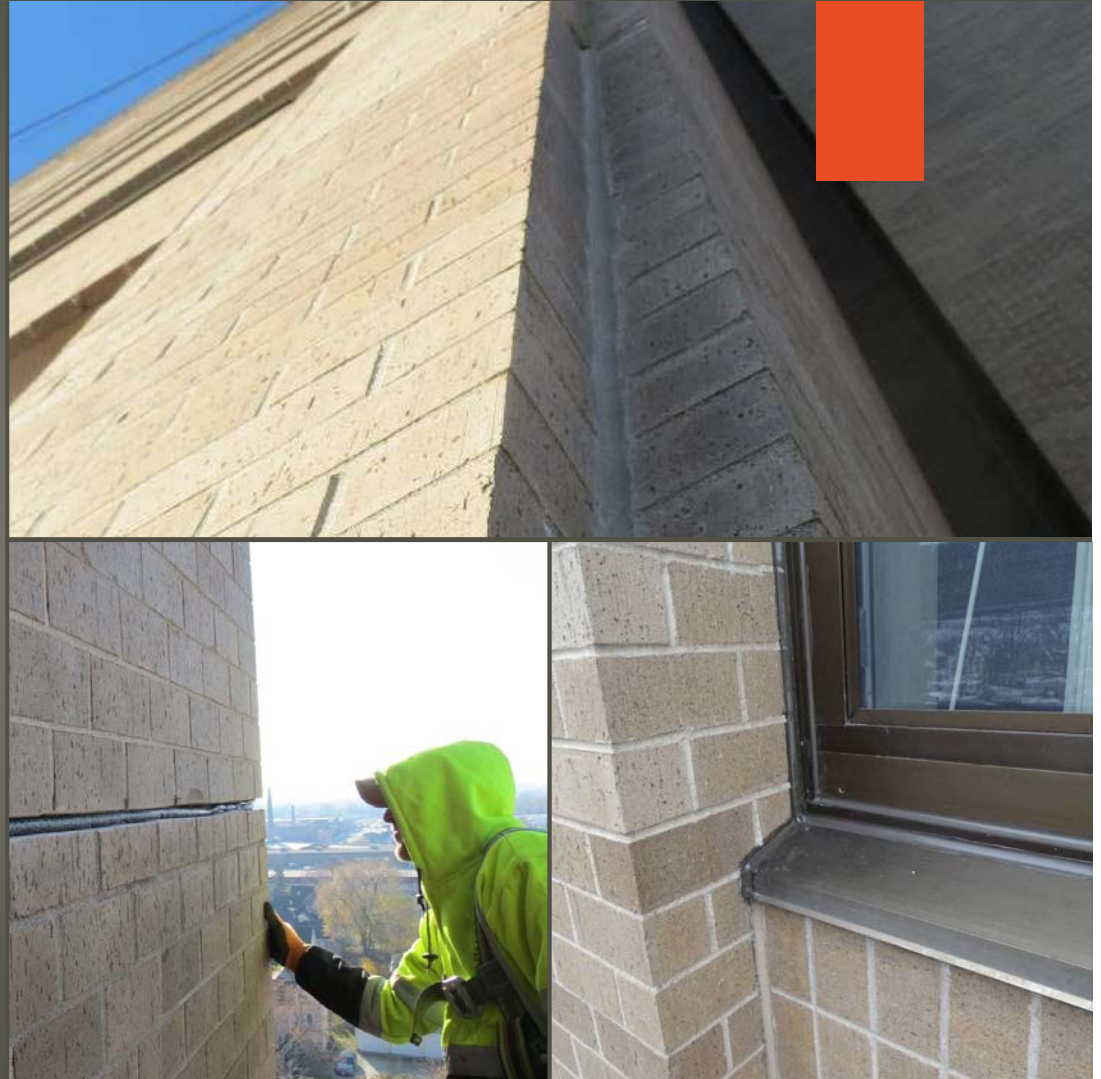


Failed sealant below window sill



Façade Repairs

- ▶ Completed corner repairs (top)
- ▶ New horizontal sealant joint underway (bottom left)
- ▶ Completed window and sill sealant replacement (bottom right)



