



NOTICE AND AGENDA

October 25, 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
 Cara Letofsky, Commissioner
 Abdullahi Isse, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner
 Faith Xiong, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of September 27, 2017

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

EXECUTIVE DIRECTOR'S UPDATE

RESOLUTION:

1. Approval of MPHA 2018 Moving to Work (MTW) Plan (Bob Boyd, Director of Policy & Innovation)
2. Changes to MPHA Statement of Policies (Bob Boyd, Director of Policy & Innovation)

RECEIVE AND FILE:

- Monthly Performance Report for September 2017 (Gregory Russ, Executive Director / CEO)



- Executed Construction Management at Risk (CMAR) Agreements (Laura Dykema, Director of Planning & Development)

Next Regular Meeting:

**Wednesday, November 15, 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
September 27, 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 September 27, 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
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

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 August 23, 2017, were presented for approval. Commissioner Rosenbaum moved the minutes be accepted as presented. The motion was seconded by Commissioner Beckmen. Upon a voice vote, the Chair declared the motion carried.



Executive Directors Update:

McKnight Foundation

- MPHA has received word from the McKnight Foundation of a \$1 million grant for our working capital fund.
- The grant purpose is to preserve and repair our aging public housing stock.
- McKnight's contribution will help MPHA plan and move that agenda forward over the next several years.
- The grant comes with a specific requirement for "community engagement." Priorities include communicating that public housing residents will have stable rents, there will be no loss of housing benefits, and that they will have the right to return to properties where we have work going on in the buildings in the event that they need to move temporarily.
- The grant reinforces our intention to preserve and expand availability of affordable housing for the City of Minneapolis. MPHA is very proud to receive this grant from the McKnight Foundation.

Moving to Work (MTW)

- Ahead of today's public comment on our Moving to Work Annual Plan, it is important to reaffirm something in the document that is essential to MPHA's new era and new focus on our vision, which is that the 2018 MTW Annual Plan will lay the foundation for preservation of public housing in this community.
- Some comments may suggest otherwise, but this vision begins and ends with protecting the people who live in our apartments and our homes.
- MPHA staff leadership believes we will be able to raise sufficient capital to reinvest and preserve all the public housing that we currently manage, with some opportunities to perhaps add more units to our portfolio. Nonetheless, this will be a tremendous challenge.
- MPHA staff will come back to the board, probably after the Thanksgiving holiday, with results of some of our portfolio planning, and to begin to roll out something in the community that indicates both the overall need and how much money it will take to meet it.

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for August 2017. [See Document No. 2017-30]

Public Hearing:

The Board conducted a MPHA 2018 Moving Work Annual Plan public hearing.

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:45 p.m.



Secretary of the Board of Commissioners

Date These Minutes Approved



October 25, 2017

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Greg Russ, Executive Director / CEO

SUBJECT: Approval of MPHA 2018 Moving to Work (MTW) Annual Plan

Previous Directives: On January 6, 2008 MPHA signed an MTW Agreement with HUD making MPHA a full status MTW agency. This status requires MPHA to create an Annual MTW Plan. On July 6th 2008, the Board approved MPHA's first MTW Annual Plan. As required by the MTW Agreement, the Board must approve and submit to HUD a new MTW Annual Plan each year.

Resident Notification: The Tenant Advisory Committee (TAC) and the MTW Resident Advisory Board (RAB) will review and act on its recommendations to the Board regarding the 2018 MTW Annual Plan prior to the October 25, 2017 Board meeting.

Impact on Budget: The MTW Annual Plan identifies how MPHA resources will be spent, but does not itself have a budgetary impact.

Procurement Review: Not applicable

Recommendation: It is recommended that the Board of Commissioners adopt a resolution approving the MPHA FY 2018 MTW Annual Plan and submit it to HUD pursuant to the requirements in the MTW Agreement.

As is its tradition with the MTW Planning process, MPHA used extraordinary efforts to solicit input in its development of and proposed changes to the 2018 MTW Plan. Following the appointment of the MTW Resident Advisory Board (RAB) by the MPHA Board of Commissioners, the MTW RAB met on a regular basis working with Agency staff to consider proposals for the MTW Annual Plan. RAB also developed a statement of guiding principles and adopted priorities which were sent to MPHA Department Heads to use as guidance in considering proposals for the 2018 MTW Annual Plan.

In addition, RAB was asked for and encouraged to provide other ideas and guidance to MPHA prior to publishing the Draft 2018 MTW Annual Plan. Once the Draft 2018 MTW Annual Plan was presented to RAB, it was also noticed in the *StarTribune* and published on the MPHA website. Copies of the Draft MTW Annual Plan were sent to all building Resident Council presidents, to the MHRC Executive Committee and the Scattered Site Resident Council. MPHA included an insert to its rent statements to all MPHA residents that informed them how to access copies of the proposed changes to the MTW Plan. This notice also included dates and times for the Advance Meetings (one during the day and the other an evening meeting) and for the Public Hearing. MPHA also e-mailed a specific notice of the Public Hearing and Comment Period with links to the draft MTW Annual Plan and Statement of Policies to over 200 social and human services professionals serving low income families in our community.

Minneapolis Highrise Representative Council (MHRC) published notice of the Advance Meetings and Public Hearing in the *Highrise Lowdown*, a publication distributed to 5,000 highrise residents. MPHA staff solicited and responded to questions from residents at the meetings. MPHA also provided each attendee with a packet that included a copy of the PowerPoint presentation and 'Comment Sheets' for residents and other attendees who did not have enough time to comment or preferred to comment in written form. In addition, MPHA provided ASL, Somali, Oromo and Hmong interpretation at each meeting and the Public Hearing before the Board.

After some concerns were raised regarding opportunities for residents and others to fully review the Draft Plan, MPHA extended the comment period to September 30, 2017 which allowed for an 82-day review and comment period, which far exceeds HUD's required 30-day requirement. MPHA also rescheduled the public hearing to a later date to allow for additional review before the public hearing was held.

MPHA has documented the public comments and MPHA's responses related to the 2018 MTW Annual Plan.

A copy of the recommended Board Resolution is attached to this Report.

This Report was prepared by Bob Boyd, Director of Policy and Innovation. For Further information, please contact Mr. Boyd at (612) 342-1437 or bboyd@mpslpha.org.

RESOLUTION No. 17-175

WHEREAS, the Minneapolis Public Housing Authority in and for the City of Minneapolis (MPHA) signed a Moving to Work (MTW) Agreement with the U.S. Department of Housing and Urban Development (HUD) on January 6, 2008, making MPHA a full status Moving to Work Agency; and

WHEREAS, the full status Moving to Work Agreement requires MPHA to create an annual Moving to Work Plan; and

WHEREAS, MPHA is ordinarily required to submit the Moving To Work Plan to HUD prior to October 15th of each year; and

WHEREAS, HUD extended MPHA's submission date for its 2018 MTW Annual Plan to November 15, 2017 to allow for additional time for review and comment.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of MPHA that the 2018 Moving to Work (MTW) Annual Plan is approved and that the Executive Director is authorized to submit it to HUD for approval as required.



October 25, 2017

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Greg Russ, Executive Director / CEO

SUBJECT: Changes to MPHA Statement of Policies

Previous Directives: On January 6, 2008 MPHA signed an MTW Agreement with HUD making MPHA a full status MTW Agency. This status requires MPHA to create an Annual MTW Plan. On July 6th 2008, the Board approved MPHA's first MTW Annual Plan under this new agreement and has subsequently approved a new MTW Annual Plan each year following. MPHA has used the MTW Annual Plan process to also propose and solicit comments related to changes to its *Statement of Policies (SOPs)*.

Resident Notification: The Tenant Advisory Committee (TAC) and the MTW Resident Advisory Board (RAB) reviewed and acted on its recommendations to the Board prior to the October 25, 2017 Board meeting.

Impact on Budget: The proposed changes to the *Statement of Policies* will have little or no discernable impact on MPHA's 2018 Budget.

Procurement Review: Not applicable

Recommendation: It is recommended that the Board of Commissioners adopt a resolution approving the proposed changes to MPHA's *Statement of Policies*.

MPHA utilized the MTW Planning process to also propose changes to the Agency's *Statement of Policies (SOPs)* and solicit comments from residents and the public regarding the proposed changes.

