



**MINUTES OF A REGULAR MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
May 24, 2017**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on May 24, 2017, at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

Roll Call:

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

F. Clayton Tyler	Chair
Charles T. Lutz	Vice Chair
Mikkel Beckmen	Secretary
Tom DeAngelo	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

Abdullahi Isse	Commissioner
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The following others were also present:

Gregory P. Russ	Executive Director / CEO
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The Chair declared the presence of a quorum.

Approval of Agenda:

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

Approval of Minutes:

The Minutes of the Regular Meeting of April 25, 2017, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.



Executive Director's Update:

In an effort to keep MPHA Commissioners, staff and the public informed regarding significant activities being addressed by the Agency, Executive Director Russ spoke briefly on the topics shown below upon which the Board took no official action:

- The Executive Director recognized MPHA Carpenters Paul Peterson, Jeremy Gerten, and Matt Jenniges who designed and built the new Board Table.
- June Travel – three trips: Staff will be traveling to Washington D.C., along with six MTW agency heads, to meet with HUD Secretary Ben Carson. The second trip to Washington D.C. will be with industry groups (NAHRO, CLPHA and PHADA) to discuss common industry-wide strategies to work with HUD. The last trip is to Cambridge, MA where staff will visit redevelopment work and meet with residents and staff to set the stage for the kind of work we hope to do at MPHA.
- Voucher Program –
 - The Section 8 staff is in customer service training – recommended by the Quadel Report
 - We are Revamping our inspection process – recommended by the Quadel Report
 - We will be conducting a landlord survey – sent letters to landlords
 - The RFP Submarket for rent analysis has closed – will bring to Board after we evaluate
- MPHA was given notice by the Family Housing Fund that we will receive a grant for \$300,000 for the regional mobility study:
 - Setting up the Regional MTW Agency
 - Designing the Mobility Program
- We have a grant request pending at the McKnight Foundation – we'll know by the end of the summer if the grant is awarded.
- We rolled out, internally, the proposed reorganization on how our departments are structured. Will bring this to the Board next month. Also, will be bringing in a new deputy on investments and innovations, Tracy Scott, from the Atlanta Housing Authority. Hope to officially offer her the position this week.
- The President's budget is out – the most severe cut is in Capital - \$1.3 billion.
- We need Board action on the Guiding Principles and Working Capital which is designed to set the frame work on how to begin to plan for reinvesting in our properties.

Item No. 1: MPHA Guiding Principles for Redevelopment and Capital Investment

After a presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Beckmen seconded the motion. Commissioner Letofsky moved to amend the Guiding Principles for Redevelopment and Capital Investment document, by removing from the third paragraph the words "(as permitted by law)". Commissioner Beckmen seconded the motion. Upon a roll call vote, three Commissioners voted "aye" (Commissioners Beckmen, Letofsky, and Mohamud) and four Commissioner voted "nay" (Commissioners Lutz, DeAngelo, Rosenbaum and Chairman Tyler). The motion failed.



Commissioner Letofsky next moved to amend the last paragraph of the document by adding the words “permanently affordable housing and” to the last sentence. Commissioner Lutz seconded the motion. Upon a voice vote, the Chair declared the motion carried.

Commissioner Lutz moved to approve the amended document, and recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Beckmen seconded the motion. Upon a roll call vote, seven Commissioner vote “aye” (Commissioners, Beckmen, DeAngelo, Letofsky, Lutz, Mohamud, Rosenbaum and Chairman Tyler) and no commissioner voted “nay”. The Chair declared the motion carried. [See Document No. 2017-21] [See Resolution No. 17-173]

Item No. 2: Working Capital Fund Budget

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Lutz seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2017-22]

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for April 2017. [See Document No. 2017-23]

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:18 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



Gregory P. Russ, Executive Director / CEO

Performance Report for May 2017

*Board of Commissioners Meeting -
June 28, 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
- Policy & Special Initiatives

Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
Headquarters: 2709 Essex St. SE
May 2017

Glendale AMP 1 -

Total Units 184

- ▶ Units Leased: 2
- ▶ Average Turnover: 26
 - Down Time: 2
 - Days Make Ready: 12
 - Days for Re-rental: 12
- ▶ Total Work Orders
 - 1 emergency work order completed in 24 hours - 100%
 - 187 non emergency work orders completed - 47%

▶ Occupancy Level: 99%

May 2017 Performance Report

Scattered Sites AMP 2 -

Total Units 736

- ▶ Units Leased: 8
- ▶ Average Turnover: 37
 - Down Time: 2
 - Days Make Ready: 28
 - Days for Re-rental: 7
- Total Work Orders
 - 8 emergency work orders completed in 24 hours - 100%
 - 731 non emergency work orders completed - 85%
- ▶ Occupancy Level: 99%

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

North AMP 3 - Headquarters: 315 Lowry Total Units 1296

- ▶ Units Leased: 19
- ▶ Average Turnover: 35
 - Days Down Time: 3
 - Days Make Ready: 12
 - Days for Re-rental: 21
 - (efficiencies 47 days - 9 units;
 - 1 Bedroom 14 days - 9 units;
 - 1 partner unit at Feeney 107 days)
- Total Work Orders
 - 9 emergency work orders completed in 24 hours - 100%
 - 792 non emergency work orders completed - 84%
- Occupancy Level: 100%

Northeast AMP 4 Headquarters: 1815 Central - Total Units 944

- ▶ Units Leased: 22
- ▶ Average Turnover: 8
 - Days Down Time: 1
 - Days Make Ready: 5
 - Days for Re-rental: 3
- Total Work Orders
 - 3 emergency work orders completed in 24 hours - 100%
 - 886 non emergency work orders completed - 82%
- Occupancy Level: 100%

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

Hiawatha AMP 5 Headquarters:

2123 - 16th - Total Units 886

- Units Leased: 8
- Average Turnover: 39
 - Days Down Time: 2
 - Days Make Ready: 8
 - Days for Re-rental: 30
- (1 partner unit at 1707 3rd took 79 days; 1 accessible unit at 2433 5th took 85 days; all others averaged 25 days)
- Total Work Orders
 - 14 emergency work orders completed in 24 hours - 100%
 - 362 non emergency 85%

○ Occupancy Level: 99%

Cedar AMP 6 Headquarters:

1611 So. 6th - Total
Units 895

- Units Leased: 10
- Average Turnover: 23
 - Days Down Time: 1
 - Days Make Ready: 11
 - Days for Re-rental: 11
- Total Work Orders
 - 16 emergency work orders completed in 24 hours - 100%
 - 480 non emergency 75%

