



NOTICE AND AGENDA

September 27, 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 August 23, 2017

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

RECEIVE AND FILE:

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

PUBLIC HEARING – MPHA 2018 MOVING TO WORK ANNUAL PLAN:

- Official response from Minneapolis Highrise Representative Council (MHRC)
- Official response from Minneapolis Scattered Site Resident Council (MSSRC)
- Public comment



Next Regular Meeting:

**Wednesday, October 25, 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
August 23, 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 August 23, 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
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

Tom DeAngelo	Commissioner
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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 July 26, 2017, were presented for approval. Commissioner Rosenbaum moved the minutes be accepted as presented. The motion was seconded by Commissioner Lutz. 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 show below upon which the Board took no official action:

Convening

- We had our Thinking Locally, Solving Regionally “convening” last week and three members of the Board attended. I think the meeting went very well. Of the 11 housing authorities invited, all, but one, attended. We had representation from the City of Minneapolis and a number of other stakeholders. We, also, had part of the team that did the original economics analysis on how moving to low poverty areas benefits families. On day two of the meeting, we talked about creating a regional Moving to Work agency. As a follow-up to that, we’re going to convene a working group and invitations will be sent out to the participants to look at regional MTW options, and what kinds of things we might do to encourage families to make moves from high poverty areas to low poverty neighborhoods. Once we have the working group established, we will advise the Board on who’s participating and then distribute a schedule. We’re hoping to convince a number of housing authorities to join us and petition Secretary Carson.

MTW

- We’re in the process of taking comments and have extended the comment period on the MTW Annual Plan through the end of September. We will schedule the public hearing around the new schedule. We are also providing a summary document, which will be translated, as part of the materials we’ve made available to the public. There have been two Advance Meetings so far, last week’s meeting was exciting, in the sense that democracy was kind of messy, but we got through it and we also got through last evening’s meeting as well. I want to compliment the staff who attended those meetings in that many residents got to speak. The process was orderly and defined, but still allowed people to have a voice for their concerns.

DED/Investments & Innovation

- Tracey Scott, MPHA’s Deputy Executive Director of Investments & Innovation, started last week. She had a personal commitment this week that we allowed her to keep, so she’ll be introducing herself to the Board at next month’s meeting. She also attended the convening where she met some of the Commissioners.

Travel

- Next week I’ll be in Cleveland for two days. The Aspen Institute is hosting a congressional staff retreat where they’ll be talking with both the appropriate staff on the House and Senate and the authorizing staff. They invited me to come talk about the voucher program, poverty and mobility, and in place issues. They will cover the cost of my expenses so it won’t impact MPHA’s budget. I also thought it would be a good chance for me to get our issues out to some of the congressional folks who might not be aware.



Item No. 1: Combining the Moving to Work Resident Advisory Board (RAB) and the Tenant Advisory Committee (TAC) into a single committee of the Board

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Isse seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2017-28]

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for July 2017. [See Document No. 2017-29]
- Due to some confusion around rescheduling of the public hearing, two members of the public, Linda Soderstrom and Flo Castner, were allowed to make comments concerning the MTW Annual Plan. The comments will be included in the “comments” appendix of our MTW Annual Plan.

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 1:57 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



Gregory P. Russ, Executive Director / CEO

Performance Report for August 2017

*Board of Commissioners Meeting -
September 27, 2017*

This Month's Report

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

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

Glendale AMP 1 –

Total Units 184

- Units Leased: 2
- Average Turnover: 24
 - Down Time: 2
 - Days Make Ready: 17
 - Days for Re-rental: 5
- Total Work Orders
 - 3 emergency work order completed in 24 hours – 100%
 - 166 non emergency work orders completed – 89%
- Occupancy Level: 99%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 6
- Average Turnover: 29
 - Down Time: 1
 - Days Make Ready: 20
 - Days for Re-rental: 9
- Total Work Orders
 - 6 emergency work orders completed in 24 hours – 100%
 - 721 non emergency work orders completed – 83%
- Occupancy Level: 98%

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

North AMP 3 – Headquarters:

315 Lowry Total Units 1296

- Units Leased: 15
- Average Turnover: 26
 - Days Down Time: 1
 - Days Make Ready: 17
 - Days for Re-rental: 8
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 521 non emergency work orders completed – 67%
- Occupancy Level: 99%

Northeast AMP 4 Headquarters:

1815 Central – Total Units 944

- Units Leased: 22
- Average Turnover: 11
 - Days Down Time: 1
 - Days Make Ready: 3
 - Days for Re-rental: 7
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 539 non emergency work orders completed – 65%
- Occupancy Level: 100%

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

Hiawatha AMP 5

Headquarters:

2123 – 16th – Total Units 886

- Units Leased: 7
- Average Turnover: 14
 - Days Down Time: 3
 - Days Make Ready: 5
 - Days for Re-rental: 6
- Total Work Orders
 - 16 emergency work orders completed in 24 hours – 100%
 - 275 non emergency 71%

○ Occupancy Level: 99%

Cedar AMP 6 Headquarters:

1611 So. 6th – Total Units 895

- Units Leased: 7
- Average Turnover: 21
 - Days Down Time: 1
 - Days Make Ready: 6
 - Days for Re-rental: 13
- Total Work Orders
 - 14 emergency work orders completed in 24 hours – 100%
 - 423 non emergency 74%