Housing Choice Voucher Program

MPHA Housing Choice Voucher Program Report to Board of Commissioners December 2016							
MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In December	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In December	# of New Applicants Issued and Searching In December	# of New Applicant Admissions In December	# of Participant Move Lease ups In December
4,509	4,458	4,440	99%	63	24	31	40
# of Applicant Annual Reexams Completed In December	2016 Fiscal Year (Jan - Dec)					MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In December
	HAP Budget Authority (12 months)		\$38,051,047 2016 FY Funding				
	HAP funded to date		\$38,051,047 12th month of 2016				
	HAP spent to date		\$37,322,078				
	410	Variance		98% of HAP spent to funded			\$700
# of Owners at Owner Workshop In December	# of HQS Inspections Completed In December	% of Units that Failed HQS In December	# of Failed Units in Abatement for Noncompliance In December	Total HAP Amount Recouped (Abatement) In December	# of HAP Contracts Canceled for HQS Noncompliance In December	# of Family Sufficiency (FSS) Participants Enrolled In December	% FSS Participants contributing to Escrow Accts In December
NA	865	21%	16	\$2,950	0	18	42%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In December	Total # Port in Families Administered In December	Amount Collected from Repayment Agreements In December	FY Total <u>to date</u> Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In December
8	21	140	581	\$4,085	\$53,801	1,840	26
4509 is MPHA's MTW Authorized HCV/Unit Baseline for FY2016. 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							

MPHA's Website

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

www.mphaonline.org



Greg Russ, Executive Director / CEO

PERFORMANCE REPORT FOR JANUARY 2017

*Board of Commissioners Meeting -
February 22, 2017*

EQUAL EMPLOYMENT OPPORTUNITY ▲ EQUAL HOUSING OPPORTUNITY

This Month's Report

- Asset Management Project (AMP) Reports
- Procurement
- Rent Collections
- Facilities and Development
- Human Resources
- 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
January 2017

Glendale AMP 1 –

Total Units 184

- Units Leased: 3
- Average Turnover: 23
 - Down Time: 3
 - Days Make Ready: 15
 - Days for Re-rental: 5
- Total Work Orders
 - 0 emergency work order completed in 24 hours – 0%
 - 141 non emergency work orders completed – 77%

Occupancy Level: 99%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 5
- Average Turnover: 49
 - Down Time: 0
 - Days Make Ready: 22
 - Days for Re-rental: 27
- Total Work Orders
 - 6 emergency work orders completed in 24 hours – 100%
 - 502 non emergency work orders completed – 75%

Occupancy Level: 99%

Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) January 2017

North AMP 3 – Headquarters: 315 Lowry Total Units 1296

- Units Leased: 8
- Average Turnover: 26
 - Days Down Time: 4
 - Days Make Ready: 13
 - Days for Re-rental: 9
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 661 non emergency work orders completed – 68%

○ Occupancy Level: 99%

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

- Units Leased: 20
- Average Turnover: 11
 - Days Down Time: 2
 - Days Make Ready: 5
 - Days for Re-rental: 4
- Total Work Orders
 - 10 emergency work orders completed in 24 hours – 100%
 - 264 non emergency work orders completed – 43%

○ Occupancy Level: 99%

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
January 2017

Hiawatha AMP 5 –

Headquarters: 2123 – 16th –
Total Units 886

- Units Leased: 5
- Average Turnover: 52
 - Days Down Time: 5
 - Days Make Ready: 25
 - Days for Re-rental: 22
- Total Work Orders
 - 7 emergency work orders completed in 24 hours – 100%
 - 445 non emergency 78%

○ Occupancy Level: 99%

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

- Units Leased: 8
- Average Turnover: 23
 - Days Down Time: 3
 - Days Make Ready: 7
 - Days for Re-rental: 13
- Total Work Orders
 - 13 emergency work orders completed in 24 hours – 100%
 - 335 non emergency 56%