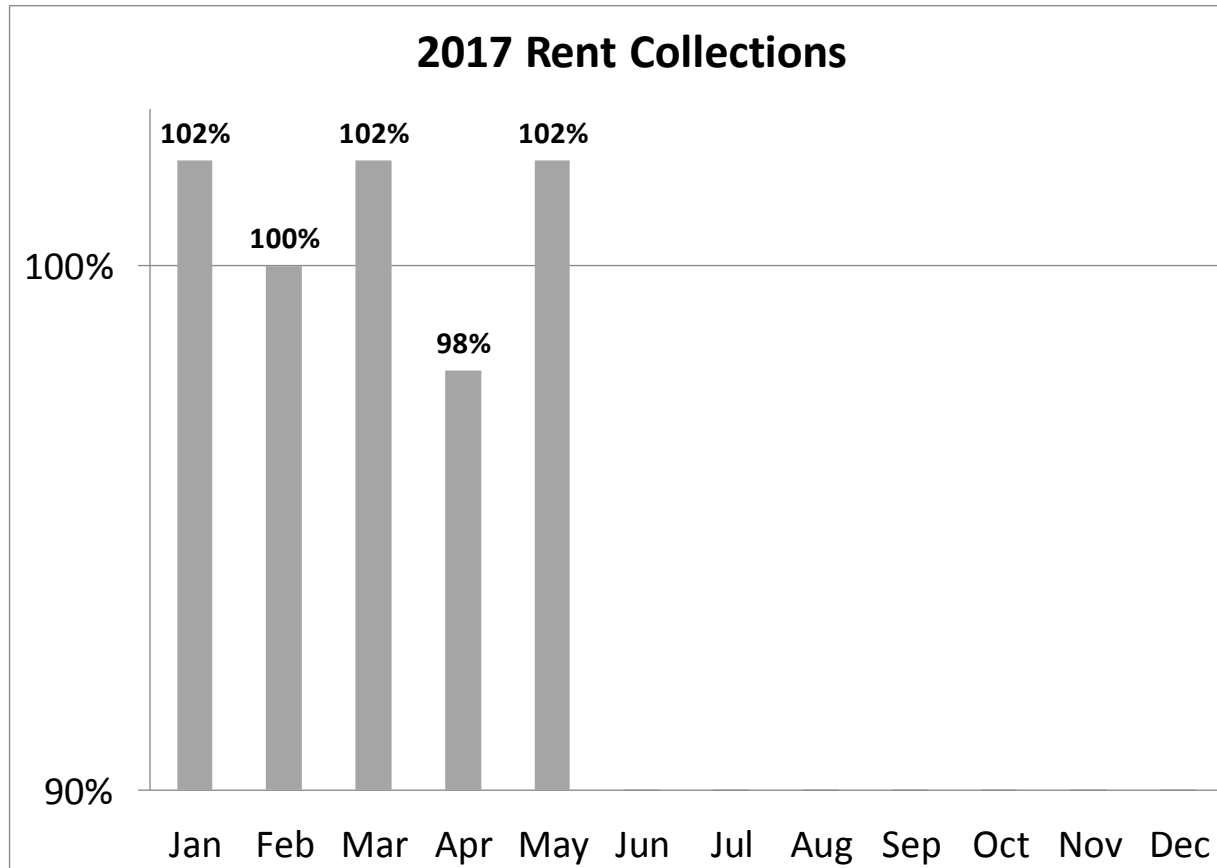
○ Occupancy Level: 99%

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

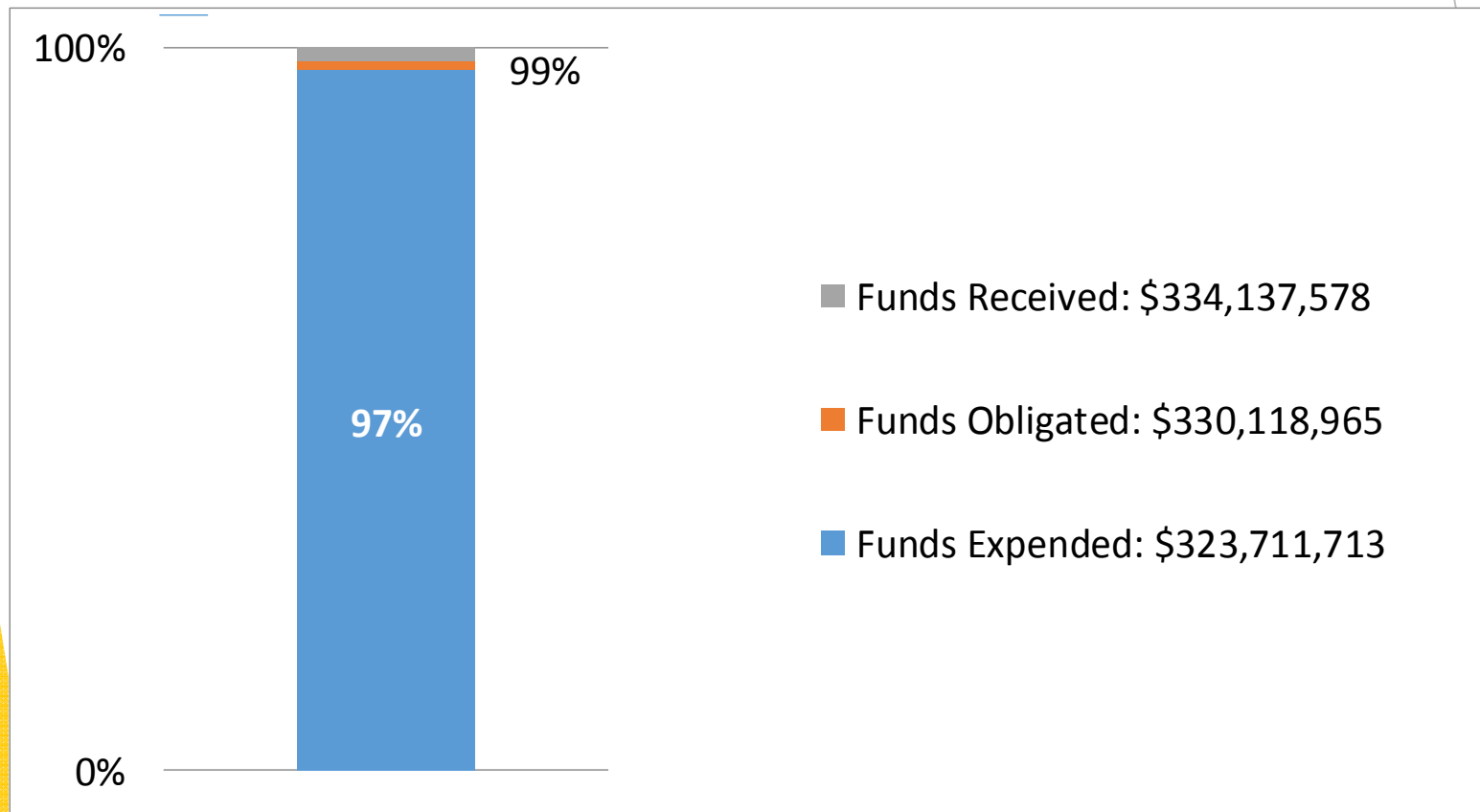
Horn AMP 7 - Headquarters: 3121 Pillsbury - Total Units 937

- Units Leased: 8
- Average Turnover: 6
 - Days Down Time: 1
 - Days Make Ready: 1
 - Days for Re-rental: 4
- Total Work Orders
 - 8 emergency work orders completed in 24 hours - 100%
 - 388 non emergency work orders completed 71%
- Occupancy Level: 100%