○ Occupancy Level: 99%

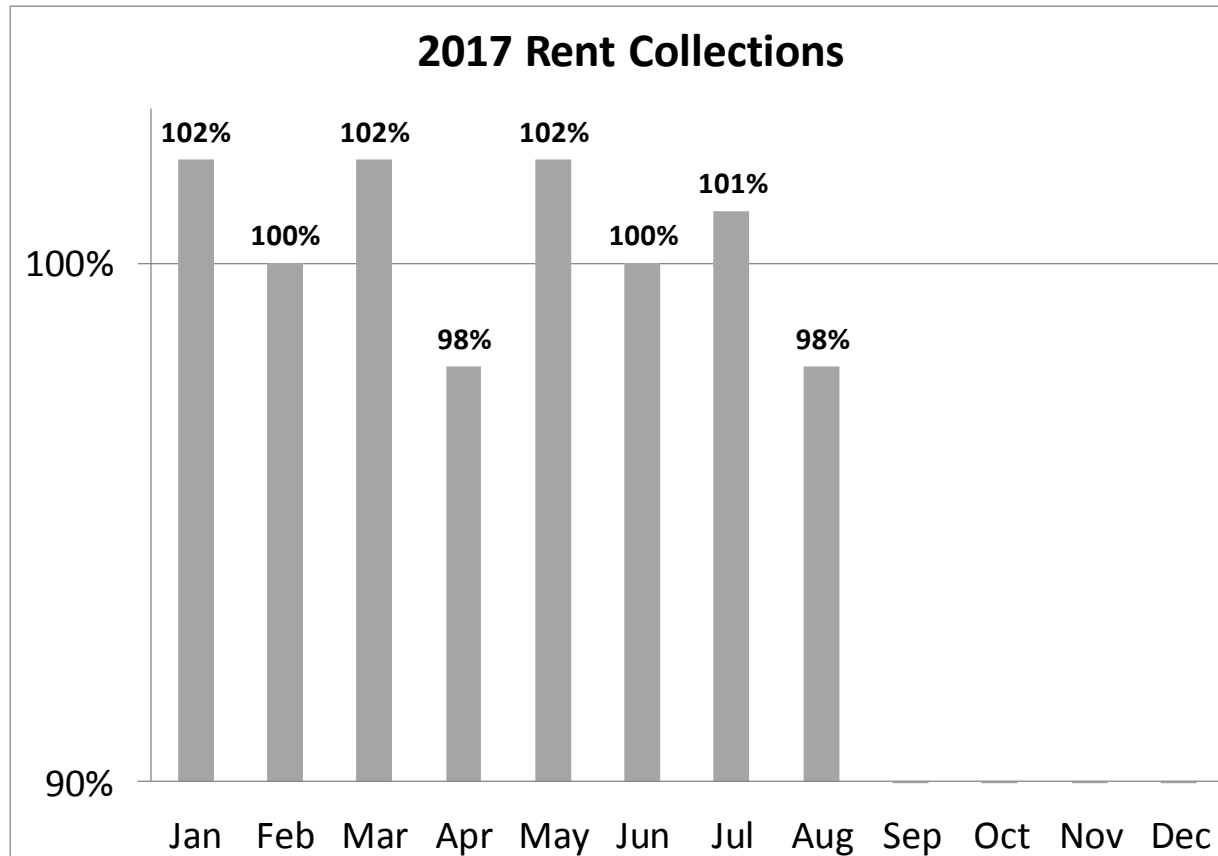
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) August 2017

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

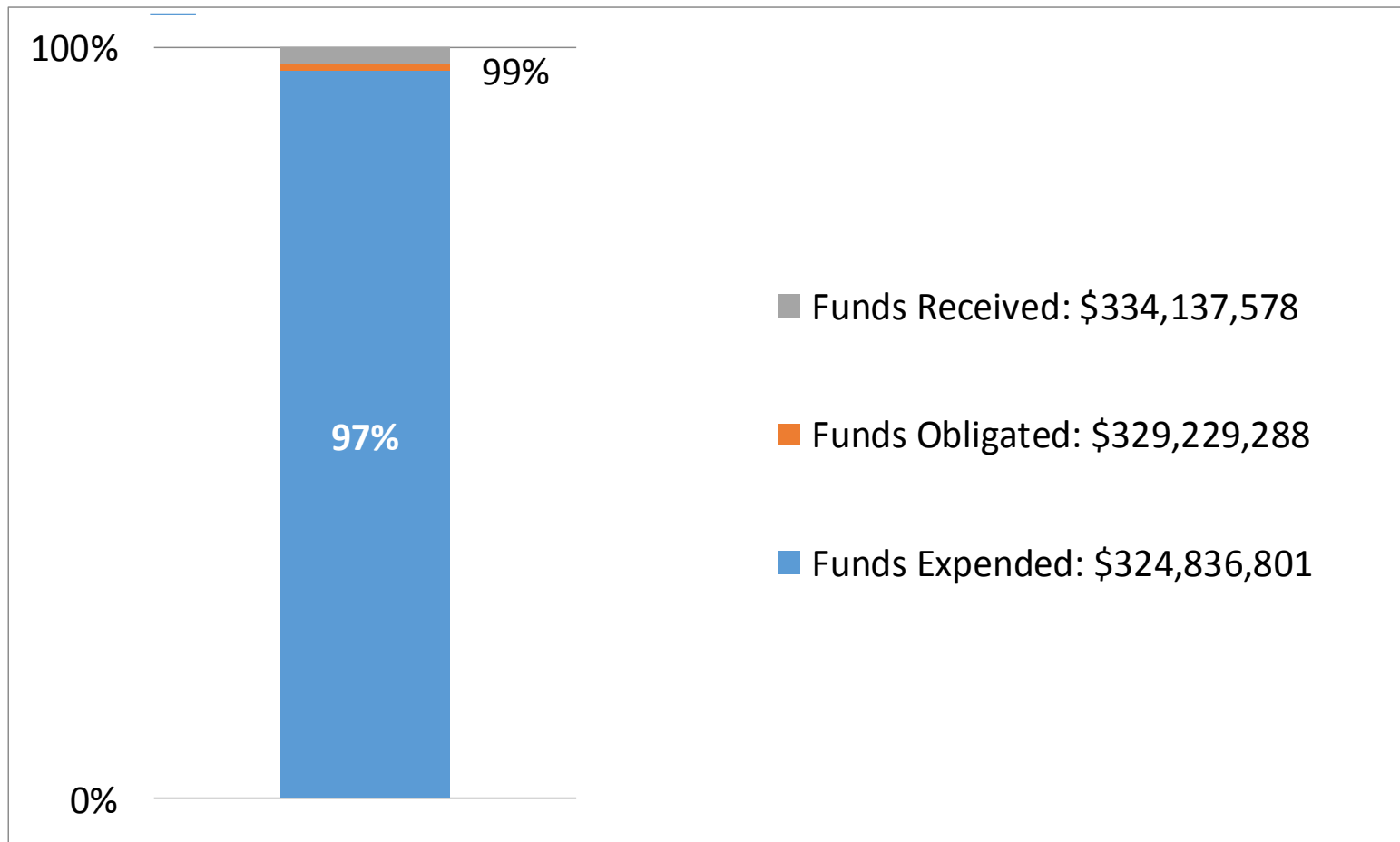
- Units Leased: 2
- Average Turnover: 18
 - Days Down Time: 1
 - Days Make Ready: 8
 - Days for Re-rental: 10
- Total Work Orders
 - 3 emergency work orders completed in 24 hours – 100%
 - 291 non emergency work orders completed 67%