As is its tradition with the MTW Planning process, MPHA used extraordinary efforts to solicit input in its development of and proposed changes to the 2018 SOPs. Following the appointment of the MTW RAB by the MPHA Board of Commissioners, the MTW RAB met on a regular basis working with Agency staff to consider proposals for the SOPs. RAB also developed a statement of guiding principles and adopted priorities which were sent to MPHA Department Heads to use as guidance in considering changes to the SOPs.

In addition, RAB was asked for and encouraged to provide other ideas and guidance to MPHA prior to publishing the proposed changes to the SOPs. Once the proposed changes were presented to RAB, they were also noticed in the *Star Tribune* and published on the MPHA website. Summaries of the changes were copied and sent to all building Resident Council presidents, to the MHRC Executive Committee, and the Scattered Site Resident Council. MPHA included an insert to its rent statements to all MPHA residents that informed them how to access copies of the proposed changes to the MTW Plan and SOPs. This notice also included dates and times for the Advance Meetings (one during the day and the other an evening meeting) and for the Public Hearing. MPHA also e-mailed a specific notice of the Public Hearing and Comment Period with links to the draft MTW Plan and *Statement of Policies* to over 200 social and human services professionals serving low-income families in our community.

Minneapolis Highrise Representative Council (MHRC) published notice of the Advance Meetings and Public Hearing in the *Highrise Lowdown*, a publication distributed to 5,000 highrise residents. MPHA staff solicited and responded to questions from residents at the meetings. MPHA also provided each attendee with a packet that included a copy of the presentation and 'Comment Sheets' for residents and other attendees who did not have enough time to comment or preferred to comment in written form. In addition, MPHA provided ASL, Somali, Oromo and Hmong interpretation at each meeting and the Public Hearing before the Board. MPHA's General Counsel met with Legal Aid staff to discuss any concerns and suggestions related to the Agency's SOPs.

MPHA has documented the public comments and MPHA's responses related to the proposed 2018 *Statement of Policies*.

A copy of the Board Resolution is attached to this Report.

This Report was prepared by Bob Boyd, Director of Policy and Innovation. For Further information, please contact Mr. Boyd at (612) 342-1437 or bboyd@mpsalpha.org.

RESOLUTION No. 17-176

WHEREAS, the Minneapolis Public Housing Authority in and for the City of Minneapolis (MPHA) signed a Moving To Work (MTW) Agreement with the U.S. Department of Housing and Urban Development (HUD) on January 6, 2008, making MPHA a full status Moving To Work Agency; and

WHEREAS, MPHA historically uses the MTW Annual Plan process to propose changes to the *Statement of Policies* (SOPs); and

WHEREAS, MPHA received and responded to public comments regarding the *Statement of Policies* and made some changes to the document based on comments received.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of MPHA that the changes to the Agency *Statement of Policies* are approved and that the Executive Director is authorized to implement them effective January 1, 2018.



Gregory P. Russ, Executive Director / CEO

Performance Report for September 2017

Board of Commissioners Meeting -

October 25, 2017

This Month's Report

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

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

Glendale AMP 1 –

Total Units 184

- Units Leased: 1
- Average Turnover: 16
 - Down Time: 0
 - Days Make Ready: 9
 - Days for Re-rental: 7
- Total Work Orders
 - 1 emergency work order completed in 24 hours – 100%
 - 168 non emergency work orders completed – 88%
- Occupancy Level: 98%

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 6
- Average Turnover: 76
 - Down Time: 2
 - Days Make Ready: 21
 - Days for Re-rental: 53
 - One Rent-to-Own unit 282 days
- Total Work Orders
 - 4 emergency work orders completed in 24 hours – 100%
 - 634 non emergency work orders completed – 80%
- Occupancy Level: 98%

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

North AMP 3 – Headquarters:

315 Lowry Total Units 1296

- Units Leased: 3
- Average Turnover: 26
 - Days Down Time: 1
 - Days Make Ready: 20
 - Days for Re-rental: 10
- Total Work Orders
 - 2 emergency work orders completed in 24 hours – 100%
 - 472 non emergency work orders completed – 61%
- Occupancy Level: 98%

Northeast AMP 4 Headquarters:

1815 Central – Total Units 944

- Units Leased: 13
- Average Turnover: 11
 - Days Down Time: 1
 - Days Make Ready: 7
 - Days for Re-rental: 5
- Total Work Orders
 - 0 emergency work orders completed in 24 hours – 100%
 - 367 non emergency work orders completed – 70%
- Occupancy Level: 99%

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

Hiawatha AMP 5

Headquarters:

2123 – 16th – Total Units 886

- Units Leased: 7
- Average Turnover: 20
 - Days Down Time: 5
 - Days Make Ready: 7
 - Days for Re-rental: 8
- Total Work Orders
 - 16 emergency work orders completed in 24 hours – 100%
 - 264 non emergency 87%

○ Occupancy Level: 99%

Cedar AMP 6 Headquarters:

1611 So. 6th – Total Units 895

- Units Leased: 7
- Average Turnover: 25
 - Days Down Time: 2
 - Days Make Ready: 10
 - Days for Re-rental: 13
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 308 non emergency 64%
- Occupancy Level: 100%

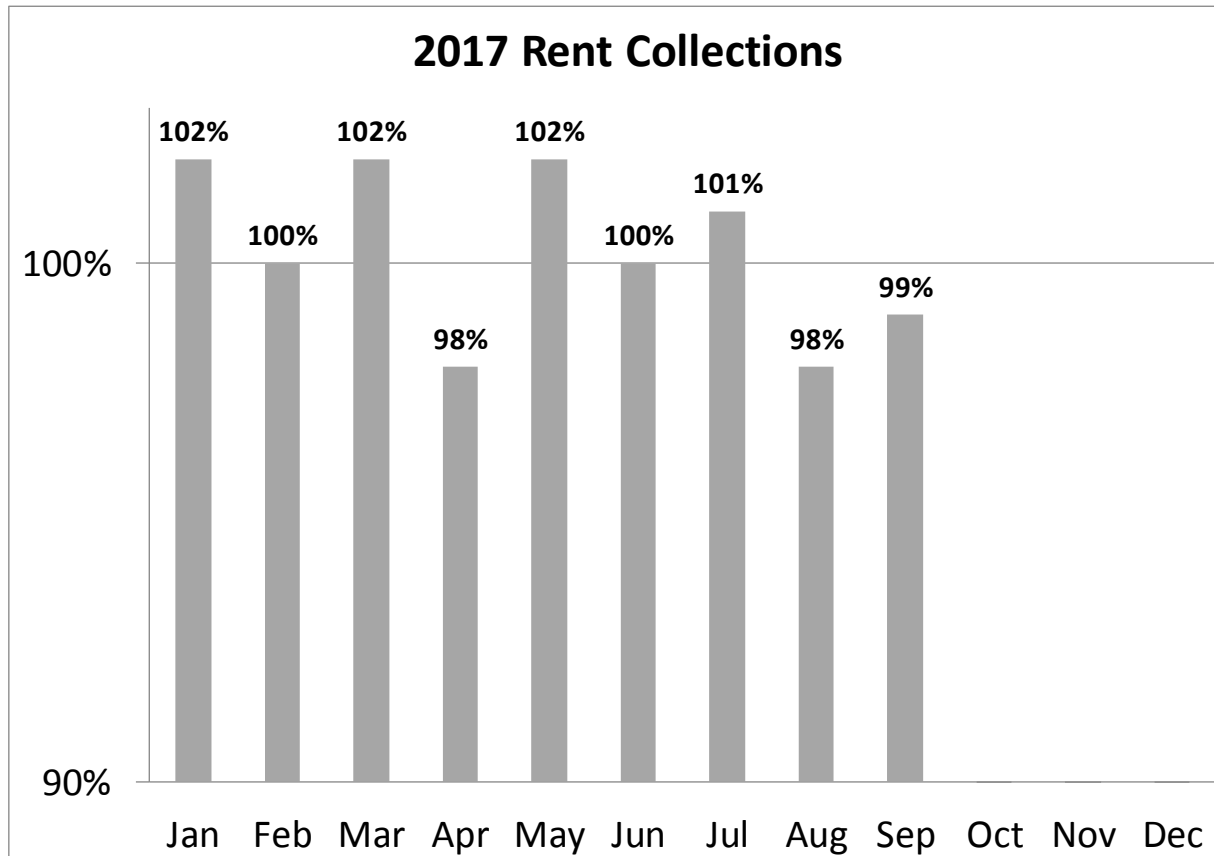
Asset Management Project (AMP) Report (Units Leased/Turnaround/Work Orders/Occupancy) September 2017