○ Occupancy Level: 100%

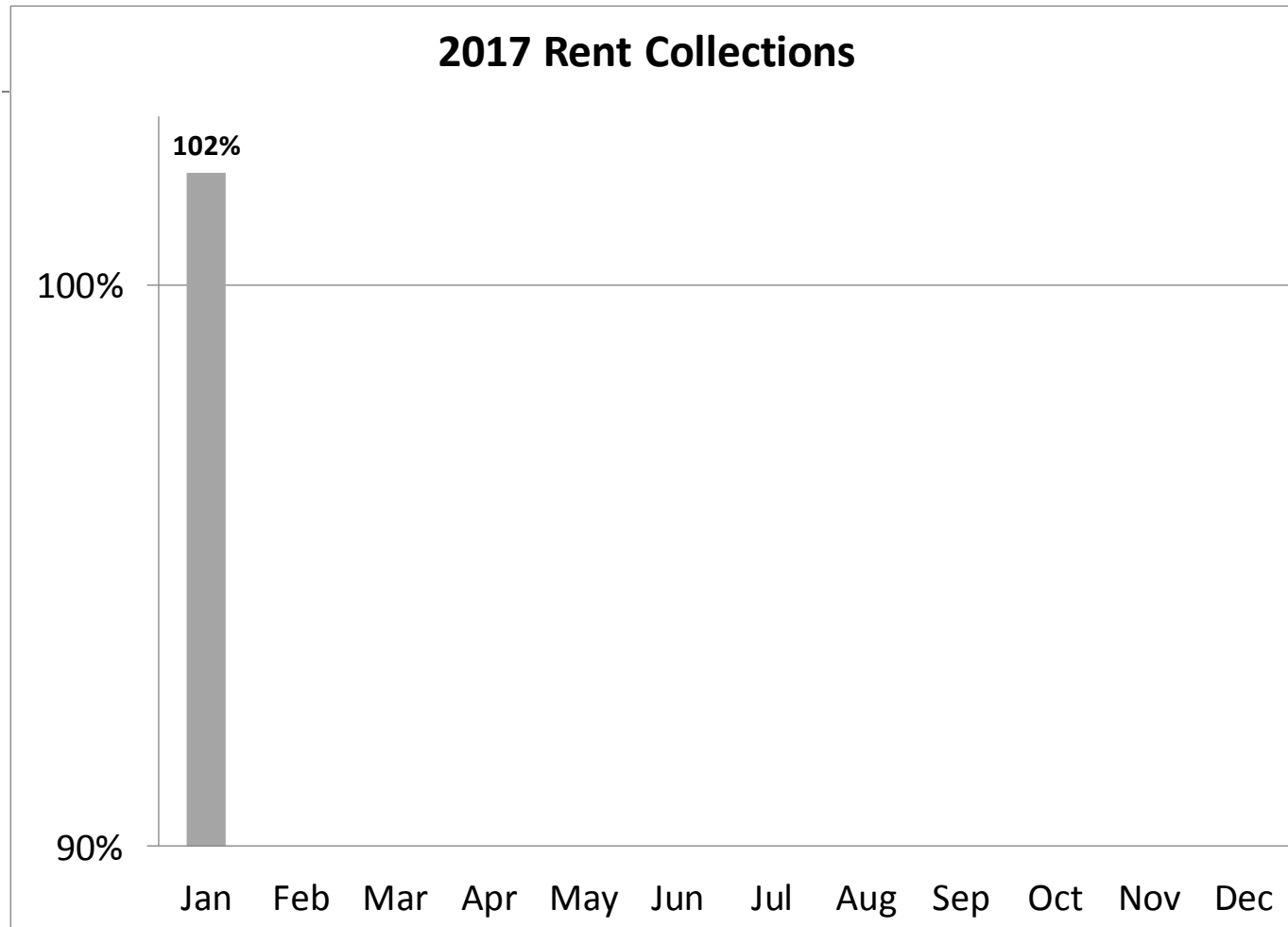
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) January 2017

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

- Units Leased: 3
- Average Turnover: 17
 - Days Down Time: 3
 - Days Make Ready: 9
 - Days for Re-rental: 5
- Total Work Orders
 - 6 emergency work orders completed in 24 hours – 100%
 - 558 non emergency work orders completed 75%

