



NOTICE AND AGENDA

February 23, 2022

A SPECIAL ANNUAL MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT THE CORA McCORVEY, HEALTH & WELLNESS CENTER, 1015 NORTH 4TH AVENUE, MINNEAPOLIS, MINNESOTA

The Resident Advisory Board will meet at 12:00 Noon, same date and place

Commissioners: **Sharmarke Issa, Chair**
 Andrea Brennan, Vice-Chair
 Mikkel Beckmen, Secretary
 Abdullahi Isse, Commissioner
 Cara Letofsky, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner
 Tessa Wetjen, Commissioner
 Faith Xiong, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of a Special Meeting of December 15, 2021
- Election of Officers and Committee Appointments

RESIDENT ADVISORY BOARD – RAB Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Meeting Schedule for 2022 Board Meetings (Abdi Warsame, Executive Director/CEO)
2. New Policy for COVID-19 for Employees (Albert Jordan, Director - Human Resources & DEI)
3. Building Modernization at 1314 44th Avenue North (Laura Dykema, Director of Planning & Development)



RECEIVE AND FILE:

- Monthly Performance Report for December 2021 (Abdi Warsame, Executive Director / CEO)
- Monthly Performance Report for January 2022 (Abdi Warsame, Executive Director / CEO)
- Affirmative Action Plan Update (Albert Jordan, Director – Human Resources & DEI)
- Newsletters and News Clippings (Jennifer Keogh, Deputy Executive Director)

Next Regular Meeting:

**Wednesday, March 23, 2022 - 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 SPECIAL MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
December 15, 2021**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 1:34 P.M. on December 15, 2021, at The Cora McCorvey Health & Wellness Center, 1015 – 4th Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

Roll Call:

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

Sharmarke Issa	Chair
Andrea Brennan	Vice Chair
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner

(Commissioner Wetjen arrived at 1:39 p.m.)

The following members of the Board were absent:

Mikkel Beckmen	Secretary
Faith Xiong	Commissioner

The following others were also present:

Abdi Warsame	Executive Director / CEO
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The Chair declared the presence of a quorum.

Approval of Agenda:

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

Approval of Minutes:

The Minutes of a Special Meeting of November 17, 2021, were presented for approval. Commissioner Isse moved the minutes be accepted as presented. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.



Resident Advisory Board (RAB):

The Resident Advisory Board (RAB) Chair Lisa Anderson declared there was a quorum and all items on the agenda were discussed and approved. Chair Anderson announced, because of the uptick in COVID cases in the buildings, the RAB discussed and voted “yes” to close all high-rise community spaces for the protection of the residents, staff, and guests. Chair Anderson commented on the escalating carjackings and gunpoint robberies throughout the city and asked that everyone be mindful of their surroundings.

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 Warsame spoke briefly on the topics shown below, upon which the Board took no official action:

1. COVID-19 Vaccinations
2. Yardi implementation
3. Voucher Mobility Award
4. Expanded Partnership with the City
5. Housing Stability & Rent Help MN
6. Expediting Sprinkler installation
7. Construction of New Units
8. Elliot Twins Redevelopment
9. Public Housing Occupancy

(The Executive Director’s written report is attached to these minutes)

Item No. 1: Write-Off of Delinquent Accounts for Former Public Housing Tenants

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 Chair declared the motion carried. [See Document No. 2021-47]

Item No. 2: Approval of the 2022 MPHA and 2022 Elliots, LP Budget

After a presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Wetjen seconded the motion. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay”. Two Commissioners were absent (Commissioners Beckman and Xiong). The Chair declared the motion carried. [See Document No. 2021-48] [See Resolution No. 21-217]

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for November 2021 [See Document No. 2021-49]



- Note: A Board member commented on the need to add a security section to the performance report to help them understand how we're doing. The MPHA will consider providing monthly or quarterly updates to the Board; the MPHA expertise is in providing housing and would need to rely on the city leadership and MPD for assistance.

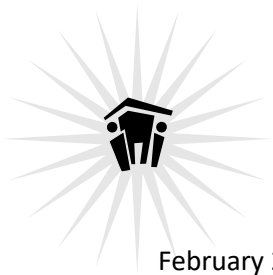
- News Clippings [See Document No. 2021-50]

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:05 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



February 23, 2022

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Meeting Schedule for 2022 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 Advisory Board 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 2022 as presented below.

The following is the proposed schedule for regular meetings of the Minneapolis Public Housing Authority Board of Commissioners for the year 2022. Unless otherwise duly noticed all meetings will be held at the 1001 Washington Avenue North, Minneapolis, Minnesota at 1:30 p.m.

Wednesday, January 26, 2022 (cancelled)
Wednesday, February 23, 2022 (annual)
Wednesday, March 23, 2022
Wednesday, April 27, 2022
Wednesday, May 25, 2022
Wednesday, June 22, 2022
Wednesday, July 27, 2022
Wednesday, August 24, 2022
Wednesday, September 28, 2022
Wednesday, October 26, 2022
Wednesday, November 16, 2022
Wednesday, December 21, 2022

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 third Wednesday of the month because of the holidays.



This Report was prepared by Paula Sotelo, Executive Assistant to ED/CEO. For further information please call Abdi Warsame, Executive Director / CEO, at 612-342-1495.



February 23, 2022

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director/CEO

SUBJECT: New Policy for COVID-19 for employees

Previous Directives: N/A

Resident Council Review/Recommendation: This Report will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's February 2022 meeting.

Budget Impact: Employer cost for testing

Affirmative Action Compliance: N/A

Procurement Review: N/A

RECOMMENDATION: It is recommended that the Board of Commissioners adopt this policy retroactively and allow the Executive Director/CEO and/or his designee to create and implement procedures to enforce and carry out the policy.

In November 2021, the Occupational Health & Safety Administration (OSHA) published an emergency temporary standard (ETS) for all employers with 100 or more employees to have in place a policy for vaccine mandate or weekly testing by December 5, 2021, with testing procedure in place by January 4, 2022.

The MPHA is governed by the State of MN OSHA, (MNOSHA), the expectation was that MNOSHA would follow along with the federal ETS including the timelines already established. Given the timeline for implementation and the possible risk of significant fines of up to \$14,000 per violation, HR created a policy that addressed the requirements and notified employees about the updated policy.

The Supreme Court and MNOSHA have since backed off the requirement for the policy, we still believe that since the City of Minneapolis has been operating in this way since September 2021, the significant increase in the number of cases in the city, and the additional mitigation

strategies such as proof of vaccination or negative COVID test to patronize restaurants and bars, that we will be well served to implement this policy.