○ Occupancy Level: 100%

Rent Collections



Facilities & Development Capital Fund Program Obligation & Expenditure Report

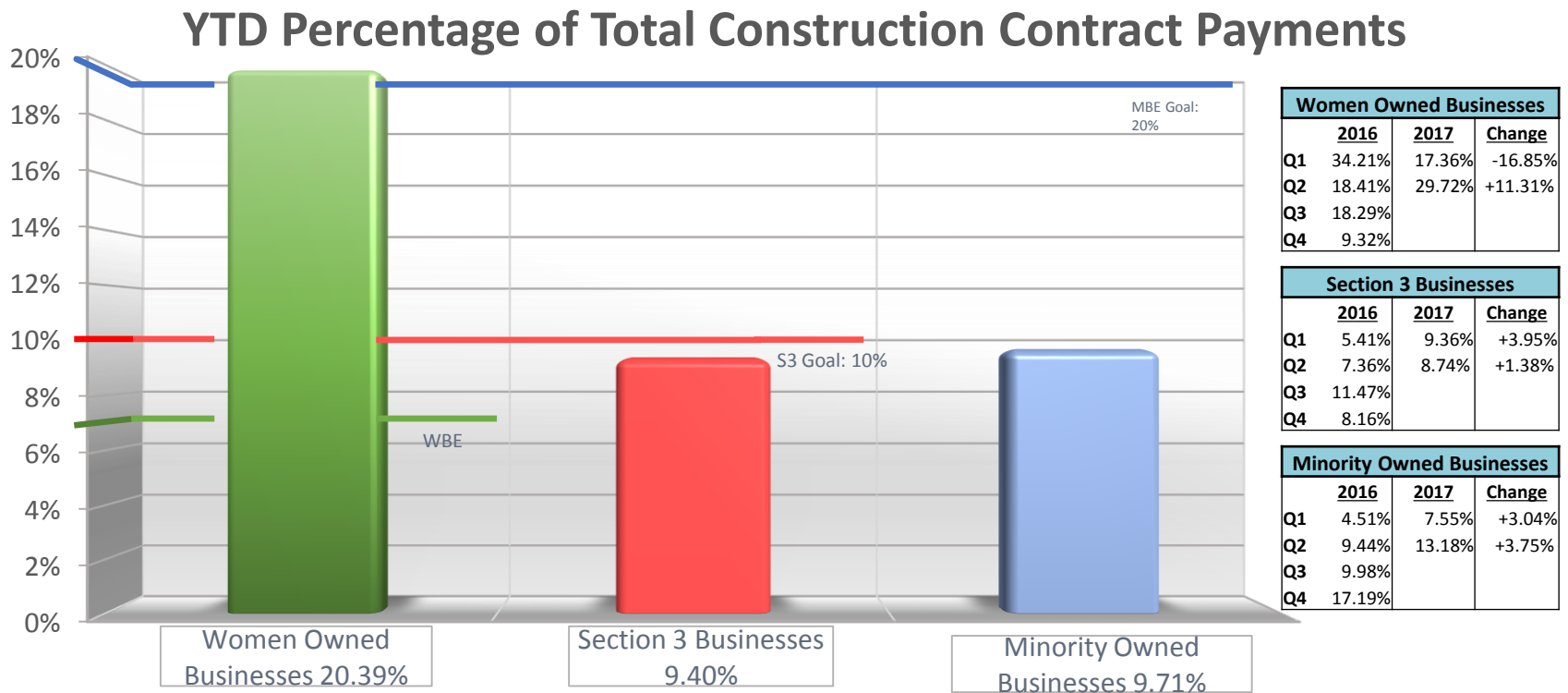


1992 through August 31, 2017

August 2017 Performance Report

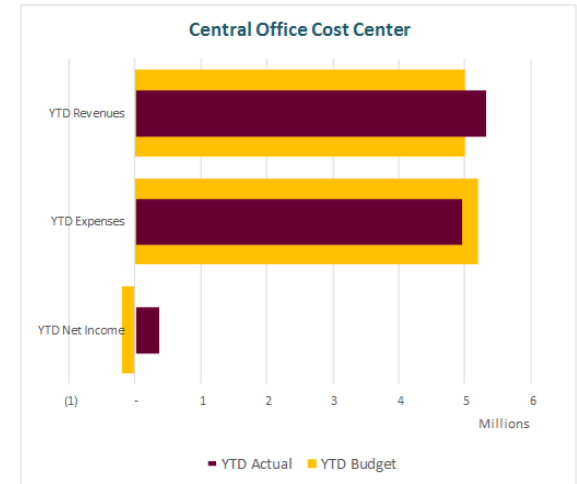
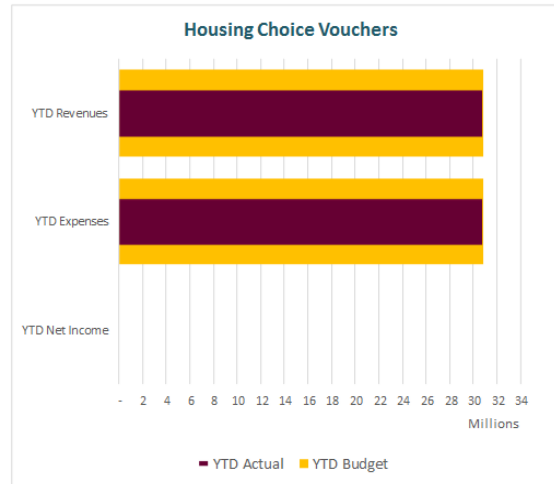
