



NOTICE AND AGENDA

January 24, 2018

**ANNUAL 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
 Cara Letofsky, Commissioner
 Tom DeAngelo, 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 December 20, 2017
- Election of Officers and Appointment of Committee Members

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

CONSENT:

1. Meeting Schedule for 2018 Board Meetings (Greg Russ, Executive Director / CEO)
2. Approval of 2018 Pay Equity Implementation Report (Robin Harris, Chief Human Resources Officer)
3. Severance Payment and Settlement and Release Agreement (Robin Harris, Chief Human Resources Officer)



DISCUSSION:

4. Procurement Policy Revisions (Betsy Grossman, Assistant General Counsel)
5. Charter for a new committee 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 Policy & Innovation)

RECEIVE AND FILE:

- Monthly Performance Report for December 2017 (Greg Russ, Executive Director / CEO)

Next Regular Meeting:

**Wednesday, February 28, 2018 - 1:30p.m.
1001 Washington Avenue North
Minneapolis, MN 55401**

Notice: A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.



**MINUTES OF A REGULAR MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
December 20, 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 December 20, 2017 at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

Roll Call:

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

| | |
|----------------------|--------------|
| Charles T. Lutz | Acting Chair |
| Mikkel Beckmen | Secretary |
| Abdullahi Isse | Commissioner |
| Cara Letofsky | Commissioner |
| Tamir Mohamud | Commissioner |
| Hon. James Rosenbaum | Commissioner |
| Faith Xiong | Commissioner |

The following members of the Board were absent:

| | |
|------------------|--------------|
| F. Clayton Tyler | Chair |
| Tom DeAngelo | Commissioner |

The following others were also present:

| | |
|-----------|--------------------------|
| Greg Russ | Executive Director / CEO |
|-----------|--------------------------|

The Acting Chair declared the presence of a quorum.

Approval of Agenda:

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

Approval of Minutes:

The Minutes of the Regular Meeting of November 15, 2017, were presented for approval. Commissioner Rosenbaum moved the minutes be accepted as presented. The motion was seconded by Commissioner Xiong. Upon a voice vote, the Acting 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:

Executive Director Russ' Anniversary

- Executive Director Russ thanked the Commissioners on the anniversary of their decision to bring him to Minneapolis. He also, thanked the staff and residents who have been instrumental in helping and giving him the opportunity to run the organization.

HUD Washington D.C.

- DC has no budget yet – but have a tax plan. The industry groups talked about modifications to the housing programs in some form, perhaps extending means testing in a different way and looking at the amount of funding and the way it is distributed. All is speculation – there are no proposals from the administration or from HUD. We are likely to see something early in the spring. Also, there may be a Trump Executive Order directly to make changes within his purview.

Portfolio

- An e-mail was circulated to the Commissioners and other city officials by an advocate group regarding MPHA's plans to proceed with the capital plan. We are in the process of responding to the email.
- The advocate group e-mail stated that the Cambridge Housing Authority, housing was lost and privatized and the families are no longer living there. This is an untrue statement. The families are still living there, but under a different kind of subsidized housing. They are living under Section 8 subsidy. Cambridge raised \$150 million dollars to reinvest in those units. There will be a link to the housing authority's website and you can see the progress on the construction.

Families are moving back into those units, either from another unit they were relocated to or from other housing in the portfolio. This is not a loss of housing – it is a reinvestment.

- We are working with a group of contractors and individuals to make the assessment on how to approach the refinancing of our portfolio. We will be required to look at:
 1. What the buildings look like
 2. What they are going to cost
 3. What kinds of ideas we can put forward to the whole community about how to finance the revitalization.
- We plan to discuss at the strategic workshop on January 12th - a draft document is ready and will bring to the Board on rolling it out to the community.



Item No. 1: Non-Substantial Amendments to MPHA’s Public Housing Statement of Policies (SOPs) and the Housing Choice Voucher Administrative Plan.

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Mohamud seconded the motion. Upon a voice vote, the Acting Chair declared the motion carried. [See Document No. 2017-39]

Item No. 2: Write-offs of Delinquent Account for Former Public Housing Tenants

After a brief presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report. Commissioner Beckmen seconded the motion. Upon a voice vote, the Acting Chair declared the motion carried. [See Document No. 2017-40]

Item No. 3: Approval of the 2018 Budget

After a presentation by staff and discussion, Commissioner Mohamud moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Xiong seconded the motion. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Lutz, Beckmen, Isse, Letofsky, Mohamud, Rosenbaum, and Xiong) and no Commissioner voted “nay”. The Acting Chair declared the motion carried. [See Document No. 2017-41] [See Resolution No. 17-178].

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for November 2017. [See Document No. 2017-42]

The following item was not on the printed agenda but was presented to the Board as a “Receive and File” item.

- Memorandum to the Members of the Minneapolis City Council [See Document No. 2017-43]

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



January 24, 2018

REPORT TO THE COMMISSIONERS

Agenda Item 1

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Meeting Schedule for 2018 Board Meetings

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

Resident Council Review/Recommendations: Not Applicable.

Budget Impact: Not Applicable

Affirmative Action Compliance: Not Applicable

Procurement Review: Not Applicable

RECOMMENDATION: It is recommended that the Board of Commissioners approve the regular meeting schedule for 2018 as presented below

The following is the proposed schedule for regular meetings of the Minneapolis Public Housing Authority Board of Commissioners for the year 2018. Unless otherwise duly noticed, all meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, at 1:30 p.m.

Wednesday, January 24, 2018 (annual)
Wednesday, February 28, 2018
Wednesday, March 28, 2018
Wednesday, April 25, 2018
Wednesday, May 23, 2018
Wednesday, June 27, 2018
Wednesday, July 25, 2018
Wednesday, August 22, 2018
Wednesday, September 26, 2018
Wednesday, October 24, 2018
Wednesday, November 14, 2018 (second Wednesday)
Wednesday, December 19, 2018 (third Wednesday)

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

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



January 24, 2018

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Approval of 2018 Pay Equity Implementation Report

Previous Directives: The Minneapolis Public Housing Authority last reported its compliance with the Minnesota Local Government Pay Equity Act in January 2015 for the period ending December 31, 2014 as required by law and regulation.

Resident Association Notification: Not applicable.

Impact on MPHA Budget: None.

Affirmative Action Compliance: Not applicable

Procurement Review: Not applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners 1) approve the Minneapolis Public Housing Authority's Pay Equity Implementation Report for the period ending December 31, 2017, 2) authorize the Chair to sign the 2018 report, and 3) direct that the approved report be filed with the Minnesota Department of Management and Budget as required by Minn. Stat. § 471.991 et seq.

Background Information: The Minnesota *Local Government Pay Equity Act*, Minn. Stat. § 471.991 et seq., requires Minnesota public sector employers to establish "reasonable compensation relationships" between the *female-dominated*, *male-dominated* and *balanced* classes of employees in its jurisdiction as those terms are defined by the Act. The Act also requires Minnesota public sector jurisdictions to report their compliance with these provisions as directed by the Minnesota Department of Management and Budget (formerly, the Minnesota Department of Employee Relations). The State requires compliance reporting every three years. As noted above, MPHA was last required to prepare and file a Pay Equity Implementation Report in January 2015 for the period ending December 31, 2014.

Under the Act, “predicted pay” is the standard for comparing how males and females are compensated in the jurisdiction. Predicted pay is the average pay of male-dominated classes at any given job evaluation point value. An “underpayment ratio” (the percent of male-dominated classes below predicted pay divided by the percent of female-dominated classes below predicted pay) of at least 80.0 is required for a jurisdiction to be found in compliance with the Act.

Based upon our review and analysis of the Agency’s December 31, 2017 job classifications, and the rates of pay and job evaluation results for each, and by using the on-line reporting system provided by the State of Minnesota for these purposes, MPHA is reporting a December 31, 2017 underpayment ratio of **206.25** – an underpayment ratio which is also solidly in compliance with the Act’s requirements. A copy of the *Pay Equity Implementation Report* and *Compliance Report* is attached to this Report for the Board’s information, review, and approval.

The Act requires each jurisdiction’s governing body to confirm that the information contained in the report is correct and it requires the jurisdiction’s chief elected or appointed official to certify that the jurisdiction’s governing body has indicated its approval.

This Report was prepared by Robin G. Harris, Chief Human Resources Officer and the data contained in the report was verified by MPHA’s Human Resources staff. If you have questions regarding this Report, please contact Ms. Harris at 612-342-1484 or rharris@mplspha.org.



November 8, 2017

Local Government Official
City Clerk, Administrator or Manager
Superintendent of School District
County Human Resource Director or Auditor

Re: Pay Equity Report due January 31, 2018

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Your next report is due January 31, 2018. This report must show data in place as of December 31, 2017. Jurisdictions who do not submit a report on or before January 31, 2018, will be out of compliance. There are no provisions in the law for any up-front exceptions to the deadline. Approval from the governing body is required to submit a report; please plan accordingly.

Please note the URL to access the Minnesota Pay Equity Management System has changed since your jurisdiction last reported. The new URL is: <https://mn.gov/PayEquity/Login.aspx>. This change was made with 2017 reports.

For step-by-step instructions and additional information, please refer to the Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>. After reviewing the materials, if you have questions, please send an email to pay.equity@state.mn.us.

As a reminder, do not report elected officials or employees working less than 67 days in a calendar year (100 days for a full-time student) or employees working an average of 14 hours per week or less, during the weeks they are scheduled to work. New this year, if your jurisdiction has no employees to report, please access the system, create a new case and select "No Jobs Meet Requirement to Report". You will be taken to the implementation form to complete the process.

Once Minnesota Management and Budget reviews your report, you will receive a notice informing you whether your jurisdiction is "in compliance" or "out of compliance." No penalties or other negative consequences will occur before you receive a formal notice of non-compliance.

Jurisdictions receiving a notice of non-compliance will have an opportunity to make adjustments to achieve compliance. A jurisdiction which remains out of compliance, past the grace period specified in the notice, will receive a second notice of non-compliance and will be subject to a penalty. The penalty is a five percent reduction in state aid payments or \$100 per day, whichever is greater, from January 1, 2018.

A copy of the notice to post once a report is submitted is attached for your convenience.

Thank you for complying with the 1984 Local Government Pay Equity Act.

Sincerely,
Cyndee Gmach
Pay Equity Coordinator
pay.equity@state.mn.us

Posting date:

Jurisdiction Name: Minneapolis Public Housing Authority

NOTICE

2017 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2018.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Robin G. Harris, Director Human Resources/CHRO

1001 Washington Ave N

Minneapolis, MN 55401 (612) 342-1484

For more information about the state pay equity law, you may contact the Pay Equity Office at:

pay.equity@state.mn.us

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Compliance Report

Jurisdiction: Minneapolis Public Housing Authority
1001 Washington Avenue North

Report Year: 2018
Case: 1 - 2017 DATA (Private (Jur Only))

Minneapolis MN 55401

Contact: Robin G Harris

Phone: (612) 342-1484

E-Mail: rharris@mplspha.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

| | Male Classes | Female Classes | Balanced Classes | All Job Classes |
|--------------------------------------|-----------------|-------------------|---------------------|--------------------|
| # Job Classes | 32 | 44 | 6 | 82 |
| # Employees | 151 | 110 | 27 | 288 |
| Avg. Max Monthly Pay per employee | 5,487.46 | 6,800.24 | | 5,984.82 |

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 206.25 *

| | Male Classes | Female Classes |
|--|-----------------|-------------------|
| a. # At or above Predicted Pay | 14 | 32 |
| b. # Below Predicted Pay | 18 | 12 |
| c. TOTAL | 32 | 44 |
| d. % Below Predicted Pay (b divided by c = d) | 56.25 | 27.27 |

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

| | |
|-------------------------------|---------------------|
| Degrees of Freedom (DF) = 259 | Value of T = -6.949 |
|-------------------------------|---------------------|

- a. Avg. diff. in pay from predicted pay for male jobs = \$40
b. Avg. diff. in pay from predicted pay for female jobs = \$599

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 4.00
B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