We will re-evaluate this process and determine whether or not it remains effective as a tactic. The MPHA has been conducting weekly testing on employees who have not been deemed vaccinated since January 18, 2022.

This report was prepared by Albert Jordan, Director of Human Resources & DEI. For further information please contact Mr. Jordan at (612 427-4042 or ajordan@mplspha.org).



MPHA COVID-19 Proof of Vaccination, Testing & Face Covering (Mask) Policy

Purpose

This policy is to outline MPHA's (the Agency) practices and expectations of staff to prevent the transmission of COVID-19 by requiring proof of COVID-19 vaccination status of staff assigned to do work on behalf of the Agency; and by providing standards and expectations for mandatory testing of staff who have not provided proof of full COVID-19 vaccination.

Policy Statement

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious, including among asymptomatic people, and potentially deadly. According to the Centers for Disease Control and Prevention ("CDC") and the Minnesota Department of Health ("MDH"), the best way to prevent infection and from spreading the disease is by being vaccinated. COVID-19 vaccines have proven themselves to be safe and effective. Staff who access the workplace or provide public service on behalf of the Agency without vaccination pose a particular risk of COVID-19 exposure to themselves, their colleagues, and to members of the public. Additionally, ongoing community transmission of the more transmissible Delta variant of COVID-19 in Minnesota, especially among unvaccinated individuals, presents a continuous risk of infection.

MPHA strongly encourages staff to get vaccinated against COVID-19. To protect, to the extent reasonably possible, the health and safety of our employees and our residents from the direct threat resulting from the spread of COVID-19 in the workplace and to members of the public, staff must provide proof of their COVID-19 vaccination status. This can be accomplished by providing approved documentation of full vaccination as defined within this policy. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501). MPHA will continue to monitor Minnesota OSHA's activity and make any updates to the Agency's policy documents as is necessary.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

This policy is subject to change at MPHA's discretion, including based on public health guidance. Staff members may be subject to additional requirements under Agency policy or local, state, or federal law.

Scope

This policy applies to all full and part time employees performing work on behalf of or at the direction of MPHA.

Definitions and Key Terms

Fully Vaccinated - According to the CDC, in general, people are considered fully vaccinated against COVID-19:

- 2 weeks after their second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration ("FDA") or the World Health Organization ("WHO"); or
- 2 weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.



Staff who do not meet these requirements are NOT fully vaccinated. **Staff must be fully vaccinated by December 5, 2021.**

Staff – MPHA full and part-time employees performing work on behalf of the Agency.

COVID-19 Test - A medical test to determine if someone has an active COVID-19 infection. As methods become available, recommended tests may include a polymerase chain reaction (PCR) test or an antigen test. A test will be administered by contracted medical personnel selected by the Agency.

Exemptions

Individuals may request an exemption from the requirement of this policy as a reasonable accommodation, without employment consequence, for the following:

- Medical Exemption as advised by a licensed healthcare provider if the employee cannot be vaccinated and/or wear a face covering;
- Religious Exemption for a sincerely held religious belief, observance or practice that prevents an individual from being vaccinated, and/or testing for COVID-19, and/or wearing a face covering. A religious belief need not be one held by a formal religious organization (theistic) but can be a non-theistic, strongly held moral or ethical belief. Every request for a religious exemption will be carefully reviewed, but in general, belief based on social, political, or economic philosophies, as well as mere personal preferences, are not considered religious beliefs under federal law.

Requests for exemptions must be sent to Human Resources and will be reviewed by a representative from Human Resources and the Legal Department as part of the accommodation process. The exemption requests will be processed as quickly as possible. During the review period, staff requesting accommodation will need to follow the testing guidelines outlined in this policy unless the request for accommodation is one of religious exemption.

For new hires after December 5, 2021, they must inform the Human Resources department as soon as possible if they intend to apply for an exemption. They will not be able to start employment until and unless an exemption is approved, and a negative test result is provided on their first day of employment that was administered in the last 7 days. MPHA will provide information for and cover the cost of testing. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Staff will be notified if the request meets the exemption criteria, and, if so, whether the exemption is permanent or provisional. Employees who are not fully vaccinated by an approved exemption must strictly follow all stated expectations including but not limited to weekly testing guidelines as outlined in this policy.

Face Coverings

Any employee who is not fully vaccinated by December 5, 2021, will be required to wear a face covering at all times when working except when not with other employees and in a completely enclosed area such as an office with a door or a motor vehicle.

All fully vaccinated employees will be required to wear masks under the following circumstances:

- When requested by a resident when working in their residence.
- When required by notice of MPHA such as an agency-wide mandate.
- When otherwise requested by a resident or program participant.

A face covering means a covering that: (1) completely covers the nose and mouth; (2) is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabric that does not let light pass through when held up to a light source); (3) is secured to the head with ties, ear loops, or elastic bands that go behind the head; (4) fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5) is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.



General Guidelines

Proof of Vaccination Status

Staff will need to provide proof of full vaccination to MPHA by no later than December 5, 2021.

Acceptable proof that an individual is fully vaccinated against COVID-19 includes:

- a copy of COVID-19 vaccination card
- Record of immunization from a health care provider or pharmacy
- Copy of medical records documenting vaccination
- Copy of other documentation that contains the type of vaccine administered, date(s) of administration and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)

Staff have the right to refuse to receive a COVID-19 vaccination or to provide proof of vaccination, but the staff member will be considered not fully vaccinated for the purposes of this policy.

Proof of full vaccination against COVID-19 must legibly show, at a minimum:

1. Name of the individual vaccinated
2. Date of birth of the individual vaccinated
3. The manufacturer of the vaccine
4. The date(s) on which the vaccine was administered

If the proof is not legible or verifiable in the form presented, the agency may ask the staff member to present the original document.

To be considered fully vaccinated against COVID-19, the staff member must have received a COVID-19 vaccine that has been approved by the U.S. Food and Drug Administration (“FDA”) or the World Health Organization (“WHO”). If the vaccine was administered outside of the United States, documentation must include the above information in English.

Staff who provide proof to Human Resources that they are fully vaccinated against COVID-19 are exempt from participation in the COVID-19 Testing Procedure under this Policy.

COVID-19 Testing Procedure for Staff Who Do Not Submit Proof of COVID-19 Vaccination

Staff who show proof of full vaccination against COVID-19 are not required to submit to COVID-19 testing. Until a staff member subject to this policy submits proof of full vaccination against COVID-19, they must undergo mandatory testing for COVID-19 at least weekly, as determined by the Agency, starting no later than January 4, 2022. The COVID-19 test, and results must be conducted and handled in compliance with all applicable rules and laws. Due to the pandemic, COVID-19 testing is job-related and consistent with business necessity. A positive COVID-19 test result will not be used as the basis for discipline or discharge.

