



NOTICE AND AGENDA

August 23, 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

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, 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 July 26, 2017

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Combining the Moving to Work Resident Advisory Board (RAB) and the Tenant Advisory Committee (TAC) into a single committee of the Board (Bob Boyd, Director of Investments & Innovation)

RECEIVE AND FILE:

- Monthly Performance Report for July 2017 (Gregory P. Russ, Executive Director / CEO)



Next Regular Meeting:

**Wednesday, September 27, 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
July 26, 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 July 26, 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
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner

The following members of the Board were absent:

Tom DeAngelo	Commissioner
Hon. James Rosenbaum	Commissioner

The following others were also present:

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

Approval of Agenda:

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

Approval of Minutes:

The Minutes of the Regular Meeting of June 28, 2017, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Isse. 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:

- This month I attended the Council of Large Public Housing Authorities (CLPHA) meeting in Washington, DC. There were notable discussions around the links between “housing and education” and “housing and health”. One memorable piece of information is that simply putting a person in housing cuts their health care cost by 15% within three months. Also, during the CLPHA meeting it was announced the House put their version of HUD’s 2018 budget to paper. While the numbers are a marginal improvement over the Trump administration’s proposed budget, we are looking at further reductions in the HCV Administrative Fees, which we use to support the Voucher program, potentially below 75% of the formula amount we should receive. In addition, the Public Housing Operating Fund number is anemic, continuing a trend of proration well below the formula amount needed to operate our buildings.
- We have been doing significant outreach and discussion both in the community and MPHA highrises about the preservation of our buildings. Last night we had an excellent meeting with 15 Somali community leaders and one of the Imams from a major Twin Cities mosque. I want to acknowledge and thank the MPHA Somali staff for arranging the meeting. During this important meeting, we discussed the start of MPHA’s journey to begin to come up with plans and financing for the reinvestment in our properties. I have a meeting with the Somali staff this week to discuss how to build upon our relationship with the Somali community leaders.
- In response to a question from Vice Chair Lutz: Our “Thinking Locally, Solving Regionally” Convening is scheduled for August 14-15, 2017. The focus is on how the region’s housing authorities can collaborate to increase mobility and opportunity for families using housing vouchers across the Twin Cities. We have over 50 people confirmed to participate and so far eight of the 11 regional housing authorities have committed to participate. I would encourage the Commissioners to attend this conference.

Item No. 1: General Contractor/Consultant (GC/C) Services at Minnehaha Townhomes

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2017-25]

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for June 2017. [See Document No. 2017-26]
- MPHA 2018 Draft MTW Plan [See Document No.2017-27]



Executive Director Russ noted substantial revisions to the presentation of this month's HCV Performance Report materials, with changes to additional portions of the report on the way in coming months. He encouraged Commissioners to let him know about whether they find the changes helpful, or suggest additional improvements.

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



August 23, 2017

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Combining the Moving to Work Resident Advisory Board (RAB) and the Tenant Advisory Committee (TAC) into a single committee of the Board

Previous Directives: The Tenant Advisory Committee (TAC) has been an advisory committee to the MPHA Board of Commissioner since before MPHA was an independent Agency. The Resident Advisory Board (RAB) was first authorized by the MPHA Board in 2000 following HUD's requirement that PHAs develop an annual Agency Plan and reconstituted it as the Moving to Work (MTW) RAB in 2008 following MPHA's MTW Agreement with HUD.

Resident Association Notification: The TAC and MTW RAB have both been informed of the recommendations that the two committees be merged and have expressed support for this change.

Impact on MPHA Budget: Minimal – TAC and RAB members may be provided a stipend for their participation.

Affirmative Action Compliance: Not applicable. The TAC and RAB committees are 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 merger of the MTW RAB and TAC into a single committee and to create a Memorandum of Understanding (MOU) with the new Resident Advisory Board that would combine and detail the specific responsibilities of the newly formed committee.

The Tenant Advisory Committee (TAC) and the Moving to Work (MTW) Resident Advisory Board (RAB) are resident/participant committees formed by the MPHA Board of Commissioners to provide feedback to the Board and planning activities related to the Agency for its Annual MTW Plan. Many of the MPHA actions that come to the Board of Commissioners are related to the



Agency's MTW programs and activities and often overlap with the work of the MTW RAB. MPHA staff have had conversations with members of both TAC and MTW RAB as well as with the Minneapolis Highrise Representative Council (MHRC) and have concluded that residents and participants would be more engaged and have more meaningful roles to play if the two committees were merged. As these are committees authorized by the MPHA Board of Commissioners, a recommendation to merge the two committees should be approved by the Board. Currently TAC has a governance structure that includes bylaws and MTW RAB was authorized by the Board pursuant to HUD requirements. If approved, the merger would be confirmed by an MOU that identifies a structure for the new committee and details their specific responsibilities and duties.

At a minimum, the new MTW RAB Committee would include the following:

- 3 representatives from the Minneapolis Highrise Representative Council (MHRC);
- 1 representative from MPHA's Glendale Family Development;
- 1 representative from the Minneapolis Scattered Site Resident Council (MSSRC);
- 2 Section 8/HCV Program Participants;
- 3 members of the Management, Maintenance, and Modernization Committee; and,
- 1 member of the Security Advisory Committee.