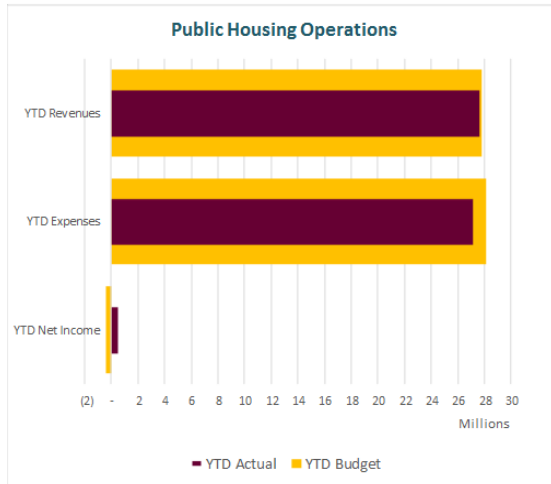
Procurement

Construction Contracting Activity for August



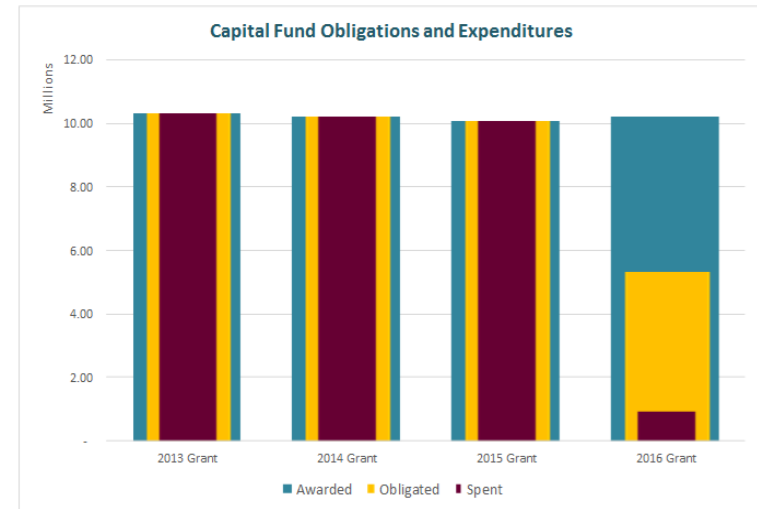
Minneapolis Public Housing Authority Financial Summary

August 31, 2017



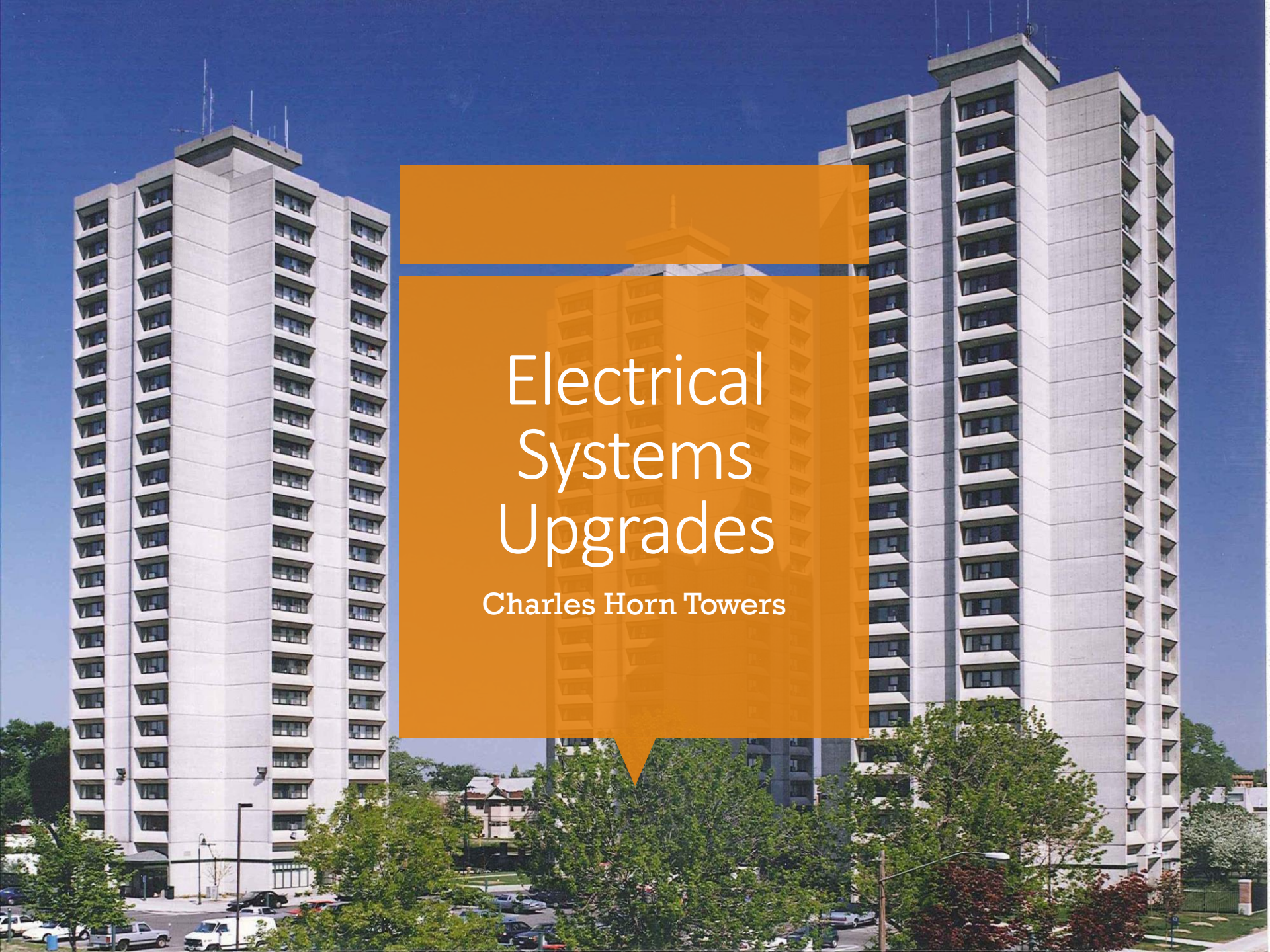
MTW Operating Sources and Uses (Public Housing, Housing Choice Vouchers, & MTW)