○ Occupancy Level: 100%

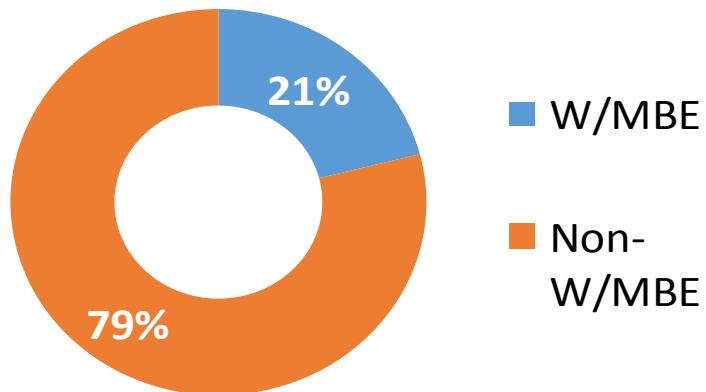
Rent Collections



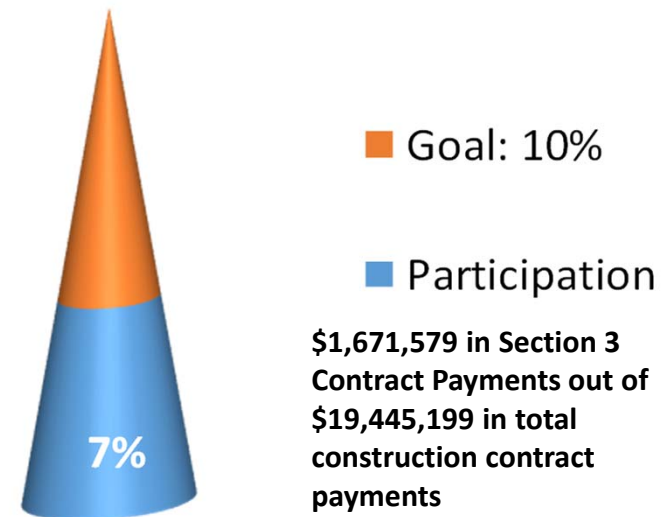
Procurement MPHA Contracting Activity

January 2017

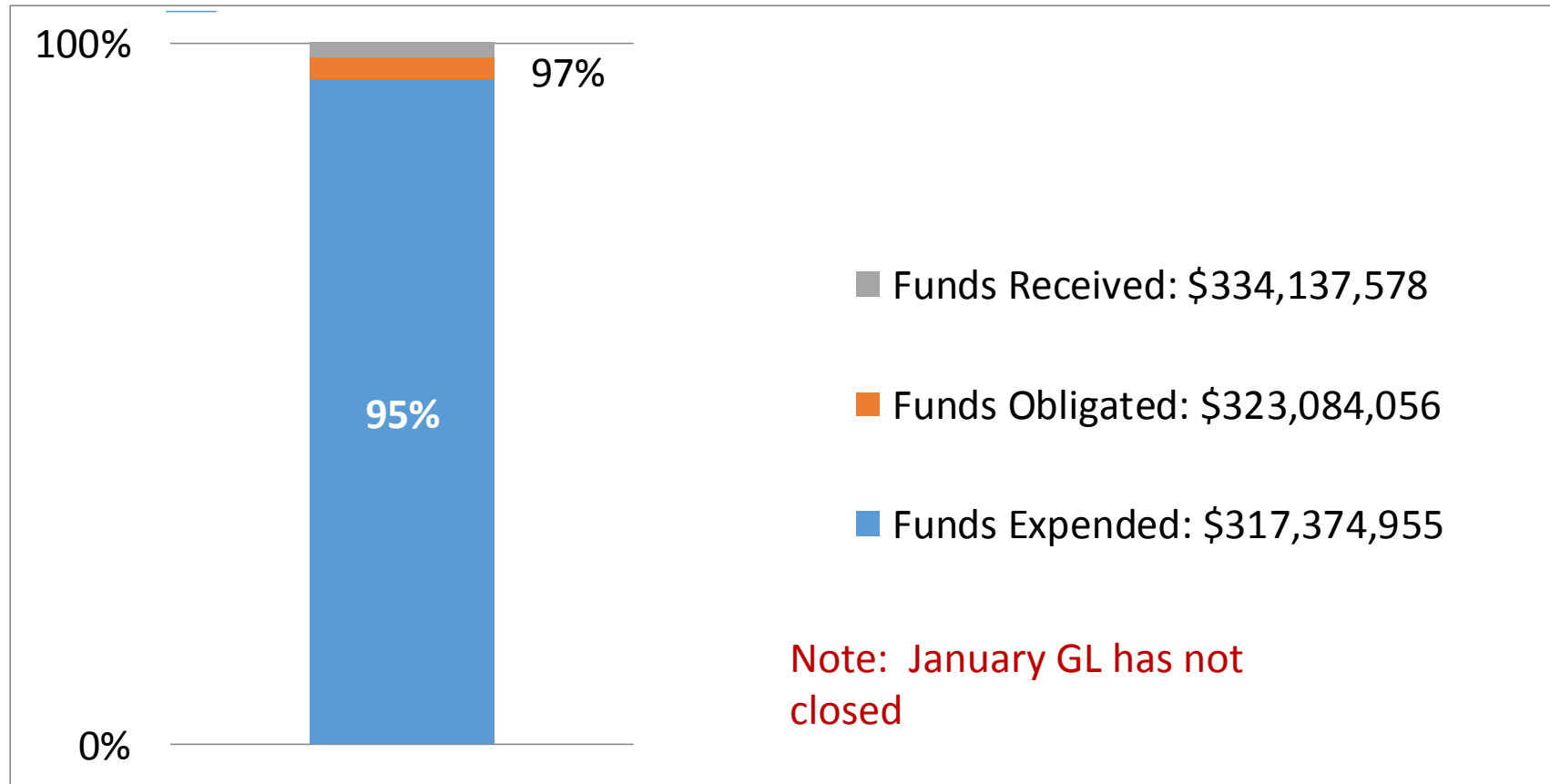
W/MBE Participation



Section 3 Contracting



Facilities & Development Capital Fund Program Obligation & Expenditure Report



1992 through November 30, 2016

Finance

- ❖ Staff is in the process of closing the books for fiscal year 2016. Budgeted savings is expected in the Public Housing Operating Budget resulting primarily from utility and maintenance savings.
- ❖ HUD is currently providing only 85% of the operating subsidy formula eligibility and is pro-rating the Housing Choice Voucher HAP Subsidy to 95% of the formula amount. These funds are appropriated under a Continuing Resolution that expires at the end of April. Staff is concerned these funding levels may continue to be this low, or lower, throughout 2017.



Elevator Modernization

HIAWATHA TOWERS (2019 & 2121 16TH AVENUE SOUTH)

1415 EAST 22ND STREET

Project Scope & Budget