- A. MPHA may require staff to provide proof of both test submission and test results from the contracted provider.
- B. Staff have the right to refuse to take a COVID-19 test. Prior to COVID-19 testing, staff receive the COVID-19 Testing Consent form. Signed COVID-19 Testing Consent forms must be maintained by Human Resources in a file that is separate from the staff member’s personnel file.
 - Staff who consent to COVID-19 testing and sign the consent form and any other forms necessary for testing will proceed with the COVID-19 test.



- Staff who refuse to sign the consent form or any other forms necessary for testing, refuse to submit to a COVID-19 test, or refuse to provide documentation of test submission and test results if the agency does not have a testing facility, will be informed that they will be excluded from the workplace until they provide a test result, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive.
- Covered staff who become fully vaccinated against COVID-19 or who did not previously provide their full COVID-19 vaccination status may present proof of full vaccination against COVID-19 and will be removed from the testing requirement.

Procedure

- The Agency will determine testing dates which will occur at least weekly and will send staff to the designated location(s). The agency has sole discretion to choose or authorize the testing location and whether to accept the results from a particular testing method.
- C. Testing will occur during work hours and be considered work time.
- D. The results of testing will be available to the Agency through the method established with the vendor selected by the Agency.
- E. Staff members with a positive test as reported by the vendor will be notified by Human Resources and then will need to follow procedures and protocols as outlined by the Agency that comply with MDH and CDC guidelines.
- F. Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employee Notification of COVID-19 and Removal from the Workplace

Staff will be promptly notified by Human Resources if they have tested positive for COVID-19 regardless of their vaccination status. Negative test results for employees who are testing will not be communicated. Staff who have tested positive for COVID-19 or who have been diagnosed with COVID-19 by a licensed healthcare provider will be immediately removed from the workplace until the staff:

- Receives a negative result in a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the staff chooses to seek a NAAT test for confirmatory testing;
- Meets the return-to-work criteria in CDC's "Isolation Guidance" as outlined below; or
- Receives a recommendation to return to work from a licensed healthcare provider.

Under the CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive COVID-19 test, and symptomatic employees may return after all the following are true:

- At least 10 days have passed since symptoms first appeared; and
- At least 24 hours have passed with no fever without fever-reducing medication; and
- Other symptoms of COVID-19 are improving (loss of taste or smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Agency will follow the guidance of a licensed healthcare provider regarding return to work. Employees who may qualify can apply for a medical leave under applicable policies and laws including FMLA.

Employees who test positive or are diagnosed with COVID-19 may use eligible sick time balances that have already been accrued.



Information Provided to Staff

The following documents are incorporated in this policy by reference:

- “Key Things to Know about COVID-19 Vaccines,” available at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>
- “Workers’ Rights under the COVID-19 Vaccination and Testing ETS,” available at <https://www.osha.gov/sites/default/files/publications/OSHA4159.pdf>
- “Information for Employees on Penalties for False Statements and Records,” available at <https://www.osha.gov/sites/default/files/publications/OSHA4157.pdf>

Confidentiality of Medical Information

All medical information collected from staff, including vaccination information, test results, and any other information obtained because of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

References:

MPHA Personnel Policy

Collective Bargaining Agreements - [Employee Portal - Unions \(sharepoint.com\)](#)



February 23, 2022

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Building Modernization at 1314 44th Avenue North

Previous Directives: The Board has previously approved the Capital Fund Program (CFP) Plans for FY 2021/22 as part of the Agency's 2021/22 Moving to Work (MTW) Annual Plans.

Resident Council Review/Recommendation: This Report will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's February 23, 2022 meeting.

Budget Impact: Costs will be charged to the Capital Fund Program.

Affirmative Action Compliance: The contractor has signed an Equal Employment Opportunity / Affirmative Action Policy statement. Additionally, the contractor intends to subcontract approximately 13% of the contract value to certified WBE firms, 14% to MBE firms and 15% of the labor hours will be worked by Section 3 workers. MPHA will monitor compliance.

Procurement Review: This Report has been reviewed and approved by the Agency's Contracting Officer.

RECOMMENDATION: It is recommended that the Board of Commissioners authorize the Executive Director or his designee to execute a contract and all related documents in the amount of \$8,371,705 with Frerichs Construction for building modernization at 1314 44th Avenue North.

Located at 1314 44th Avenue North, Hamilton Manor is a 220-unit seniors mid-rise built in 1971. Like other MPHA properties of this age and construction, it has extensive capital needs with many original building systems and components. The scope of this renovation project consists of comprehensive plumbing replacement, HVAC system improvements, installation of a fire suppression system, and apartment improvements including new kitchen cabinets, countertops and appliances, bathroom renovation, flooring replacement, and other unit finishes.

On November 30, 2021, an invitation for bids for General Construction (GC) services was publicly advertised with a bid due date of January 6, 2022. The following bids were received:

Frerichs Construction	\$8,371,705
Corval Constructors Inc.	\$8,796,800
United States Mechanical	\$8,892,000

The successful bidder, Frerichs Construction, has completed several similar projects and MPHA staff is confident they will perform well on this project.

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

Revised



Monthly Performance Report

Minneapolis Public Housing Authority

Board of Commissioners

For the month ending December 31, 2021

Contents

1. Financials
2. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
3. Building Improvement and Development Projects
 - Update on Elliot Twins RAD Conversion and Scattered Sites Section 18 Process
4. Inquiry Response and Social Media

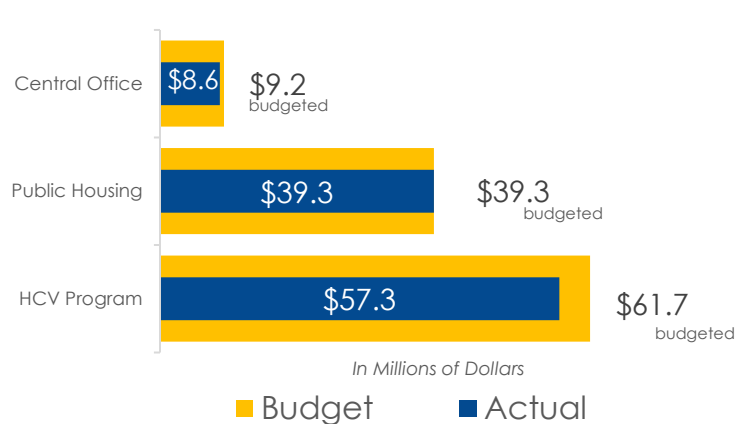
****This financial report below is as of November because the General Ledger is not yet closed for December as of the distribution date of this report.****