The Investments and Innovation Department will work with the MHRC, the Minneapolis Scattered Site Resident Council (MSSRC), MPHA's Glendale Property Management staff and, once formed, the Glendale Resident Council, as well as our Section 8/HCV Department to ensure that both Public Housing residents and Section 8 program participants have an opportunity to participate on the committee.

This Report was prepared Bob Boyd, MPHA's Director of Investments and Innovation. If you have questions or need additional information, please contact Mr. Boyd at (612) 342-1437 or bboyd@mphapha.org.



Gregory P. Russ, Executive Director / CEO

Performance Report for July 2017

Board of Commissioners Meeting -

August 23, 2017

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
July 2017**

Glendale AMP 1 –

Total Units 184

- Units Leased: 1
- Average Turnover: 58
 - Down Time: 0
 - Days Make Ready: 28
 - Days for Re-rental: 30

(Transfer tenant – 15 days to sign lease and move)
- Total Work Orders
 - 2 emergency work order completed in 24 hours – 100%
 - 171 non emergency work orders completed – 83%
- Occupancy Level: 99%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 8
- Average Turnover: 35
 - Down Time: 1
 - Days Make Ready: 23
 - Days for Re-rental: 11

(Three unit transfers – tenants had 15 days to sign lease and move)
- Total Work Orders
 - 13 emergency work orders completed in 24 hours – 100%
 - 676 non emergency work orders completed – 80%
- Occupancy Level: 99%

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

North AMP 3 – Headquarters:

315 Lowry Total Units 1296

- Units Leased: 23
- Average Turnover: 21
 - Days Down Time: 1
 - Days Make Ready: 11
 - Days for Re-rental: 9

(Efficiency units average 32 days)
- Total Work Orders
 - 5 emergency work orders completed in 24 hours – 100%
 - 578 non emergency work orders completed – 63%
- Occupancy Level: 99%

Northeast AMP 4 Headquarters:

1815 Central – Total Units 944

- Units Leased: 14
- Average Turnover: 8
 - Days Down Time: 0
 - Days Make Ready: 3
 - Days for Re-rental: 5
- Total Work Orders
 - 0 emergency work orders completed in 24 hours – 100%
 - 457 non emergency work orders completed – 60%
- Occupancy Level: 100%

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

Hiawatha AMP 5

Headquarters:

2123 – 16th – Total Units 886

- Units Leased: 6
- Average Turnover: 15
 - Days Down Time: 3
 - Days Make Ready: 4
 - Days for Re-rental: 9
- Total Work Orders
 - 9 emergency work orders completed in 24 hours – 100%
 - 282 non emergency 83%

○ Occupancy Level: 100%

Cedar AMP 6 Headquarters:

1611 So. 6th – Total Units 895

- Units Leased: 6
- Average Turnover: 36
 - Days Down Time: 1
 - Days Make Ready: 18
 - Days for Re-rental: 17
 - (One eviction damaged unit – turnaround time 56 days)
- Total Work Orders
 - 24 emergency work orders completed in 24 hours – 100%
 - 281 non emergency 70%

○ Occupancy Level: 100%

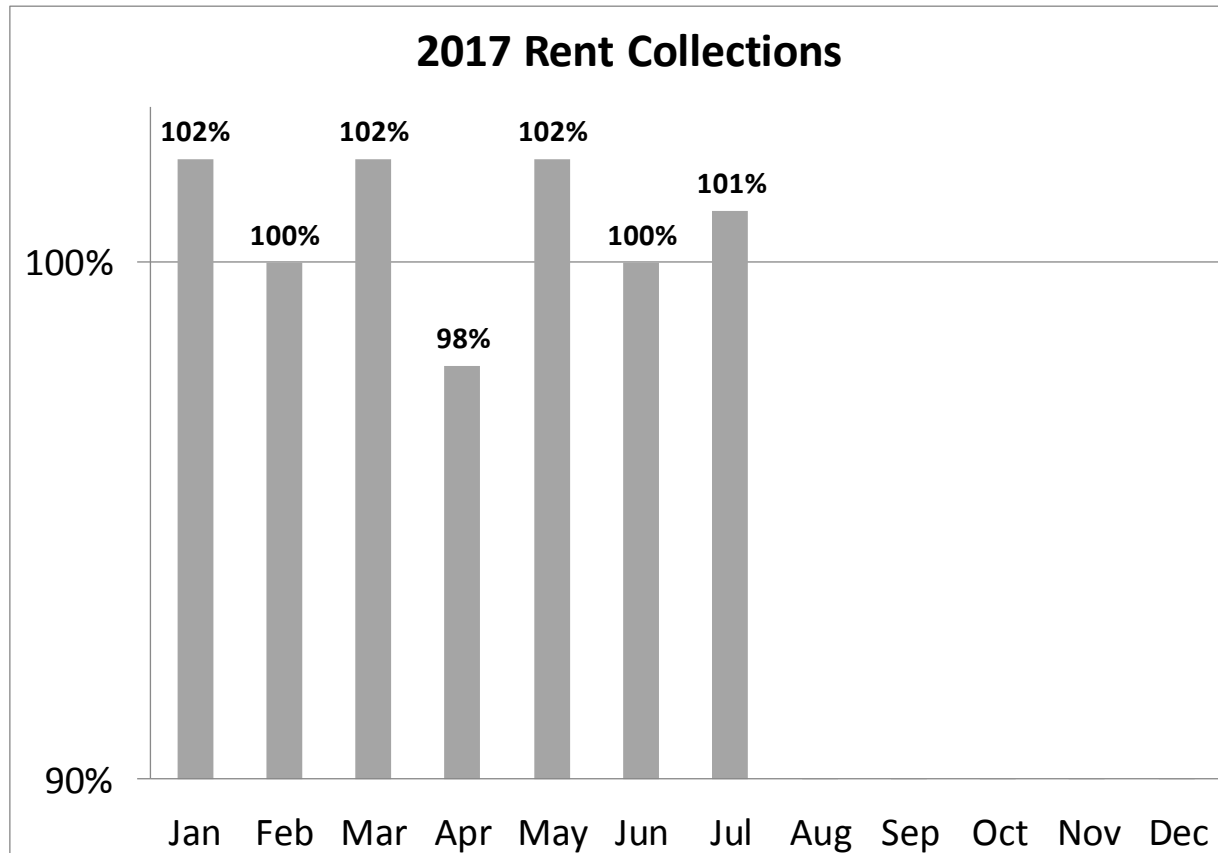
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) July 2017