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

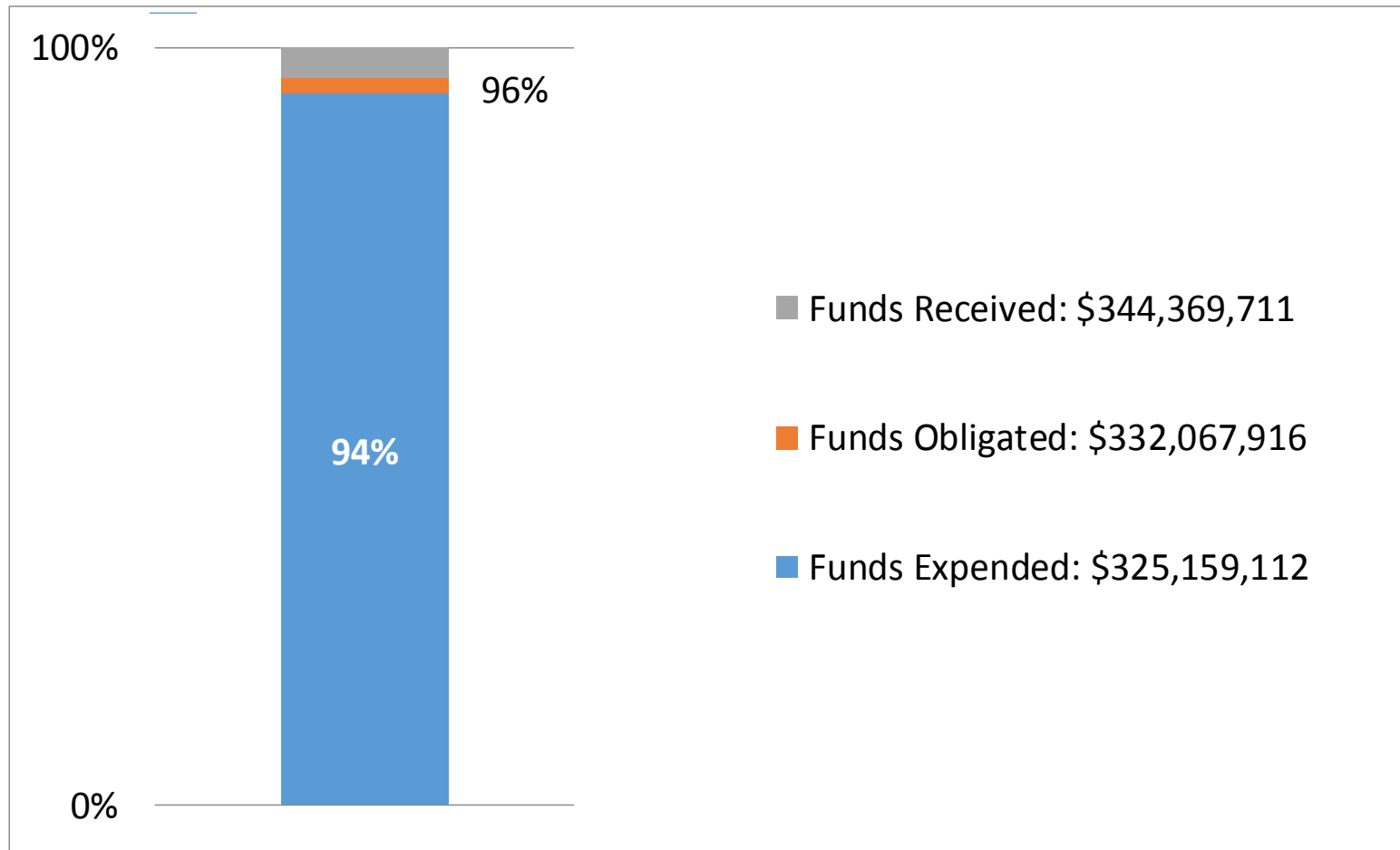
- Units Leased: 6
- Average Turnover: 16
 - Days Down Time: 1
 - Days Make Ready: 5
 - Days for Re-rental: 11
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 310 non emergency work orders completed 67%