Rent Collections



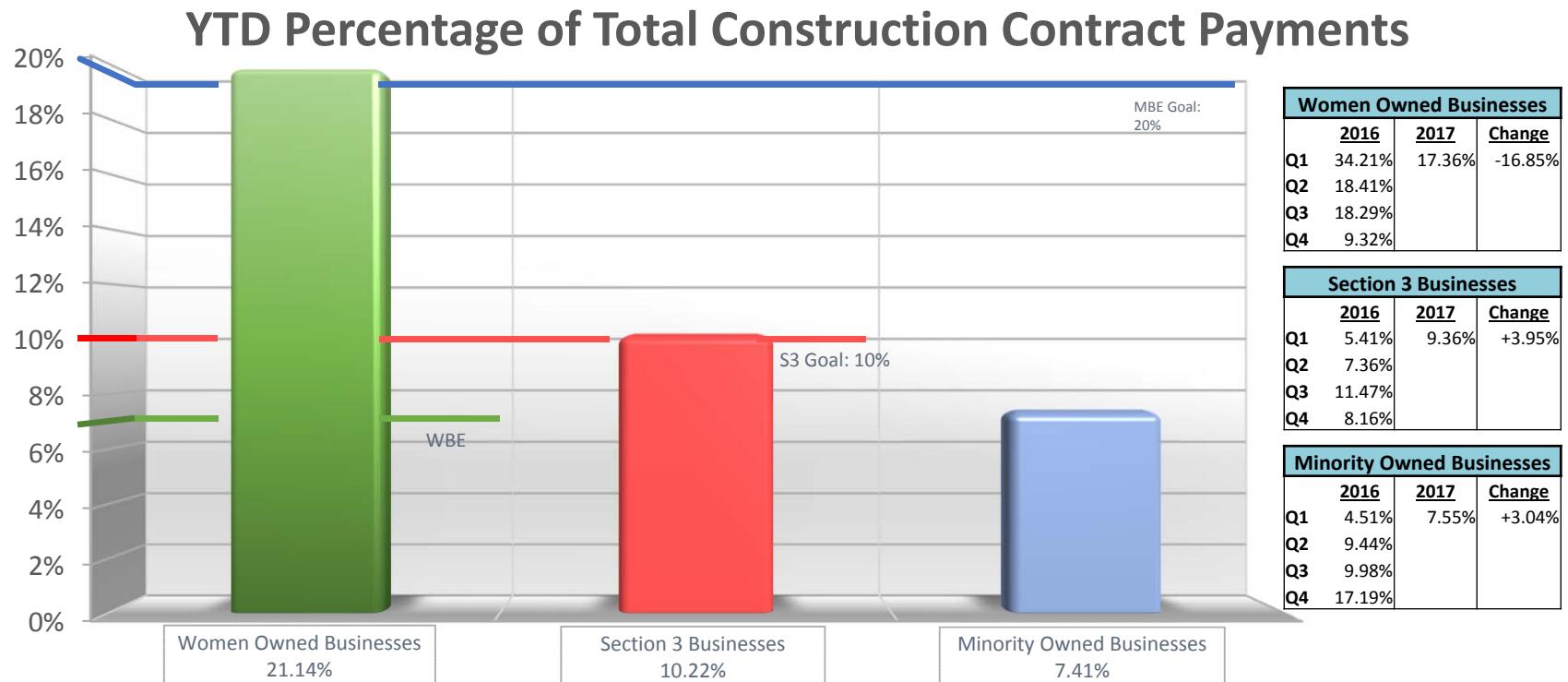
Facilities & Development Capital Fund Program Obligation & Expenditure Report



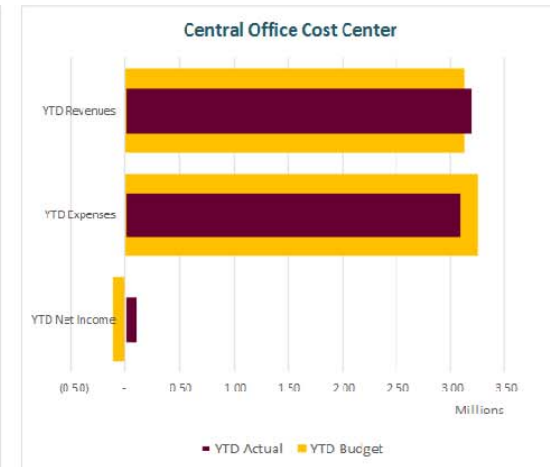
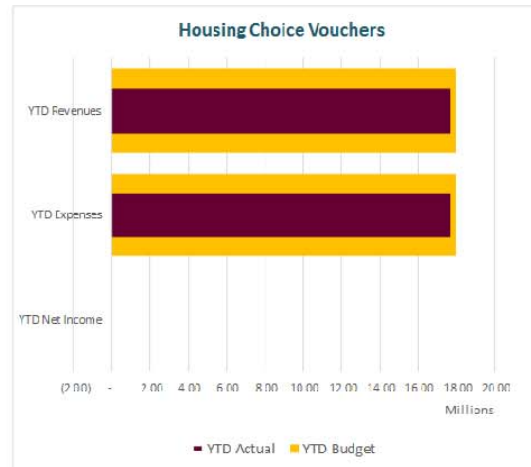
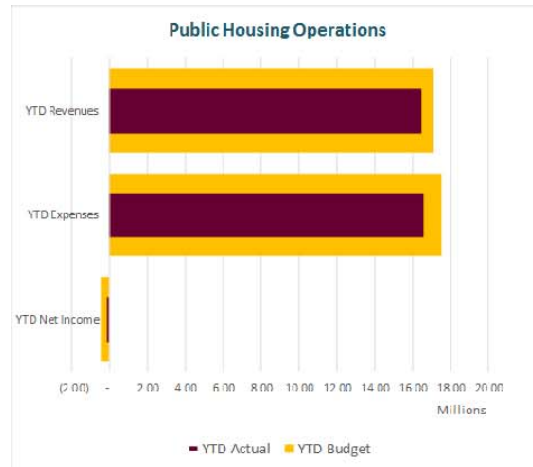
May 2017 Performance Report

1992 through April 30, 2017

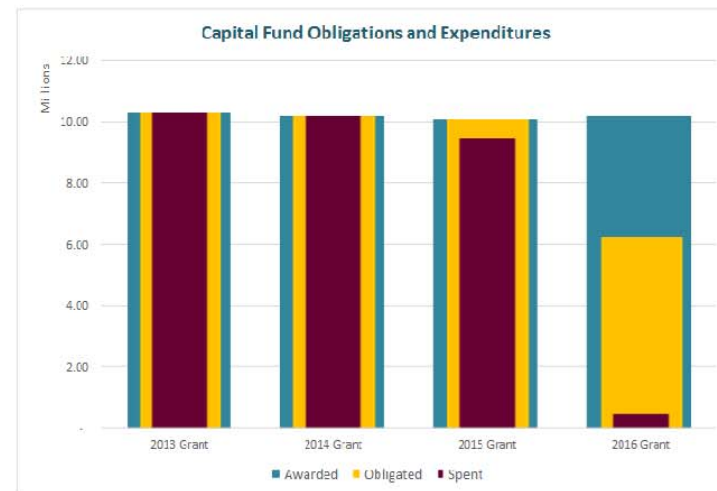
Procurement Construction Contracting Activity for May