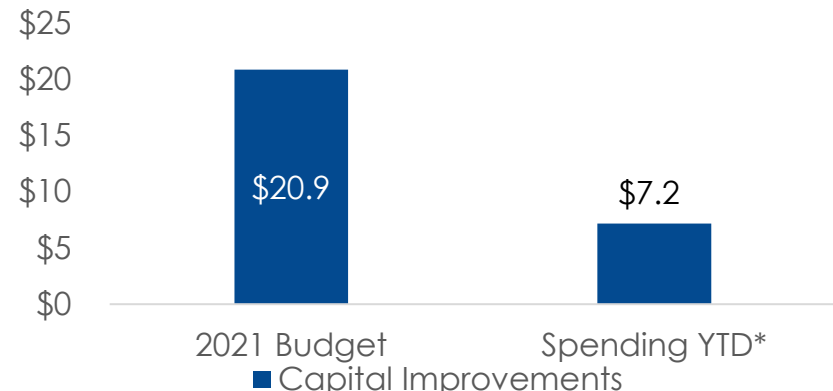
Operating Sources and Uses MTW Public Housing and Housing Choice Voucher (HCV) Program

Sources	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance	Variance %
Tenant Revenue -Rents & Other	\$ 15,390,650	\$ 15,716,012	\$ 325,362	2%
Public Housing Operating Subsidy	\$ 19,908,878	\$ 23,854,047	\$ 3,945,169	20%
HCV HAP Subsidy & Admin Fees	\$ 60,619,167	\$ 56,303,805	\$ (4,315,362)	-7%
Other Revenues, Fees, & Grants	\$ 2,081,179	\$ 2,323,690	\$ 242,511	12%
Transfers-In	\$ 229,167	\$ 305,552	\$ 76,385	33%
Total Sources	\$ 98,229,041	\$ 98,503,106	\$ 274,065	0%
Uses				
Public Housing Operations	\$ 39,279,971	\$ 39,308,236	\$ (28,265)	0%
Housing Choice Vouchers	\$ 61,685,424	\$ 57,261,924	\$ 4,423,500	7%
MTW Initiatives and Other Services	\$ 350,757	\$ 86,080	\$ 264,677	75%
Total Uses	\$ 101,316,152	\$ 96,656,240	\$ 4,659,912	5%
Net Sources/(Uses)	\$ (3,087,110)	\$ 1,846,866	\$ 4,933,976	160%

Year to Date (YTD) Expenses



MTW Capital Fund Program

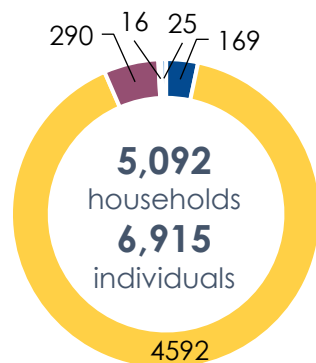


*An additional \$11.7 million is under obligation for capital projects YTD

Public Housing Programs



Occupied Units*



- Glendale
- MHOP
- Scattered Sites
- Highrise
- Minnehaha Townhomes

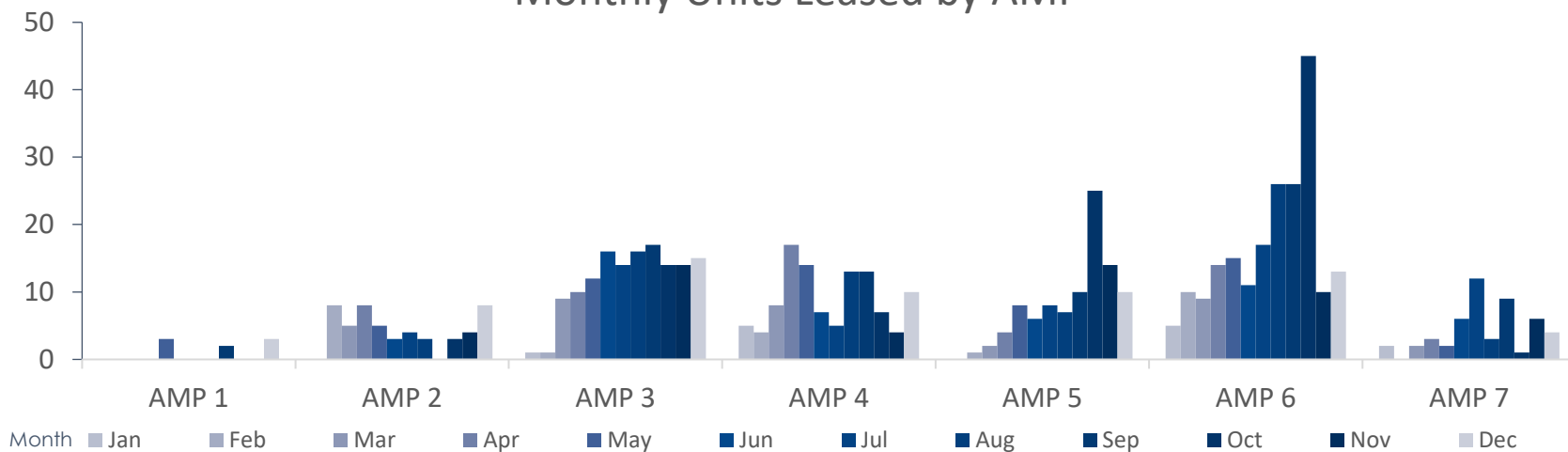
63

new units leased
during month

98.0%

occupancy

Monthly Units Leased by AMP



2021

*At any given time, units may be vacant due to normal unit turnaround or because they are undergoing renovations.