In 2012, MPHA began a 20-year elevator modernization program. Based on priority, each year MPHA funds major modernization at three highrise sites to ensure our vertical transportation systems are reliable and safe for our residents. Approximately \$1.75 million in improvements including new elevator controls, machines, and cab finishes were recently implemented at 2019 & 2121 16th Avenue South and 1415 East 22nd Street.

New Elevator Components



New machine



New control panel

Updated Cab Finishes

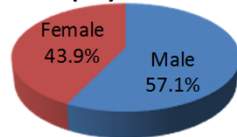


MPHA BOARD REPORT

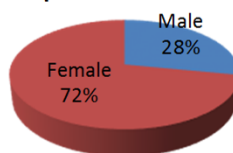
Human Resources Quarterly Report Card

December 2016: 280 Employees

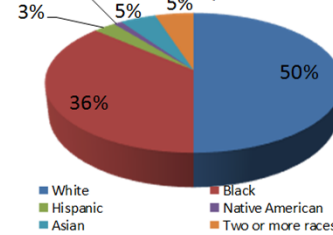
All Employees: Gender



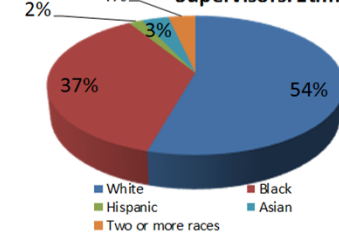
Supervisors: Gender



All Employees: Ethnicity

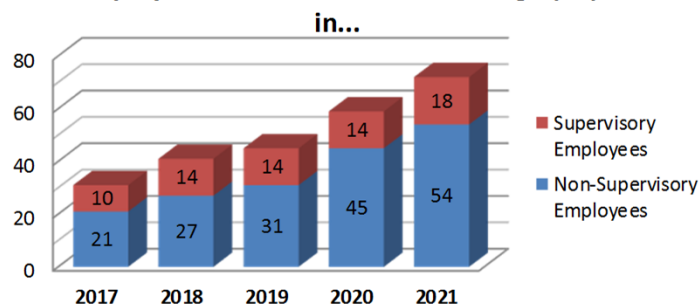


Supervisors: Ethnicity

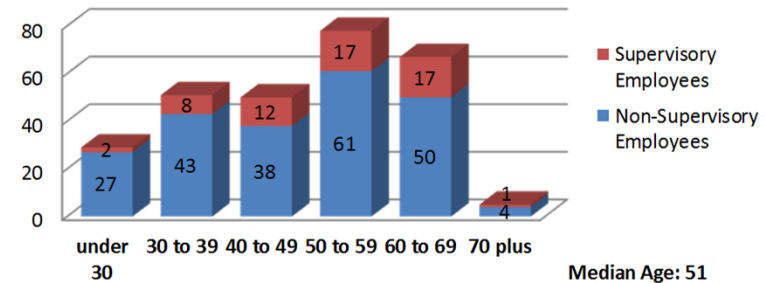


GOAL	Maintain diversity levels	TARGET COMPLETION DATE	Ongoing
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Employees who reach Retirement Age (65) in...