Minneapolis Public Housing Authority Financial Summary May 31, 2017



	YTD Budget 05/31/17	YTD Actual 05/31/17	Favorable (Unfavorable) Variance	Variance %
Sources				
Tenant Revenue - Rents & Other	\$ 8,482,900	\$ 8,413,566	\$ (69,334)	-1%
Federal - Operating Subsidies & Grants	\$ 8,857,064	\$ 8,295,940	\$ (561,124)	-6%
Federal - Section 8 HAP Subsidy	\$ 16,791,801	\$ 16,564,376	\$ (227,425)	-1%
Other Revenues, Fees, & Grants	\$ 846,751	\$ 874,871	\$ 28,120	3%
Transfers-In	\$ -	\$ -	\$ -	n/a
Total Sources	\$ 34,978,516	\$ 34,148,733	\$ (829,763)	-2%
Uses				
Property Management and Program Administration	\$ 4,628,359	\$ 4,164,664	\$ 464,295	10%
Fees	\$ 2,680,181	\$ 2,662,041	\$ 18,140	1%
Tenant Services	\$ 209,285	\$ 152,885	\$ 56,400	27%
Utilities	\$ 3,414,779	\$ 3,307,381	\$ 107,398	3%
Maintenance	\$ 5,254,714	\$ 4,938,994	\$ 315,720	6%
Protective Services	\$ 782,710	\$ 717,068	\$ 65,642	8%
Insurance	\$ 446,155	\$ 414,700	\$ 31,455	7%
Other General	\$ 899,115	\$ 787,390	\$ 111,725	12%
Debt Service	\$ 956,570	\$ 956,561	\$ 9	0%
HAP	\$ 16,182,125	\$ 16,108,465	\$ 73,660	0%
Nonroutine	\$ 54,227	\$ 93,572	\$ (39,345)	-73%
Transfers-Out	\$ -	\$ -	\$ -	n/a
Total Uses	\$ 35,508,820	\$ 34,303,721	\$ 1,205,099	3%
Net Sources/(Uses)	\$ (530,304)	\$ (154,968)	\$ 375,336	71%



Capital Fund Program Spending YTD	3,390,337.32
MTW Capital Spending YTD	-
Total Capital Improvement Spending YTD	3,390,337.32

EXTERIOR FAÇADE RESTORATION

The Riverside

2728 East Franklin Avenue



PROJECT SCOPE & BUDGET

2728 East Franklin Avenue is a 21-story seniors designated highrise with 151 units, built in 1967. The building had extensive sealant failure, as well as general masonry deterioration and insufficient flashing. Due to the poor condition of the sealant and the lack of through wall and vertical flashing, water infiltration was occurring and causing interior wall blistering. \$620K in improvements were implemented to correct these issues:

- ✓ Complete exterior sealant replacement
- ✓ Installation of through wall flashing & vertical flashing at brick/stucco intersections
- ✓ Mortar tuckpointing & stucco/concrete repairs
- ✓ Waterproofing of concrete ledges
- ✓ Shelf angle replacement

EXTERIOR DEFICIENCIES



Corroded shelf angle

Failed horizontal
joint sealant



Cracked mortar joints
& loose brick

FAÇADE REPAIRS

New vertical joint sealant

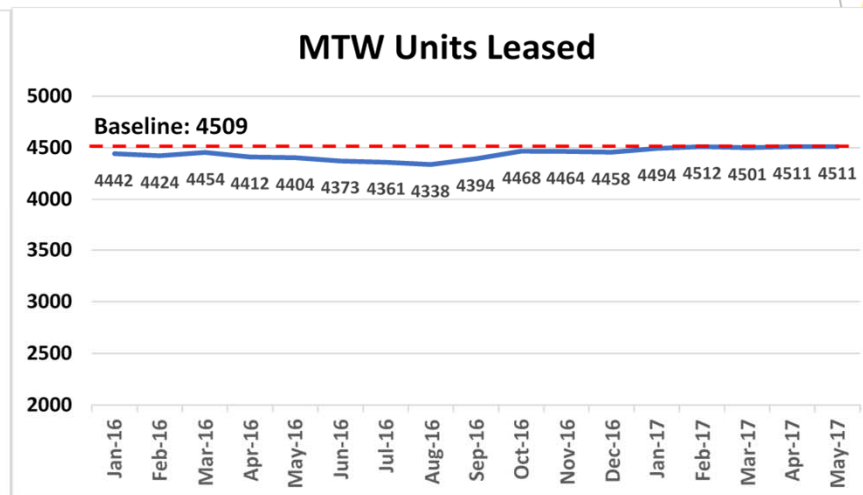
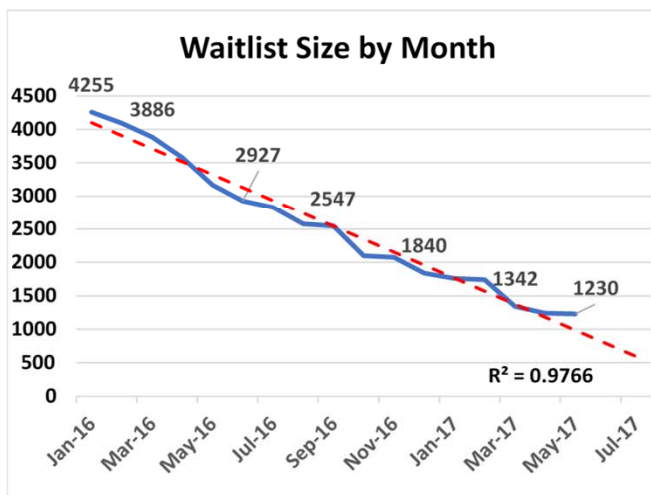
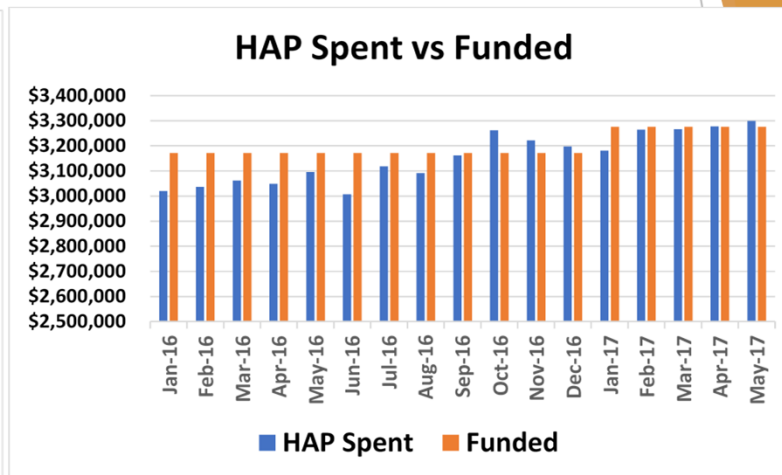
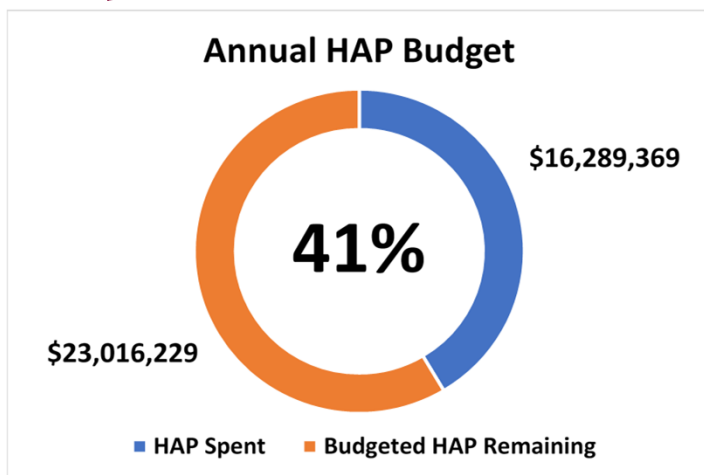