**Metropolitan Housing Opportunities Program (Hollman consent decree units owned and operated by third-parties)

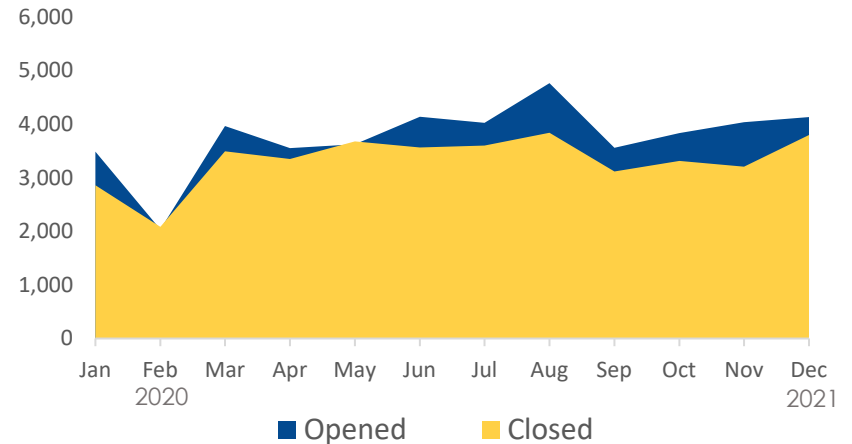
***Update to this metric pending software conversion reconciliation

Public Housing Programs

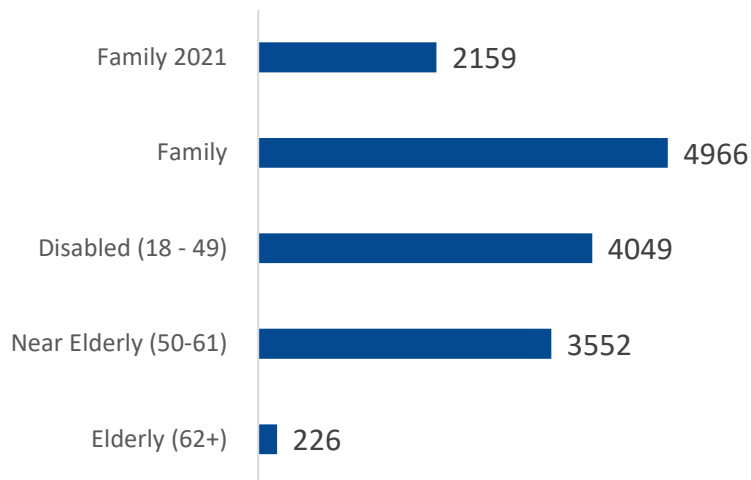


Reason for Vacating Unit	Count
Death	15
Moving in with or closer to Family	7
Moving Out of Town	6
To Nursing Home	6
Found Alternative Housing	5
Evicted - Other	3
Other	2
Skip	2
Illness	2
Change in Family Composition	1
Evicted - Criminal Acts	1

Work Orders Opened and Completed by Month



Applicants on Waiting List

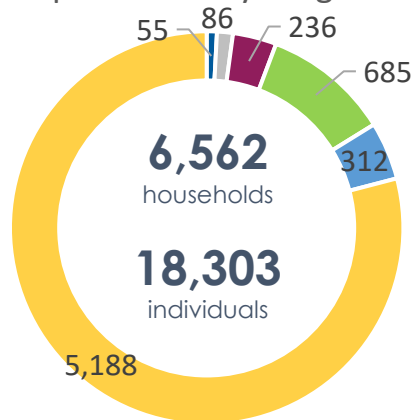


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	143	99%	0
Urgent: 1 Day	923	90%	0
After Hours Non-Emergency: 2 Days	32	97%	0
Important: 3 Days	774	73%	3
Routine: 10 Days	668	90%	3
Non-Routine: 20 Days	61	85%	6
Pest Control	319	100%	9

Housing Choice Voucher Programs



People Served by Program*



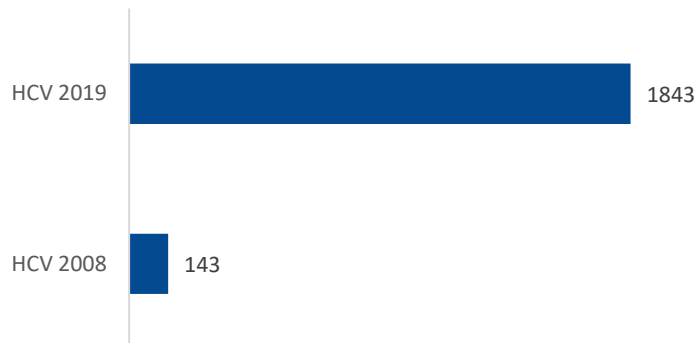
- Sponsor-Based
- Mod Rehab
- FUP and VASH

- Stable Homes Stable Schools
- Project-Based
- Tenant-Based

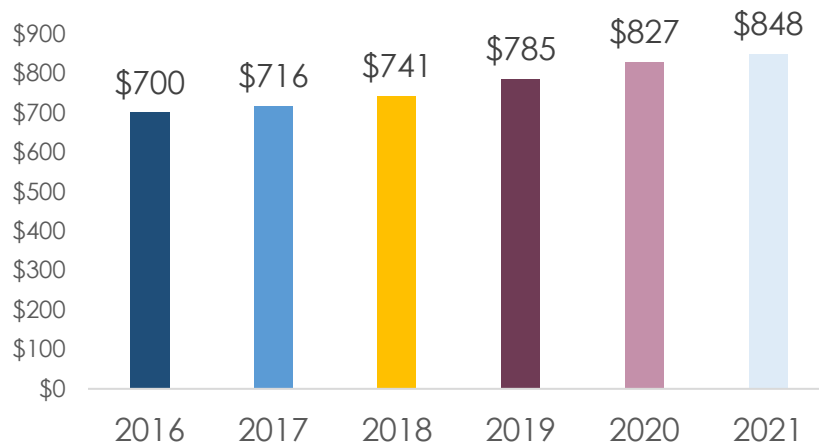
Family Unification Program and Veterans Affairs Supportive Housing

*Including port-ins and port-outs

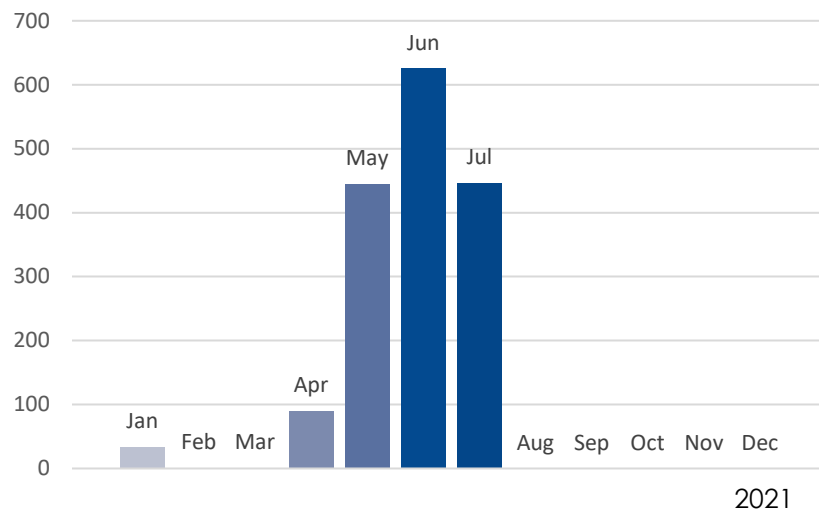
Applicants on Waiting List



Average Housing Assistance Payment per Unit, Year to Date



Annual Inspections Conducted*



*Inspections were subjected to interruption by COVID-19 Safety Procedures

December 2021

Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
1314 44 th Avenue North	Plumbing replacement, fire sprinkler system installation, unit bath modernization/new finishes	Re-bidding
Multiple highrises	Security surveillance system upgrades funded via HUD's Safety & Security Grant	Re-bidding