LGID 2029

Case: 2017 DATA

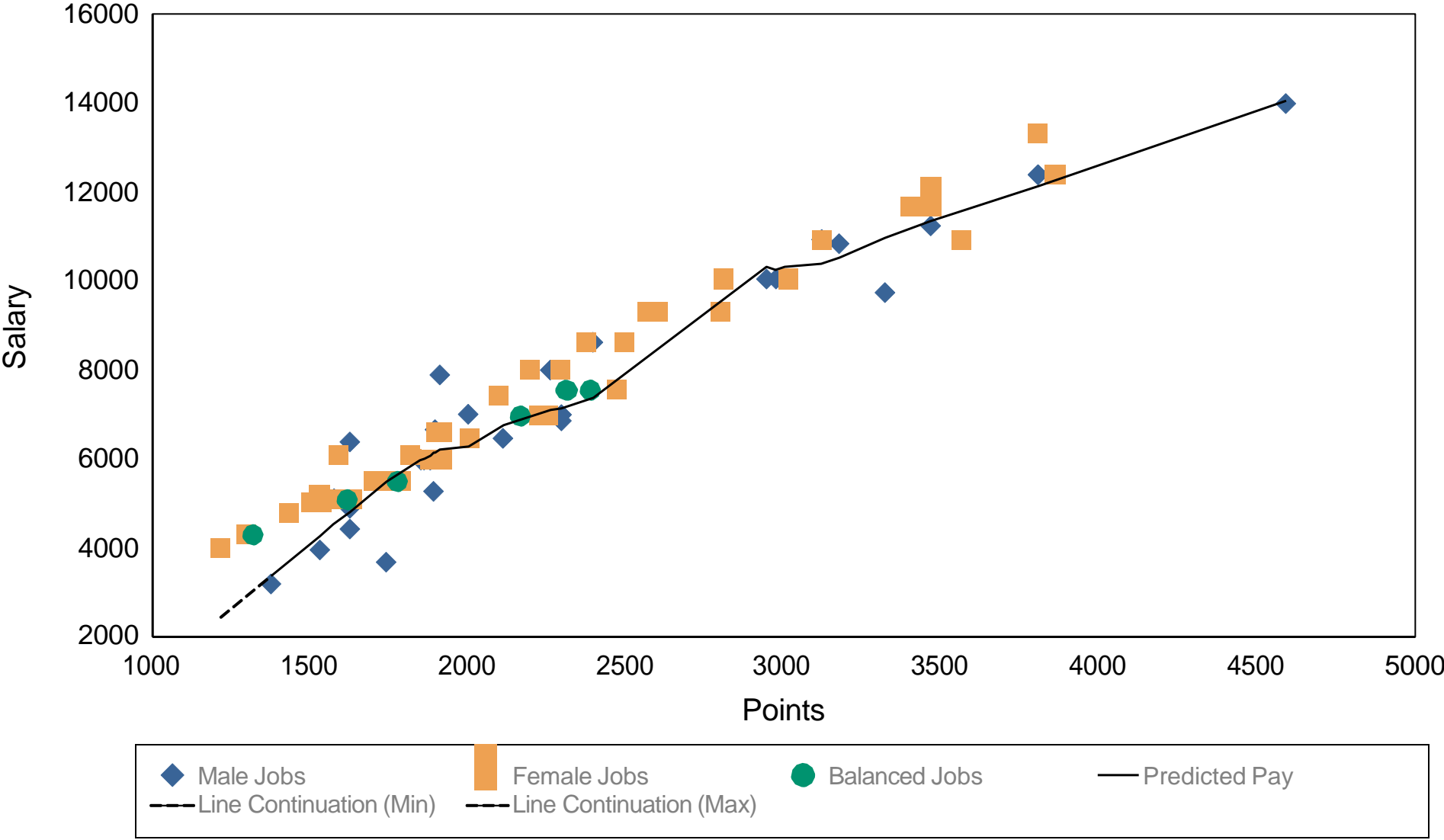
| Job Nbr | Class Title | Nbr Males | Nbr Females | Class Type | Jobs Points | Min Mo Salary | Max Mo Salary | Yrs to Max Salary | Yrs of Service | Exceptional Service Pay |
|---------|-----------------------------|-----------|-------------|------------|-------------|---------------|---------------|-------------------|----------------|-------------------------|
| 1 | Clerk Receptionist | 0 | 1 | F | 1,215 | \$2,812.00 | \$4,006.00 | 0.00 | 0.00 | |
| 2 | Leasing Clerk | 0 | 2 | F | 1,295 | \$3,015.00 | \$4,308.00 | 0.00 | 0.00 | |
| 3 | Management Aide | 4 | 8 | B | 1,315 | \$3,015.00 | \$4,308.00 | 0.00 | 0.00 | |
| 4 | Building and Grounds Spe | 28 | 3 | M | 1,375 | \$2,995.00 | \$3,204.00 | 3.00 | 0.00 | |
| 5 | Account Clerk | 0 | 2 | F | 1,430 | \$3,242.00 | \$4,794.00 | 0.00 | 0.00 | |
| 6 | Work Order Coordinator | 0 | 3 | F | 1,505 | \$3,533.00 | \$5,037.00 | 0.00 | 0.00 | |
| 7 | Administrative Assistant II | 0 | 2 | F | 1,530 | \$3,533.00 | \$5,037.00 | 0.00 | 0.00 | |
| 8 | Admin Assistant II, Confd | 0 | 1 | F | 1,530 | \$3,704.00 | \$5,223.00 | 0.00 | 0.00 | |
| 9 | Preventative Maintenance | 1 | 0 | M | 1,530 | \$3,969.00 | \$3,969.00 | 0.00 | 5.00 | |
| 10 | Eligibility Technician | 7 | 24 | F | 1,535 | \$3,533.00 | \$5,037.00 | 0.00 | 0.00 | |
| 11 | Housing Inspector | 4 | 1 | M | 1,575 | \$3,671.00 | \$5,120.00 | 0.00 | 0.00 | |
| 12 | Pest Control Coordinator | 0 | 1 | F | 1,585 | \$3,671.00 | \$5,120.00 | 0.00 | 0.00 | |
| 13 | Assistant Property Manage | 1 | 3 | F | 1,590 | \$4,326.00 | \$6,105.00 | 0.00 | 0.00 | |
| 14 | Collection Agent/Rental | 1 | 1 | B | 1,615 | \$3,671.00 | \$5,120.00 | 0.00 | 0.00 | |
| 15 | Journeyman Service and | 1 | 0 | M | 1,625 | \$4,904.00 | \$4,904.00 | 0.00 | 9.00 | |
| 16 | Painter Journeyman | 18 | 0 | M | 1,625 | \$6,396.00 | \$6,396.00 | 0.00 | 33.00 | |
| 17 | Service and Maintenance | 38 | 0 | M | 1,625 | \$3,969.00 | \$4,438.00 | 5.00 | 0.00 | |
| 18 | Accounting Associate | 0 | 2 | F | 1,635 | \$3,671.00 | \$5,120.00 | 0.00 | 0.00 | |
| 19 | Payroll Coordinator | 0 | 1 | F | 1,700 | \$3,767.00 | \$5,532.00 | 0.00 | 0.00 | |
| 20 | Tenant Accounting Coordi | 0 | 1 | F | 1,730 | \$3,767.00 | \$5,532.00 | 0.00 | 0.00 | |
| 21 | Pest Control Specialist | 4 | 1 | M | 1,740 | \$3,693.00 | \$3,693.00 | 0.00 | 5.00 | |
| 22 | Project Administrator | 0 | 1 | F | 1,750 | \$3,767.00 | \$5,532.00 | 0.00 | 0.00 | |
| 23 | AMP Office Coordinator | 3 | 3 | B | 1,775 | \$3,767.00 | \$5,532.00 | 0.00 | 0.00 | |
| 24 | Quality Control Specialist | 0 | 1 | F | 1,785 | \$3,767.00 | \$5,532.00 | 0.00 | 0.00 | |
| 25 | Human Resources Special | 0 | 1 | F | 1,815 | \$3,466.00 | \$6,106.00 | 0.00 | 0.00 | |
| 26 | Procurement Coordinator | 1 | 0 | M | 1,850 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 27 | Senior Housing Inspector | 1 | 0 | M | 1,860 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 28 | Accountant I | 1 | 0 | M | 1,880 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 29 | HPSCC Coordinator | 0 | 1 | F | 1,880 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 30 | Quality and Technical Spe | 1 | 0 | M | 1,880 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 31 | Community Services Coor | 0 | 1 | F | 1,885 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 32 | Community Services Coor | 0 | 1 | F | 1,885 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 33 | Operating Maintenance En | 6 | 0 | M | 1,890 | \$5,286.00 | \$5,286.00 | 0.00 | 43.00 | |
| 34 | Carpenter Journeyman | 14 | 1 | M | 1,895 | \$6,670.00 | \$6,670.00 | 0.00 | 30.00 | |
| 35 | Executive Assistant | 0 | 2 | F | 1,900 | \$4,690.00 | \$6,608.00 | 0.00 | 0.00 | |
| 36 | Electrician Journeyman | 1 | 0 | M | 1,910 | \$7,900.00 | \$7,900.00 | 0.00 | 0.00 | |
| 37 | Human Resources Coordi | 0 | 1 | F | 1,915 | \$4,690.00 | \$6,608.00 | 0.00 | 0.00 | |
| 38 | LIPH Coordinator | 0 | 1 | F | 1,915 | \$4,083.00 | \$5,988.00 | 0.00 | 0.00 | |
| 39 | Paralegal | 0 | 1 | F | 1,915 | \$4,690.00 | \$6,608.00 | 0.00 | 0.00 | |
| 40 | Carpenter Foreman | 2 | 0 | M | 2,000 | \$7,017.00 | \$7,017.00 | 0.00 | 20.00 | |
| 41 | Marketing Specialist | 0 | 1 | F | 2,005 | \$4,419.00 | \$6,476.00 | 0.00 | 0.00 | |
| 42 | Property Manager | 2 | 16 | F | 2,095 | \$5,073.00 | \$7,425.00 | 0.00 | 0.00 | |
| 43 | Systems Engineer | 1 | 0 | M | 2,110 | \$4,419.00 | \$6,476.00 | 0.00 | 0.00 | |
| 44 | Construction Project Mana | 1 | 1 | B | 2,165 | \$4,777.00 | \$7,006.00 | 0.00 | 0.00 | |
| 45 | Supvsr Pest Cntrl and Wor | 0 | 1 | F | 2,195 | \$5,485.00 | \$8,010.00 | 0.00 | 0.00 | |
| 46 | Community Engagement S | 0 | 1 | F | 2,225 | \$4,777.00 | \$7,006.00 | 0.00 | 0.00 | |
| 47 | Buyer | 0 | 2 | F | 2,255 | \$4,777.00 | \$7,006.00 | 0.00 | 0.00 | |
| 48 | Manager Maintenance | 1 | 0 | M | 2,260 | \$5,485.00 | \$8,010.00 | 0.00 | 0.00 | |
| 49 | Accountant II | 2 | 0 | M | 2,295 | \$4,777.00 | \$7,006.00 | 0.00 | 0.00 | |
| 50 | HCV Program Analyst | 1 | 0 | M | 2,295 | \$4,777.00 | \$7,006.00 | 0.00 | 0.00 | |
| 51 | Maintenance Team Leade | 7 | 0 | M | 2,295 | \$6,870.00 | \$6,870.00 | 0.00 | 36.00 | |
| 52 | Supervisor HCV/Section 8 | 0 | 2 | F | 2,295 | \$5,485.00 | \$8,010.00 | 0.00 | 0.00 | |
| 53 | Senior Project Manager | 1 | 1 | B | 2,310 | \$5,165.00 | \$7,571.00 | 0.00 | 0.00 | |
| 54 | Supervisor Leasing/Occup | 0 | 1 | F | 2,375 | \$5,927.00 | \$8,634.00 | 0.00 | 0.00 | |
| 55 | IT Analyst II | 2 | 1 | B | 2,385 | \$5,165.00 | \$7,571.00 | 0.00 | 0.00 | |
| 56 | Supervisor Accounting | 1 | 0 | M | 2,395 | \$5,927.00 | \$8,634.00 | 0.00 | 0.00 | |
| 57 | Senior Accountant | 0 | 1 | F | 2,470 | \$5,165.00 | \$7,571.00 | 0.00 | 0.00 | |
| 58 | Staff Attorney | 0 | 1 | F | 2,495 | \$5,927.00 | \$8,634.00 | 0.00 | 0.00 | |

Job Class Data Entry Verification List

Case: 2017 DATA

| Job Nbr | Class Title | Nbr Males | Nbr Females | Class Type | Jobs Points | Min Mo Salary | Max Mo Salary | Yrs to Max Salary | Yrs of Service | Exceptional Service Pay |
|---------|------------------------------|-----------|-------------|------------|-------------|---------------|---------------|-------------------|----------------|-------------------------|
| 59 | Manager Research and An | 0 | 1 | F | 2,570 | \$6,415.00 | \$9,319.00 | 0.00 | 0.00 | |
| 60 | Manager Leasing/Occupan | 0 | 1 | F | 2,580 | \$6,415.00 | \$9,319.00 | 0.00 | 0.00 | |
| 61 | Manager Finance | 0 | 1 | F | 2,600 | \$6,415.00 | \$9,319.00 | 0.00 | 0.00 | |
| 62 | Senior Supervisor HCV/Se | 0 | 1 | F | 2,800 | \$6,415.00 | \$9,319.00 | 0.00 | 0.00 | |
| 63 | Regional Property Manage | 2 | 5 | F | 2,810 | \$6,935.00 | \$10,055.00 | 0.00 | 0.00 | |
| 64 | Assistant Director Procure | 1 | 0 | M | 2,945 | \$6,935.00 | \$10,055.00 | 0.00 | 0.00 | |
| 65 | Assistant Director HCV | 1 | 0 | M | 2,975 | \$6,935.00 | \$10,055.00 | 0.00 | 0.00 | |
| 66 | Assistant Director Finance | 1 | 0 | M | 3,005 | \$6,935.00 | \$10,055.00 | 0.00 | 0.00 | |
| 67 | Manager Human Resource | 0 | 2 | F | 3,015 | \$6,935.00 | \$10,055.00 | 0.00 | 0.00 | |
| 68 | Director of HPSCC Campu | 0 | 1 | F | 3,120 | \$10,941.00 | \$10,941.00 | 0.00 | 24.00 | |
| 69 | Dir of Investment and Inno | 1 | 0 | M | 3,120 | \$10,941.00 | \$10,941.00 | 0.00 | 24.00 | |
| 70 | Director of IT | 1 | 0 | M | 3,120 | \$10,941.00 | \$10,941.00 | 0.00 | 18.00 | |
| 71 | Assistant Director Ops | 1 | 0 | M | 3,175 | \$7,493.00 | \$10,850.00 | 0.00 | 0.00 | |
| 72 | Dir of Policy and Extrnl Aff | 1 | 0 | M | 3,320 | \$9,750.00 | \$9,750.00 | 0.00 | 1.00 | |
| 73 | Dir of Planning and Develo | 0 | 1 | F | 3,400 | \$11,670.00 | \$11,670.00 | 0.00 | 19.00 | |
| 74 | Director of HCV | 1 | 0 | M | 3,465 | \$11,250.00 | \$11,250.00 | 0.00 | 8.00 | |
| 75 | Director Human Resource | 0 | 1 | F | 3,465 | \$11,670.00 | \$11,670.00 | 0.00 | 2.00 | |
| 76 | Director of Operations | 0 | 1 | F | 3,465 | \$12,125.00 | \$12,125.00 | 0.00 | 25.00 | |
| 77 | Assistant General Counsel | 0 | 1 | F | 3,565 | \$10,941.00 | \$10,941.00 | 0.00 | 9.00 | |
| 78 | Chief Financial Officer | 1 | 0 | M | 3,805 | \$12,399.00 | \$12,399.00 | 0.00 | 24.00 | |
| 79 | Dep Exec Dir Administratio | 1 | 0 | M | 3,805 | \$12,399.00 | \$12,399.00 | 0.00 | 11.00 | |
| 80 | Dep Exec Dir Invstmnt Inn | 0 | 1 | F | 3,805 | \$13,333.00 | \$13,333.00 | 0.00 | 0.00 | |
| 81 | General Counsel | 0 | 1 | F | 3,860 | \$12,399.00 | \$12,399.00 | 0.00 | 2.00 | |
| 82 | Executive Director CEO | 1 | 0 | M | 4,590 | \$13,998.00 | \$13,998.00 | 0.00 | 0.00 | |