○ Occupancy Level: 100%

Rent Collections



Facilities & Development Capital Fund Program Obligation & Expenditure Report

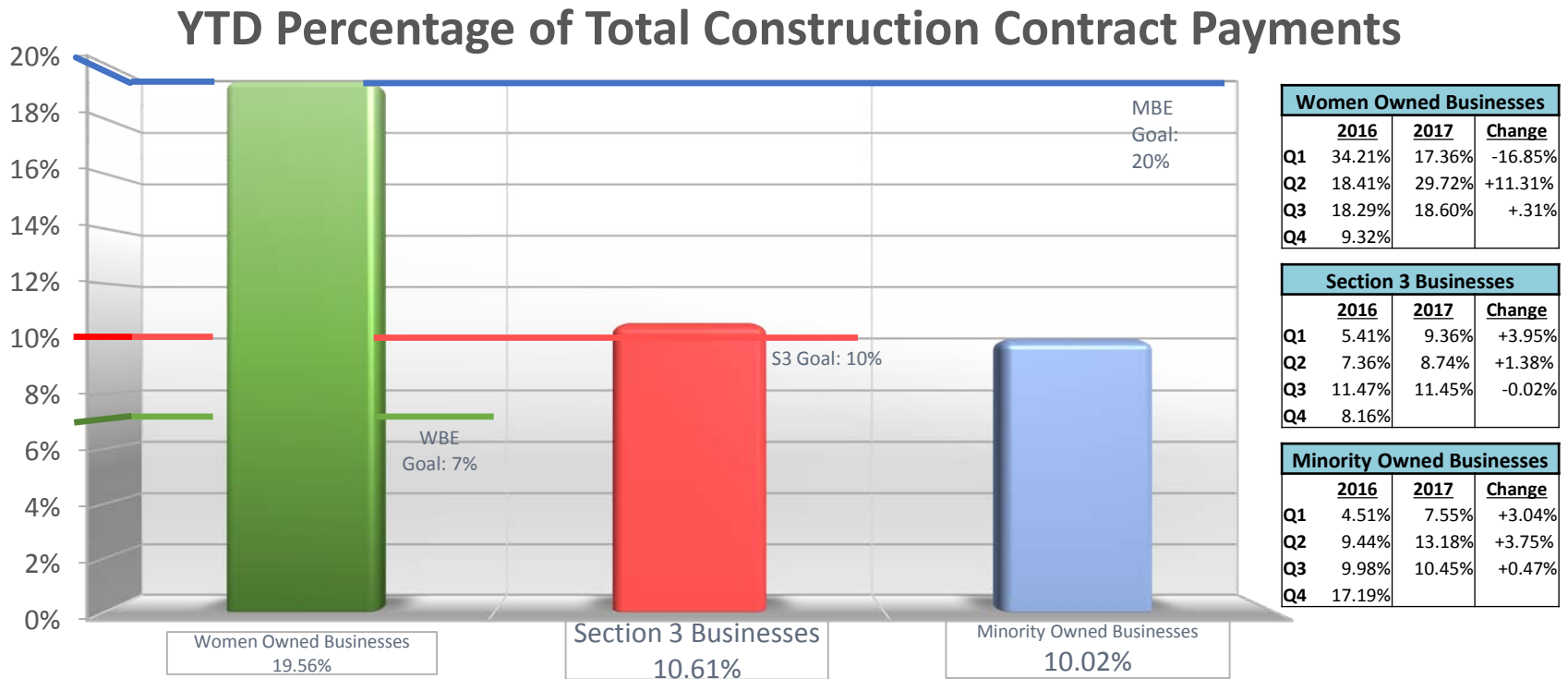


1992 through September 30, 2017

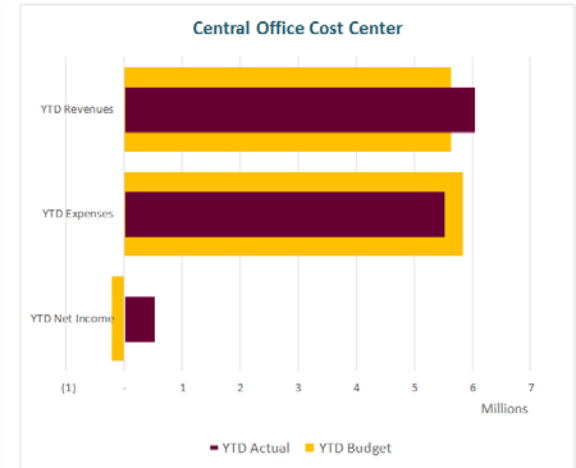
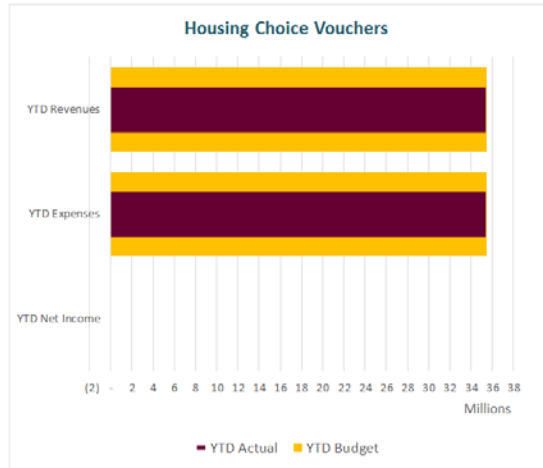
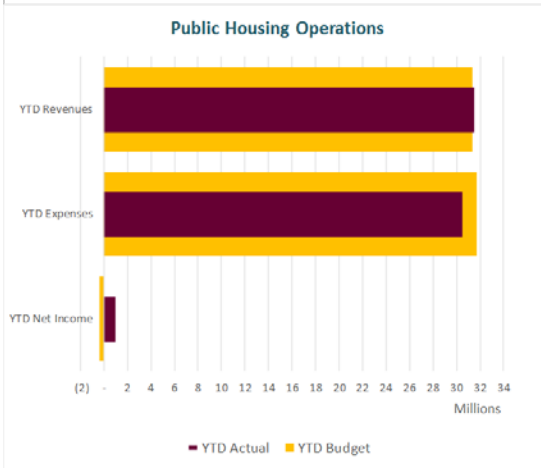
September 2017 Performance Report

Procurement

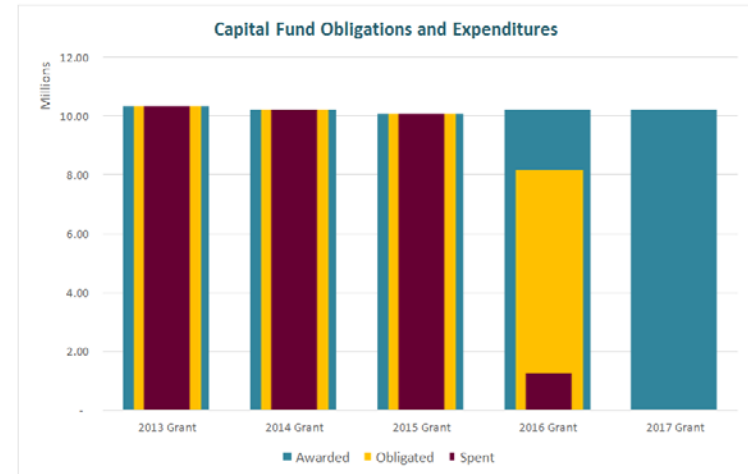
Construction Contracting Activity for September



Minneapolis Public Housing Authority Financial Summary September 30, 2017



MTW Operating Sources and Uses (Public Housing, Housing Choice Vouchers, & MTW)					
	YTD Budget September 30, 2017	YTD Actual September 30, 2017	Favorable (Unfavorable) Variance	Variance %	
Sources					
Tenant Revenue - Rents & Other	\$ 15,269,220	\$ 15,205,026	\$ (64,194)	0%	
Federal - Operating Subsidies & Grants	\$ 16,130,217	\$ 16,176,065	\$ 45,848	0%	
Federal- Section 8 HAP Subsidy	\$ 33,569,871	\$ 33,415,287	\$ (154,584)	0%	
Other Revenues, Fees, & Grants	\$ 1,840,674	\$ 2,106,247	\$ 265,573	14%	
Transfers-In	\$ -	\$ -	\$ -	n/a	
Total Sources	\$ 66,809,982	\$ 66,902,625	\$ 92,643	0%	
Uses					
Property Management and Program Administration	\$ 8,343,642	\$ 7,514,241	\$ 829,401	10%	
Fees	\$ 4,824,325	\$ 5,104,232	\$ (279,907)	-6%	
Tenant Services	\$ 496,712	\$ 445,937	\$ 50,775	10%	
Utilities	\$ 5,696,351	\$ 5,732,507	\$ (36,156)	-1%	
Maintenance	\$ 9,738,841	\$ 8,979,821	\$ 759,020	8%	
Protective Services	\$ 1,486,379	\$ 1,370,109	\$ 116,270	8%	
Insurance	\$ 803,077	\$ 746,640	\$ 56,437	7%	
Other General	\$ 1,618,407	\$ 1,714,880	\$ (96,473)	-6%	
Debt Service	\$ 1,721,826	\$ 1,721,831	\$ (5)	0%	
HAP	\$ 29,269,046	\$ 29,160,057	\$ 108,989	0%	
Nonroutine	\$ 187,538	\$ 437,936	\$ (250,398)	-134%	
Transfers-Out	\$ 3,090,909	\$ 3,090,909	\$ -	0%	
Total Uses	\$ 67,277,053	\$ 66,019,100	\$ 1,257,953	2%	
Net Sources/(Uses)	\$ (467,071)	\$ 883,525	\$ 1,350,596	289%	



Capital Fund Program Spending YTD	4,837,736.54
MTW Capital Spending YTD	3,090,184.09
Total Capital Improvement Spending YTD	7,927,920.63



HEATING VALVE REPLACEMENT

HAMILTON MANOR

1314 – 44TH AVENUE NORTH

PROJECT DETAILS

Hamilton Manor, located at 1314 – 44th Avenue North, is a 6-story seniors' building with a total of 220 units. The hydronic heating system valves were obsolete and ineffective and the existing configuration made repairs and routine maintenance challenging. New balancing, isolation, and thermostat control valves were installed in all apartments, as well as in common areas.