Development Projects - Planning

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR scattered site units	Major modernization	Planning
Scattered sites new construction	Development of new family housing	Planning

Building Improvement Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR units – various scattered sites	2021 improvements: roof & siding replacement, unit modernization, structural repairs	Ongoing
Cora McCorvey Center	HVAC system upgrades	Substantially complete
Hiawatha Towers	HCPD accessible unit upgrades, common area improvements	In progress
1707 3 rd Ave S/1611 S 6 th St/2728 Franklin/Snellings	Elevator modernization	Complete
314 Hennepin Avenue	Roof & skylight replacement	In progress
1707 3 rd Avenue South	Unit entry door replacement	In progress
Cedars highrises	Window replacement and exterior façade repairs	In progress; multi-year project
Multiple highrises & Glendale townhomes	Security surveillance system upgrades	Substantially complete
Multiple highrises	Fire sprinkler system installation	In progress; timeline varies by site

Development Projects - Active

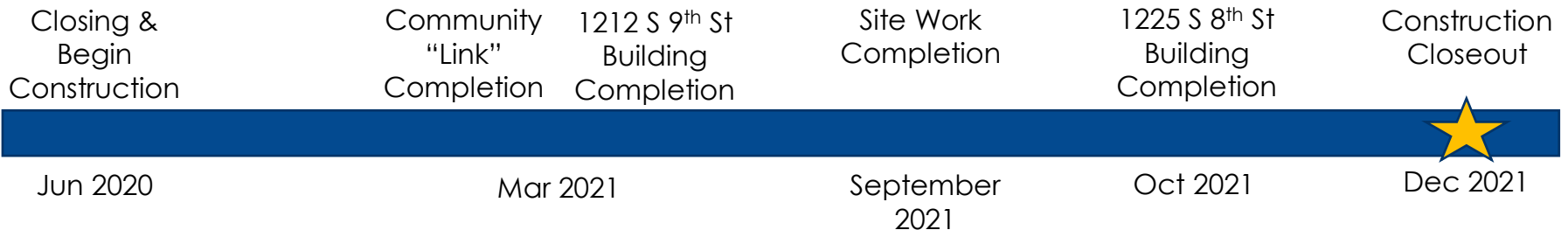
ADDRESS	DESCRIPTION OF WORK	STATUS
Elliot Twins	Comprehensive building modernization	Substantially complete
Scattered Site	Energy efficient single-family construction	In progress

Elliot Twins RAD Conversion & Building Renovation



- **Construction closeout nearly complete**
- **Planning for permanent loan conversion underway**
- Addressed deferred maintenance, **plus** unit improvements, community link addition, envelope enhancement, new HVAC system, addition of 10 fully accessible units
- Projected 30% reduction in utilities
- Hard costs: ~\$27M

Construction Timeline



Scattered Site Rehab Process

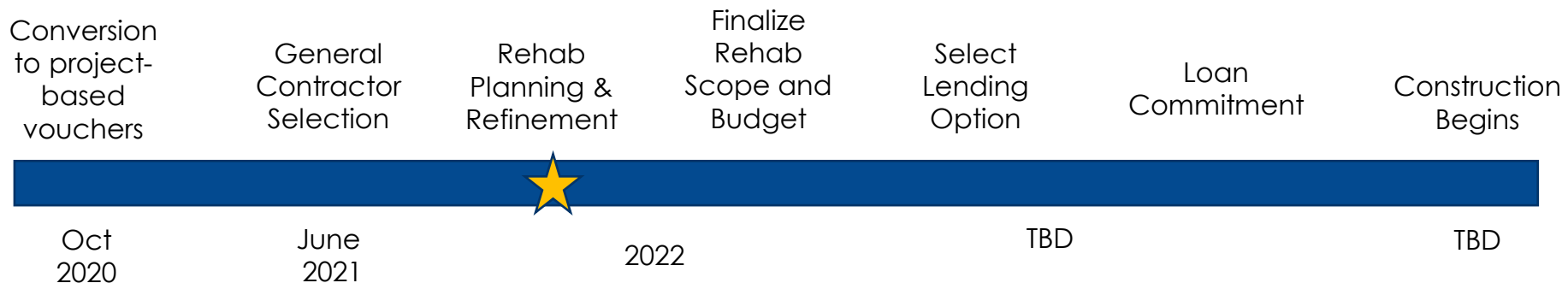


Financed through Section 18 with debt financing



- Conversion to project-based vouchers occurred on October 1st
- Exploring lending options to best support investments in portfolio
- Debt will support investments in deferred maintenance and ongoing unit needs
- Scope refinement and planning for construction & resident accommodations ongoing

Timeline (subject to change)