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

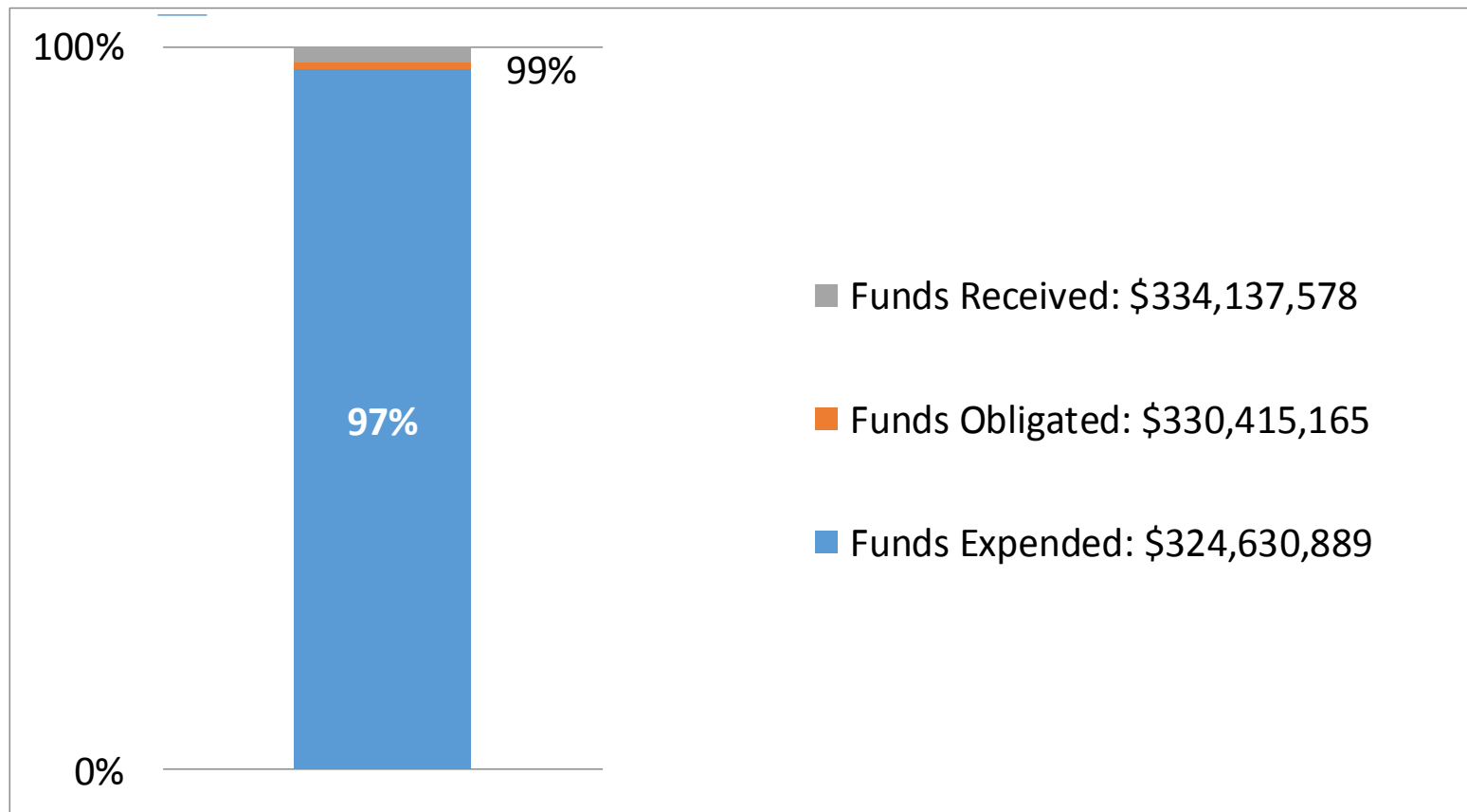
- Units Leased: 3
- Average Turnover: 20
 - Days Down Time: 2
 - Days Make Ready: 2
 - Days for Re-rental: 16
- Total Work Orders
 - 3 emergency work orders completed in 24 hours – 100%
 - 201 non emergency work orders completed 41%