Through wall flashing installation underway



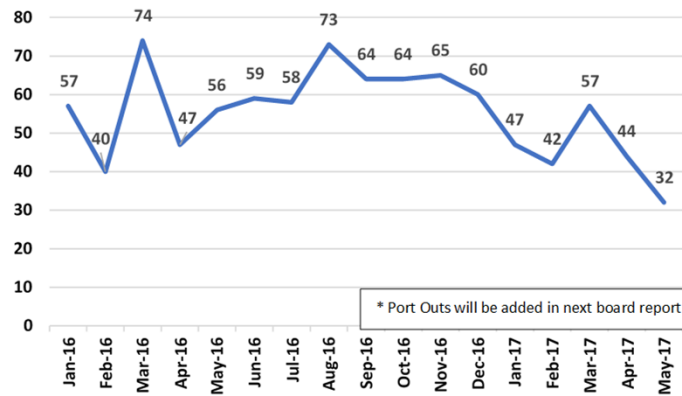
Housing Choice Voucher Program Utilization

May 2017

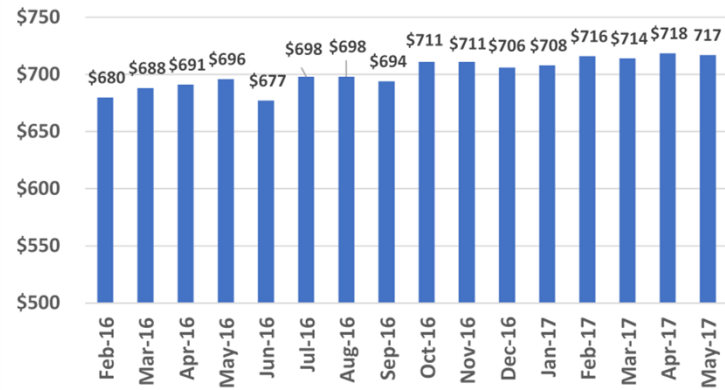


Housing Choice Voucher Program Utilization May 2017

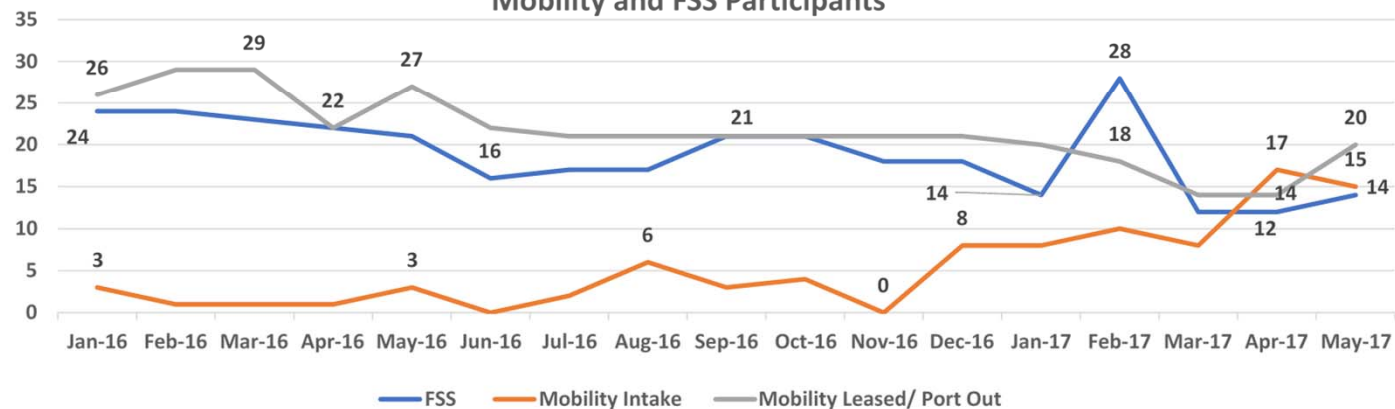
Port Ins Per Month*



Per Unit Cost by Month



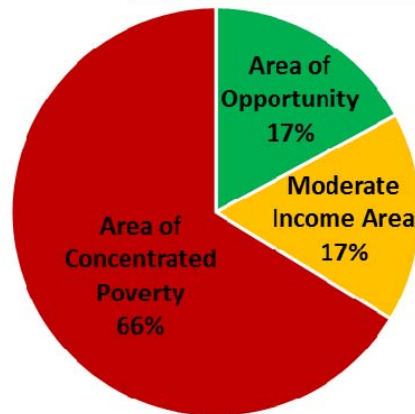
Mobility and FSS Participants



Housing Choice Voucher Program Utilization

May 2017

HCV Households by Area Income Level

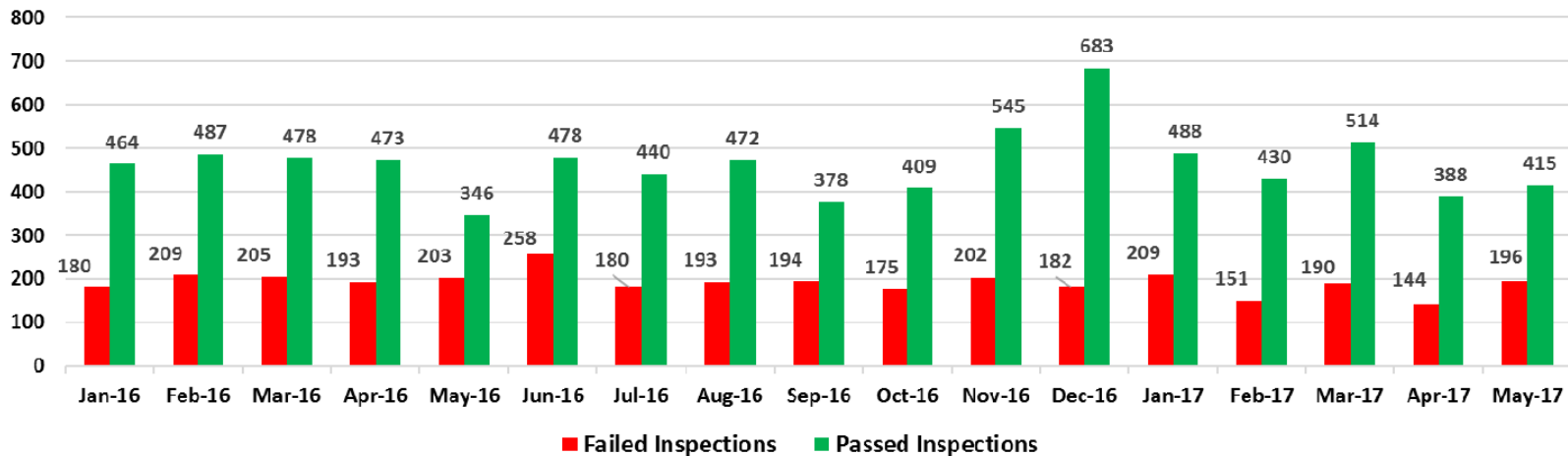


Definitions
Area of Opportunity: Median household income of census tract above \$60K.
Moderate Income Area: Median household income of census tract between \$48K- \$60K.
Area of Concentrated Poverty: Median household income of census tract less than \$48K.