Project Timeframe: July – September 2017

Project Cost: \$400,000

HEATING VALVE REPLACEMENT

Before – Obsolete isolation & control valves with challenging configuration

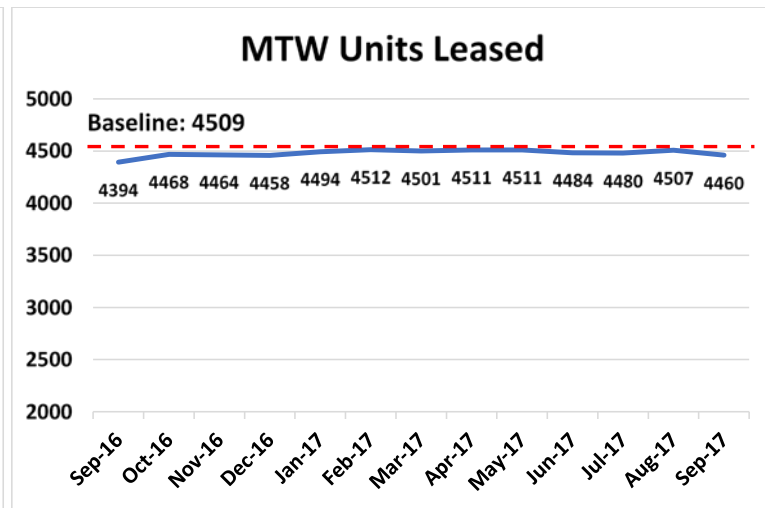
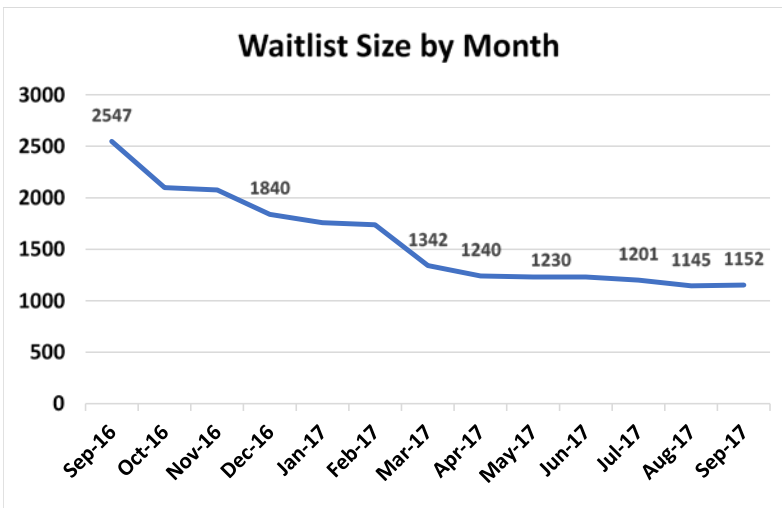
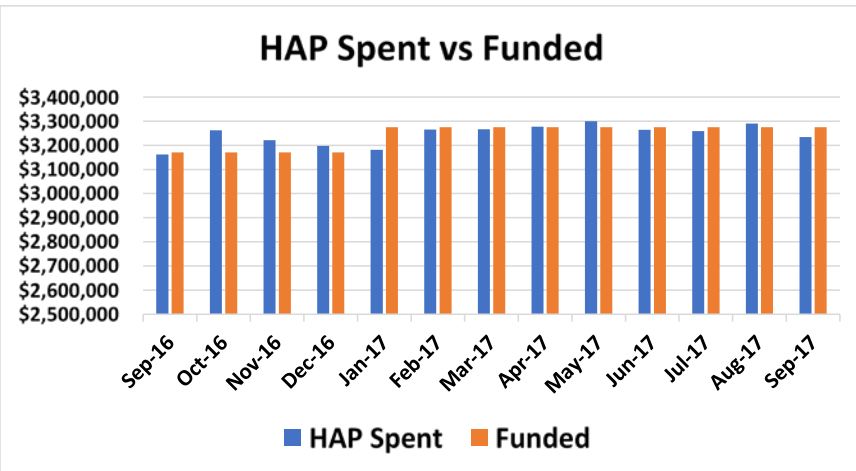
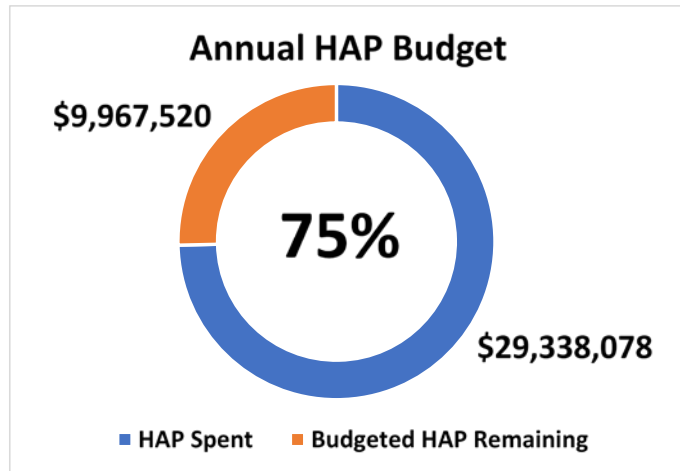


After – New balancing and isolation valves

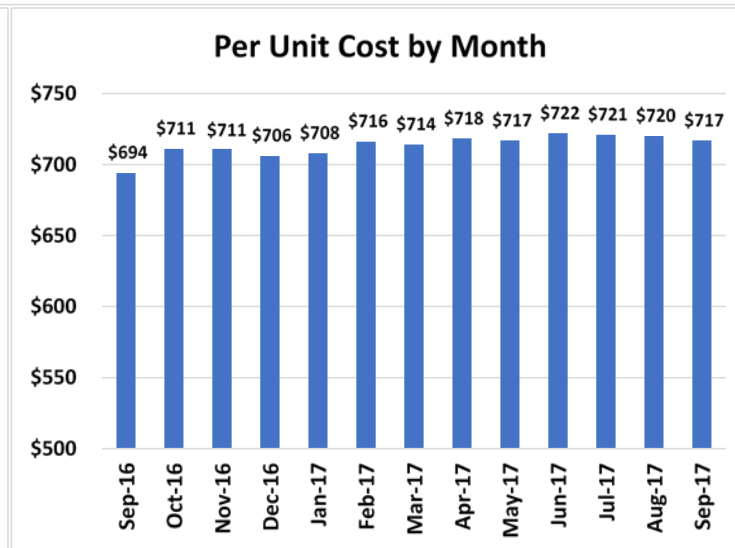
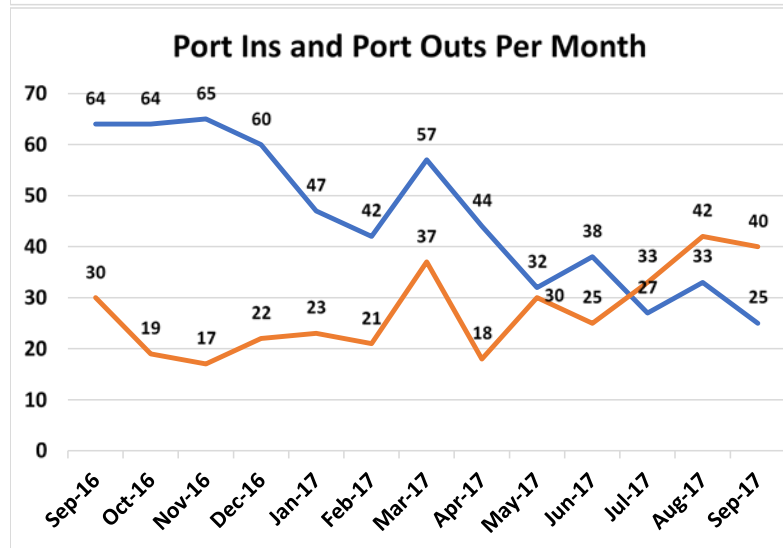
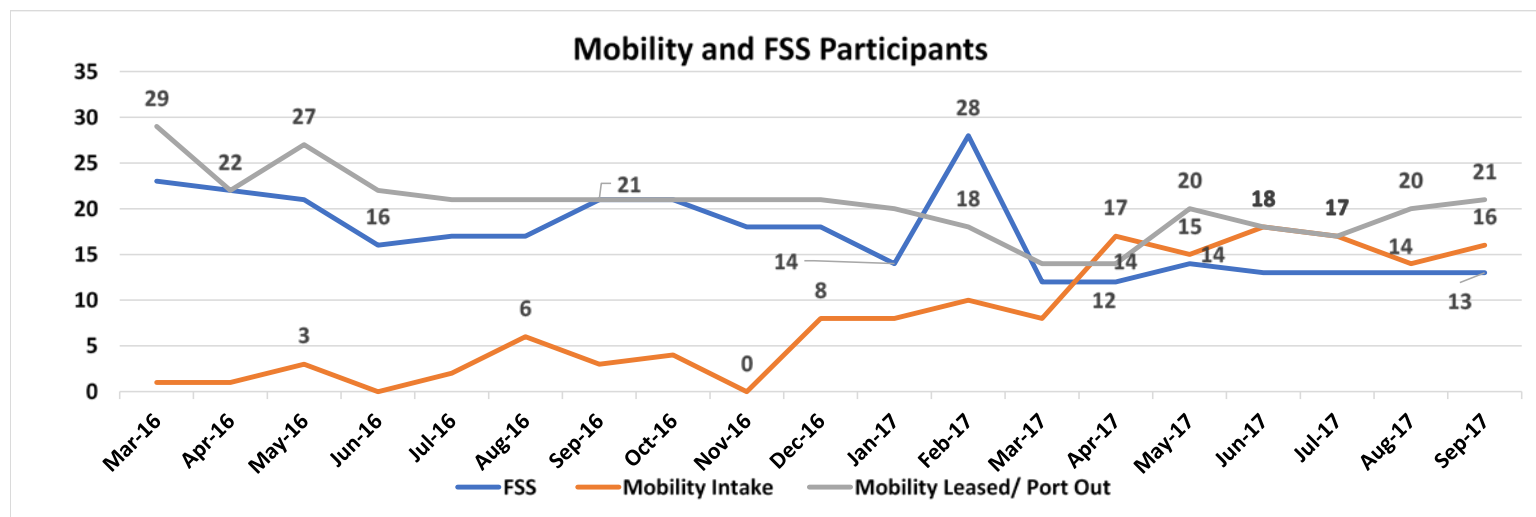