	YTD Budget 08/31/17	YTD Actual 08/31/17	Favorable (Unfavorable) Variance	Variance %
Sources				
Tenant Revenue - Rents & Other	\$ 13,572,640	\$ 13,516,440	\$ (56,200)	0%
Federal - Operating Subsidies & Grants	\$ 14,337,971	\$ 14,326,376	\$ (11,595)	0%
Federal- Section 8 HAP Subsidy	\$ 29,166,046	\$ 29,034,918	\$ (131,128)	0%
Other Revenues, Fees, & Grants	\$ 1,554,803	\$ 1,558,729	\$ 3,926	0%
Transfers-In	\$ -	\$ -	\$ -	n/a
Total Sources	\$ 58,631,460	\$ 58,436,463	\$ (194,997)	0%
Uses				
Property Management and Program Administration	\$ 7,413,652	\$ 6,710,978	\$ 702,674	9%
Fees	\$ 4,288,289	\$ 4,473,487	\$ (185,198)	-4%
Tenant Services	\$ 334,856	\$ 398,636	\$ (63,780)	-19%
Utilities	\$ 5,162,180	\$ 5,216,534	\$ (54,354)	-1%
Maintenance	\$ 8,617,809	\$ 8,011,941	\$ 605,868	7%
Protective Services	\$ 1,329,836	\$ 1,220,295	\$ 109,541	8%
Insurance	\$ 713,847	\$ 663,946	\$ 49,901	7%
Other General	\$ 1,438,584	\$ 1,541,112	\$ (102,528)	-7%
Debt Service	\$ 1,530,512	\$ 1,530,514	\$ (2)	0%
HAP	\$ 25,984,826	\$ 25,925,016	\$ 59,810	0%
Nonroutine	\$ 170,826	\$ 234,474	\$ (63,648)	-37%
Transfers-Out	\$ 2,105,738	\$ 2,105,738	\$ -	0%
Total Uses	\$ 59,090,955	\$ 58,032,671	\$ 1,058,284	2%
Net Sources/(Uses)	\$ (459,495)	\$ 403,792	\$ 863,287	188%



Capital Fund Program Spending YTD
MTW Capital Spending YTD
Total Capital Improvement Spending YTD

4,515,425.55
2,105,737.81
6,621,163.36

A photograph of two tall, white, modern skyscrapers with many windows, set against a clear blue sky. The buildings are surrounded by green trees and a parking lot with several cars. An orange semi-transparent rectangular box is overlaid in the center of the image, containing white text.

Electrical Systems Upgrades

Charles Horn Towers

Project Scope & Budget

Horn Towers is a 491-unit, three highrise¹² campus built in 1971. Each building's main electrical switch gear had exceeded its useful life and had a high potential for failure due to its age, condition and manufacturer. This \$1M project included:

- Replacement of each building's main switch gear power panels, transfer switches, distribution panels and subpanels
- Installation of a new generator which runs all critical building systems should power failure occur
- Fire pump replacement

The vendor successfully minimized power shut downs to three hours or less and kept all elevators running at all times, limiting disruption to residents throughout this six month project.