Scattered Site New Construction

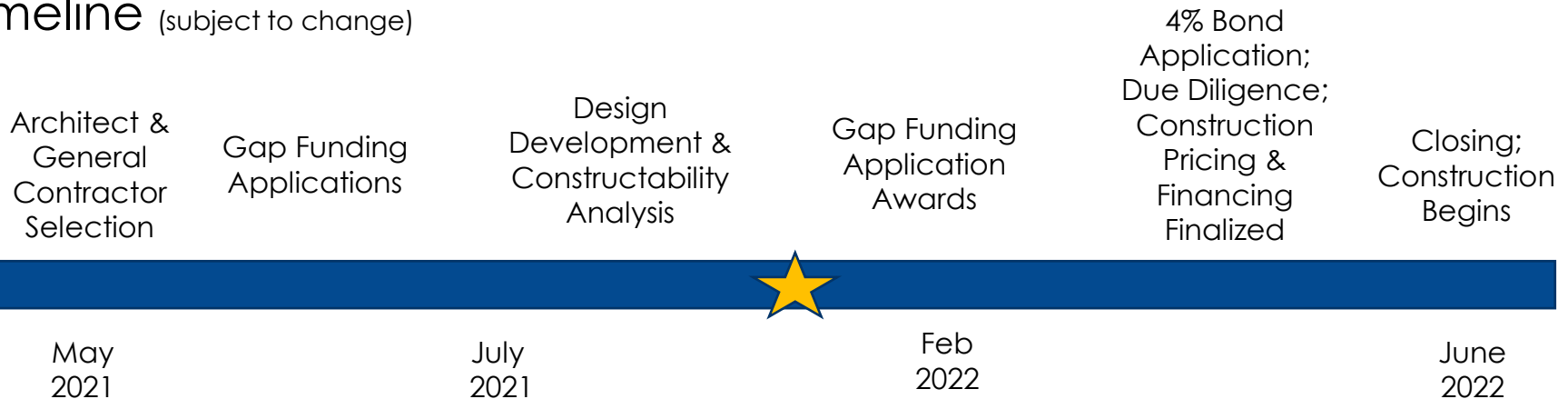


84-unit new scattered site construction



- 84 new deeply affordable family units in 16 small apartment buildings throughout the City
- Financing includes project-based vouchers, 4% bonds and Low- Income Housing Tax Credits, Soft Sources, and Debt
- Resident engagement & relocation discussions ongoing; neighborhood engagement ongoing
- Design 75% complete
- Debt/equity responses due early Jan

Timeline (subject to change)



Inquiry Response and Social Media



MPHA on Facebook

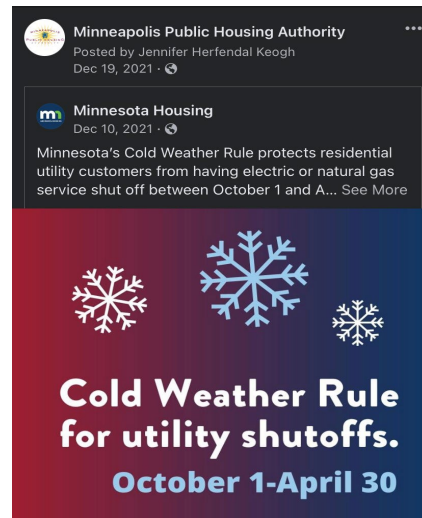
Top Performing Post (1302 views)



MPHA on Twitter

Top Mention (1975 views)

December 2021



3

Posts for the Month
6,679 Followers
34 New Followers



0

Tweets for the Month
880 Followers
4 New Followers



Monthly Performance Report

Minneapolis Public Housing Authority
Board of Commissioners
For the month ending January 31, 2022

Contents

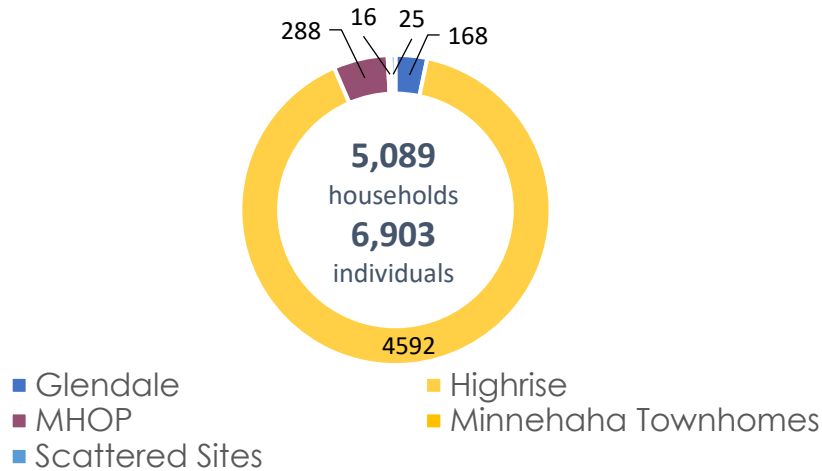
1. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
2. Building Improvement and Development Projects
 - Update on Elliot Twins RAD Conversion and Scattered Sites Section 18 Process
3. Inquiry Response and Social Media

*2021 year end final financial results and January 2022 financial reporting are pending due to year end general ledger closing activities

Public Housing Programs



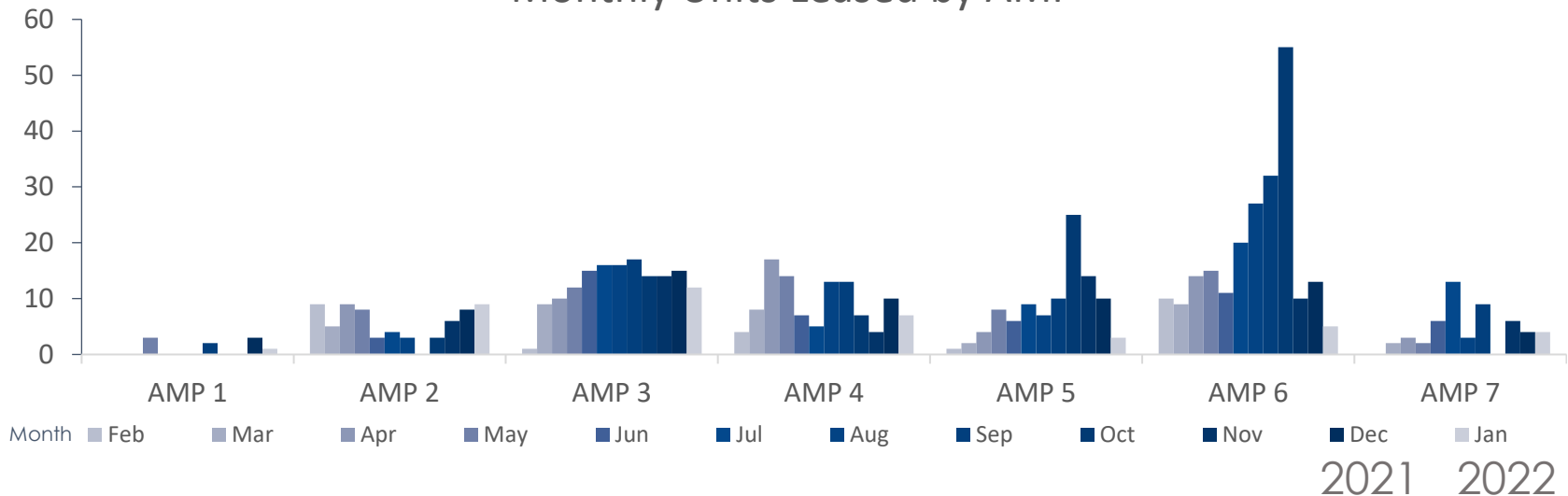
Occupied Units*



41
new units leased
during month

97.7%
occupancy

Monthly Units Leased by AMP



*At any given time, units may be vacant due to normal unit turnaround or because they are undergoing renovations.