○ Occupancy Level: 100%

Rent Collections



Facilities & Development Capital Fund Program Obligation & Expenditure Report

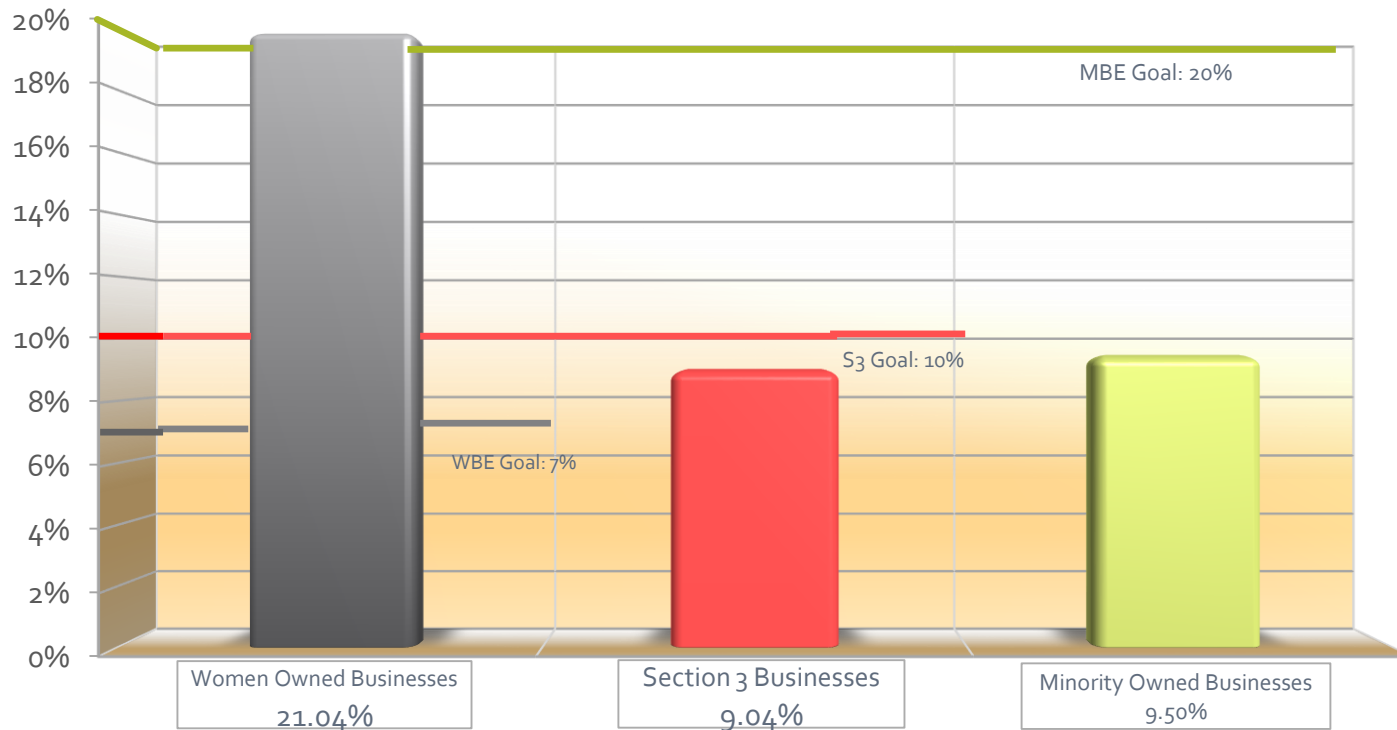


1992 through July 31, 2017

July 2017 Performance Report

Procurement Construction Contracting Activity for July

YTD Percentage of Total Construction Contract Payments



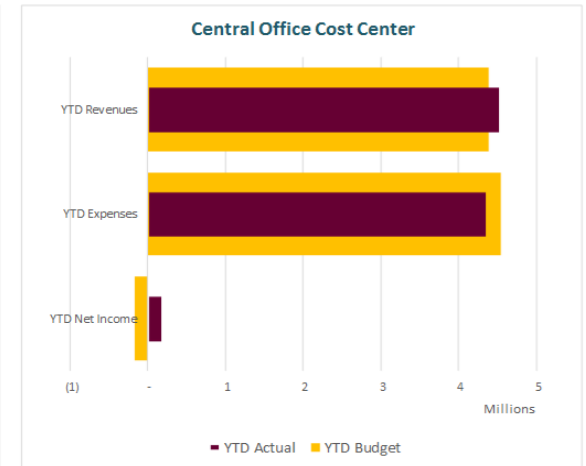
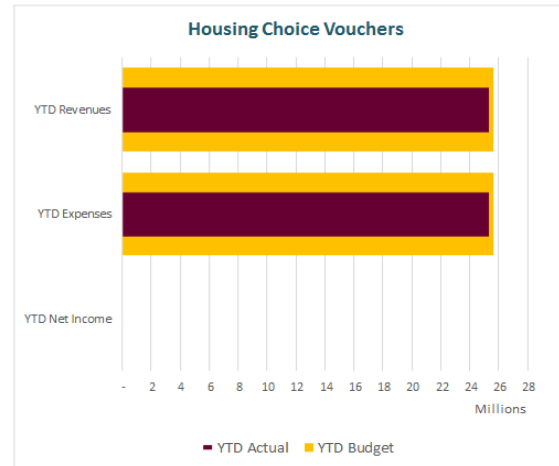
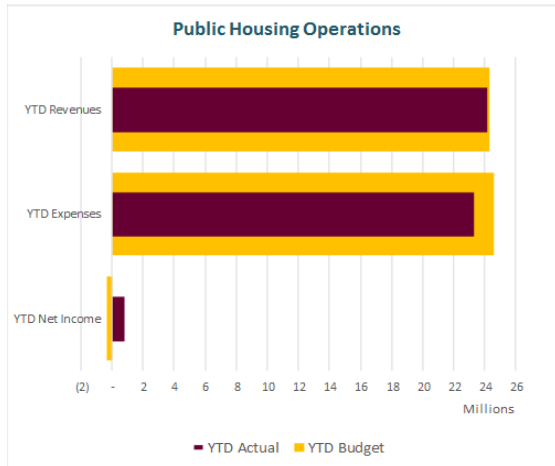
Women Owned Businesses			
	2016	2017	Change
Q1	34.21%	17.36%	-16.85%
Q2	18.41%	29.72%	+11.31%
Q3	18.29%		
Q4	9.32%		