Employee Age Demographics



GOAL	Develop Succession and Workforce planning model	TARGET COMPLETION DATE	Dec-2017
	Establish partnerships with community, colleges, and others	TARGET COMPLETION DATE	Dec-2016

Employee Recruitment Data

Hiring and Turnover

In 2014: 33 Hires
In 2015: 43 Hires
In 2016: 37 Hires

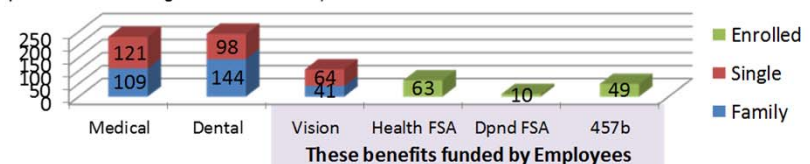
Turnover: 11.8%
Turnover: 11.5%
Turnover: 14.4% rolling 12 months

Classifications with most turnover

BGS: 13 hires in 2016
Eligibility Technicians: 6 hires in 2016
Management Aides: 5 hires in 2016

Benefit Participation

MPHA currently has 283 employees
249 employees are benefits eligible as of October 1, 2016



GOAL	Develop recruitment strategy	TARGET COMPLETION DATE	Jun-2016
	Enhance benefit portfolio	TARGET COMPLETION DATE	Dec-2016
	Reduced dependency on temporary employees	TARGET COMPLETION DATE	Jun-2017
	Develop internship program	TARGET COMPLETION DATE	Dec-2016

Worker's Compensation Data

MPHA BOARD REPORT Human Resources Quarterly Report Card

Plan Year	# Claims	Open Claims	Closed no cost	Medical	Indemnity	Expenses	Reserve	Total Costs	Avg Cost per claim	% closed no cost
2011	34	0	20	\$30,421.74	\$18,056.88	\$128.99	\$0.00	\$48,607.61	\$1,429.64	59%
2012	59	0	36	\$180,837.54	\$137,214.81	\$11,194.03	\$18,705.95	\$347,952.33	\$5,897.50	61%
2013	56	1	37	\$215,689.89	\$62,711.77	\$19,386.95	\$4,188.46	\$301,977.07	\$5,392.45	66%
2014	48	1	21	\$528,388.84	\$168,101.38	\$30,011.86	\$82,134.11	\$808,636.19	\$16,846.59	44%
2015	39	1	21	\$80,783.01	\$41,690.83	\$2,773.42	\$73,365.53	\$198,612.79	\$5,092.64	53%
2016	22	3	14	\$13,577.54	\$6,691.88	\$1,749.47	\$34,871.96	\$56,890.85	\$2,585.95	64%
	243	23	137	\$1,049,698.56	\$434,467.55	\$65,244.72	\$213,266.01	\$1,762,676.84		

Note: MPHA's Workers' Compensation Plan Year begins April 7. The 2016 plan year began April 7, 2016.

GOAL	% Reduction in costs of Workers Comp Claims	Target Completion Date	Dec-2016
	% Reduction in number of Workers Comp Claims	Target Completion Date	Dec-2016

Human Resources Board Report (continued)

Minneapolis Public Housing Authority has established a number of goals focused on its core business of labor relations, employee engagement, recruitment and retention in 2016.

A new model for Human Resources service delivery is needed, one which will fundamentally change how the department will operate into the future. The following goals will be our template of work in 2016:

Maintain Diversity Levels

As the demographic population of the talent pools changes, so does the need to ensure that the organization is reflective of the populations we serve. With this in mind, MPHA has a current population of employees who are very reflective of the community and we need to do everything possible to ensure that it continues moving forward. Therefore, our recruitment efforts will seek to find diverse qualified talent to fill open positions and to promote current qualified employees within the organization.

Develop Succession and Workforce planning model

MPHA has a large population of its employees that have long tenure with the agency and will be mostly likely retiring in the next few years. Our median age of employees is 53 and in years 2016 and 2017 we will have 40 employees who have reached the age of retirement (65). Through the development of a succession and workforce planning model, we can seek the opportunity to work with our employees who have the skills, knowledge and desire to expand their careers within the organization. This means giving them stretch goals and the ability to shadow others to learn more about all areas of MPHA.

Human Resources Board Report (continued)

❑ **Develop Recruitment Strategy**

MPHA will develop a proactive recruitment strategy aimed at establishing partnerships with community contacts, colleges, trades schools and others. As Social Media continues to become a method to attract qualified talent we need to build a presence on Facebook, Twitter and LinkedIn. We will also look for building a paid/unpaid internship program which will allow the agency the opportunity to get students involved in our work and to hopefully have them become future employees.