Original Main Switch Gear



New Main Switch Gear



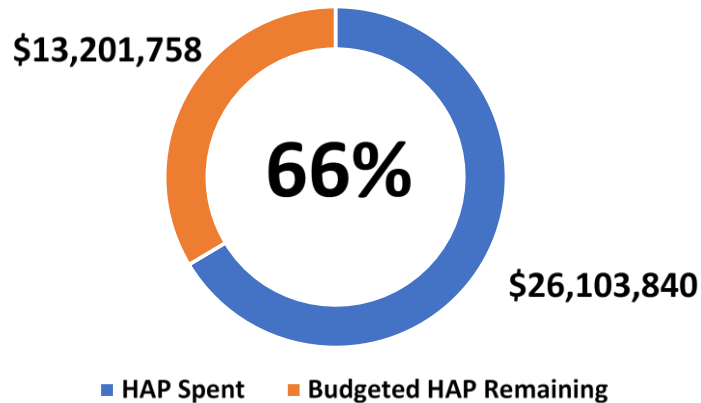
New Generator



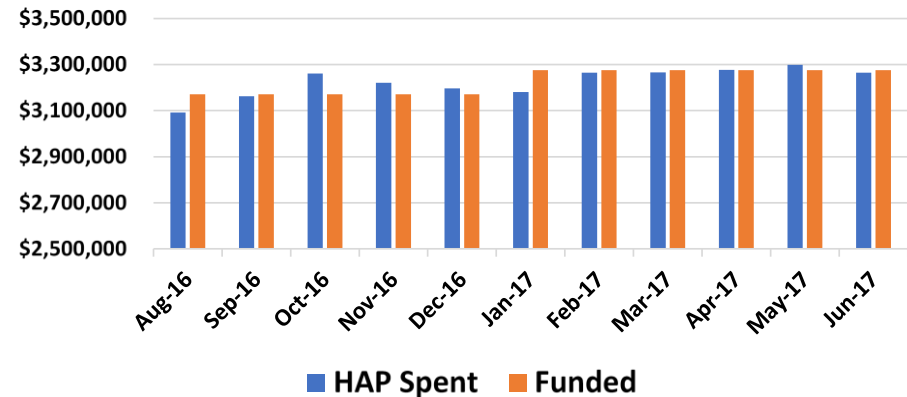
Housing Choice Voucher Program

Housing Choice Voucher Program Board Report on Utilization August 2017

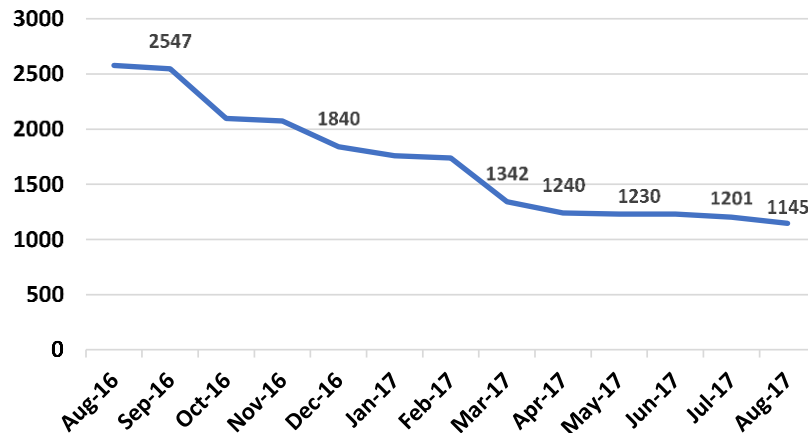
Annual HAP Budget Spent