Ward	# Households	% of HCV	Employed	Disabled	Elderly
1	293	6%	42%	46%	20%
2	110	2%	46%	49%	19%
3	300	6%	49%	43%	20%
4	710	15%	48%	37%	7%
5	841	18%	49%	38%	8%
6	794	17%	57%	33%	17%
7	273	6%	29%	56%	24%
8	133	3%	54%	41%	16%
9	392	8%	50%	40%	21%
10	263	6%	49%	39%	20%
11	139	3%	47%	39%	19%
12	102	2%	56%	38%	13%
13	55	1%	55%	36%	7%
Move Status/ Port Outs	244	5%	39%	38%	8%
Grand Total	4649	100%	49%	39%	15%

Note: The last board report in April had a total of 5,872 participants, but that included non-MTW programs and Port Ins. This table shows only the 4,649 MTW MPHA vouchers

Failed and Passed Inspections



HCV Program Monthly Highlights

- HCV/Section 8 has established the monthly award to recognize employees who go above-and-beyond in serving our families or property-owners. Since joining MPHA in 2015, Kayse Kruschke has stood out for her responsiveness, great attitude toward customer service, and willingness to take on a challenge. She has received a trophy that will be passed on next month to the winner for June. Further, she will enjoy a reserved parking spot next to the Executive Director.
- The Community Engagement Specialist, with the help of the Communications Manager and HCV Program Analyst, has designed and disseminated a property owner survey through email and mail to gauge the opinions of current and former property owners. Property owners who have worked with the HCV Program in the past three years were sent a survey. The results of this survey will be qualitatively and quantitatively analyzed to further understand the intersection between their property location, number of units, why property owners work with the HCV Program, and who these owners are.
- In response to concerns of Minneapolis Rental Property Owners and in an ongoing effort to promote participation in the HCV Program, we have streamlined the process and the turn-around time to request the initial (move-in) Housing Quality Standards (HQS) Inspection. Effective July 1, 2017 MPHA will no longer require an appointment for the submission of the Request for Tenancy Approval (RFTA). Participants can now “walk in” to HCV Offices and meet with Inspection Administrative Staff to submit the RFTA moving packet. Upon RFTA submission, Inspection Administrative Staff will review the RFTA (moving) packet for accuracy and completeness, including checking to see if the requested address is within our jurisdiction and a current, valid rental license is verified.



HCV Program Monthly Highlights

The packet will be reviewed to determine whether the contract rent is within the market and meets HUD's Rent Reasonableness criteria and that the rent is within the participant's affordability limit. Property Owner and unit records are created within our system, as necessary. MPHA is confident that the one line of contact and the elimination of scheduling appointments to return the paperwork and schedule the inspection will result in a timely more efficient process.

- The HCV Program has completed the Nan McKay customer service training and certifying all staff present with quality customer service skills. The training was a deep dive into the importance, efficacy, and critical customer service techniques that can be used in the office. The HCV Program staff now are trained and equipped with the tools to provide improved customer service, including answering phones in a timely fashion and treating participants as customers themselves. Through using the tools of this training our relationship with the community and owners will improve.



Policy & Special Initiatives

Policy:

Moving To Work (MTW)

- ❖ 2018 MTW Plan
 - ▶ MTW Resident Advisory Board (RAB) met two times in May
 - ▶ Drafted nine possible MTW initiatives for consideration in 2018 MTW Plan
- ❖ MTW Governance Development Strategies
 - ▶ Continued work on MTW governance structures for possible creation of regional MTW organizational structure

Policy & Special Initiatives

Policy:

❖ **MTW Other:**

- Engaged with Family Housing Fund, Creating Moves To Opportunity (CMTO) and MDRC to establish a Convening related to Regional Mobility and creating a Regional MTW
- Worked with City of Minneapolis to combine MPHA MTW Families Out of Shelter with City Housing Trust Fund RFP
- Represented MPHA at HUD Listening Session in Denver, CO on HUD proposed Operations Notice on Expanding MTW
- Drafted analysis and comments on Operations Notice on Expanding MTW
- Worked with MTW Steering Committee on final Comments on Operations Notice on Expanding MTW
- Continued Conversations with HUD on Conflict of Interest Waiver for Better Futures

Policy & Special Initiatives

Special Initiatives:

Development:

o **Heritage Park /RAD**

- Continued work on RAD Conversion for Heritage Park
- Conducted research on how a Section 18 Disposition will impact Heritage Park
- Conversations with HUD on strategies for moving forward with RAD conversion

o **Glendale:**

- Continued work with Executive Administration, Facilities and Development and Policy and Special Initiatives to address communication and other challenges related to reinvesting in Glendale

Policy & Special Initiatives

○ **Faircloth:**

- Collaborated with Facilities and Development, Finance and Partner Agencies on MPHA's Minnehaha Townhome Development
 - Drafted MOU between MPHA and Hennepin County for Supportive Services
- Continued exploring strategies for expanded use of Faircloth Units for partnerships with other affordable housing developers
 - Continued conversations with Aeon regarding a possible use of Faircloth for its NE Minneapolis Development
 - Continued exploring strategies with Red Lake Tribe representatives about possible use of Faircloth for Minneapolis Development
 - Drafted MTW Initiative that would enhance the value of Faircloth subsidies – to be included in 2018 MTW Plan

Policy & Special Initiatives

- **Urban Garden:**
 - Continued progress on purchase of Urban Garden MHOP Development
- **Lease To Own (LTO):**
 - Waiting List Remains Open
 - MPHA initiated outreach effort to identify and respond to new applicants to program.
 - There were five vacant townhomes at the end of May - MPHA is initiating a recruitment strategy to fill the vacancies
 - As of the end of May MPHA has closed on four LTO units and expects a fifth closing in June
- **MHOP AMP 8 and AMP 9:**
 - MPHA continues to monitor MHOP contracts and work with MHOP providers on compliance requirements and filling vacant units.
 - Drafted MTW Initiative that related to conversion of AMP 9 to Project Based Vouchers

Policy & Special Initiatives

- o **MHOP AMP 8 and AMP 9:**
 - MPHA continues to monitor MHOP contracts and work with MHOP providers on compliance requirements and filling vacant units.
 - Drafted MTW Initiative related to conversion of AMP 9 to Project Based Vouchers

Policy & Special Initiatives

Website Contacts:

- ❖ MPHA Received and Responded to 121 Website Contacts Requesting Assistance with Housing in May

Policy & Special Initiatives

Communication / Marketing Activities:

- News releases and other publicity around the approval of Guiding Principles, Family Housing Fund grant/regional mobility initiative, opening of two-bedroom family waitlist, and launch of Twin Cities Mobile Market to MPHA locations.
- Print and online ad placement and multiple media appearances to publicize two-bedroom waitlist opening; designed smooth and accessible application experience on MPHA web site in English, Somali, and Spanish.
- Testified to Minnesota House Capital Investment Committee in support of public housing bonds later approved as part of state bonding bill.
- Monitored coverage and managed messaging around any security incidents with possible implications for MPHA.

Policy & Special Initiatives

Communication / Marketing Activities:

- Prepared data in response to request from local HUD office related to unlawful detainer filings.
- Reviewed and edited grant proposals and other key communications from the agency.
- Various marketing efforts on behalf of Cora McCorvey Health & Wellness Center, including spreading word to residents of the newest McCorvey Center partner (Odom Health and Wellness).
- Continued to build MPHA's web and social media presence; Facebook followers topped 400 in May.