Housing Choice Voucher Program

Housing Choice Voucher Program Board Report on Utilization September 2017

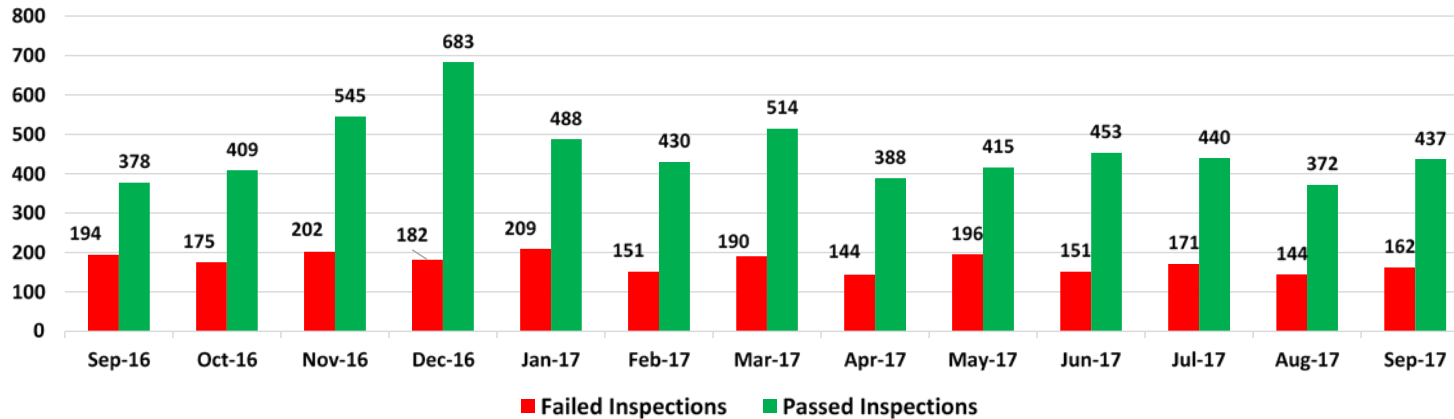


Housing Choice Voucher Program

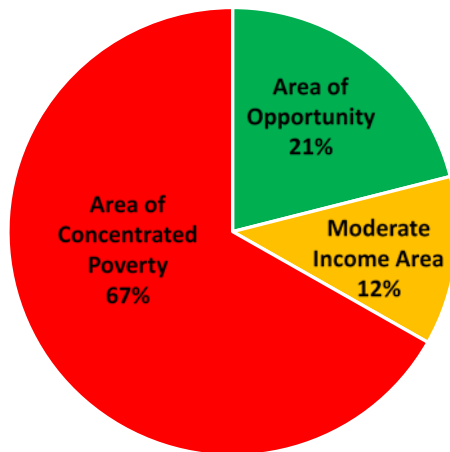


Housing Choice Voucher Program

Failed and Passed Inspections



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	281	49%	22%	43%
2	118	52%	23%	42%
3	320	45%	21%	48%
4	659	38%	8%	48%
5	825	39%	10%	45%
6	918	34%	17%	53%
7	369	58%	23%	25%
8	124	39%	19%	52%
9	404	42%	23%	50%
10	290	40%	19%	46%
11	135	44%	19%	49%
12	121	42%	14%	51%
13	57	37%	9%	58%
Total	4621	41%	16%	46%

Housing Choice Voucher Program

September 2017 Highlights



Merideth Mayrand is the winner of the HCV Impact award for the month of September! Merideth is a relatively new Eligibility Technician having worked for MPHA for less than two years, yet she has made a substantial impact! Her performance statistics speak volumes to her attention to detail and her consistent care she extends to all the families in her caseload. Out of the 80 files that were audited for 2017, Merideth only had 7 errors found. In addition to her files audited, out of her 35 quality control audits only 4 errors were found! The population that Merideth serves in her caseload are Port Ins. Port Ins are families that came from another public housing authority's jurisdiction and moved to Minneapolis but are still paid for by the initial housing authority. Everyone in the office appreciates Merideth's kind demeanor and her witty humor. Merideth is very active outside of work consistently doing outdoor activities like hiking, camping, biking, running and much more. She also can speak Spanish! Kudos to Merideth for her impact!

In the HCV Program at MPHA there are several staff who have dedicated many years to helping families in the program. In September the HCV Program held a pizza party to celebrate the years of dedication and service of experienced staff members.

Kristi Clayson 10 years	Lashaun Hilliard 10 years	Dwight Athias 10 years	Terrance Faue 10 years
Tamicka Clark 10 years	Terry Kieffer 15 years	Hua Lee 20 years	Terrie Phillips 25 years

Communications

- Coordinated with Rep. Ilhan Omar for public housing-themed discussion in Prospect Park
- Announcement of McKnight working capital fund grant; discussions with McKnight in preparation for grant
- Oversaw logistics, technical needs, and execution of MTW Annual Plan public hearing
- Provided extensive marketing support for Section 8/HCV owner communication and recruitment initiative
- Coordinated with DC offices of Franken, Klobuchar, and Ellison for meetings with MPHA Executive Director

Communications

- Represented MPHA and Cora McCorvey Center at Open Streets Minneapolis event on the north side
- Multiple media inquiries and interviews on MTW Annual Plan and other topics
- Multiple requests for information from local officials
- Documented retirement of long-time MPHA employees, and other employee milestones, internally and externally



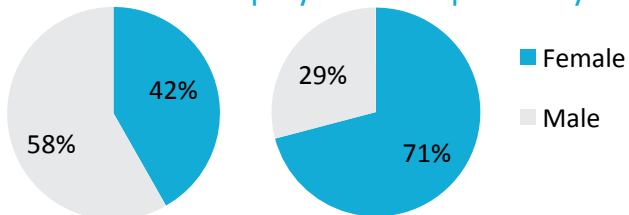
Human Resources Quarterly Report

280 active MPHA employees

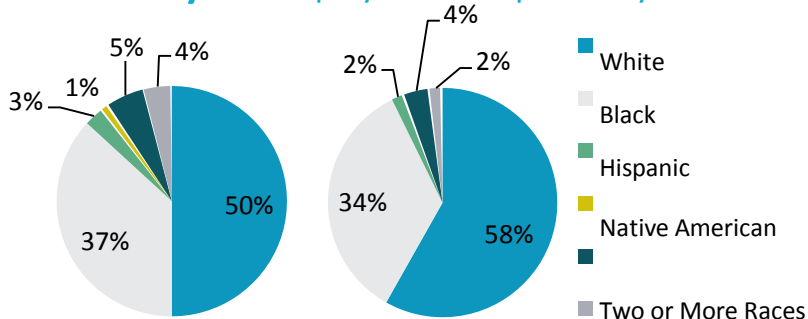
3rd Quarter: September 2017

Diversity

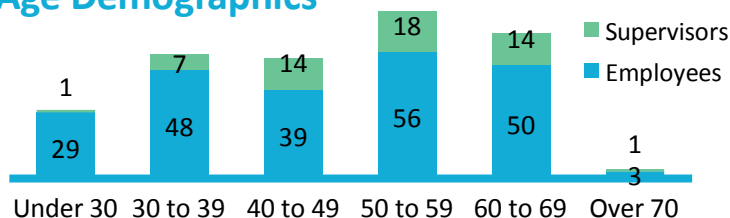
Gender: All Employees vs. Supervisory Staff



Ethnicity: All Employees vs. Supervisory Staff



Age Demographics



The MPHA median age is 50.

Employee Recruitment



Hires & Turnover

Our turnover rate in 2016 was 13.9%.
Our current turnover rate, **rolling 12 months**, is 13.9%.