❑ **Enhance Benefit Portfolio**

In an effort to stay competitive, MPHA will continue to review its benefit package and make changes as appropriate and reasonable. Today's qualified talent pool is looking at all aspects of what employers offer, not just salary. We know through current research that the next generation of employees is looking for expanded levels of benefits, flexible schedules and career advancement and career advancement opportunities and MPHA must attempt to stay current with these new trends.

❑ **Reduction in costs of Workers Comp Claims/Reduction in number of Workers Comp Claims**

In 2014 MPHA saw a rise in its workers compensation costs to a level not seen in the past. This caused a concern about how the agency manages its costs in this area and how it manages the overall safety of its employees. In January 2016, the responsibility of safety was assigned to the HR Department, as such the department has begun an analysis of the current safety program to determine the future of the safety needs at MPHA. We expect that throughout 2017 the safety program will expand to include additional training; increased safety coordination with field operations and a more focused effort around safety in general.

Housing Choice Voucher Program

MPHA Housing Choice Voucher Program Report to Board of Commissioners January 2017							
MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In January	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In January	# of New Applicants Issued and Searching In January	# of New Applicant Admissions In January	# of Participant Move Lease ups In January
4,509	4,494	4,494	100%	54	5	12	61
# of Applicant Annual Reexams Completed In January	2016 Fiscal Year (Jan - Dec)		MTW Funded Per Unit Cost (PUC) Of Voucher		Actual Per Unit Cost (PUC) Of Voucher In January		
	HAP Budget Authority (12 months)						
	HAP funded to date						
	HAP spent to date						
	Variance		97% of HAP spent to funded		\$724		
369					\$708		
# of Owners at Owner Workshop In January	# of HQS Inspections Completed In January	% of Units that Failed HQS In January	# of Failed Units in Abatement for Noncompliance In January	Total HAP Amount Recouped (Abatement) In January	# of HAP Contracts Canceled for HQS Noncompliance In January	# of Family Sufficiency (FSS) Participants Enrolled In January	% FSS Participants contributing to Escrow Accts In January
3	697	30%	10	\$9,837	3	14	42%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In January	Total # Port in Families Administered In January	Amount Collected from Repayment Agreements In January	FY Total to date Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In January
20	8	149	647	\$4,108	\$4,108	1,759	25
4509 is MPHA's MTW Authorized HCV Unit Baseline for FY2016. 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)**

○ **2017 MTW Plan**

- Received HUD Approval of MPHA 2017 MTW Plan

○ **2016 MTW Report**

- Sent notices to Department Heads to prepare information for 2016 MTW Report

○ **MTW Governance Development Strategies:**

- Continued work on MTW governance structures for possible creation of MTW organizational structure

○ **MTW Initiatives:**

- Discussed possible regional MTW initiatives with Met Council, Family Housing Fund, McKnight Foundation, HUD Technical Assistance Providers

Policy & Special Initiatives

Policy

➤ **Moving To Work (MTW)**

○ **MTW Other:**

- Continued follow up with HUD on Better Futures MTW Sponsor Based Voucher Waiver Request

➤ **Other MPHA Policies**

- Participated in Brookings Institute on Regional Approaches to Housing in Opportunity Areas

Policy & Special Initiatives

Special Initiatives

➤ Development:

○ Heritage Park /RAD

Continued work on RAD Conversion for Heritage Park – Closing estimated for early 2017

➤ Glendale:

- Facilities and Development and Policy and Special Initiatives met with Sustainable Resource Center staff to negotiate an Agreement for weatherization and energy improvements at Glendale

Policy & Special Initiatives

Special Initiatives

➤ **Faircloth:**

- Explored strategies for expanded use of Faircloth Units for partnerships with other affordable housing developers
- Explored strategies for additional funding for Minnehaha Townhome development

➤ **Urban Garden:**

- Followed up with HUD on acquisition process for Urban Garden

➤ **Lease To Own (LTO):**

- Waiting List Remains Open
- MPHA has confirmed its first FHA financing approval for the LTO program
- There are four vacant townhomes in January

Policy & Special Initiatives

Website Contacts:

- MPHA Received and Responded to 76 Website and email Contacts Requesting Assistance with Housing in January

Policy & Special Initiatives

Communications Activities:

- Documented first lease-to-own closings on web site and social media, leading to story on the program in Minneapolis Star-Tribune
- Continued one-on-one meetings with Minneapolis City Council Members
- Drafted responses to various correspondence from lawmakers and residents
- Coordinated various media stories and interviews about the retiring Executive Director/CEO
- Conducted and coordinated interviews with media on topics including Glendale and winter fire safety
- Drafted, and got published, responses to oppositional commentaries in local media
- Continued daily to feed and expand social media presence of MPHA
- Documented a number of internal and external MPHA events including the dedication of the “Cora McCorvey Health and Wellness Center”

Policy & Special Initiatives

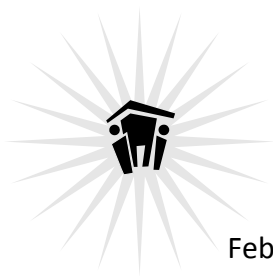
Other:

- Events Committee Planning for Dedication of “Cora McCorvey Health and Wellness Center”
- Coordinated efforts to secure Proclamations from the Mayor and Governor for January 26, 2017 as “Cora McCorvey Day”
- Continued to work with the Y on Resident Scholarships for “Cora McCorvey Health and Wellness Center”
- Finalize internal protocols for Employee Retirement Recognition Program
- Participated in Evictions Action Planning with City of Minneapolis, Family Housing Fund and other Community Partners.
- Represented Agency on Heading Home Hennepin Executive Committee
- Worked with Senior Campus, Facilities and Development on rehab services contract for “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



February 22, 2017

MEMORANDUM TO: MPHA Board of Commissioners

FROM: Cora McCorvey, Executive Director/CEO

SUBJECT: Executed Construction Management at Risk (CMAR) Agreements

At the July 22, 2015 meeting of the Board of Commissioners, MPHA received authorization to execute CMAR agreements with the below noted firms for major capital improvement projects at four MPHA properties:

<u>Firm</u>	<u>Address</u>
Knutson Construction	620 Cedar Avenue
Hamline Construction	311 University Avenue
Shaw-Lundquist	1206 Second Street
Shaw-Lundquist	3116 Oliver Avenue

Each project consists of two phases including a preconstruction and construction phase. At project on-set, MPHA has an established budget for the work. During the pre-construction phase, the CMAR and MPHA's design team conduct invasive inspections opening walls, removing and testing pipe sections, completing mock up work to determine constructability, code implications, etc. to further define the project scope. Bid documents are then prepared for all project disciplines, the work is bid in accordance to MPHA and HUD procurement guidelines, and a project schedule is established. Upon completion of the pre-construction phase, MPHA negotiates a Guaranteed Maximum Price (GMP) at Risk agreement with each firm for the construction phase of each project. Firms are at risk to deliver the project on time and within agreed upon GMP agreement. MPHA informs the Board once these GMP agreements are executed. Below is the initial budget MPHA established for each project, as well as the final GMP agreement amounts:

<u>Address</u>	<u>Budget</u>	<u>GMP Agreement</u>
620 Cedar Avenue	\$4,200,000	\$4,076,817.00
311 University Avenue	\$2,500,000	\$2,002,424.00
1206 Second Street	\$2,000,000	\$1,989,038.03
3116 Oliver Avenue	\$1,400,000	\$1,202,713.55

This memorandum was prepared by Laura Dykema, Manager of Facilities & Capital Fund Program. For further information, please contact Ms. Dykema at (612) 342-1428 or ldykema@mplspha.org.



February 22, 2017

MEMORANDUM TO: MPHA Board of Commissioners

FROM: Lisa Griebel, General Counsel
Tim Durose, Chief Financial Officer
On behalf of Gregory Russ, Executive Director

SUBJECT: Authorized Signer

Effective February 13, 2017 Gregory Russ became the Executive Director of the Minneapolis Public Housing Authority (MPHA). The appointment of Mr. Russ as the MPHA Executive Director also made him the President of the Community Housing Resources, Inc. (CHR) and the President of Heritage Park Senior Services Center, Inc. (HPSSC).

The MPHA bylaws state that “unless the Executive Director directs or applicable law, regulation or ordinance or the Authority's Procurement Policy requires otherwise, the Executive Director, the Deputy Executive Director or the Contracting Officer shall execute on behalf of the Authority, all contracts, promissory notes, and other documents”. Similar language exists in the bylaws of CHR and HPSSC.

Under this provision, Mr. Russ has been added as an authorized signer on all MPHA, CHR, and HPSSC bank accounts and other financial documents. Accordingly, Ms. Cora McCorvey, former MPHA Executive Director, has been removed as an authorized signer.

Please contact Tim Durose at 612-342-1410 with any questions on this memorandum.