Section 3 Businesses			
	2016	2017	Change
Q1	5.41%	9.36%	+3.95%
Q2	7.36%	8.74%	+1.38%
Q3	11.47%		
Q4	8.16%		

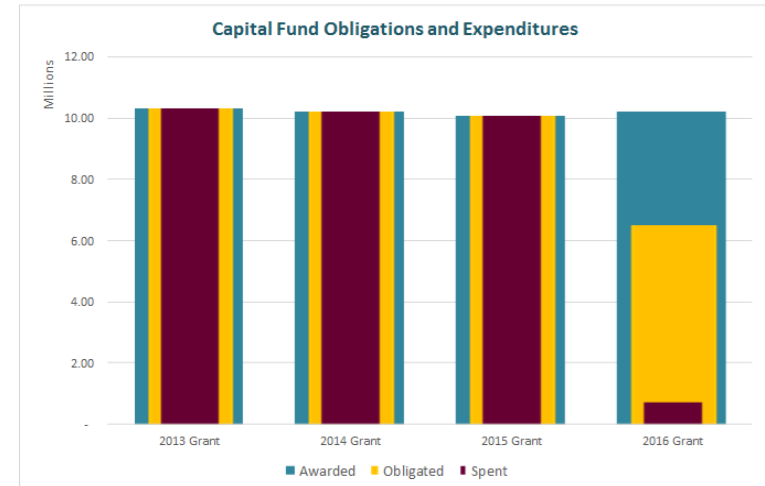
Minority Owned Businesses			
	2016	2017	Change
Q1	4.51%	7.55%	+3.04%
Q2	9.44%	13.18%	+3.75%
Q3	9.98%		
Q4	17.19%		

Minneapolis Public Housing Authority Financial Summary

July 31, 2017



MTW Operating Sources and Uses (Public Housing, Housing Choice Vouchers, & MTW)				
	YTD Budget 07/31/17	YTD Actual 07/31/17	Favorable (Unfavorable) Variance	Variance %
Sources				
Tenant Revenue - Rents & Other	\$11,876,060	\$11,823,156	\$ (52,904)	0%
Federal - Operating Subsidies & Grants	\$12,545,725	\$12,508,716	\$ (37,009)	0%
Federal- Section 8 HAP Subsidy	\$24,124,432	\$23,788,039	\$ (336,393)	-1%
Other Revenues, Fees, & Grants	\$ 1,318,785	\$ 1,328,796	\$ 10,011	1%
Transfers-In	\$ -	\$ -	\$ -	n/a
Total Sources	\$49,865,002	\$49,448,707	\$ (416,295)	-1%
Uses				
Property Management and Program Administration	\$ 6,483,661	\$ 5,832,292	\$ 651,369	10%
Fees	\$ 3,795,355	\$ 3,772,652	\$ 22,703	1%
Tenant Services	\$ 292,999	\$ 238,919	\$ 54,080	18%
Utilities	\$ 4,577,298	\$ 4,595,020	\$ (17,722)	0%
Maintenance	\$ 7,496,778	\$ 6,841,540	\$ 655,238	9%
Protective Services	\$ 1,173,294	\$ 1,045,124	\$ 128,170	11%
Insurance	\$ 624,617	\$ 580,800	\$ 43,817	7%
Other General	\$ 1,258,761	\$ 1,265,515	\$ (6,754)	-1%
Debt Service	\$ 1,339,198	\$ 1,339,202	\$ (4)	0%
HAP	\$22,709,263	\$22,629,345	\$ 79,918	0%
Nonroutine	\$ 73,842	\$ 121,980	\$ (48,138)	-65%
Transfers-Out	\$ 431,021	\$ 431,021	\$ -	0%
Total Uses	\$50,256,087	\$48,693,410	\$ 1,562,677	3%
Net Sources/(Uses)	\$ (391,085)	\$ 755,297	\$ 1,146,382	293%



Capital Fund Program Spending YTD	4,309,513.58
MTW Capital Spending YTD	431,021.44
Total Capital Improvement Spending YTD	4,740,535.02

Comprehensive Building Modernization

620 Cedar Avenue South



Project Scope & Budget

12

620 Cedar Avenue South is a 10-story highrise with 116 apartments, built in 1963. MPHA received a \$1.2 million Publicly Owned Housing Preservation (POHP) grant to partially fund the \$4.6 million of apartment and building systems improvements completed in July 2017 including:

- Extensive plumbing replacement including new main waste and vent stacks
- Significant handicapped accessibility improvements in six units including fully accessible kitchens and roll-in showers
- Bath upgrades including new tub surrounds, lavatories & accessories
- Asbestos floor tile abatement & new tile installation in apartments
- Refurbished kitchen cabinets and new countertops, sinks, range hoods & refrigerators
- Installation of a fire sprinkler system and fire alarm system replacement
- HVAC improvements including new building air handling unit and roof top vents
- New window treatments and apartment finishes

Plumbing Replacement

13



Failed Galvanized Waste Pipe



New Plumbing Rough-In

Handicapped Accessibility Upgrades

14



Fully Accessible Kitchen

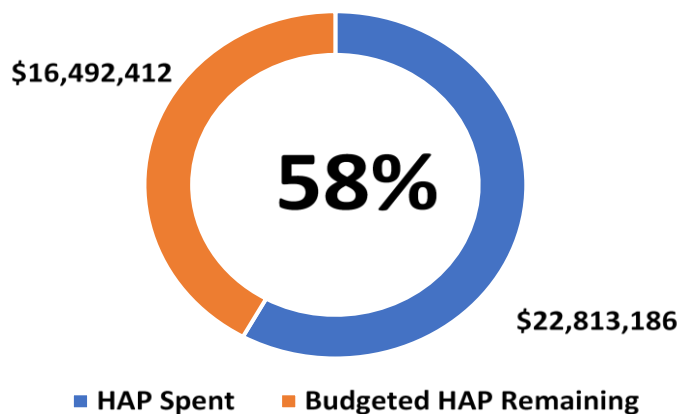


New Roll-In Shower & Bath Upgrades

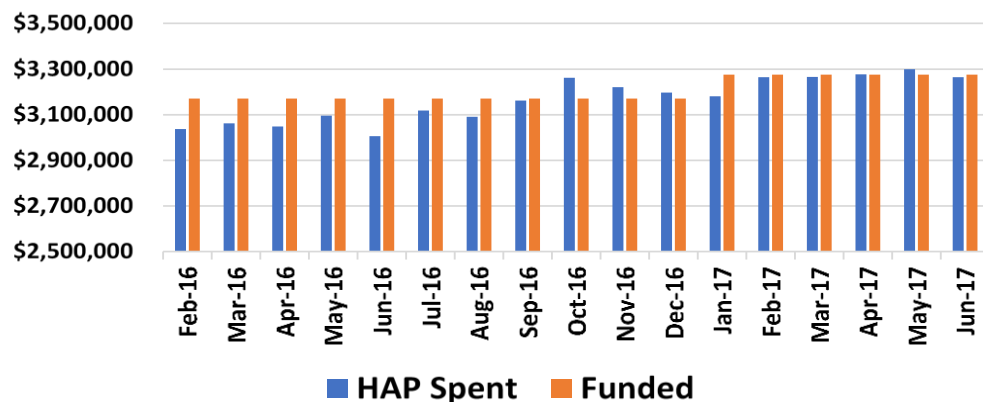
Housing Choice Voucher Program

Housing Choice Voucher Program Board Report on Utilization July 2017

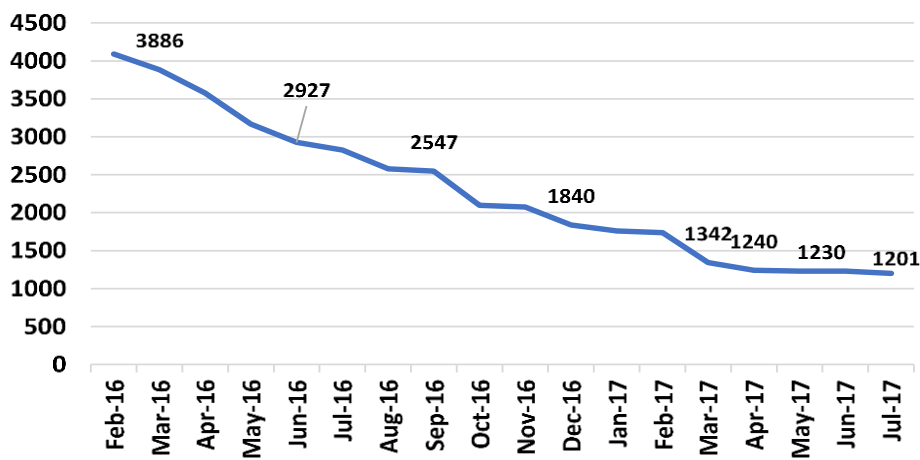
Annual HAP Budget