High Turnover Positions

Building & Grounds Specialist:	7	(Hires in 2017)
Eligibility Technicians:	8	
Management Aides:	10	
Painter	3	

Temporary Employee Usage

Field Departments: 6
COCC Departments: 5

3rd Quarter

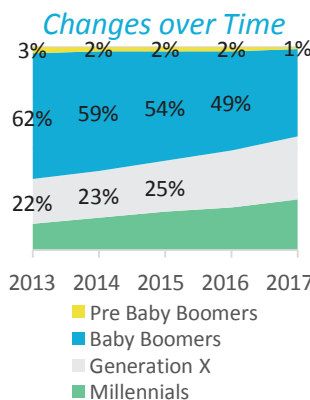
Position Assignments

4 BGS and 2 Mgmt Aides

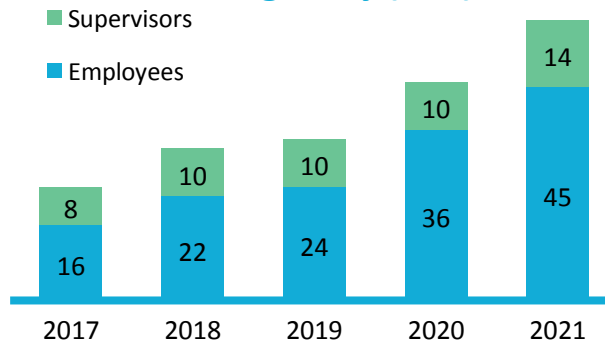
1 Leasing Clerk, 2 ET, 1 Accountant, 1 HR Associate

Succession Planning

Generations:



Retirement Eligibility (65+)



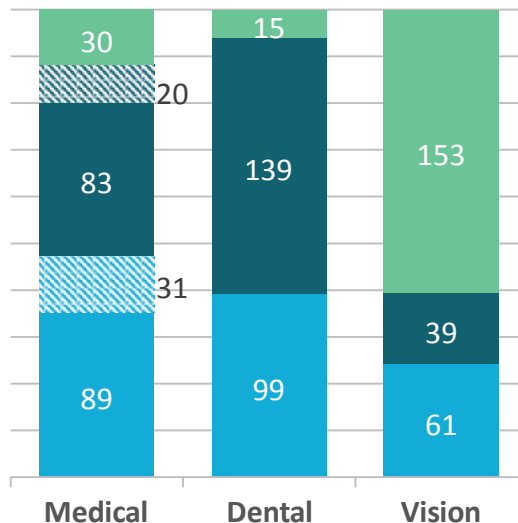
To date in 2017, 14.5% of supervisors and 7% of non-supervisory employees are eligible for retirement.

Benefits Participation

Medical, Dental, Vision

MPHA has 280 employees.
253 employees are benefits eligible as of October 1, 2017.
High-deductible medical plan enrollments are shown in striped pattern.

Approximately 23% of enrolled employees choose the high-deductible plan.



Total Enrollments

Medical: 223
Dental: 238
Vision: 100

FSA & 457b

Healthcare FSA	64
Dependent Care FSA	12
457b Deferred Compensation	44
(employees participating)	

401(a) Retirement Plan

New enrollees	11
Total Enrolled Employees	234
Retirees/former EEs w/ balances	71

Note: Eligibility rules for the MPHA Retirement Plan allow for employees to be enrolled into the plan on the first of the month following six months of service.

New Plans for 2018

The Benefits Labor Management Committee, in partnership with our Broker, Associated Benefits, and HealthPartners, have crafted new employee medical plans for 2018.

- Our new plans provide for more options for employees and MPHA to reduce costs, while maintaining a high level of care and provider availability throughout the metro area.
- New coverage tiers have been added which recognize the changing structures of our employee families and allow for greater flexibility and overall cost reduction.
- MPHA employer contributions to Health Reimbursement Accounts have also been adjusted accordingly.
- Open Enrollment for 2018 benefits begins October 30 and runs through November 13, 2017. Meetings will be held throughout the enrollment period to educate supervisors and employees on options.
- Our HR Benefits team is crafting a communications plan with our Broker to ensure smooth enrollment for all staff.

Supervisory Training

In September, all MPHA supervisors received training from our Legal department on how to recognize and respond to Workplace Harassment, including hostile environment and sexual harassment and discrimination. Public housing supervisors were trained on harassment involving tenants. OutFront MN trained on gender identity, gender expression, and creating an LGBTQ inclusive agency.

Employee Relations Issues



Quarterly Payroll

Wages	Taxes	Benefits	Total Quarterly Payroll
\$4,629,231.07	\$1,033,081.92	\$562,217.78	\$6,224,530.77

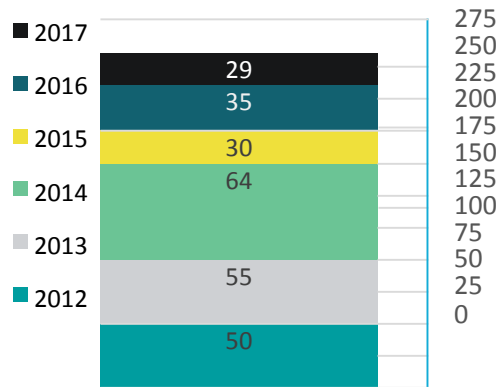
Third Quarter 2017 payroll included seven paychecks: two in July, two in August, and Three in September.

Workers Compensation

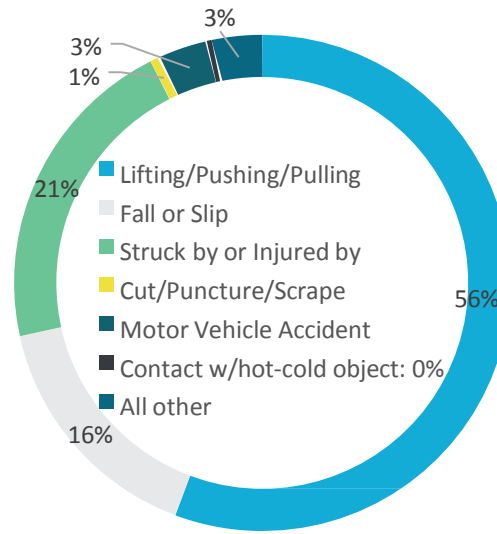


(claim data 01/2012 through 09/2017)

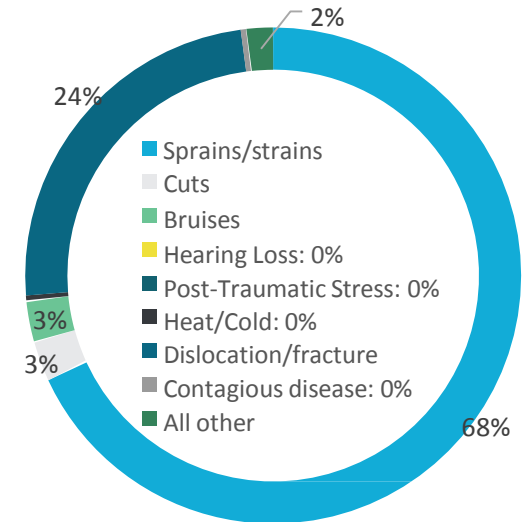
Total Claims (01/2012 to 09/2017)



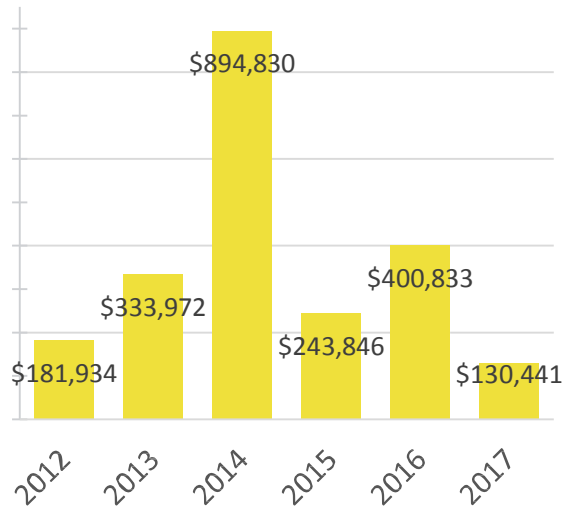
Costs by Cause of Injury



Costs by Nature of Injury

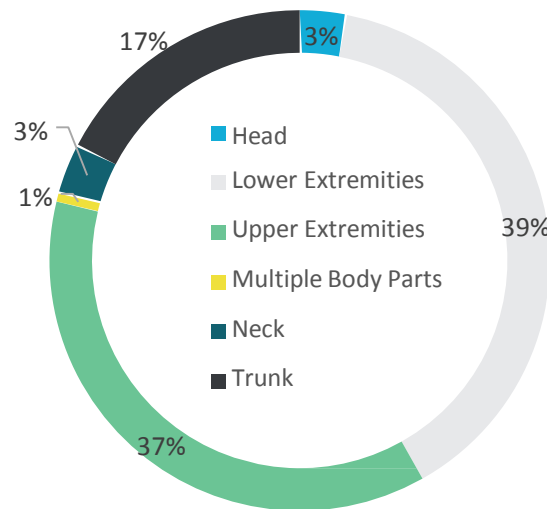


Costs

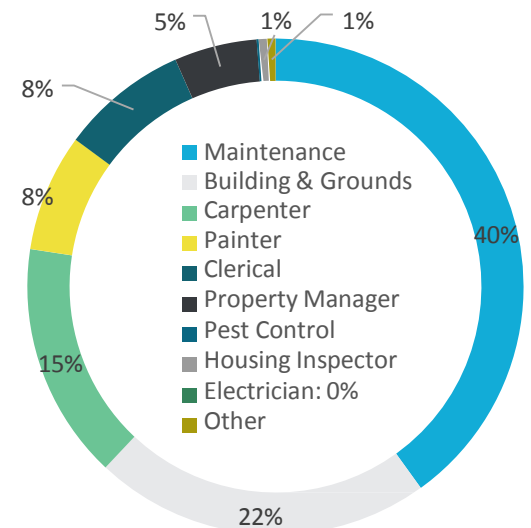


Medical costs account for an average of 57.2% of Total Costs and Indemnity/Lost Time accounts for 23.3%. Remaining costs include reserves and miscellaneous expenses.