Job Number Count: 82



Predicted Pay Report for Minneapolis Public Housing Authority

1/18/2018

Case : 2017 DATA

| Job Nbr | Job Title | Nbr Males | Nbr Females | Total Nbr | Job Type | Job Points | Max Mo Salary | Predicted Pay | Pay Difference |
|--------------------|--------------------------------|----------------------|------------------------|----------------------|---------------------|-----------------------|--------------------------|--------------------------|---------------------------|
| 1 | Clerk Receptionist | 0 | 1 | 1 | Female | 1,215 | \$4,006.00 | \$2,457.48 | \$1,548.52 |
| 2 | Leasing Clerk | 0 | 2 | 2 | Female | 1,295 | \$4,308.00 | \$2,921.33 | \$1,386.67 |
| 3 | Management Aide | 4 | 8 | 12 | Balanced | 1,315 | \$4,308.00 | \$3,036.80 | \$1,271.20 |
| 4 | Building and Grounds Specialis | 28 | 3 | 31 | Male | 1,375 | \$3,204.00 | \$3,385.18 | (\$181.18) |
| 5 | Account Clerk | 0 | 2 | 2 | Female | 1,430 | \$4,794.00 | \$3,704.20 | \$1,089.80 |
| 6 | Work Order Coordinator | 0 | 3 | 3 | Female | 1,505 | \$5,037.00 | \$4,138.70 | \$898.30 |
| 7 | Administrative Assistant II | 0 | 2 | 2 | Female | 1,530 | \$5,037.00 | \$4,283.53 | \$753.47 |
| 8 | Admin Assistant II, Confd | 0 | 1 | 1 | Female | 1,530 | \$5,223.00 | \$4,283.53 | \$939.47 |
| 9 | Preventative Maintenance Techn | 1 | 0 | 1 | Male | 1,530 | \$3,969.00 | \$4,283.53 | (\$314.53) |
| 10 | Eligibility Technician | 7 | 24 | 31 | Female | 1,535 | \$5,037.00 | \$4,312.89 | \$724.11 |
| 11 | Housing Inspector | 4 | 1 | 5 | Male | 1,575 | \$5,120.00 | \$4,539.14 | \$580.86 |
| 12 | Pest Control Coordinator | 0 | 1 | 1 | Female | 1,585 | \$5,120.00 | \$4,596.26 | \$523.74 |
| 13 | Assistant Property Manager | 1 | 3 | 4 | Female | 1,590 | \$6,105.00 | \$4,625.31 | \$1,479.69 |
| 14 | Collection Agent/Rental | 1 | 1 | 2 | Balanced | 1,615 | \$5,120.00 | \$4,768.60 | \$351.40 |
| 15 | Journeyman Service and Mainten | 1 | 0 | 1 | Male | 1,625 | \$4,904.00 | \$4,825.73 | \$78.27 |
| 16 | Painter Journeyman | 18 | 0 | 18 | Male | 1,625 | \$6,396.00 | \$4,825.73 | \$1,570.27 |
| 17 | Service and Maintenance Spl | 38 | 0 | 38 | Male | 1,625 | \$4,438.00 | \$4,825.73 | (\$387.73) |
| 18 | Accounting Associate | 0 | 2 | 2 | Female | 1,635 | \$5,120.00 | \$4,882.85 | \$237.15 |
| 19 | Payroll Coordinator | 0 | 1 | 1 | Female | 1,700 | \$5,532.00 | \$5,257.74 | \$274.26 |
| 20 | Tenant Accounting Coordinator | 0 | 1 | 1 | Female | 1,730 | \$5,532.00 | \$5,461.29 | \$70.71 |
| 21 | Pest Control Specialist | 4 | 1 | 5 | Male | 1,740 | \$3,693.00 | \$5,506.95 | (\$1,813.95) |
| 22 | Project Administrator | 0 | 1 | 1 | Female | 1,750 | \$5,532.00 | \$5,551.85 | (\$19.85) |
| 23 | AMP Office Coordinator | 3 | 3 | 6 | Balanced | 1,775 | \$5,532.00 | \$5,646.90 | (\$114.90) |
| 24 | Quality Control Specialist | 0 | 1 | 1 | Female | 1,785 | \$5,532.00 | \$5,690.18 | (\$158.18) |
| 25 | Human Resources Specialist | 0 | 1 | 1 | Female | 1,815 | \$6,106.00 | \$5,820.76 | \$285.24 |
| 26 | Procurement Coordinator | 1 | 0 | 1 | Male | 1,850 | \$5,988.00 | \$5,972.61 | \$15.39 |
| 27 | Senior Housing Inspector | 1 | 0 | 1 | Male | 1,860 | \$5,988.00 | \$6,016.62 | (\$28.62) |
| 28 | Accountant I | 1 | 0 | 1 | Male | 1,880 | \$5,988.00 | \$6,098.44 | (\$110.44) |
| 29 | HPSCC Coordinator | 0 | 1 | 1 | Female | 1,880 | \$5,988.00 | \$6,098.44 | (\$110.44) |
| 30 | Quality and Technical Speciali | 1 | 0 | 1 | Male | 1,880 | \$5,988.00 | \$6,098.44 | (\$110.44) |
| 31 | Community Services Coordinator | 0 | 1 | 1 | Female | 1,885 | \$5,988.00 | \$6,120.11 | (\$132.11) |
| 32 | Community Services Coordinator | 0 | 1 | 1 | Female | 1,885 | \$5,988.00 | \$6,120.11 | (\$132.11) |
| 33 | Operating Maintenance Engineer | 6 | 0 | 6 | Male | 1,890 | \$5,286.00 | \$6,141.78 | (\$855.78) |
| 34 | Carpenter Journeyman | 14 | 1 | 15 | Male | 1,895 | \$6,670.00 | \$6,162.73 | \$507.27 |
| 35 | Executive Assistant | 0 | 2 | 2 | Female | 1,900 | \$6,608.00 | \$6,184.40 | \$423.60 |

Predicted Pay Report for Minneapolis Public Housing Authority

1/18/2018

Case : 2017 DATA

| Job Nbr | Job Title | Nbr Males | Nbr Females | Total Nbr | Job Type | Job Points | Max Mo Salary | Predicted Pay | Pay Difference |
|---------|--------------------------------|-----------|-------------|-----------|----------|------------|---------------|---------------|----------------|
| 36 | Electrician Journeyman | 1 | 0 | 1 | Male | 1,910 | \$7,900.00 | \$6,227.01 | \$1,672.99 |
| 37 | Human Resources Coordinator | 0 | 1 | 1 | Female | 1,915 | \$6,608.00 | \$6,259.97 | \$348.03 |
| 38 | LIPH Coordinator | 0 | 1 | 1 | Female | 1,915 | \$5,988.00 | \$6,259.97 | (\$271.97) |
| 39 | Paralegal | 0 | 1 | 1 | Female | 1,915 | \$6,608.00 | \$6,259.97 | \$348.03 |
| 40 | Carpenter Foreman | 2 | 0 | 2 | Male | 2,000 | \$7,017.00 | \$6,281.93 | \$735.07 |
| 41 | Marketing Specialist | 0 | 1 | 1 | Female | 2,005 | \$6,476.00 | \$6,300.06 | \$175.94 |
| 42 | Property Manager | 2 | 16 | 18 | Female | 2,095 | \$7,425.00 | \$6,743.06 | \$681.94 |
| 43 | Systems Engineer | 1 | 0 | 1 | Male | 2,110 | \$6,476.00 | \$6,775.68 | (\$299.68) |
| 44 | Construction Project Manager | 1 | 1 | 2 | Balanced | 2,165 | \$7,006.00 | \$6,895.16 | \$110.84 |
| 45 | Supvrs Pest Cntrl and Work Ord | 0 | 1 | 1 | Female | 2,195 | \$8,010.00 | \$6,961.15 | \$1,048.85 |
| 46 | Community Engagement Specialis | 0 | 1 | 1 | Female | 2,225 | \$7,006.00 | \$7,028.46 | (\$22.46) |
| 47 | Buyer | 0 | 2 | 2 | Female | 2,255 | \$7,006.00 | \$7,094.78 | (\$88.78) |
| 48 | Manager Maintenance | 1 | 0 | 1 | Male | 2,260 | \$8,010.00 | \$7,102.25 | \$907.75 |
| 49 | Accountant II | 2 | 0 | 2 | Male | 2,295 | \$7,006.00 | \$7,154.04 | (\$148.04) |
| 50 | HCV Program Analyst | 1 | 0 | 1 | Male | 2,295 | \$7,006.00 | \$7,154.04 | (\$148.04) |
| 51 | Maintenance Team Leader | 7 | 0 | 7 | Male | 2,295 | \$6,870.00 | \$7,154.04 | (\$284.04) |
| 52 | Supervisor HCV/Section 8 | 0 | 2 | 2 | Female | 2,295 | \$8,010.00 | \$7,154.04 | \$855.96 |
| 53 | Senior Project Manager | 1 | 1 | 2 | Balanced | 2,310 | \$7,571.00 | \$7,175.96 | \$395.04 |
| 54 | Supervisor Leasing/Occupancy | 0 | 1 | 1 | Female | 2,375 | \$8,634.00 | \$7,342.55 | \$1,291.45 |
| 55 | IT Analyst II | 2 | 1 | 3 | Balanced | 2,385 | \$7,571.00 | \$7,363.57 | \$207.43 |
| 56 | Supervisor Accounting | 1 | 0 | 1 | Male | 2,395 | \$8,634.00 | \$7,374.51 | \$1,259.49 |
| 57 | Senior Accountant | 0 | 1 | 1 | Female | 2,470 | \$7,571.00 | \$7,947.17 | (\$376.17) |
| 58 | Staff Attorney | 0 | 1 | 1 | Female | 2,495 | \$8,634.00 | \$8,039.73 | \$594.27 |
| 59 | Manager Research and Analytics | 0 | 1 | 1 | Female | 2,570 | \$9,319.00 | \$8,320.01 | \$998.99 |
| 60 | Manager Leasing/Occupancy | 0 | 1 | 1 | Female | 2,580 | \$9,319.00 | \$8,363.10 | \$955.90 |
| 61 | Manager Finance | 0 | 1 | 1 | Female | 2,600 | \$9,319.00 | \$8,449.99 | \$869.01 |
| 62 | Senior Supervisor HCV/Section | 0 | 1 | 1 | Female | 2,800 | \$9,319.00 | \$9,330.50 | (\$11.50) |
| 63 | Regional Property Manager | 2 | 5 | 7 | Female | 2,810 | \$10,055.00 | \$9,763.09 | \$291.91 |
| 64 | Assistant Director Procurement | 1 | 0 | 1 | Male | 2,945 | \$10,055.00 | \$10,319.22 | (\$264.22) |
| 65 | Assistant Director HCV | 1 | 0 | 1 | Male | 2,975 | \$10,055.00 | \$10,247.40 | (\$192.40) |
| 66 | Assistant Director Finance | 1 | 0 | 1 | Male | 3,005 | \$10,055.00 | \$10,342.93 | (\$287.93) |
| 67 | Manager Human Resources | 0 | 2 | 2 | Female | 3,015 | \$10,055.00 | \$10,346.85 | (\$291.85) |
| 68 | Director of HPSCC Campus | 0 | 1 | 1 | Female | 3,120 | \$10,941.00 | \$10,388.27 | \$552.73 |
| 69 | Dir of Investment and Innovatn | 1 | 0 | 1 | Male | 3,120 | \$10,941.00 | \$10,388.27 | \$552.73 |
| 70 | Director of IT | 1 | 0 | 1 | Male | 3,120 | \$10,941.00 | \$10,388.27 | \$552.73 |

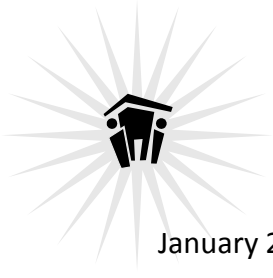
Predicted Pay Report for Minneapolis Public Housing Authority

1/18/2018

Case : 2017 DATA

| Job Nbr | Job Title | Nbr Males | Nbr Females | Total Nbr | Job Type | Job Points | Max Mo Salary | Predicted Pay | Pay Difference |
|---------|--------------------------------|-----------|-------------|-----------|----------|------------|---------------|---------------|----------------|
| 71 | Assistant Director Ops | 1 | 0 | 1 | Male | 3,175 | \$10,850.00 | \$10,536.83 | \$313.17 |
| 72 | Dir of Policy and Extnl Affai | 1 | 0 | 1 | Male | 3,320 | \$9,750.00 | \$10,987.50 | (\$1,237.50) |
| 73 | Dir of Planning and Developmnt | 0 | 1 | 1 | Female | 3,400 | \$11,670.00 | \$11,190.15 | \$479.85 |
| 74 | Director of HCV | 1 | 0 | 1 | Male | 3,465 | \$11,250.00 | \$11,354.02 | (\$104.02) |
| 75 | Director Human Resources/CHRO | 0 | 1 | 1 | Female | 3,465 | \$11,670.00 | \$11,354.02 | \$315.98 |
| 76 | Director of Operations | 0 | 1 | 1 | Female | 3,465 | \$12,125.00 | \$11,354.02 | \$770.98 |
| 77 | Assistant General Counsel | 0 | 1 | 1 | Female | 3,565 | \$10,941.00 | \$11,611.88 | (\$670.88) |
| 78 | Chief Financial Officer | 1 | 0 | 1 | Male | 3,805 | \$12,399.00 | \$12,156.66 | \$242.34 |
| 79 | Dep Exec Dir Administration | 1 | 0 | 1 | Male | 3,805 | \$12,399.00 | \$12,156.66 | \$242.34 |
| 80 | Dep Exec Dir Invstmnt Innovatn | 0 | 1 | 1 | Female | 3,805 | \$13,333.00 | \$12,156.66 | \$1,176.34 |
| 81 | General Counsel | 0 | 1 | 1 | Female | 3,860 | \$12,399.00 | \$12,290.59 | \$108.41 |
| 82 | Executive Director CEO | 1 | 0 | 1 | Male | 4,590 | \$13,998.00 | \$14,067.89 | (\$69.89) |

Job Number Count: 82



January 24, 2018

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Severance Payment and Settlement and Release Agreement

Previous Directives: Not applicable.

