

# COMMUNITY HOUSING RESOURCES

## SPECIAL BOARD OF DIRECTORS MEETING NOTICE AND AGENDA

**December 15, 2021**

A SPECIAL MEETING OF THE COMMUNITY HOUSING RESOURCES (CHR) BOARD OF DIRECTORS WILL BE HELD IMMEDIATELY FOLLOWING ADJOURNMENT OF THE MPHA BOARD OF COMMISSIONERS SPECIAL MEETING AT THE CORA MCCORVEY HEALTH AND WELLNESS CENTER.

<b>Directors:</b>	Sharmarke Issa	Chair
	Abdi Warsame	Director and President
	Mikkel Beckmen	Director
	Andrea Brennan	Director
	Abdullahi Isse	Director
	Cara Letofsky	Director
	Tamir Mohamud	Director
	Hon. James Rosenbaum	Director
	Tessa Wetjen	Director
	Faith Xiong	Director

### **GENERAL:**

Roll Call  
Approval of Agenda  
Minutes of a Special Meeting of June 23, 2021

### **DISCUSSION:**

1. Write-Off of Delinquent Accounts for Former CHR Tenants (Betsy Grossman, Assistant General Counsel)

### **RECEIVE & FILE:**

- None

### **Next Meeting:**

Wednesday, January 26, 2022  
1001 Washington Avenue North  
Minneapolis, MN 55401

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

# COMMUNITY HOUSING RESOURCES

## MINUTES OF A SPECIAL MEETING OF THE Community Housing Resources

June 23, 2021

The Board of Directors of the Community Housing Resources met in a special meeting at 2:08 p.m. on June 23, 2021 via teleconference in Minneapolis, Minnesota, the time, date, and place duly noticed for the holding of such meeting.

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

Sharmarke Issa	Chair
Andrea Brennan	Director
Mikkel Beckmen	Director
Abdullahi Isse	Director
Cara Letofsky	Director
Tamir Mohamud	Director
Hon. James Rosenbaum	Director
Faith Xiong	Director

The following members of the Board were absent:

Abdi Warsame	Director and President
Tessa Wetjen	Director

The Chair declared the presence of a quorum.

### **Approval of the Agenda:**

Director Mohamud moved approval of the proposed agenda. The motion was seconded by Director Brennan. Upon a roll call vote eight Directors voted “aye” (Directors Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Xiong and Chair Issa) and no director voted “nay”. The Chair declared the motion carried.

### **Approval of the Minutes:**

The minutes of a Special Meeting of May 26, 2021 were presented for approval. Director Isse moved the minutes be accepted as presented. The motion was seconded by Director Letofsky. Upon a roll call vote eight Directors voted “aye” (Directors Beckmen, Brennan, Isse, Letofsky,

Mohamud, Rosenbaum, Xiong and Chair Issa) and no director voted “nay”. The Chair declared the motion carried.

**Item One:** General Contractor Consultant (GC/C) Services for Scattered Sites Rehab

After a brief presentation by staff and discussion, Director Letofsky moved approval of the recommendation set forth in the Report. Director Brennan seconded the motion. Upon a roll call vote eight Directors voted “aye” (Directors Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Xiong and Chair Issa) and no director voted “nay”. The Chair declared the motion carried. [See Document No. 2021-04]

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There being no further business to come before the Board, Director Rosenbaum moved to adjourn the meeting. The motion was seconded by Director Mohamud. Upon a roll call vote eight Directors voted “aye” (Directors Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Xiong and Chair Issa) and no director voted “nay”. The Chair declared the motion carried. The meeting was adjourned at 2:22 p.m.

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Secretary of the Board of Directors

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Date these Minutes Approved

# COMMUNITY HOUSING RESOURCES

December 15, 2021

Agenda Item 1

## REPORT TO THE DIRECTORS

**FROM:** Abdi Warsame, President

**SUBJECT:** Write-Off of Delinquent Accounts for Former CHR Tenants

**Previous Directives:** General accounting practices require that CHR write off the delinquent accounts of former public housing tenants. The MPHA Board of Commissioners approved the last MPHA write-off on December 16, 2020.

**Resident Council Review / Recommendations:** This matter will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's December 15, 2021 meeting.

**Budget Impact:** Conforms to the 2021 budget.

**Affirmative Action Compliance:** Not Applicable.

**Procurement Review:** Not Applicable.

**RECOMMENDATION:** It is recommended that the Board of Directors authorize the President or his designee to declare the amounts specified in this Report uncollectible and to write off the uncollected amounts as a loss.

This write-off is permitted by federal regulation and is a generally accepted accounting practice. This year's write-off totals \$62,137.71, and may be lower after a final review of accounts and additional payment postings. As HUD requires, rent for the current fiscal year 2021 is not included in the write-off.

This write-off amount includes \$37,070.53 in dwelling rent and utilities for 2020 tenants who vacated mainly in 2020 and represents about 1.4% of the dwelling rent charged. It also includes \$6,041.32 in sales and service charges and \$2,770.15 in eviction-related costs. It includes retroactive rents in the amount of \$16,255.71.

The CHR takes action to collect monthly rent, retroactive rent, sales and service charges and court and service fees incurred in prosecuting eviction actions for cause and non-payment of rent. The CHR uses the Minnesota Department of Revenue's Recapture Program to collect amounts written off. The CHR also submits retroactive rents greater than \$10,000 to the HUD Office of the Inspector General for investigation if fraud is suspected.

This Report was prepared by Betsy K. Grossman, Assistant General Counsel. For further information, please contact Ms. Grossman at (612) 398-1387 or [egrossman@mplspha.org](mailto:egrossman@mplspha.org).