Policy & Special Initiatives

Other:

- Met with Northside Achievement Zone (NAZ) to explore possible partnerships. Encouraged NAZ to draft letter joining Summit Academy and Twin Cities Rise in an initiative with MPHA to work with shared families
- Drafted MPHA Agency Initiatives, Priorities and Assignments on behalf of the Executive Director

MPHA's Website

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

www.mphaonline.org

COMMUNITY HOUSING RESOURCES

NOTICE AND AGENDA

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 28, 2017

**(following adjournment of MPHA Board of Commissioners meeting)
1001 Washington Avenue North, Minneapolis, Minnesota**

1. Annual/Regular Meeting Schedule for Community Housing Resources Board of Directors for the Remainder of 2013 (Paula Sotelo – 612-342-1439)
2. Consideration of a Report Regarding Charitable Organization Annual Report (Tim Durose – 612-342-1410)

COMMUNITY HOUSING RESOURCES

June 28, 2017

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Annual/Regular Meeting Schedule for Community Housing Resources (CHR) Board of Directors for the Remainder of 2017

As the June 28, 2017 meeting of the CHR Board of Directors is the initial meeting held of the CHR Board of Directors in 2017, this regular meeting shall be deemed as the annual meeting in accordance with the CHR By-Laws. The remainder of the regular meetings and other meetings called will be duly noticed according to the CHR By-Laws to the Board of Directors of CHR no less than three days before the date of the meeting, setting forth the time and place of the meeting. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting.

It is recommended that the Board of Directors declare the June 28, 2017 meeting the annual meeting of the CHR Board of Directors and that the regular and other meetings of the CHR Board of Directors be duly noticed no less than three days before the date of the meeting via electronic communication or U.S. mail as noted above.

This report was prepared by Paula Sotelo. For further information please call Gregory P. Russ, 612-342-1439

COMMUNITY HOUSING RESOURCES

June 28, 2017

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Charitable Organization Annual Report

Previous Directives: The Board approved the Charitable Organization Annual Report on June 22, 2016

RECOMMENDATION: It is recommended that the Board of Directors:

- 1. Adopt the attached resolution approving the Charitable Organization Annual Report**
- 2. Authorize the President to file the Annual Report with the Office of the Attorney General**

Community Housing Resources is a corporation organized and operated exclusively for charitable purposes, exclusively for the benefit of, to support the functions of, and to assist in carrying out the purposes of the Minneapolis Public Housing Authority. This corporation may engage in, advance, promote, support and administer charitable activities and projects of every kind on its own behalf or as the agent, trustee or representative of others. All the powers of this corporation shall be only exercised so that this corporation's operations shall be exclusively within the expectation of Section 501(c)(3) of the Internal Revenue Code.

Minnesota law requires a charitable organization file an Annual Report with the Office of the Attorney General if it meets any of the following criteria:

1. An organization soliciting or intending to solicit contributions in excess of \$25,000 a year;
2. An organization having paid officers or staff;
3. A private foundation that did not solicit contributions from more than 100 persons during an accounting year; or
4. An organization having more than \$25,000 in total assets.

COMMUNITY HOUSING RESOURCES

Since Community Housing Resources is an organization with paid officers from a related organization (Minneapolis Public Housing Authority) and has more than \$25,000 in total assets, the attached Charitable Organization Annual Report must be approved by board resolution and filed with the Attorney General's Office.

If you have any questions on this matter, please contact Gregory P. Russ, President at 342-1439 or Tim Durose, Chief Financial Officer at 342-1410.

COMMUNITY HOUSING RESOURCES

RESOLUTION 17-01

Whereas, Minnesota law requires a charitable organization soliciting or intending to solicit contributions in excess of \$25,000 a year or having paid officers or staff, or using a professional fund raiser, or an organization having more than \$25,000 in total assets file a Charitable Organization Annual Report with the Office of the Attorney General;

Whereas, the Board of Directors of Community Housing Resources is required to approve of the contents of the Statement and file a resolution indicating such approval;

Therefore, be it resolved that the attached Registration Statement is true, accurate, and complete to the best of our knowledge.

Mail To:

Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address:

www.ag.state.mn.us/charity

STATE OF MINNESOTA
CHARITABLE ORGANIZATION
ANNUAL REPORT FORM

(Pursuant to Minn. Stat. ch. 309)

**SECTION A: Organization Information**

Legal Name of Organization Community Housing Resources

Federal EIN: 41-2011396

Fiscal Year-End: 12/31/2016
mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

Mailing Address:	Physical Address:
Tim Durose	Tim Durose
Contact Person	Contact Person
1001 Washington Avenue N	1001 Washington Avenue N
Street Address	Street Address
Minneapolis, MN 55401	Minneapolis, MN 55401
City, State, and Zip Code	City, State, and Zip Code
612-342-1410	612-342-1410
Phone Number	Phone Number
tdurose@mplspha.org	tdurose@mplspha.org
Email Address	Email Address

- Organization's website: None
- List all of the organization's alternate and former names (attach list if more space is needed).
None ☐ Alternate ☐ Former
☐ Alternate ☐ Former
- List all names under which the organization solicits contributions (attach list if more space is needed).
None
- Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No
- Total amount of contributions the organization received from Minnesota donors: \$ 0
- Has the organization's tax-exempt status with the IRS changed?
☐ Yes ☒ No If yes, attach explanation.
- Has the organization significantly changed its purpose(s) or program(s)?
☐ Yes ☒ No If yes, attach explanation.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?
☐ Yes ☒ No If yes, attach explanation.
9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No
 If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser	Compensation
Street Address	City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No
 If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No
Note: An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.
11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation* of more than \$100,000? ☒ Yes ☐ No
 If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation
Cora McCorvey, Executive Director	165204	
Tim Durose, CFO	146343	
Dennis Goldberg, COO	145064	
Lisa Griebel, General Counsel	139444	
Mary Boler, Managing Director - LIPH	133314	

*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

SECTION B: Financial Information

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

INCOME

1. Contributions Received	\$0.00	1
2. Government Grants	\$0.00	2
3. Program Service Revenue	\$0.00	3
4. Other Revenue	\$7.00	4
5. TOTAL INCOME	\$7.00	5

EXPENSES

6. Program Expenses	\$0.00	6
7. Management & General Expenses	\$25.00	7
8. Fund-raising Expenses	\$0.00	8
9. TOTAL EXPENSES	\$25.00	9
10. EXCESS or DEFICIT (Line 5 minus Line 9)	\$-18.00	10

ASSETS

11. Cash	\$38,488.00	11
12. Land, Buildings & Equipment	\$0.00	12
13. Other Assets	\$0.00	13
14. TOTAL ASSETS	\$38,488.00	14

LIABILITIES

15. Accounts Payable	\$0.00	15
16. Grants Payable	\$0.00	16
17. Other Liabilities	\$0.00	17
18. TOTAL LIABILITIES	\$0.00	18

FUND BALANCE/NET WORTH
(Line 14 minus Line 18)

\$38,488.00



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

Section B (continued): Statement of Functional Expenses

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other				
12. Advertising and promotion				
13. Office expenses	\$ 25.00		\$ 25.00	
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest				
21. Payments to affiliates				
22. Depreciation, depletion, and amortization				
23. Insurance				
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a.				
b.				
c.				
d.				
25. Total functional expenses. Add lines 1 through 24d.	\$ 25.00	\$ 0.00	\$ 25.00	\$ 0.00
26. Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				

HERITAGE PARK SENIOR SERVICES CENTER

NOTICE AND AGENDA

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 28, 2017

**(following adjournment of MPHA Board of Commissioners meeting and
Community Housing Resources Board meeting)**

1001 Washington Avenue North, Minneapolis, Minnesota

1. Annual/Regular Meeting Schedule for Heritage Park Senior Services Center Board of Directors for the Remainder of 2013 (Paula Sotelo – 612-342-1439)
2. Consideration of a Report Regarding Charitable Organization Annual Report (Tim Durose – 612-342-1410)

HERITAGE PARK SENIOR SERVICES CENTER

June 28, 2017

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Annual/Regular Meeting Schedule for Heritage Park Senior Services Center (HPSSC) Board of Directors for the Remainder of 2017

As the June 28, 2017 meeting of the HPSSC Board of Directors is the initial meeting held of the HPSSC Board of Directors in 2013, this regular meeting shall be deemed as the annual meeting in accordance with the HPSSC By-Laws. The remainder of the regular meetings and other meetings called will be duly noticed according to the HPSSC By-Laws to the Board of Directors of HPSSC no less than three days before the date of the meeting, setting forth the time and place of the meeting. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting.