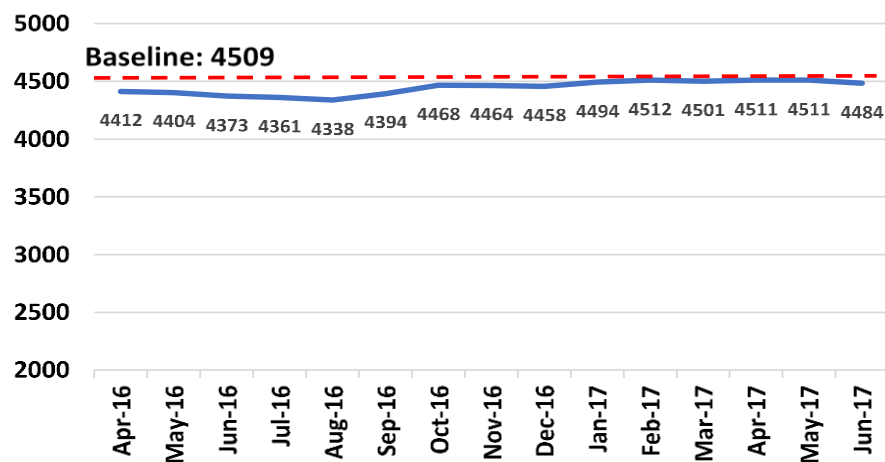
HAP Spent vs Funded



Waitlist Size by Month

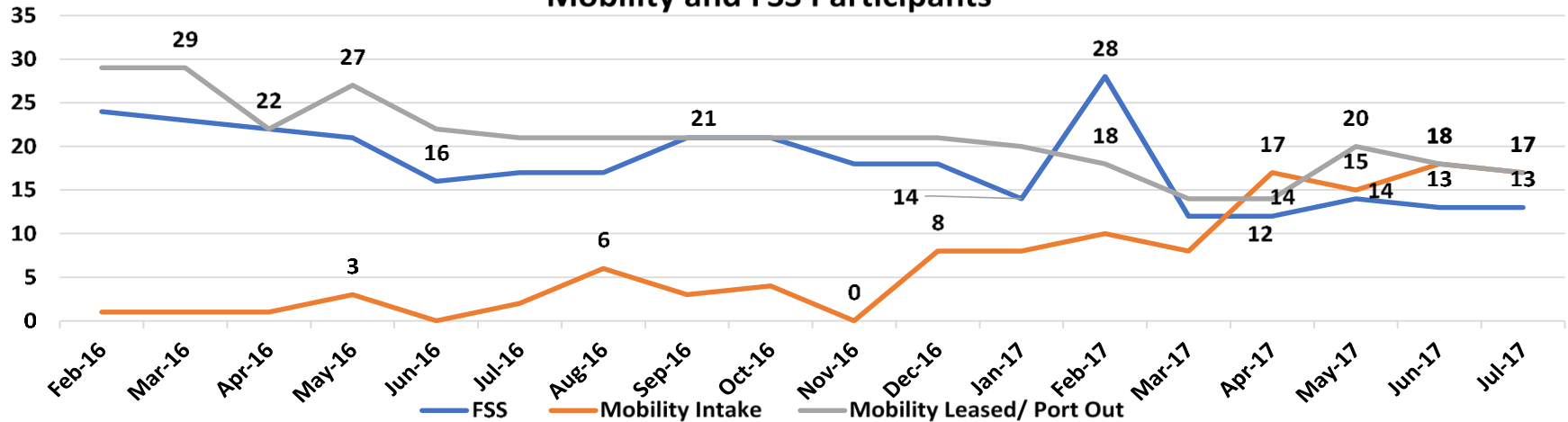


MTW Units Leased

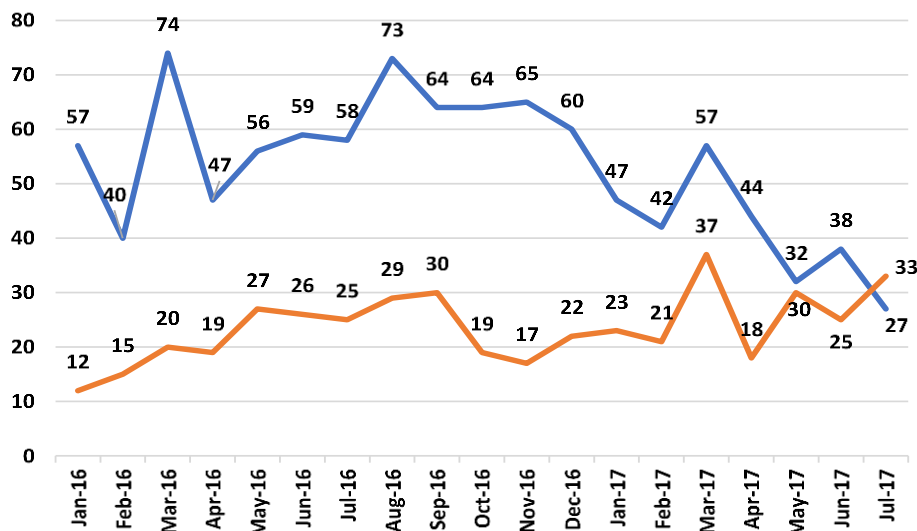


Housing Choice Voucher Program

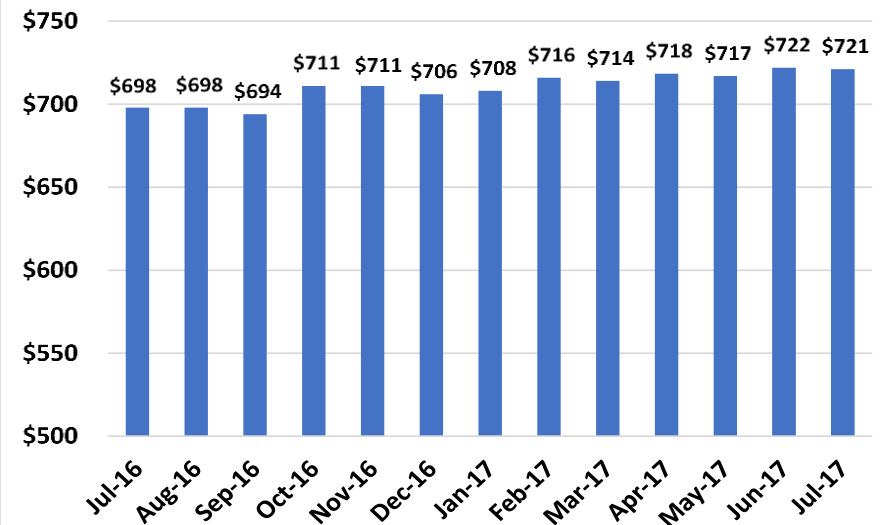
Mobility and FSS Participants



Port Ins and Port Outs Per Month

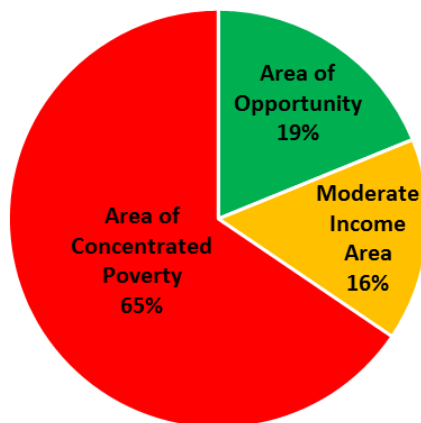


Per Unit Cost by Month



Housing Choice Voucher Program

HCV Households by Area Income Level



Definitions

Area of Opportunity:

Median household income of census tract above \$60K.

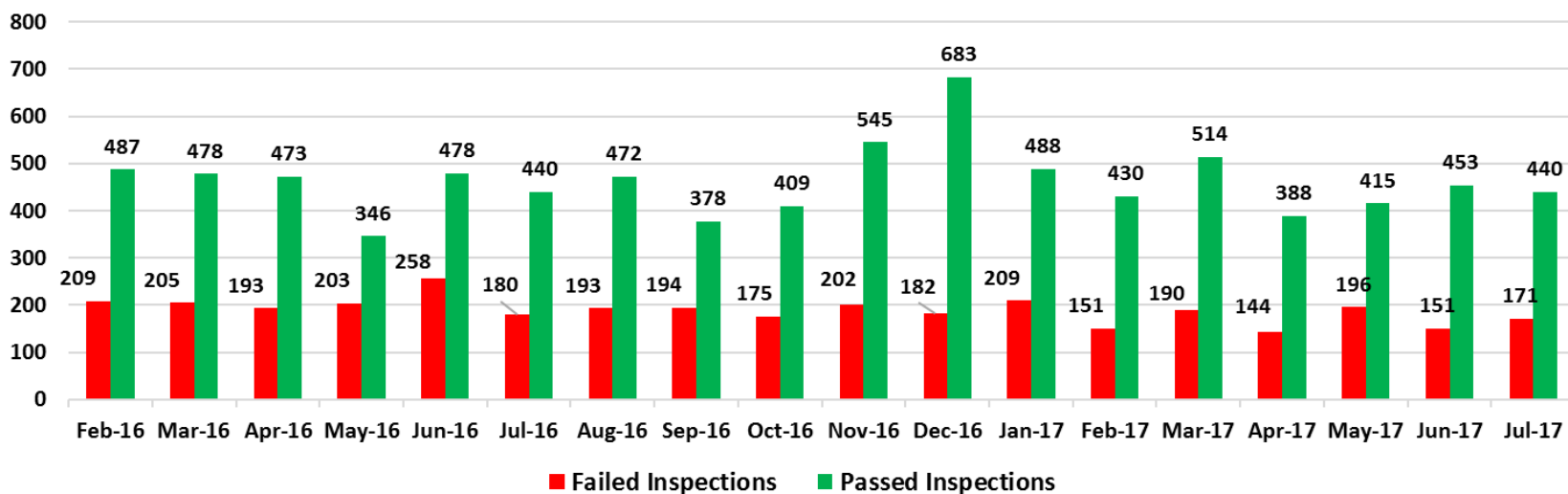
Moderate Income Area:

Median household income of census tract between \$48K- \$60K.

Area of Concentrated Poverty: Median household income of census tract less than \$48K.

Ward	# Households	Disabled	Elderly	Employed
1	285	47%	21%	43%
2	121	51%	23%	40%
3	325	45%	20%	45%
4	665	38%	8%	48%
5	831	38%	10%	44%
6	906	34%	17%	51%
7	364	57%	23%	25%
8	127	39%	18%	54%
9	404	42%	23%	48%
10	295	38%	19%	48%
11	138	45%	19%	45%
12	119	45%	15%	48%
13	57	37%	9%	54%
Total	4637	41%	16%	46%

Failed and Passed Inspections



Housing Choice Voucher Program

July 2017 Highlights

Kelly Davis was awarded the HCV Impact award for the month of July for his stellar communication skills and his high accuracy in data entry and rent calculation. Kelly has worked in MPHA since 2008 doing a wide variety of job duties from administering all the port outs, having a full caseload and now working with one of the three Project Based Voucher caseloads. In addition to administering a full caseload, Kelly is also the president of MPHA's AFSCME Union local 551 and has been for several years. He is a natural leader who makes sure that everyone from the participants in his caseload to his union brothers and sisters are taken care of. There is no surprise in the office that Kelly has received the July HCV Impact Award because on and off duty Kelly works hard to improve the lives of others! Congratulations to Kelly Davis!



From Right to Left: Greg Russ, Kelly Davis, Kyle Hanson and Tina Johnson.

MPHA's Website

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

www.mphaonline.org