Resident Association Notification: Not applicable.

Budget Impact: Total amount of severance plus settlement equals \$120,767.31 as a one-time payment.

Affirmative Action Compliance: Not applicable.

Procurement Review: Not applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners approve the Severance and Settlement and Release Agreement for Deputy Executive Director of Administration Dennis Goldberg as a result of his position elimination associated with an organizational restructure.

BACKGROUND:

In 2017 after the retirement of MPHA's Executive Director Cora McCorvey, Mr. Gregory Russ was hired as the new Executive Director on February 13, 2017. Under this new leadership, MPHA began working on an organizational restructure associated with the executive leadership team.

This restructure involved the elimination of the Deputy Executive Director of Administration position which is held by Dennis Goldberg.

Mr. Goldberg was hired by MPHA as an Executive staff member on February 8, 2006. On July 1, 2016 MPHA executed a three-year Employment contract with Mr. Goldberg which calls for a severance payment of 50% of his annual salary should he be removed from his position.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY
EQUAL HOUSING OPPORTUNITY – EQUAL EMPLOYMENT OPPORTUNITY

On or about October 16, 2017 the Executive Director advised Mr. Goldberg that his position would be eliminated effective February 8, 2018. The amount of severance pursuant to the previously executed contract equals **\$75,882.00**.

In addition to the severance, MPHA has agreed to make available a monetary consideration in the amount of **\$44,885.31** provided Mr. Goldberg agrees to this settlement. To that end, Mr. Goldberg has signed the “severance payment and settlement and release agreement reached by the parties. The Agreement is attached to this report.

This Report was prepared by Robin G. Harris, Chief Human Resources Officer. For additional information, please contact Ms. Harris at 612-342-1484 or rharris@mplspha.org



COPY

SEVERANCE PAYMENT AND SETTLEMENT AND RELEASE

THIS SEVERANCE PAYMENT AND SETTLEMENT AND RELEASE ("**Agreement**") is entered into between the Minneapolis Public Housing Authority in and for the City of Minneapolis ("**MPHA**") and Dennis Goldberg ("**Goldberg**"), its executive employee.

WHEREAS, Goldberg was hired by MPHA as an Executive staff member on February 8, 2006; and

WHEREAS, on or about July 1, 2016; Goldberg and MPHA executed an Employment Agreement, hereto attached as Exhibit A;

WHEREAS, on or about October 16, 2017, Goldberg was informed by Executive Director Gregory Russ that Goldberg's position was being eliminated;

WHEREAS, MPHA and Goldberg negotiated and agreed upon terms and conditions of Goldberg's retirement from MPHA, which would include monetary consideration in exchange for a release of potential claims. While MPHA denies that MPHA acted wrongfully in any manner with regard to Goldberg's employment with the MPHA or the elimination of his position, MPHA and Goldberg seek to amicably resolve any claims that might arise out of his separation from employment without the necessity of further proceedings.

NOW, THEREFORE, in consideration of the release herein and the mutual promises of the Parties hereto, and to fully and completely resolve the dispute between Goldberg and MPHA, the Parties agree as follows:

1. **Severance compensation.** The parties have agreed that Goldberg will separate from employment with MPHA on February 8, 2018. In accordance with the attached Employment Agreement, MPHA agrees to pay Goldberg a lump sum payment equal to fifty percent (50%) of his annual salary, that is Seventy-five Thousand Eight-hundred Eighty-two and no/cents (\$75,882.00) on or about February 8, 2018 by direct deposit. This payment is being made in accordance with the terms and conditions set forth in Exhibit A.
2. **Monetary Consideration.** MPHA shall make payment of Forty-four Thousand Eight-hundred Eighty-five and 31/cents (44,885.31) ("**Settlement Sum**") by check made payable to Goldberg. The Settlement Sum shall be made payable with no deductions or withholding. MPHA will issue an IRS Form 1099 (MISC) to record its payment of that portion of the Settlement Sum to Goldberg. The Settlement Sum shall be made by direct deposit 21 days after Goldberg executes this agreement, provided Goldberg has not revoked the Agreement as described in paragraph 7 of this Agreement.

3. **No Representation Regarding Tax Treatment.** Goldberg acknowledges and agrees that MPHA has made no representation to him regarding the tax consequences of any amounts received by him under this Severance Payment and Settlement Agreement. Goldberg acknowledges that he is solely responsible for all tax obligations which may arise as a consequence of the payments being made under this Agreement. Goldberg agrees and understands that MPHA has not made any representations regarding the tax treatment of the sums paid pursuant to this release, and agrees that he is responsible for determining the tax consequences of such payment and for paying taxes, if any, that may be owed by him with respect to such payment. Goldberg enters into this Agreement only after consulting with his own attorney and or/tax advisor as to the characterization and treatment of such payment. In the event a taxing authority asserts a claim for federal or state income taxes, social security taxes, unemployment taxes, and/or Medicare taxes, Goldberg stipulates and agrees that MPHA is not responsible to said taxing authority for payment of that obligation; and Goldberg further agrees to indemnify, defend and hold harmless MPHA from those claims, including interest and/or penalties if asserted.
4. **Regulatory Investigations or Inquiries.** Goldberg agrees not to affirmatively assert or allege that MPHA is or was in noncompliance with any regulatory, statutory or governmental agency or authority's laws, regulations, guidelines, handbooks or other related duties imposed upon it by virtue of law, regulation or contract. Goldberg, if contacted by an appropriate inquiring or investigating governing agency or authority, may cooperate with any investigations or inquiries.
5. **Non-Admission.** Nothing in this Agreement constitutes an admission of any liability, wrongdoing, or violation of any law by either Party. Both Parties expressly affirm that this settlement was agreed upon in good faith and that it does not violate any laws or policies or the rights of either Party.
6. **Release of Claims.** For the consideration called for herein, the sufficiency of which is hereby acknowledged by the Parties, Goldberg, on behalf of himself and his agents, employees, successors, and assigns, releases, acquits, and forever discharges MPHA and its agents, employees, commissioners, successors, and assigns from any and all actions, claims, demands, damages, costs, expenses, medical subrogation claims and liens, attorneys fees, or other claims known or unknown, direct, indirect or consequential arising out of his employment and/or the termination thereof, and up to the date he signed this Agreement ("***release of claims***").

The release of claims includes but is not limited to all claims under: a) the Age Discrimination in Employment Act, 29 U.S.C. §§ 621 *et seq.*; b) Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; c) the Americans With Disabilities Act, 42 U.S.C. §12101 *et seq.*; d) the Minnesota Human Rights Act, Minn. Stat. Chapter 363; e) the Minnesota Whistle Blower's Law, Minn. Stat. §181.932; f) the Family and Medical Leave Act, 29 U.S.C. §§ 2601 *et seq.*; g) the Minnesota Veteran's Preference Act, Minn. Stat. Chapter 197.46(a); h) the Constitution of the State of Minnesota; i) the United States

Constitution; j) MPHA's personnel and employment policies; k); and l) all federal, state, and local civil rights laws based upon any protected class status.

The release of claims also includes but is not limited to all claims for defamation, slander, personal injury, breach of contract, fraud, misrepresentation, intentional or negligent infliction of emotional distress, promissory estoppel, negligence, any breach of duty, wrongful termination of employment, retaliation, harassment, breach of public policy, failure to pay wages or benefits, any unlawful employment practices, punitive or compensatory damages, and other tort claims.

7. Notice of Rights of Rescission. Goldberg acknowledges that pursuant to the Age Discrimination in Employment Act, he has up to twenty-one (21) days to consider the terms of this Agreement after receiving it.

Further, Goldberg may rescind this Agreement within seven (7) calendar days after signing it to reinstate federal claims under the Age Discrimination in Employment Act, and within fifteen (15) calendar days after signing it to reinstate state claims under the Minnesota Human Rights Act. To be effective, any rescission within the relevant time period must be in writing and delivered in person or by mail within the appropriate rescission period to Lisa R. Griebel, MPHA General Counsel, 1001 Washington Avenue North, Minneapolis, Minnesota 55401-1043. If sent by mail, the rescission must be: 1) postmarked within the 7-day or 15-day period; 2) properly addressed to the MPHA; and 3) sent by certified mail, return-receipt requested.

In the event Goldberg rescinds this Agreement, or any part of it, the provisions of this Agreement shall be null and void.

8. Counterparts. This Agreement may be executed in one or more counterparts and by facsimile and/or email. Each counterpart shall be deemed an original, and all of the counterparts shall constitute one and the same instrument.

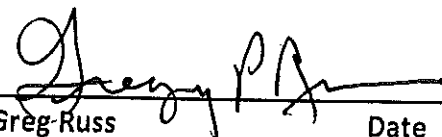
GOLDBERG ACKNOWLEDGES THAT HE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND IS VOLUNTARILY ENTERING INTO IT.

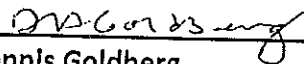
GOLDBERG ACKNOWLEDGES HIS RIGHT TO CONSULT WITH AN ATTORNEY BEFORE SIGNING THIS AGREEMENT.

NOW THEREFORE, the Parties have caused this Agreement to be executed at Minneapolis, Minnesota on the dates indicated below.

MINNEAPOLIS PUBLIC HOUSING
AUTHORITY

DENNIS GOLDBERG


Greg Russ
Executive Director / CEO
Date 1-17-18


Dennis Goldberg
Date 1-16-2018



January 24, 2018

Agenda Item 4

REPORT TO THE COMMISSIONERS

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Procurement Policy Revisions

Previous Directives: The Board of Commissioners approved MPHA's current Procurement Policy on December 16, 2015.

Resident Council Review/Recommendation: This matter will be discussed with the Tenant Advisory Board (TAC) immediately prior to the Board's October 25, 2017 meeting.

Budget Impact: None.

Affirmative Action Compliance: Not Applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners adopt the proposed MPHA Procurement Policy and authorize the Executive Director or his designee to implement the new policy effective as the date of adoption.

MPHA's Procurement Policy was last amended on December 16, 2015 to reflect new regulatory requirements under 2 C.F.R. § 200, and to better clarify HUD's requirements related to procurement activities. Staff recommends that MPHA's policy now be updated to:

- allow for the establishment of a purchasing card program to provide a more efficient means for staff to make qualified purchases; and
- clarify that the Procurement Policy only applies to procurement actions funded by Federal sources.

In addition to the above-noted updates, and in compliance with federal regulation, the proposed Procurement Policy increases the petty cash ceiling from \$50 to \$75; increases the micro-purchase threshold from \$3,000 to \$3,500; and expands paragraph 16.2 Goals to

include “other economic opportunities” in addition to training, employment and contract awards.

This Report was prepared by Betsy Grossman, MPHA’s Assistant General Counsel. For additional information, please contact Ms. Grossman at 612-342-1489 or egrossman@mplspha.org.



PROCUREMENT POLICY

Revision dated January 16, 2018

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1.0 INTRODUCTION AND SCOPE

- 1.1 General.** Established for the Minneapolis Public Housing Authority (MPHA) by Action of the MPHA Board of Commissioners (Board), this Procurement Policy (Policy) complies with the MPHA's MTW Agreement, to the extent required and as modified by the MTW Agreement, the Annual Contributions Contract (ACC) between the MPHA and the United States Department of Housing and Urban Development (HUD), and as applicable the Federal Regulations at 2 CFR § 200.317 through § 200.326, and applicable state and local laws.
- 1.2 Scope.** This Policy does not enlarge the MPHA's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail.

2.0 GENERAL PROVISIONS

- 2.1 General.** The MPHA shall:
- 2.1.1** Provide for a procurement system of quality and integrity;
 - 2.1.2** Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the MPHA;
 - 2.1.3** Ensure that supplies and services (including construction) are procured efficiently, effectively, and at favorable and valuable prices to the MPHA;
 - 2.1.4** Promote competition in contracting;
 - 2.1.5** Ensure that MPHA purchasing actions are compliant with applicable federal standards, HUD regulations, and state and local laws; and
 - 2.1.6** Encourage new opportunities, other economic approaches for residents, resident employment, resident owned businesses, and/or MBE/WBE firms, and create partnerships with other non-profits operating in the city that advance educational and other economic opportunities for MPHA families.
- 2.2 Application.** This Policy applies to all MPHA procurement actions, funded in whole or in part from Federal sources, exclusive of Section 8 and related funding sources. However, nothing in this Policy shall prevent the MPHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so

that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations should be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations or requirements applicable to the source of funding may be followed.

2.3 Changes in Laws and Regulations. In the event an applicable ordinance, law or regulation is modified, eliminated or adopted, the revised ordinance, law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.4 Public Access to Procurement Information. Most procurement information shall be available to the public to the extent provided by applicable federal law and in the Minnesota Government Data Practices Act, Minn. Stat. § 13, et. al.

3.0 ETHICS IN PUBLIC CONTRACTING

3.1 General. The MPHA hereby establishes this code of conduct regarding procurement issues and actions. This code of conduct is consistent with applicable Federal, State, or local law.