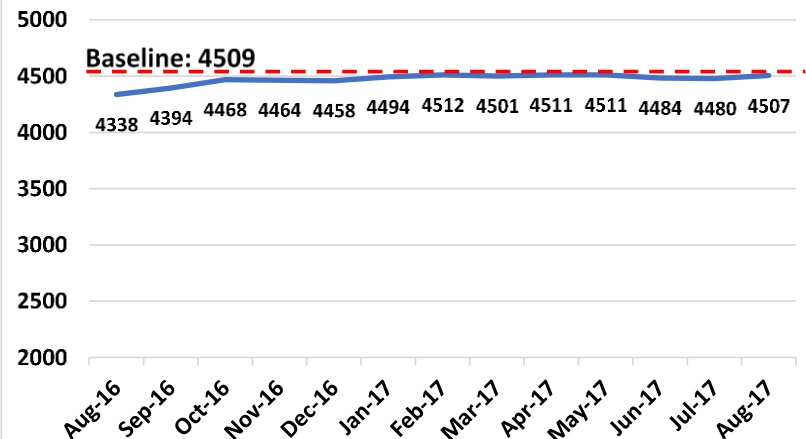
HAP Spent vs Funded



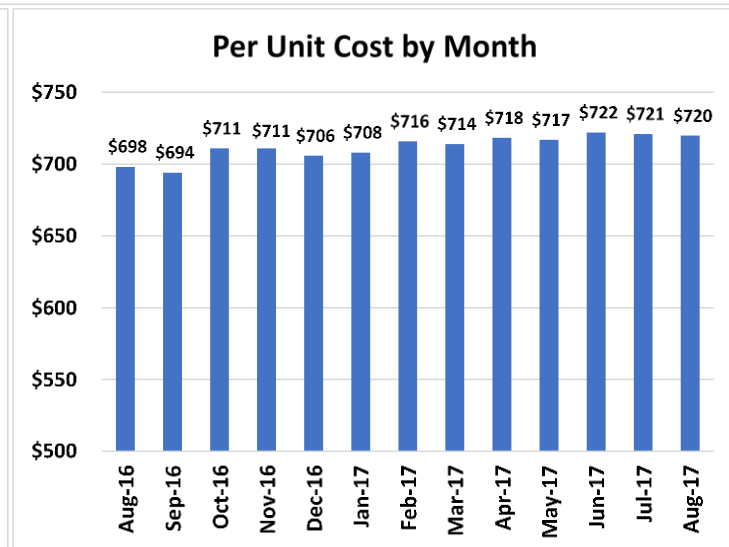
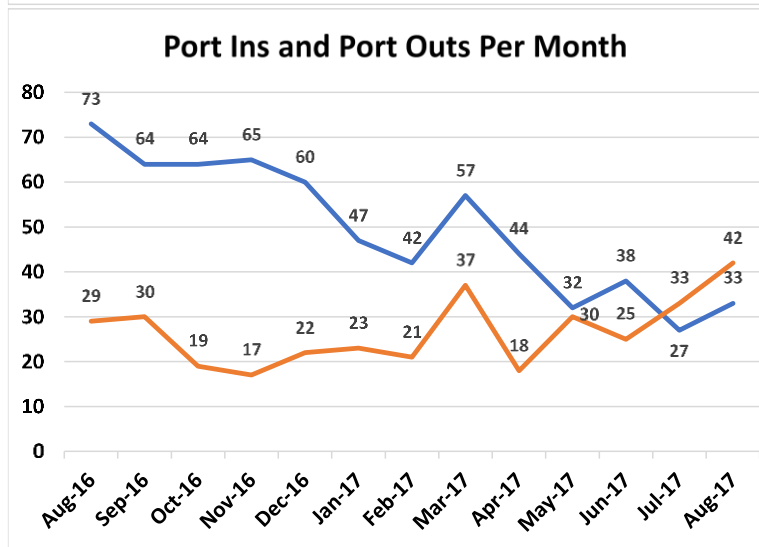
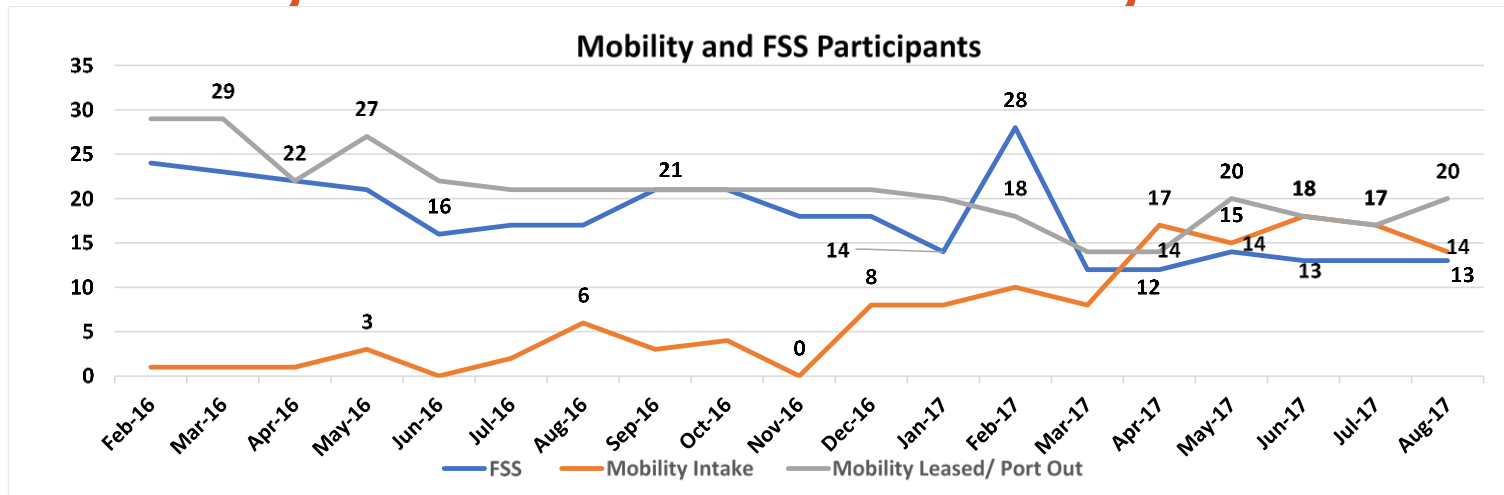
Waitlist Size by Month



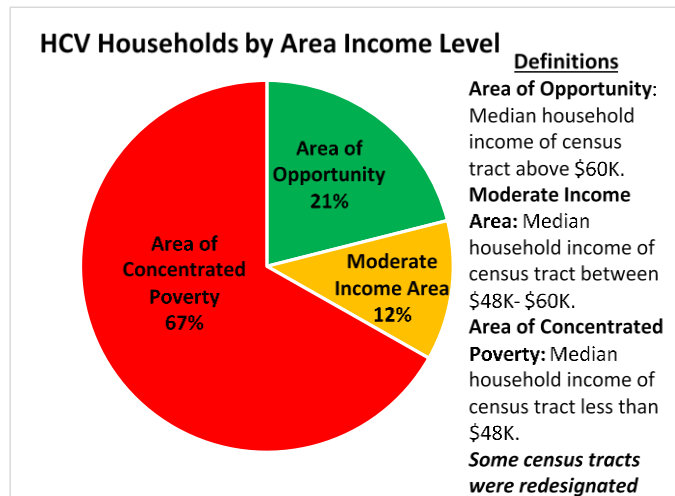
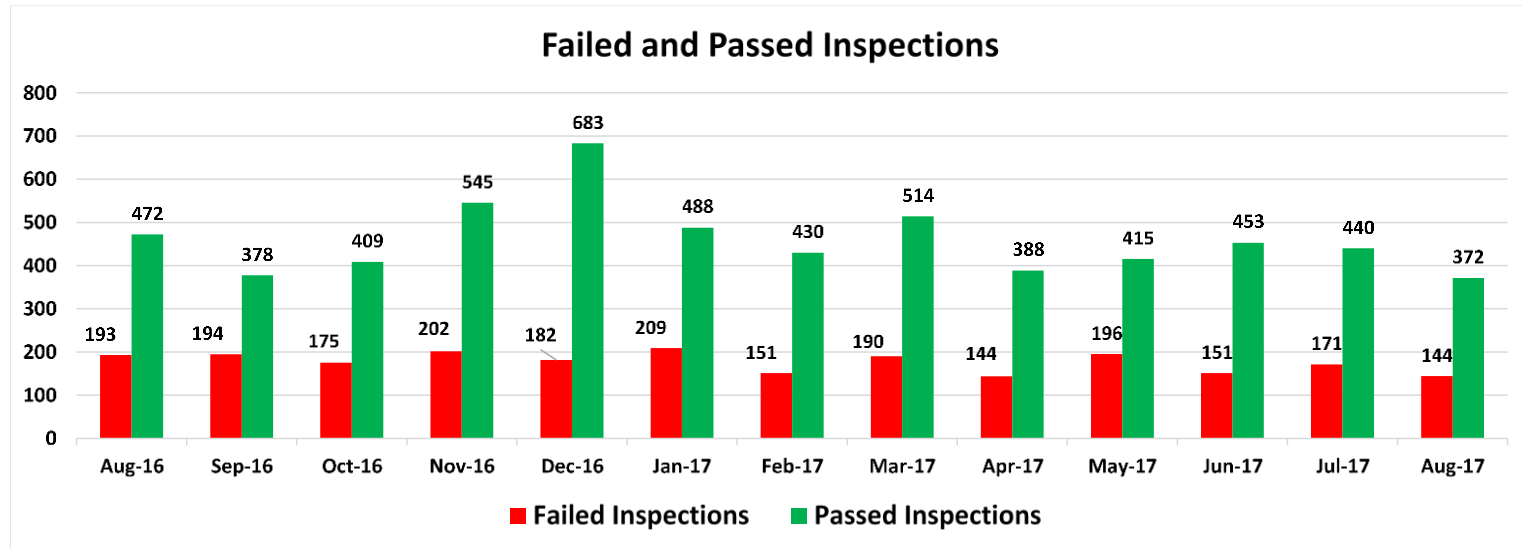
MTW Units Leased