Costs by Body Part



Costs by Job Type



Compliance Reporting



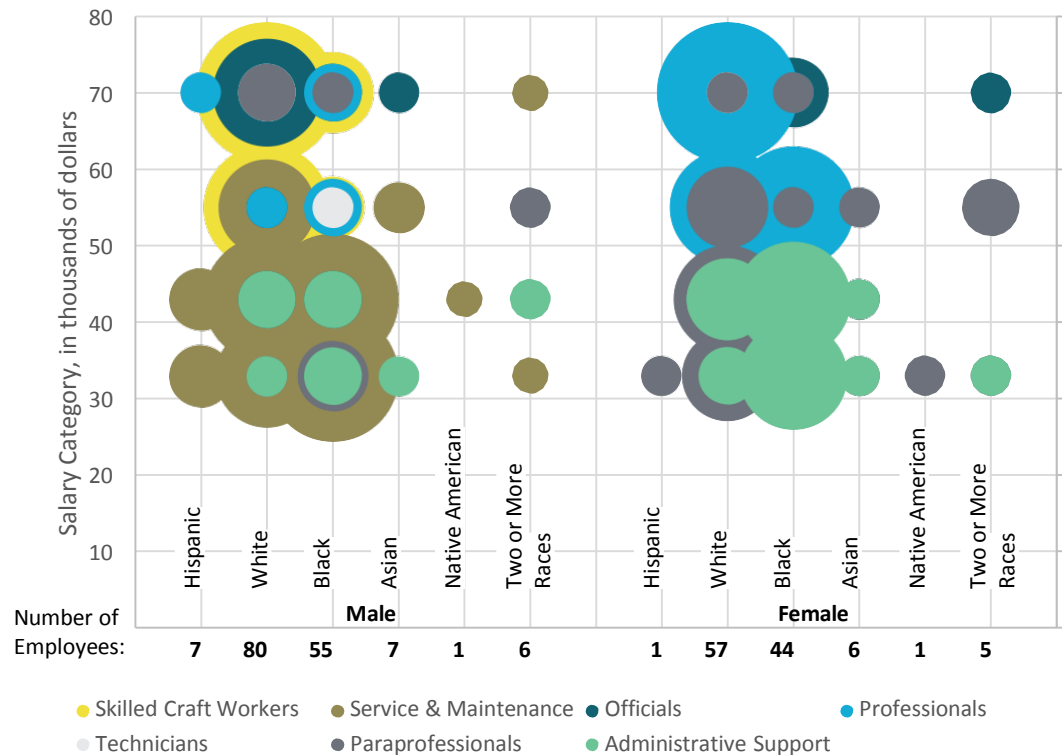
The biennial EEO4 report was completed in September of 2017 to comply with Equal Employment Opportunity Commission requirements. This report submits MPHA data on our staffing demographics by general job category and wage/salary, as well as reporting on our new hires. These figures are reported for the federal fiscal year of July 1, 2016 to June 30, 2017.

At right is a chart showing a summary of our EEO4 demographics for FT employees. The horizontal axis corresponds to the ethnicity and gender of our staff. The vertical axis corresponds to the EEOC assigned salary category, by thousand of dollars. The color of the bubble corresponds to the EEO job category (see legend), and the size of the bubble corresponds to the number of employees.

Some of the general trends we see are that some job categories fall sharply along gender lines. For instance, Skilled trades and Service & Maintenance are dominated by male employees with 71% of all male employees working in those categories vs. 4% of female employees. Conversely, Administrative Support and Paraprofessional is dominated by female employees with 57% of female employees vs. 13% of male employees.

Also included here is a summary of the New Hires for the same time period. Note that the EEOC requires a report of all new hires, regardless of if they remain employed with the agency. One trend we can note from this data is that we hired a much larger number of male employees than female in this period (30 male employees vs. 17 female employees).

MPHA EEO4 Data: 2017



New Hires EEO4 2017 (fiscal year)	Male					Female					Grand Total
	Hispanic	White	Black	Asian	Two or More Races	Hispanic	White	Black	Asian	Two or More Races	
Officials & Administrators		1	1								2
Professionals		1						1			2
Paraprofessionals		1	2				4	2		1	10
Administrative Support		1	2	1			2	3	1	2	12
Skilled Craft Workers		3	2		1	1					7
Service & Maintenance	1	5	7		1						14
Grand Total	1	12	14	1	2	1	6	6	1	3	47

Goals

Minneapolis Public Housing Authority has established a number of goals focused on its core business of labor relations, employee engagement, recruitment and retention in 2017 and beyond.



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. Throughout 2016 the safety program expanded to include additional training; increased safety coordination with field operations and a more focused effort around safety in general. In 2017 the safety committee will take on the role of providing recommendations that will further improve the way we manage safety in the workplace.



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. Currently we are working with MCTC Human Service program that provides student interns in HCV and in the Fall of 2017 in LIPH.



Develop Succession and Workforce Planning Model

MPHA has a large population of its employees that have long tenure with the agency and will be most likely retiring in the next few years. Our median age of employees is 51 and in years 2017 and 2018 we will have 65 employees who have reached the age of retirement (65); assuming no retirements within that time frame. 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. In 2016, 5 employees have been promoted within MPHA.



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 service. With this in mind, MPHA has a current population of employees that is very reflective of the community and we need to do everything possible to ensure that is continued 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.



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 are looking for expanded levels of benefits, flexible schedules and career advancement opportunities, MPHA must attempt to stay current with these new trends.

Goals (in priority order)

Minneapolis Public Housing Authority has established a number of goals focused on its core business of labor relations, employee engagement, recruitment and retention in 2017 and beyond.



	Reduction in Costs of Workers Comp Claims/Reduction in Number of Workers Comp Claims		
		Target completion	Status
	% Reduction in costs of Workers Comp Claims	Dec-2017	YTD lower compared to same dates 2016
	% Reduction in number of Workers Comp Claims	Dec-2017	YTD higher compared to same dates 2016
	Develop Recruitment Strategy		
	Develop recruitment strategy using local partners	Jun-2016	Resource, Twin Cities Rise
	Reduced dependency on temporary employees	Dec-2017	Qtr 2 to Qtr 3 no increase in usage
	Develop internship program with colleges & universities	Dec-2017	University of MN – Carlson & MCTC
	Develop Succession and Workforce Planning Model		
	Develop succession and workforce planning model	Dec-2018	Compensation and Classification and Job Eval. study in review
	Establish partnerships with community, colleges, and others	Dec-2017	University of MN – Carlson & MCTC
	Maintain Diversity Levels		
	Maintain diversity levels	Ongoing	50% - All employees 58% - Supervisor level
	Enhance Benefit Portfolio		
	Enhance benefit portfolio	Dec-2017	Benefits LMC submitted 2018 recommendation approved by ED

MPHA's Website

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

www.mphaonline.org



October 25, 2017

MEMORANDUM TO: MPHA Board of Commissioners

FROM: Gregory Russ, Executive Director / CEO

SUBJECT: Executed Construction Management at Risk (CMAR) Agreements

At the November 16, 2016 and March 21, 2017 meetings of the Board of Commissioners, MPHA received authorization to execute CMAR agreements with the below noted firms for major capital improvement projects at two MPHA properties:

<u>Firm</u>	<u>MPHA Project Address</u>
Frerichs Construction	2728 East Franklin Avenue
Knutson Construction	1627 South Sixth Street

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>MPHA Project Address</u>	<u>Budget</u>	<u>GMP Agreement</u>
2728 East Franklin Avenue	\$3,950,000	\$3,640,273.93
1627 South Sixth Street	\$4,400,000	\$3,967,273.00

This memorandum was prepared by Laura Dykema, Director of Planning & Development. For further information, please contact Ms. Dykema at (612) 342-1428 or ldykema@mplspha.org.