3.2 Conflicts of Interest. No employee, officer, Board member, or agent of the MPHA shall participate in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or other type of interest in a firm competing for the award:

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her immediate family;

3.2.3 His/her partner; or

3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Other conflict of interest laws may also apply.

3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of the MPHA shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

- 3.4 Prohibition against Contingent Fees.** Contractors who wish to do business with the MPHA may not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT PLANNING

- 4.1 General.** The MPHA will periodically review its record of prior purchases, as well as future needs, to:
- 4.1.1** Find patterns of procurement actions that may be performed more efficiently or economically;
 - 4.1.2** Maximize competition and competitive pricing among contracts and decrease the MPHA's procurement costs;
 - 4.1.3** Reduce MPHA administrative costs;
 - 4.1.4** Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
 - 4.1.5** Minimize errors that occur when there is inadequate lead time.

The MPHA may consider storage, security, handling requirements and other factors when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

- 5.1 Petty Cash Purchases.** Purchases under \$75 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the MPHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.
- 5.2 Small Purchase Procedures.** For any amounts above the Petty Cash ceiling, but not exceeding \$100,000 (except for procurements for services, which are set at the higher ceiling of \$150,000), the MPHA may use small purchase procedures. Thus, any contract for the sale or purchase of supplies, materials, equipment or the rental thereof, or the

construction, alteration, repair or maintenance of real or personal property, is subject to the \$100,000 ceiling unless otherwise amended by applicable law or regulation.

Under small purchase procedures, the MPHA shall obtain a reasonable number of quotes (up to three); however, for purchases of less than \$3,500 (except for construction procurements which are set at the lower threshold of \$2,000), only one quote is required provided the quote is reasonable. This type of small purchase is also known as a Micro Purchase. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), electronically, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the MPHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The MPHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that apply to purchases that exceed the Micro Purchase threshold.

5.3 Sealed Bids. Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the MPHA publicly solicits bids and awards a contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction or supply contracts that are expected to exceed \$100,000, or non-complex service contracts that are expected to exceed \$150,000, unless these amounts are amended by applicable law or regulation.

5.3.1 Conditions for Using Sealed Bids. The MPHA may use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

5.3.2 Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date- and time-stamped

and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3 Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, the award can be made when the price can be determined to be reasonable, based on a cost or price analysis, conducted by MPHA or a third party not associated with the bid

5.3.4 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the MPHA or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the MPHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall identify the importance and relative value of each of the evaluation factors as well as any sub-factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of

offerors and the identify of offerors until the time and date specified in the solicitation that proposals are due. Proposals shall be handled so as to prevent disclosure of the contents of the proposals until completion of the evaluation process. "Completion of the evaluation process" means that the MPHA has completed negotiating the contract with the selected vendor. Trade secret data as defined by Minnesota Statutes shall be private and not disclosed. The MPHA may assign price a specific weight in the evaluation factors or the MPHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3 Evaluation. The proposals shall be evaluated on the factors stated in the RFP. Where not apparent from the evaluation factors, the MPHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs are evaluated by an appropriately appointed Evaluation Committee. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

5.4.4 Discussions. Discussions may be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions. Discussions are tailored to each offeror's proposal, and shall be conducted by the Contracting Officer with each offeror within the competitive range. The primary objective of discussions is to maximize the MPHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The MPHA may discuss with each offeror significant weaknesses, deficiencies, and other aspects of its proposal that could be altered or explained to enhance the proposer's potential for award. The scope and extent of discussions are a matter of the Contracting Officer's judgment. The MPHA may inform an offeror that its price is considered by the MPHA to be too high or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the MPHA's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.5 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the MPHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity. Either a fixed-price contract or cost-reimbursement contract will be awarded.

5.4.6 A/E, Developer, Energy Performance and related services. The MPHA may contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding is not used for A/E solicitations. Under QBS procedures, an evaluation of qualifications is conducted and the award is made to the most qualified vendor, subject to negotiation of fair and reasonable compensation. Price is not a selection factor under this method.

5.5 Noncompetitive Proposals and Use of Non-Federal Funds.

5.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.2 A public emergency or exigency exists. These are events that seriously threaten the public health, welfare, or safety, or endanger property, or would otherwise cause serious injury to the MPHA, by reason of a flood, tornado, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;

5.5.1.3 HUD authorizes the use of noncompetitive proposals; or

5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.5.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

- 5.5.2.1** Description of the requirement;
- 5.5.2.2** History of prior purchases and their nature (competitive vs. noncompetitive);
- 5.5.2.3** The specific exception in 2 CFR § 200.320(f)(1)-(4) which applies;
- 5.5.2.4** Statement as to the unique circumstances that require award by noncompetitive proposals;
- 5.5.2.5** Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- 5.5.2.6** Statement as to efforts that will be taken in the future to promote competition for the requirement;
- 5.5.2.7** Signature by the Contracting Officer; and
- 5.5.2.8** Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements. The MPHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The MPHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and

services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR § 200.317 through § 200.326.

6.0 INDEPENDENT COST ESTIMATE (ICE)

- 6.1 General.** For all purchases above the Simplified Acquisition Threshold or \$150,000, the MPHA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7.0 COST AND PRICE ANALYSIS (CPA)

- 7.1 General.** The MPHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the MPHA through a Purchase Order or other means shall serve as the determination that the price obtained is reasonable, which may be based on prior experience or other factors.

7.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the MPHA shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the MPHA's personal knowledge at the time of purchase, or any other reasonable basis.

7.1.3 Sealed Bids. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the MPHA cannot reasonably determine price reasonableness, the MPHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 Competitive Proposals. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the MPHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the MPHA must conduct a cost analysis,

consistent with Federal guidelines, to ensure that the price paid is reasonable.

- 7.1.5 Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price greater than the Simplified Acquisition Threshold or an amount amended by applicable law or regulation.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

- 8.1.1 Petty Cash and Micro Purchases.** The MPHA may contact only one source if the price is reasonable.

- 8.1.2 Small Purchases.** Quotes may be solicited orally, electronically, through an e-procurement system, or by any other reasonable method.

- 8.1.3 Sealed Bids and Competitive Proposals.** Solicitation must be done publicly in accordance with HUD requirements. The MPHA must use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.

8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.

8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement. The MPHA may conduct its public procurements through the internet using e-procurement systems. However, all e-procurements must comply with 2 CFR § 200.317 through § 200.326, State and local requirements, and the MPHA's procurement policy.

- 8.2 Time Frame.** For purchases of more than \$100,000 (or \$150,000 for services), or an amount amended by applicable law or regulation, the public notice should run once per week for two consecutive weeks.

- 8.3 Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).
- 8.4 Time Period for Submission of Bids.** A minimum of 21 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Contracting Officer may allow for a shorter period.
- 8.5 Cancellation of Solicitations.**
- 8.5.1** A solicitation may be cancelled if:
 - 8.5.1.1** The supplies, services or construction are no longer required;
 - 8.5.1.2** The funds are no longer available;
 - 8.5.1.3** Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best;
 - 8.5.1.4** Ambiguous or otherwise inadequate specifications were part of the solicitation;
 - 8.5.1.5** All factors of significance to the MPHA were not considered;
 - 8.5.1.6** Prices exceed available funds;
 - 8.5.1.7** There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - 8.5.1.8** For good cause.
 - 8.5.3** The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
 - 8.5.4** A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

- 8.6 Purchasing Cards and Credit Cards.** The MPHA may establish a purchasing card program to provide a more efficient, cost-effective alternative for departments and sites to make qualified purchases. Any such program shall be administered according to written purchasing card procedures and usage should follow the rules for small purchases as outlined in this policy. The MPHA may also permit the use of agency credit cards, following the same rules for other small purchases as outlined herein. The MPHA shall adopt reasonable safeguards to assure that purchasing cards and credit cards are used only as intended. Card purchases will be reviewed monthly by MPHA staff; at least once each year MPHA will hire an outside firm to review a representative sample of card purchases and provide a report on the use of the purchasing cards and credit cards.

9.0 BONDING REQUIREMENTS

- 9.1 General.** The standards under this section apply to construction contracts that exceed \$100,000, or as amended by applicable law or regulation. There are no bonding requirements for small purchases or for competitive proposals. The MPHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds. Bid bonds and payment bonds must be separate.

9.1.1 Bid Bonds. For construction contracts exceeding \$100,000, or as amended by applicable law or regulation, bidders shall be required to submit a bid guarantee equivalent to 5% of the bid price. (See 2 CFR § 200.325.)

9.1.2 Performance and Payment Bonds. For construction contracts exceeding \$100,000, or as amended by applicable law or regulation, the successful bidder shall furnish performance and payment bonds; each equal to the total value of the contract.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The MPHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

- 10.1.1.2** Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;
- 10.1.1.3** Have a satisfactory performance record;
- 10.1.1.4** Have a satisfactory record of integrity and business ethics;
- 10.1.1.5** Comply with Minn. Stat. § 16C.285 Responsible Construction Contractor Requirement and sign a Responsible Construction Contractor Verification Form;
- 10.1.1.6** Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- 10.1.1.7** Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 10.1.1.8** Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed Limited Denial of Participation (LDP).

10.1.2 If a prospective contractor is non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors or contractors who have not complied with Minn. Stat. § 16C.285. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR § 200.317 through § 200.326) or by other Federal agencies, e.g., the Department of Labor for violation of labor regulations. Prior to issuance of a contract, the MPHA shall conduct the required searches in the HUD LDP system and the U.S. General Services Administration System for Award Management (SAM) and document the search in the contract file.

- 10.3 Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor solicitation lists. Any lists of persons, firms, or products which are used in the purchase of supplies, services and construction shall be updated and include enough sources to ensure competition, if available.

11.0 CONTRACT PRICING ARRANGEMENTS

- 11.1 Contract Types.** Any type of contract which is appropriate to the procurement, and which will promote the best interests of the MPHA, may be used, provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the MPHA. The MPHA may use time and material contracts only after the MPHA determines no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk. The cost is the sum of actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses and profit. See 2 CFR § 200.318(j).

- 11.2 Options.** Options for additional quantities or performance periods may be included in contracts, provided that:

- 11.2.1** The option is contained in the solicitation;
- 11.2.2** The option is a unilateral right of the MPHA;
- 11.2.3** The contract states a limit on the additional quantities and the overall term of the contract;
- 11.2.4** The options are evaluated as part of the initial competition;
- 11.2.5** The contract states the period in which the options may be exercised;
- 11.2.6** The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- 11.2.7** The options may be exercised only if determined to be more advantageous to the MPHA than conducting a new procurement.

12.0 CONTRACT CLAUSES

- 12.1 Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement and other terms and conditions, as determined by the MPHA.
- 12.2 Required Forms.** HUD-funded contracts issued by MPHA must include the applicable HUD forms and certifications listed in Appendix A. Copies of the forms shall also be made available on the MPHA Website.
- 12.3 Required Contract Clauses.** The MPHA shall ensure that each contract executed by the MPHA contains the applicable required contract clauses in 2 CFR § 200.326 and 2 CFR § 200 Appendix II.

13.0 CONTRACT ADMINISTRATION

- 13.1 General.** The MPHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters.

14.0 SPECIFICATIONS

- 14.1 General.** All specifications shall be drafted with the intent to promote economy and to encourage competition. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase.
- 14.2 Limitation.** The following types of specifications shall be avoided:
- 14.2.1** Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
 - 14.2.2** Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws.

15.0 APPEALS AND REMEDIES

15.1 General. It is MPHA policy to resolve all contractual issues informally and without litigation. When appropriate, a mediator may be used to help resolve differences.

15.2 Appeals Procedure. The MPHA shall adopt a bid protest/appeal procedure for all contracts.

15.2.1 Bid Protest. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. The Contracting Officer must receive any protest against a solicitation before the due date for the receipt of bids or proposals, and any protest against the award of a contract within ten calendar days after the contractor receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer who shall issue a written decision on the matter. The Contracting Officer may suspend the procurement pending resolution of the protest.

15.2.2 Contractor Claims. All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. Contractor claims shall comply with the Changes clause in the relevant form HUD-5370.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, MPHA will take all necessary affirmative steps to ensure that small and minority-owned businesses, women's business enterprises, and labor surplus area firms are used when possible. Such efforts shall include:

16.1.1 Including such firms, when qualified, on solicitation mailing lists;

16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

- 16.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development MPHA of the Department of Commerce;
 - 16.1.6** Including in contracts the Section 3 Clause in 24 CFR § 135; and
 - 16.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.
- 16.2 Goals.** May be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in MPHA prime contracts and subcontracting opportunities, and in accordance with 24 CFR §135.40 (a), (b) and (c). In addition to contracting and subcontracting opportunities, MPHA may undertake efforts to provide low-income persons with other economic opportunities in addition to training, employment and contract awards. Other opportunities may include other business related economic opportunities, including but not limited to the formation of section 3 joint ventures and financial support for affiliating with franchise development. MPHA may also provide incentives to non-section 3 businesses to utilize such methods to provide other economic opportunities to low-income persons. All such goals shall have a reasonable basis.
- 16.3 Definitions.**
 - 16.3.1** A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR § 121 should be used to determine business size.
 - 16.3.2** A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
 - 16.3.3** A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A “Section 3 business concern” is as defined under 24 CFR § 135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment. A list of counties in Minnesota that qualify as “labor surplus areas,” in other words, areas of high unemployment (as defined by federal law), can be found at <http://www.mmd.admin.state.mn.us/lalist.htm> or by contacting the Minnesota Office of Management and Budget.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 Authority. The MPHA Board of Commissioners appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$500,000 per contract in any twelve-month period, or \$1 million over the life of the contract. The ED must also receive Board approval for change orders to a contract that will increase the amount to more than \$500,000 in any twelve-month period, or more than \$1 million over the life thereof.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 Delegation. While the ED is responsible for ensuring that the MPHA’s procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to conduct the MPHA’s procurement activity.

18.2 Procedures. Further, and in accordance with this delegation of authority, the ED may designate contracting officers and establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy.