It is recommended that the Board of Directors declare the June 28, 2017 meeting the annual meeting of the HPSSC Board of Directors and that the regular and other meetings of the HPSSC Board of Directors be duly noticed no less than three days before the date of the meeting via electronic communication or U.S. mail as noted above.

This report was prepared by Paula Sotelo. For further information please call Gregory P. Russ, 612-342-1439

HERITAGE PARK SENIOR SERVICES CENTER

June 28, 2017

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Charitable Organization Annual Report

Previous Directives: The Board approved the Charitable Organization Annual Report on June 22, 2016.

RECOMMENDATION: It is recommended that the Board of Directors:

- 1. Adopt the attached resolution approving the Charitable Organization Annual Report**
- 2. Authorize the President to file the Annual Report with the Office of the Attorney General**

Heritage Park Senior Services Center (HPSSC) began operations in May 2010, as a non-profit affiliate organization of the Minneapolis Public Housing Authority. In November 2010, the Internal Revenue Service officially determined that HPSSC would be described as a 501(c)(3) organization under the Internal Revenue Code. Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations. The HPSSC's purpose is to provide a fully accessible multi-purpose senior community center.

Minnesota law requires a charitable organization file an Annual Report with the Office of the Attorney General if it meets any of the following criteria:

1. An organization soliciting or intending to solicit contributions in excess of \$25,000 a year;
2. An organization having paid officers or staff;
3. A private foundation that did not solicit contributions from more than 100 persons during an accounting year; or
4. An organization having more than \$25,000 in total assets.

Since Heritage Park Senior Services Center is an organization with paid officers from a related

HERITAGE PARK SENIOR SERVICES CENTER

organization (Minneapolis Public Housing Authority) and has more than \$25,000 in total assets, the attached Charitable Organization Annual Report must be approved by board resolution and filed with the Attorney General's Office.

If you have any questions on this matter, please contact Gregory P. Russ, President at 342-1439 or Tim Durose, Chief Financial Officer at 342-1410.

HERITAGE PARK SENIOR SERVICES CENTER

RESOLUTION 17-01

Whereas, Minnesota law requires a charitable organization soliciting or intending to solicit contributions in excess of \$25,000 a year or having paid officers or staff, or using a professional fund raiser, or an organization having more than \$25,000 in total assets file a Charitable Organization Annual Report with the Office of the Attorney General;

Whereas, the Board of Directors of Heritage Park Senior Services Center is required to approve of the contents of the Statement and file a resolution indicating such approval;

Therefore, be it resolved that the attached Registration Statement is true, accurate, and complete to the best of our knowledge.

Mail To:

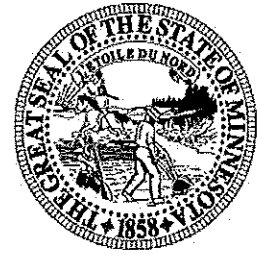
Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address:

www.ag.state.mn.us/charity

**STATE OF MINNESOTA
CHARITABLE ORGANIZATION
ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)

**SECTION A: Organization Information**

Legal Name of Organization Heritage Park Senior Services Center

Federal EIN: 27-3130730 **Fiscal Year-End:** 12/31/2016
mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

Mailing Address:	Physical Address:
<u>Tim Durose</u>	<u>Tim Durose</u>
Contact Person	Contact Person
<u>1001 Washington Avenue N</u>	<u>1001 Washington Avenue N</u>
Street Address	Street Address
<u>Minneapolis, MN 55401</u>	<u>Minneapolis, MN 55401</u>
City, State, and Zip Code	City, State, and Zip Code
<u>612-342-1410</u>	<u>612-342-1410</u>
Phone Number	Phone Number
<u>tdurose@mplspha.org</u>	<u>tdurose@mplspha.org</u>
Email Address	Email Address

- Organization's website: None
- List all of the organization's alternate and former names (attach list if more space is needed).
None ☐ Alternate ☐ Former
☐ Alternate ☐ Former
- List all names under which the organization solicits contributions (attach list if more space is needed).
None
- Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No
- Total amount of contributions the organization received from Minnesota donors: \$ 1208
- Has the organization's tax-exempt status with the IRS changed?
☐ Yes ☒ No If yes, attach explanation.
- Has the organization significantly changed its purpose(s) or program(s)?
☐ Yes ☒ No If yes, attach explanation.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?
☐ Yes ☒ No If yes, attach explanation.
9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No
 If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser	Compensation
Street Address	City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No
 If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No
Note: An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.
11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation* of more than \$100,000? ☒ Yes ☐ No
 If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation
Cora McCorvey, Executive Director	165204	
Tim Durose, CFO	146343	
Dennis Goldberg, COO	145064	
Lisa Griebel, General Counsel	139444	
Mary Boler, Managing Director - LIPH	133314	

*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

SECTION B: Financial Information

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

INCOME

1. Contributions Received	\$ 1,208.00	1
2. Government Grants	\$ 0.00	2
3. Program Service Revenue	\$ 0.00	3
4. Other Revenue	\$ 397,546.00	4
5. TOTAL INCOME	\$ 398,754.00	5

EXPENSES

6. Program Expenses	\$ 704,984.00	6
7. Management & General Expenses	\$	7
8. Fund-raising Expenses	\$ 0.00	8
9. TOTAL EXPENSES	\$ 704,984.00	9
10. EXCESS or DEFICIT	\$ -306,230.00	10
(Line 5 minus Line 9)		

ASSETS

11. Cash	\$ 130,671.00	11
12. Land, Buildings & Equipment	\$ 13,583,824.00	12
13. Other Assets	\$ 269,795.00	13
14. TOTAL ASSETS	\$ 13,984,290.00	14

LIABILITIES

15. Accounts Payable	\$ 254,070.00	15
16. Grants Payable	\$ 0.00	16
17. Other Liabilities	\$ 15,287,405.00	17
18. TOTAL LIABILITIES	\$ 15,541,475.00	18

FUND BALANCE/NET WORTH

(Line 14 minus Line 18)

\$ -1,557,185.00



CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

Section B (continued): Statement of Functional Expenses

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting	\$ 10,002.00	\$ 10,002.00		
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other	\$ 84,750.00	\$ 84,750.00		
12. Advertising and promotion				
13. Office expenses	\$ 791.00	\$ 791.00		
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest	\$ 121,214.00	\$ 121,214.00		
21. Payments to affiliates				
22. Depreciation, depletion, and amortization	\$ 468,057.00	\$ 468,057.00		
23. Insurance	\$ 16,464.00	\$ 16,464.00		
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a. Miscellaneous - HPSSC events	\$ 3,706.00	\$ 3,706.00		
b.				
c.				
d.				
25. Total functional expenses. Add lines 1 through 24d.	\$ 704,984.00	\$ 704,984.00	\$ 0.00	\$ 0.00
26. Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				