Housing Choice Voucher Program



Housing Choice Voucher Program



Ward	Households	Disabled	Elderly	Employed
1	281	48%	21%	44%
2	121	51%	23%	40%
3	320	45%	20%	45%
4	658	39%	8%	48%
5	830	39%	10%	43%
6	902	34%	17%	52%
7	358	57%	23%	25%
8	129	39%	18%	52%
9	399	42%	23%	50%
10	294	39%	19%	48%
11	137	45%	20%	46%
12	117	45%	15%	50%
13	58	36%	9%	57%
Total	4604	41%	16%	46%

Housing Choice Voucher Program

August 2017 Highlights



of her extensive family. MPHA and the HCV Program has much to learn and appreciate from Kristi Clayson and we are grateful to have her!

Kristi Clayson is the winner of the August 2017 HCV Impact award with her continual high accuracy and high volume of actions completed. Kristi has been one of the most accurate Eligibility Technicians in the HCV Program since data has been collected on accuracy. Kristi has worked in the HCV Program for over ten years, one of the most experienced ETs in MPHA. Currently Kristi oversees the Portability Incoming participants with last names between N-Z, and she had regular caseloads. As Kristi recounts about her time in the HCV Program she says there is never a dull moment when working with the families and there is always something different going on because families all have their nuances. Kristi finds working with and helping families become financially self-sufficient the most rewarding part of her job. Her festive office space consists of many “Thank You” notes from families whose file have crossed her desk and Kristi cherishes those messages. Kristi is a diehard Steelers fan and loves to decorate her office with funny pictures and pictures

Communications

- Gave or coordinated MPHA interviews with KFAI, KALY (Somali radio), and the Twin Cities Daily Planet (a web-only publication). Conducted rigorous follow-up on the last of these to address major inaccuracies in the piece.
- Collaborated with ED Russ and Resident Commissioner Mohamud on MPHA commentary published in the Star-Tribune.
- Represented MPHA at a neighborhood event at Luxton Park (next to Glendale), fielding many questions from residents and neighbors.
- Documented National Night Out festivities at our buildings across the city.
- Drafted new Executive Summary to capture key MTW Annual Plan details and context for a general public audience.
- Provided extensive marketing assistance to HCV Department for owner outreach campaign.
- Provided assistance (in our marketing capacity) following up on Lease-to-Own townhome inquiries.

Communications

- Drafted materials and provided extensive day-of support for Regional Mobility Convening.
- Coordinated an initial meeting between State Rep. Ilhan Omar and ED Russ.
- Purchased new wireless, three-language interpretation system for use at MPHA meetings.
- Continued ongoing efforts to convey MPHA's message via web and social media platforms and correspondence with public officials.
- Continued ongoing internal communications to brief employees on MPHA's status, goals, and challenges.

Policy and Innovation

2018 Moving to work (MTW) Annual Plan

- MTW Resident Advisory Board (RAB) Continued its bi-weekly meeting
- Published notice of Draft MTW Review and Comment Period including Dates for Public Hearing
- Sent Notice in Rent Statements to all MPHA Residents in English and Somali of 60 Day Comment Period, Dates for Daytime and Evening Advance MTW Plan Comment Meetings, and similar notice to randomly selected Housing Choice Voucher Participants.
- Hosted Advance MTW Plan Comment Meetings August 17th , 21st and 22nd
- Extended MTW Plan Comment Period to September 30, 2017.
- Rescheduled Public Hearing from August 23, 2017 to September 27, 2017

Policy and Innovation

MTW Other:

- Co-hosted with Family Housing Fund (FHF) a Regional Convening of PHAs including researchers from Creating Moves To Opportunity (CMTO) and MDRC to explore the possibility of engaging in a regional mobility efforts and creating a Regional Moving to Work Agency. Established on-going working group to continue work initiated at Convening
- Participated with City of Minneapolis to combine MPHA MTW Families Out of Shelter opportunities with City Housing Trust Fund RFP
- Successful in obtaining Conflict of Interest Waiver from HUD for Better Futures program
- Engaged with HUD on MTW PHAs conference call on HUD Operations Notice on expansion of MTW Agencies

Policy and Innovation

Special Initiatives:

- **Development:**

- **Faircloth:**

- Continued collaboration with Facilities and Development, Finance and Partner Agencies on MPHA's Minnehaha Townhome Development
 - Continued work on Draft 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

- **Urban Garden:**

- Continued progress on purchase of Urban Garden MHOP Development (Expect Closing in late September - 2017)

Policy and Innovation

Other:

- **Summer Youth Step Up Program:**
 - Closed out MPHA's Summer Youth Step Up program which provide work experience opportunities for Minneapolis youth for first time job experience
- **Tenant Advisory Committee (TAC)**
 - Staffed July and August TAC meetings for providing feedback to MPHA Board on its Agendas for the respective months
- **Hennepin County Eviction Reduction and Support Services Meeting**
 - Participated in MPHA- Hennepin County meeting to explore ideas for reducing the number of evictions and develop better supports for vulnerable MPHA residents
- **Website Contacts:**
 - MPHA Received and Responded to 102 Website Contacts Requesting Assistance with Housing in July and 109 in August

MPHA's Website

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

www.mphaonline.org