19.0 DOCUMENTATION

19.1 Required Records. The MPHA must maintain records sufficient to detail the significant history of each procurement action. These records shall include the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price;

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. The MPHA shall retain records for a period of three years after final payment and all matters regarding the contract are closed, or in compliance with the MPHA's Record Retention Policy, whichever is longer.

20.0 DISPOSITION OF SURPLUS PROPERTY

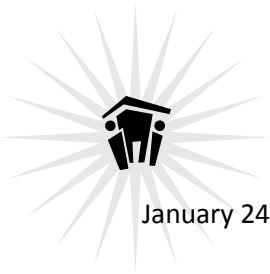
20.1 General. Property no longer necessary for the MPHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable federal, state, and local laws, regulations and ordinances.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the MPHA shall ensure that sufficient funds are available to cover the anticipated cost of the contract or modification.

Appendix A: HUD-Required Contract Forms and Certifications

1. HUD 5369 Instructions to Bidders
2. HUD 5369-A Representations, Certifications, and Other Statements of Bidders
3. HUD 5369-B Instructions to Offerors Non-Construction
4. HUD 5369-C Certifications and Representations of Offerors Non-Construction
5. HUD 5370 General Conditions of the Contract for Construction
6. HUD 5370-C General Contract Conditions Non-Construction (Sections I and II)
7. HUD 5370-EZ General Contract Conditions Small Construction/Development
8. HUD 51915 and 51915A Agreement Between Owner and Design Professional
9. HUD 52158 Maintenance Wage Decision
10. Davis-Bacon and Related Acts Wage Determination
11. HUD 50071 Certification of Payments to Influence Federal Transactions
12. SF-LLL Disclosure of Lobbying Activities



January 24, 2018

Agenda item 5

REPORT TO THE COMMISSIONERS

FROM: Gregory P. Russ, Executive Director / CEO

SUBJECT: Charter for a new committee combining the Moving to Work Resident Advisory Board (RAB) and the Tenant Advisory Committee (TAC) into a single committee of the board

Previous Directives: On August 23, 2017, the MPHA Board of Commissioners approved the merger of the Tenant Advisory Committee (TAC) and the Moving to Work (MTW) Resident Advisory Board (MTW RAB) into a single committee that would serve both functions of the respective committees.

Resident Association Notification: MPHA staff met with representatives of both TAC and MTW RAB to review and edit a draft charter for how the merged committees would conduct their duties. The representatives of the respective committees supported the proposed charter after offering suggested edits. TAC will conduct a final review and make its recommendation prior to the January 24, 2018 board meeting.

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 approve the draft charter attached to this report and make it effective upon passage.

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 MTW Annual Plan. Both TAC and MTW RAB approved the merger prior to the August 23, 2018 board meeting where the MPHA Board directed staff to create an agreement that would result in the merger of these two committees.

MPHA staff met with members of both TAC and MTW RAB and presented a draft charter for their consideration. Staff and committee members reviewed each section of the proposed charter and after discussion made edits to which both committee members and staff agreed. The final draft is attached to this report along with the recommendation that the board adopt the charter.

This report was prepared Bob Boyd, Director of Policy & Innovation. If you have questions or need additional information, please contact Mr. Boyd at 612-342-1437 or bboyd@mplspha.org.



CHARTER

of the

RESIDENT ADVISORY BOARD

Effective January 1, 2018

Preamble:

Whereas the Minneapolis Public Housing Authority (MPHA) Tenant Advisory Committee (TAC) and the Moving to Work Resident Advisory Board (MTW RAB) are committees created by the MPHA Board of Commissioners;

Whereas on August 23, 2017 the MPHA Board of Commissioners adopted a board report authorizing the merger of TAC and MTW RAB into a single committee and directed MPHA staff to draft a Memorandum of Understanding (MOU) that effectuates the merger of the two committees.

Now Therefore TAC and MTW RAB Agree to the Following:

The committee shall be called the **Resident Advisory Board (RAB)**. It is authorized by the MPHA Board of Commissioners. With the formation of this committee the current TAC and MTW RAB committees cease to exist.

Purpose of the RAB:

The RAB shall be educational and advisory in nature. The RAB is created for the purpose of giving residents and participants the opportunity to advise, work with, and make recommendations to the MPHA board and staff regarding matters that affect their communities, and to provide recommendations on other such matters and concerns to MPHA and its board. Other such matters include but may not be limited to assistance with the development of the MPHA Moving to Work (MTW) Annual Plan, review of the agency's progress in meeting annual plan goals, and review and input on major programs, policy, and development issues presented to the Board. The RAB will be a recognized representative of MPHA public housing residents (highrise and family) and Section 8 Housing Choice Voucher (HCV) participants. However, it shall not be the exclusive representative, nor shall it replace or exclude other means of resident and participant input.

Relationship of the RAB to the MPHA

It is the role and sole prerogative of the MPHA Board of Commissioners to enact policy. The RAB is expected to offer recommendations and information relevant to policy.

Membership:

Initial membership shall include all current members of the TAC and MTW RAB plus two Housing Choice Voucher (HCV) participants, two representatives elected by the Minneapolis Scattered Site Resident Council (MSSRC), and two representatives elected by the Glendale Resident Organization (GRO).

After the inaugural period ending at the end of July 2019, RAB shall consist of no more than fourteen members composed of the following:

- Two HCV participants
- Two from scattered site public housing
- Two from the Glendale community
- One from North Area highrises
- One from Northeast Area highrises
- One from Southwest Area highrises
- One from Southeast Area highrises
- Minneapolis Highrise Representative Council (MHRC) President
- MHRC Security Advisory Committee Chair
- MHRC Diversity Committee Chair
- MHRC Management, Maintenance and Modernization Committee Chair

Resident Commissioners of the MPHA Board of Commissioners may attend and contribute to RAB meetings as ex-officio, non-voting members.

If no functioning resident organization exists in a community, the MPHA Board of Commissioners or its designee may recruit representatives as necessary to obtain resident and/or participant input, including through a direct mailing or other process.

The organizations that elect representatives to the RAB may also elect one alternate who can serve in the event of a temporary or occasional absence of the elected representative.

Alternate will serve during the same term as the elected representative.

All RAB terms shall be for two years, beginning with the first RAB meeting in August of each year (August through July) in accordance with the resident associations' regular election cycles.

Qualifications:

All RAB representatives shall be residents of MPHA's public housing or Section 8 HCV programs. All representatives shall be lease compliant and/or in good standing with program requirements.

Removal of Members, Resignations and Vacancies:

A seat shall be considered vacant if there is no designated representative for that seat. The appropriate resident or participant organization shall fill by appointment any seat vacant as a result of a resignation, removal, absence, or lack of a candidate for a position.

Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat.

A member may resign at any time by giving written notice to the MPHA Board of Commissioners and to the resident organization from which they were selected. The resignation shall take effect when the notice is delivered, unless the written notice states otherwise.

Duties of RAB Members:

- RAB members selected from a specific community shall communicate with that community on all issues and actions taken or considered by the RAB.
- Attendance and on-time arrival is expected for all meetings. If a member must be absent, they should contact an alternate, if there is one, or let the chair know in advance of the meeting.
- Full participation is expected from all members.
- Members shall be respectful of other members' opinions and questions.

Stipends:

MPHA shall pay a stipend to each representative who attends the RAB meeting and the meetings of the MPHA Board of Commissioners. The stipend is set initially in the amount of \$15.00 per RAB meeting and \$10.00 per board meeting. MPHA may change the amount of the stipend at its discretion. With written authorization from MPHA, a resident council/organization may act on MPHA's behalf to pay stipends to its respective representative.

Meetings:

RAB shall hold regular meetings at least once a month and more often for activities related to the MTW Annual Plan. One RAB meeting will be held at least one hour prior to the MPHA

Board of Commissioners regularly scheduled meeting each month to review matters to be brought to the MPHA Board. RAB and MPHA staff will develop an annual meeting schedule at the first scheduled meeting each year.

The RAB may hold special meetings, if needed, to discuss issues of importance to public housing, public housing residents, and Section 8 HCV participants at the request of MPHA, the chair, or one-half of the RAB members.

RAB will be given notice of regularly scheduled or special meetings and will receive a packet prior to the monthly MPHA Board of Commissioners meeting.

A quorum for the transaction of business shall consist of one-half of the committee. Robert's Rules of Order shall apply at all times during meetings unless suspended by the committee members.

The Code of Conduct for each meeting shall consist of the following:

- Arrive on time.

- Stick to the Agenda.

- One person will speak at a time and will be recognized by the chair.

- Be respectful of others and their opinions.

- There will be no sidebar conversations.

- Do not monopolize the conversation.

All meetings are open to the public and approved minutes of all meetings are retained by MPHA (in accordance with records retention policies) and are available upon reasonable request.

Decision-Making Procedure:

There will be open discussion and members may express their opinion or ask questions related to the item being discussed. When a motion and second have been made, if there is no more discussion, a vote will be taken. Passage shall require a majority of the members present. An alternate attending the meeting may participate in the discussion, but will not have a vote or receive a stipend unless the representative for that council or area is not present.

Roles:

The officers of the RAB shall consist of:

The **chair** shall preside or delegate such authority, guide the meeting discussion, and keep members on topic. The chair shall also report to the MPHA Board of Commissioners each month, providing resident input to the board on matters before it. The chair shall vote on all matters before the RAB in the same manner as any other member of that body.

The **vice-chair** shall preside at any meeting the chair is unable to attend.

MPHA staff shall provide agendas and materials necessary for the meeting and may take minutes of each meeting.

Under this charter, the chair of the MPHA Board of Commissioners delegate authority to allow RAB committee members to elect a chairp and vice-chair. Elections of officers shall be held at the first RAB meeting of each year (August meeting).

Diversity:

No person shall be unduly discriminated against by this committee in its policies, delivery of services, or other business on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital status, or public assistance status.

Staffing:

MPHA shall provide administrative staffing sufficient to assist and support the activities of RAB and enable RAB to meet its responsibilities under this charter.



Monthly Performance Report

Minneapolis Public Housing Authority

Board of Commissioners

For the month ending December 31, 2017

Contents

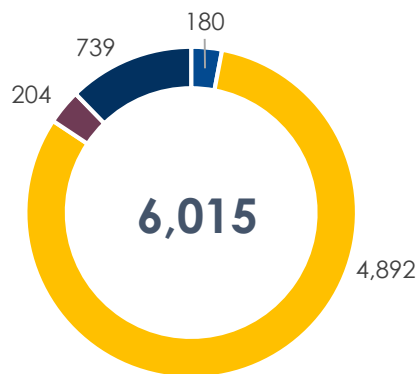
1. Highlights – coming soon
2. Financials – coming soon
 - The fiscal year 2017 financial close is in process. After the closing is completed, final results will be reported.
3. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
4. Building Improvement and Development Projects
5. Attachments

Public Housing Programs

December 2017



Occupied Units

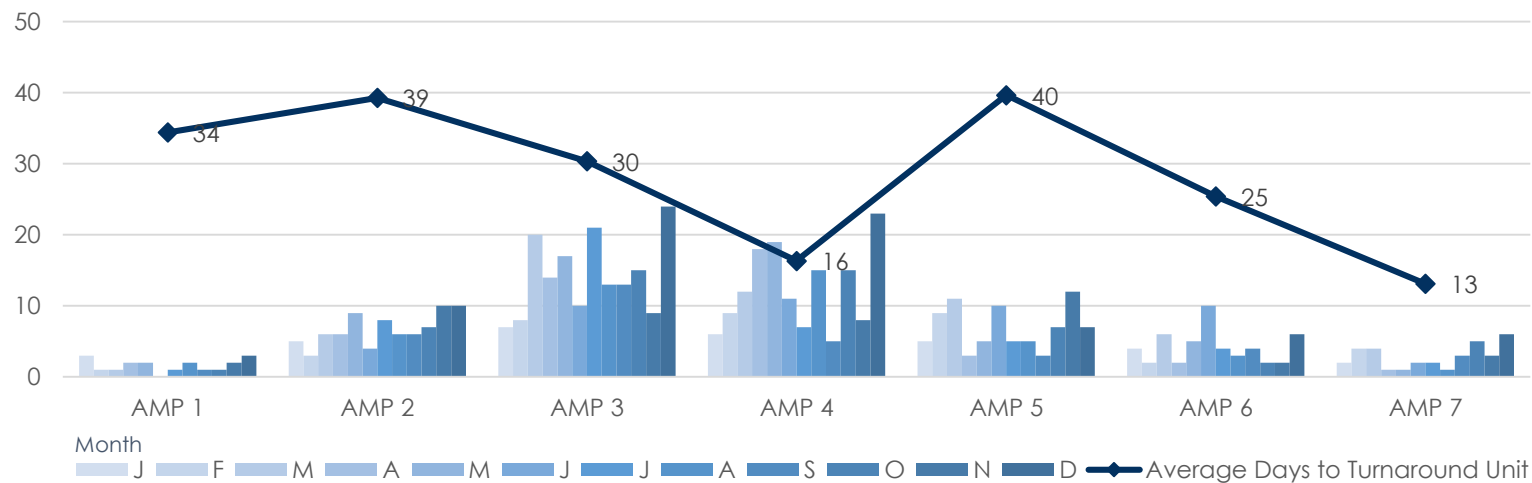


- Glendale
- MHOP
- Highrise
- Scattered Sites

79
new units leased
during month

99.5%
occupancy

Units Leased by Month with Average Turnaround Time*



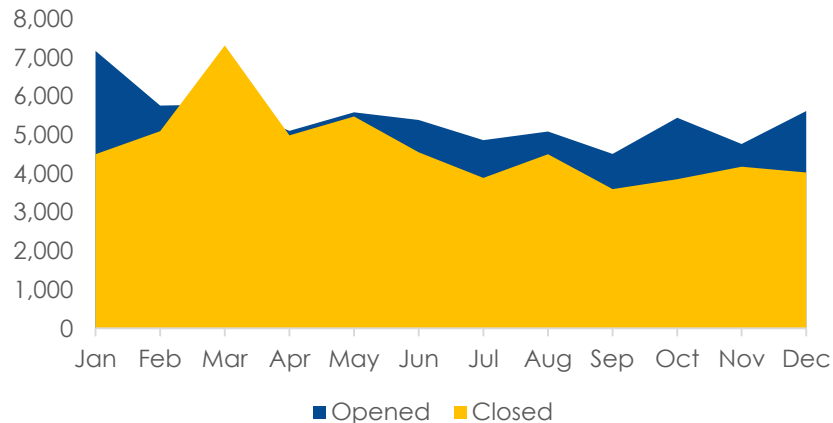
*Excluding unit transfers

Public Housing Programs

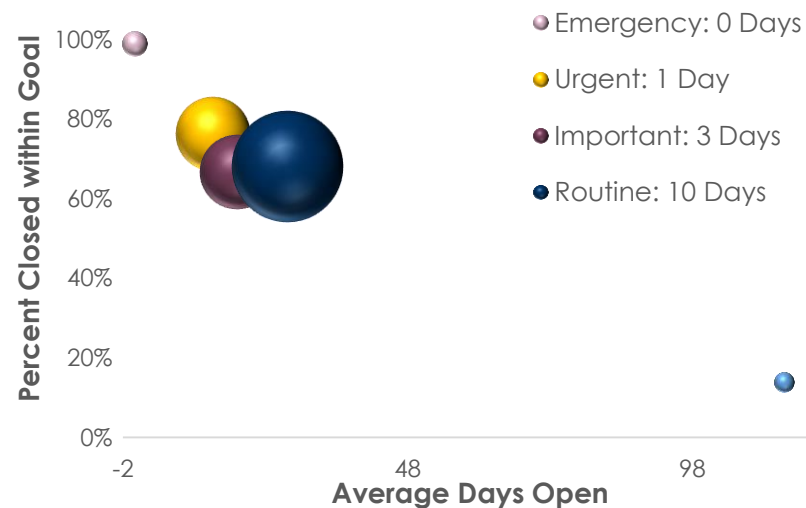
December 2017



Work Orders Opened and Closed by Month



Work Orders Closed within Goal



| Open Work Orders going into December 2017 | Work Orders Opened during December 2017 | Work Orders Closed during December 2017 | Net Open Work Orders |
|---|---|---|----------------------|
| 6,708 | 5,620 | 4,035 | 8,293 |

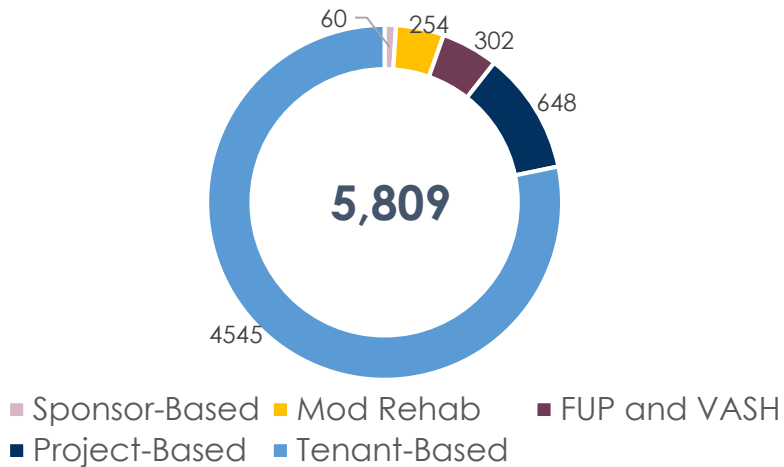
| Goal | Total Closed December 2017 | % Closed within Goal | Average Days Open |
|----------------------|----------------------------|----------------------|-------------------|
| Emergency: 0 Days | 96 | 99% | 0 |
| Urgent: 1 Day | 922 | 76% | 14 |
| Important: 3 Days | 901 | 67% | 18 |
| Routine: 10 Days | 2,050 | 68% | 27 |
| Non-Routine: 20 Days | 65 | 14% | 114 |

Housing Choice Voucher Programs

December 2017

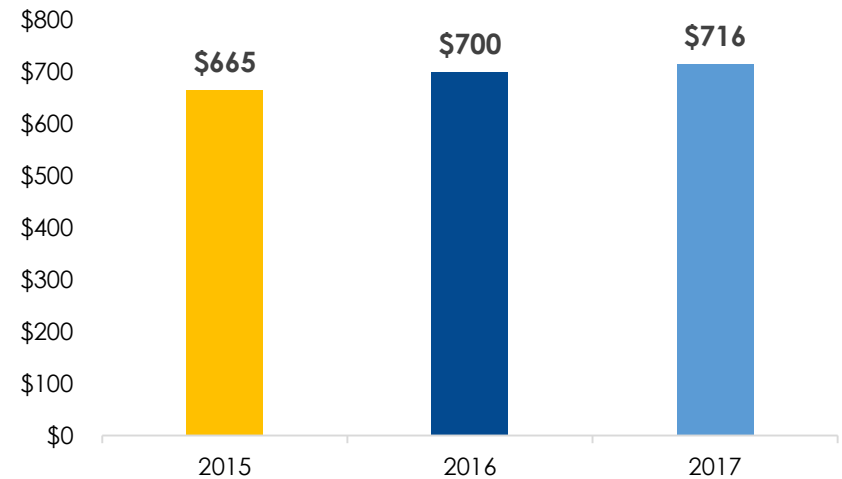


Households Served by Program*



*Including port-ins and port-outs

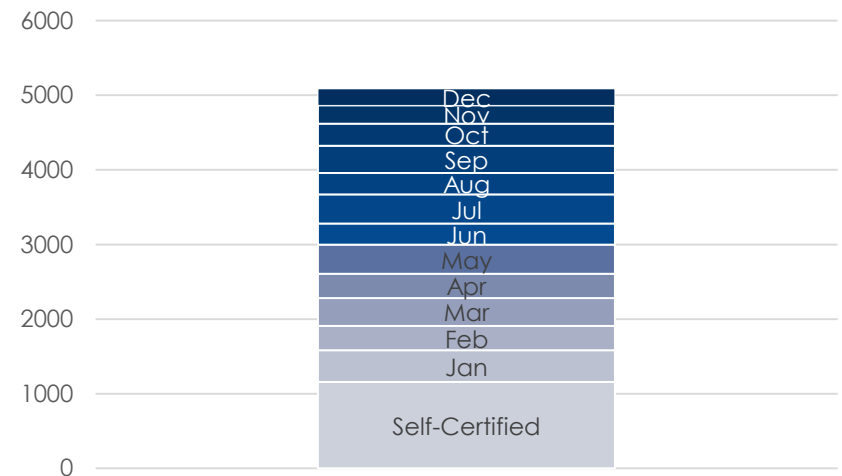
Average HAP per Unit, Year to Date



Applicants on Waiting List



2017 Annual Inspections Conducted



Building Improvement Projects - Active

December 2017



| ADDRESS | DESCRIPTION OF WORK | STATUS |
|---|---|-------------|
| Cedars Community | Site security upgrades | Planning |
| 314 Hennepin Ave | Site security upgrades | Planning |
| 2121 Minnehaha Ave | Plumbing & fire alarm system replacement | Planning |
| 1515 Park Ave S | Plumbing & shower replacement | Planning |
| 314 Hennepin, 1710 Plymouth, 1206 2 nd St NE | Elevator modernization | Planning |
| 3755 Snelling Ave | Roof replacement | Planning |
| Glendale Headstart Facility | Roof replacement | Planning |
| Horn Towers, 314 Hennepin, 1717 Washington, Hiawatha Towers, Elliot Twins, 630 Cedar | Fire alarm system replacement | Planning |
| Scattered Sites – various sites | 2018 improvements: Roof & garage replacement | Planning |
| 1001 Washington | First floor lobby/security upgrades | Planning |
| 3205 E 37 th St & 3755 Snelling Ave | Plumbing, showers, fire alarm system replacement; HVAC upgrades; apartment improvements | Planning |
| 1314 44 th , 600 18 th , 3116 Oliver, 2415 N 3 rd , 710 2 nd , 616 Washington; 1900 3 rd , 809 Spring, 1710 Plymouth | Fire alarm system replacement | Bidding |
| 2728 E Franklin Ave | Plumbing, showers, fire alarm system replacement; HVAC upgrades; apartment improvements | In progress |
| Urban Gardens | Unit improvements | In progress |
| 1627 S 6 th St | Plumbing, fire alarm system replacement; HVAC upgrades, apartment improvements | In progress |
| 828 Spring, 620 Cedar, 2121 16 th Ave | Elevator modernization | In progress |

Development Projects - Active

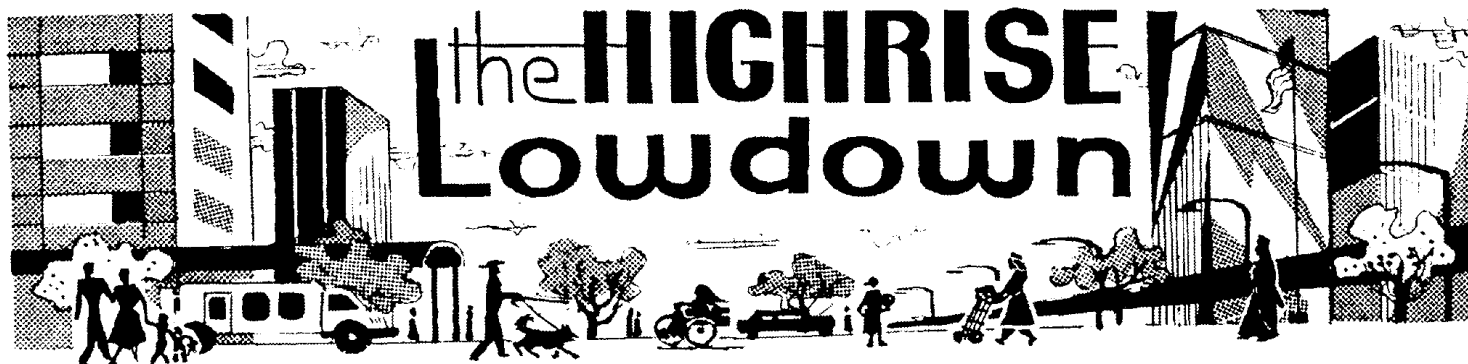
| ADDRESS | DESCRIPTION OF WORK | STATUS |
|---------------------|--------------------------|----------|
| Minnehaha Townhomes | 16-unit new construction | Planning |

Building Improvement Projects – Recently Completed

December 2017



| ADDRESS | DESCRIPTION OF WORK |
|--|--|
| Elliot Twins, 1707 3 rd , 710 2 nd , 616 Washington, 314 Hennepin, 1710 Plymouth | Corridor floor tile abatement & replacement |
| 311 University Ave | Plumbing, fire alarm system replacement; fire sprinkler system installation; HVAC upgrades; comprehensive apartment rehab; corridor floor tile abatement & replacement; façade restoration; roof replacement |
| 1815 Central Ave | Roof replacement |
| 620 Cedar Ave | Plumbing, fire alarm system replacement; fire sprinkler system installation; HVAC upgrades, apartment improvements |
| Scattered Sites – various sites | 2017 improvements: Roof replacement |
| 1314 44 th Ave N | Heating valve replacement |
| Horn Towers | Switch gear, distribution panels, generator replacement |
| 1206 2 nd St, 115 W 31 st St | Emergency fire alarm system replacement |



Published monthly by the Minneapolis Highrise Representative Council

January, 2018

Vol. 28, No. 1

A peaceful, happy and *healthy* new year to all!

Residents enjoy friendship, share community pride at holiday events



Residents enjoy refreshments and good company at the SE/SW Area Holiday Celebration at 630 Cedar Ave. S.

Well over 200 residents attended either the North/Northeast or Southeast/Southwest Area Holiday Celebrations in December to celebrate the season, enjoy each other's company and special refreshments, purchased through resident council contributions and served by MPHA and VOAMN staff volunteers. Residents also reflected on resident council highlights from the past year. They included activities like National Night Out block parties, holiday meals, game nights, dance parties, community vegetable gardens, and resident council involvement in voter registration, Mayoral candidate forums and get-out-the-vote activities.

Other highlights included MHRC-supported Active Living initiatives like walking clubs and exercise groups. Residents at the Cedars and 315 Lowry Ave. N. were credited for their perseverance in

bringing about pedestrian safety improvements near their buildings.

Residents also remarked on the 30th anniversary of Project Lookout, praised their own building's Project Lookout volunteers, and expressed appreciation for the support of MHRC staff with Project Lookout organizing efforts.

Residents expressed appreciation for completed capital improvement projects like new flooring and furniture at 1710 Plymouth Ave. N. and new



The N/NE Area Holiday Celebration was held at the Cora McCorvey Health and Wellness Center, 1015 4th Ave. N.

elevators at 828 Spring St. NE. MPHA executive and management staff also shared highlights of the past year, thanking residents for their volunteer efforts with their resident councils and Project Lookout and for their patience and

continued on page 3



We need you!! To participate in MHRC's cultural celebrations! (See Page 4 for details)



Winter is definitely upon us and sometimes getting where one needs to go can be treacherous! Here are some useful tips on getting around more safely:

Walk This Way



- **Walk like a penguin.** Spread your feet. This broadens your base, making it harder to fall. Bend your knees slightly to lower your center of gravity. And put your arms out to your sides for balance.
- **Do the slow shuffle.** If you can't bring yourself to do the Penguin, keep feet about a foot apart, and take small, shuffling steps, aligning your feet after each step. Keep your pace slow.
- **Take stair steps one at a time.** Whether you're going up or down icy steps, test the handrail and then make sure to plant both feet on a step before moving to the next one.
- **Fall like a pro.** If you're about to go down lean forward so the back of your head and spine don't hit the pavement. Try to fall on your thigh, hip and shoulder, not on your easily broken arms, knees, wrists or spine. And hard as it may be, relax your muscles as you fall. You'll be less likely to get hurt. (source: Dorothy Folz-Gray, *Outdoors*, 2014)



Help keep walks safe for residents!

Minneapolis ordinance requires that property owners clear sidewalks after the end of a snowfall within 24 hours for houses and duplexes and four day-time hours (starting at 8:00 a.m.) for apartment and commercial buildings. To report a sidewalk that is not shoveled call 311.

With new Mayor in place, MHRC renews push for City to re-instate tax levy for MPHA security and capital needs



Mayor Jacob Frey could not attend MHRC's mayoral candidate forum in October where a petition with 1,200 resident signatures to restore the tax levy for public housing security and capital needs was presented to the candidates. However, Frey's aide, Abdi Salah (forefront in above picture) attended MHRC's Executive Committee meeting in January to receive the petitions from MHRC Security Advisory Committee Chair Tomasz Rajtar (standing in photo). Rajtar told Salah that Frey had voiced support for the tax levy in an earlier conversation he'd had with him. Salah said that Frey would not be focusing on the City budget until March. MPHA had received the mill levy from the City for over two decades but did not request it in 2010 because President Obama had proposed full subsidy funding for public housing authorities that year and because MPHA had received some federal economic stimulus funding. Since 2010, former Mayors Rybak and Hodges had not reinstated a tax levy for public housing in their budget proposals. There has been growing pressure recently to restore this funding given a \$127 million backlog in needed capital improvements for aging public housing buildings and shrinking federal support for maintaining public housing.

Salah confirmed that affordable housing is a top priority for the Mayor and said that public housing is a "component of affordable housing that is probably most in danger."

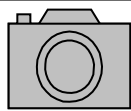
Executive Committee members also shared resident concerns about slow police response time. Salah offered to assist in scheduling a meeting with Police Chief Arradondo and resident leaders.

Resident Councils and MHRC show appreciation to Project Lookout volunteers & coordinators



Twenty five Project Lookout Coordinators from across the city were treated to a holiday outing in appreciation for their many hours of volunteer work. These efforts include recruiting and scheduling volunteers, speaking about Project Lookout at resident council meetings and completing various reports for the MHRC Project Lookout staff. Many highrises also had parties for their own Project Lookout groups (600 18th Ave. N. pictured above) where volunteers received special recognition gifts and shared a meal together. Since 1987 Project Lookout volunteers have contributed hundreds of thousands of hours towards making their communities better and safer places to live and today register over 60,000 guests coming into the highrises every year! Congratulations and a huge "thank you!" to all of you.

Residents interested in helping their highrise community by volunteering with Project Lookout are encouraged to talk to their building's Project Lookout coordinator or call the MHRC at 612-342-1330. Residents who join soon and work the required number of hours will be eligible to attend the next big volunteer recognition event in June —The Lookout Cookout!



Want to see your highrise featured in the *Lowdown*?!

Then email us digital photos and letters describing events and activities! We do our best to include all submissions which may be edited for length. Send letters to the MHRC, Attention Lowdown, 1627 S. 6th St., Mpls., MN 55454 and digital photos to jstumme@mplshighrise.org.



MPHA staff share their highlights from the past year at the SE/SW Area Holiday Celebration.

Holiday celebrations *continued*

cooperation during modernization activities. MPHA Executive Director Greg Russ expressed appreciation for the opportunity to work with residents in challenging times and spoke of the importance of shared strength between MPHA and residents in sustaining public housing and good living environments.

MHRC Executive Director Barb Harris expressed appreciation for the care residents show for one another and their dedication to working on issues that are of importance to residents.

Election 2018: It all starts with the February 6 precinct caucuses!



There are many issues important to high-rise residents: health care, good public transportation, the preservation of public housing, to name a few. On November 6 Minnesotans will elect government representatives who will have a lot of influence in these areas, including two U.S. Senators, a U.S. Representative, a Governor and Lt. Governor, and State Representatives.

Precinct caucuses are where the process starts and it all begins February 6! Caucuses are neighborhood meetings run by Minnesota's political parties. Going to a caucus is a great way to show support for a candidate, raise an issue that's important to you, influence who the party will endorse for many offices, and meet people in your community.

The MHRC will send out caucus locations to the highrises for posting and provide more information in the February *Highrise Lowdown*. For now, mark your calendar and plan to attend your precinct caucus February 6!



Share your heritage and pride at cultural celebrations!

MHRC's Diversity Committee is planning its cultural celebrations which will be held next month as part of the February Area meetings.

If you or a resident you know has some talent in the areas of music, singing, dance, storytelling, poetry or art, which would showcase cultural pride, we want to hear from you!

The celebrations will be held at 1:30 p.m. on February 14 at 1815 Central Ave. N.E. (for North & Northeast residents) and February 15 at Horn Terrace (for Southeast & Southwest residents).

February is fast approaching so please contact John Stumme at the MHRC right away at (612) 342-1331 or send him an email: jstumme@mplshighrise.org. Thank you!

The Cora McCorvey Health and Wellness Center invites all residents to



Cookies and Coffee with Cora

Wednesday, January 10
10:30—11:30 A.M. (and the second Wednesdays of following months)

***Catch up with former
MPHA Executive Director
Cora McCorvey!***



SECURITAS is NOW HIRING EVENT SECURITY OFFICERS

**OVER 200 Positions Available Immediately
Flexible Scheduling**

All events are at the Minneapolis Convention Center

\$12.50/hour to start.

Apply online at www.securitasjobs.com

The Highrise Lowdown is a publication of the Minneapolis Highrise Representative Council, 1015 4th Ave. N., Mpls., MN 55405 (612) 342-1330. The Lowdown will print reader responses as space permits; we reserve the right to edit all submissions.

MHRC welcomes Laura Murphy



The next time you are at the Cora McCorvey Health and Wellness Center, stop up to the MHRC office and say 'hello!' to MHRC's new Office Coordinator, Laura Murphy.

Laura may be a familiar face to some residents because of her previous work at Eastside Neighborhood Services. In addition to office coordination duties and helping with MHRC programs and events Laura will be assisting resident council treasurers with Laundry Project reports.

File your taxes for free!

Prepare + Prosper is a local nonprofit that provides free tax preparation, financial services, & financial coaching to individual and families. Their IRS-certified volunteers will get you the maximum refund. From January 21 to April 15, they operate eight tax sites in Minneapolis, St. Paul, Hopkins, and Bloomington. They are based in St. Paul year-round. For more information or to make an appointment, contact Prepare + Prosper at 651-287-0187 or www.prepareandprosper.org.



This Month's Events

Thursday, January 4, 9:30 a.m.: MHRC Executive Committee meets at 1015 4th Ave. N.

Tuesday, January 9 at 1:00 p.m.: Laundry Project meets at 1015 4th Ave. N.

Tuesday, January 16, 1:30 p.m.: Maintenance, Modernization and Management Committee meets at 1015 4th Ave. N.

Thursday, January 18, 9:30 a.m.: MHRC Board meets at 314 Hennepin Ave.

Monday, January 22, 12:30—2:30 p.m.: Community BINGO at 1015 4th Ave. N.

1:30 p.m.: Diversity Committee meets at 1015 4th Ave. N.

Wednesday, January 24, 12:00 p.m.: Resident Advisory Board meets at 1001 Washington Ave
1:30 p.m.: MPHA Board meets

Friday, January 26, 9:30 a.m.: Security Advisory Committee meets at 1001 Washington Ave. N.

Monday, January 29, 9:30 a.m.: Active Living committee meets at 1015 4th Ave. N.

Housing authority unveils program aimed at getting more Minneapolis landlords to accept vouchers

By [Peter Callaghan](#) | 11/30/17



MinnPost photo by Peter Callaghan

The Minneapolis Public Housing Authority's leadership detailed a series of incentives and policy changes meant to remove reasons cited in the past by landlords for not taking Section 8 tenants.

The [Minneapolis Public Housing Authority](#) is going to offer some carrots to get landlords to accept low-income tenants.

Come May, however, they'll also have a stick.

In testimony before the Community Development Committee of the Minneapolis City Council this week, the authority's leadership detailed a series of incentives and policy changes meant to remove reasons cited in the past by landlords for not taking Section 8 tenants, who pay rent with the help of government-subsidized housing vouchers.

Those incentives include a \$250 bonus when a landlord joins the program and leases to an initial tenant; a deal with Home Depot to get discounts and rebates for purchases; and a new fund to reimburse landlords for damages and lost rent that exceeds damage deposits.

The inducements were spurred by complaints from rental housing owners and managers that the Section 8 program is unwieldy and costly — objections aired last spring prior to the City Council adopting an ordinance that will mostly block landlords from refusing to rent to prospective tenants with vouchers. When that ordinance takes effect, on May 1, 2018, Minneapolis will become the first government in the state to make it illegal to discriminate based on public assistance.

“We are looking at fundamentally changing the program to provide deeper and more accurate public service,” Housing Authority Executive Director Greg Russ told the committee members Tuesday. He said the agency is also looking at

ways to “multiply the effects of the voucher” by linking them to education, work and training opportunities for tenants.

MPHA moves to streamline program

MPHA owns and operates 6,250 units of housing in the city but also administers the federal Section 8 voucher program, sometimes called Housing Choice Vouchers because they give residents the option of living in privately owned housing rather than in public buildings or complexes.

The authority currently has access to 5,143 vouchers but has a long waiting list of families hoping to get into the program. Of those 17,000 people benefiting from vouchers, 53 percent are children and 84 percent are people of color. Of the families in the program, 78 percent are headed by women, 46 percent have earned income and 41 percent have a person with a disability.

But many prospective tenants have expressed concerns about the difficulty of finding landlords who will accept the vouchers, especially in areas of the city outside of North Minneapolis and south of downtown. Many ads for rental housing in Minneapolis explicitly state that Section 8 vouchers will not be accepted.

That was the impetus for the ordinance pushed by Council Member Elizabeth Glidden. Though 1,200 property owners do take part in the program, many others do not. They won’t have an option come May, though there is pending litigation against the city arguing that landlords cannot be compelled to sign contracts with the federal **Department of Housing and Urban Development**, which oversees Section 8.

During hearings about the ordinance last year and in early 2017, landlords and building managers said it was the quality of the management by the housing authority — not the method of payment — that made them reluctant to participate. Many complained about delays in mandatory inspections that left apartments unrented for long periods of time.

At the same time that the city was considering requiring Section 8 vouchers be accepted in most instances, the housing authority was working on streamlining the program. Those changes, suggested by an outside study, are meant to make it more useful to tenants looking to live in so-called area areas of opportunity and to respond to landlord complaints.

In testimony before the council committee Tuesday, Kyle Hanson, managing director of Housing Choice Vouchers for the housing authority, described the changes. The authority has:

- Extended the time allowed for tenants to find willing landlords from 90 days to 120 days, something that will help even after the Section 8 acceptance rules take effect because of the tightness of the rental housing market.
- Hired a new “mobility coordinator” to help residents find units and make the transition to new neighborhoods and find access to other social services.
- Created in partnership with the city a new Landlord Incentive Fund to take effect the same day as the Section 8 requirement. It will reimburse owners for damages outside of normal wear and tear and that exceed damage deposits.
- Crafted a \$250 bonus to landlords who rent to Section 8 tenants for the first time.
- Conducted small-area rent studies with an eye toward better matching voucher reimbursements to what the market is charging. Currently a regionwide average rent is used, but some neighborhoods already exceed that average. Tiered reimbursement schedules could open those neighborhoods to Section 8 tenants.
- Forged a partnership with The Home Depot to offer discounts and rebates to landlords who are participants in the Section 8 program.
- Speeded up inspections to shorten the time a unit is vacant.
- Provided immediate payments to landlords on the day a contract is approved and before the inspection is completed.

Glidden complimented the authority on its reforms. “It feels like there is so much happening to review processes, to really be client- and customer-focused,” she said. “And by that I mean both individuals who are utilizing the voucher program but also property owners.”

And committee chair Lisa Goodman spoke to leaders of the [Minnesota Multi Housing Association](#) who attended the hearing: “We are working very hard to address the concerns brought forward by your members and I know Mr. Russ is available to you to try to figure out how to make this work for your members.”

Landlords remain skeptical

Cecil Smith, board chairman of the Minnesota Multi Housing Association, praised the changes being put in place by Russ, who came to the MPHA in February from the housing authority in Cambridge, Massachusetts. He said that had those reforms been put in place first — before the Glidden ordinance requiring Section 8 acceptance — enough landlords would have voluntarily taken part and the mandate wouldn’t have been necessary. With only around 5,000 vouchers in existence and with only a few hundred people in the market looking for their first Section 8 residence or moving from one to another, Smith said he now thinks there will be enough interest among landlords to meet the demand.

“These are exactly the kinds of reforms we were calling for back in March,” Smith said. Still he praised Russ for the work he has done in his first year. “When you see very little change and reform in government, when you see any unit of government trying to make significant changes, that’s rather remarkable,” Smith said.

Smith was especially complimentary of changes in how the agency deals with both landlords and tenants.

“When people are trying to run a business and you can get a response in a timely manner and a clear explanation of what is happening and when it’s going to happen, that helps you run your business efficiently,” Smith said.

But many building owners and managers remain skeptical of the Glidden ordinance, worrying that they will be required by city ordinance to take part in a program when neither the state or federal laws have such a requirement.

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Minneapolis Public Housing Authority added 3 new photos — 😊 feeling positive.



January 5 at 4:25pm · 🌐

Last night we had the great pleasure of visiting Shoua Vang, along with her parents Nhia and Yia. For 15 years, Shoua, her parents, and her siblings lived in Minneapolis Public Housing in northeast Minneapolis. In 2015, after many years of working, saving, and planning, the family bought its own home in the east metro. All five kids have graduated from college; two have graduate degrees.

Shoua put it best in a letter she recently wrote to us: "It was made possible because of the opportunities MPHA paved for us. Because you provided us with stability, we were able to truly live and thrive...Your work matters and it works."

Congratulations to the Vang family and thank you, Shoua, for sharing.



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