**Metropolitan Housing Opportunities Program (Hollman consent decree units owned and operated by third-parties)

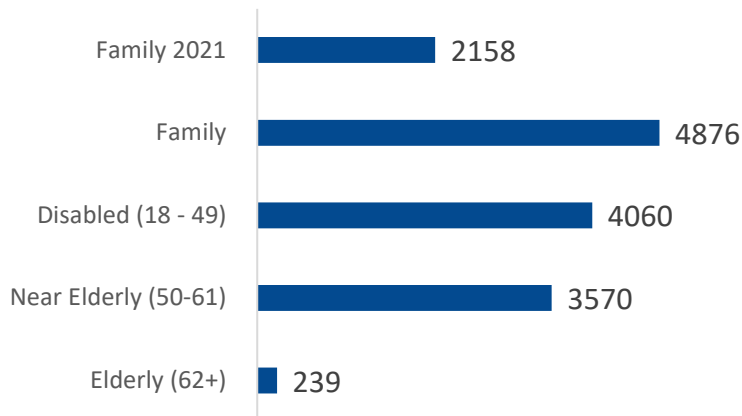
***Update to this metric pending software conversion reconciliation

Public Housing Programs

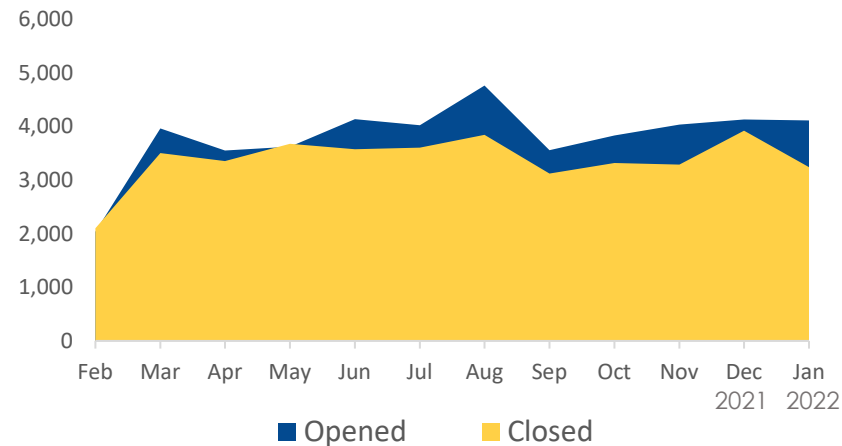


Reason for Vacating Unit	Count
Death	13
To Nursing Home	3
Evicted - Other	3
Found Alternative Housing	3
Moving Out of Town	2
Mutual Agreement	1
Purchased Home	1
Received S8 Voucher	1
Skip	1
Illness	1
Moving in with or closer to Family	1
Change in Family Composition	1
Dislike Unit	1
Evicted - Criminal Acts	1

Applicants on Waiting List



Work Orders Opened and Completed by Month

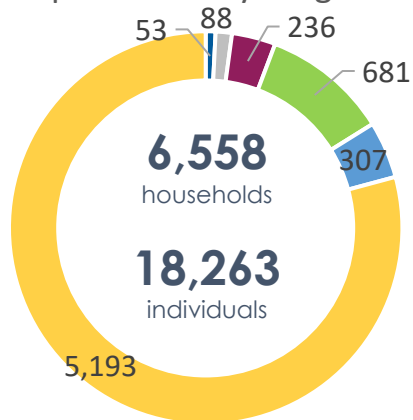


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	136	100%	0
Urgent: 1 Day	927	85%	1
After Hours Non-Emergency: 2 Days	18	100%	0
Important: 3 Days	816	70%	3
Routine: 10 Days	555	91%	3
Non-Routine: 20 Days	47	94%	6
Pest Control	323	100%	7

Housing Choice Voucher Programs



People Served by Program*



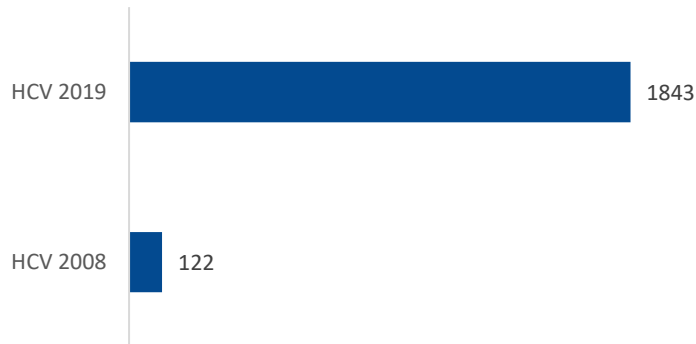
- Sponsor-Based
- Mod Rehab
- FUP and VASH

Family Unification Program and Veterans Affairs Supportive Housing

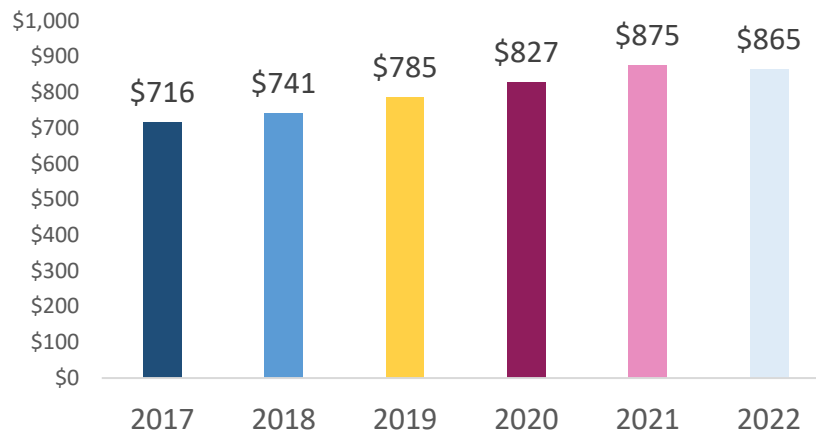
- Stable Homes Stable Schools
- Project-Based
- Tenant-Based

*Including port-ins and port-outs

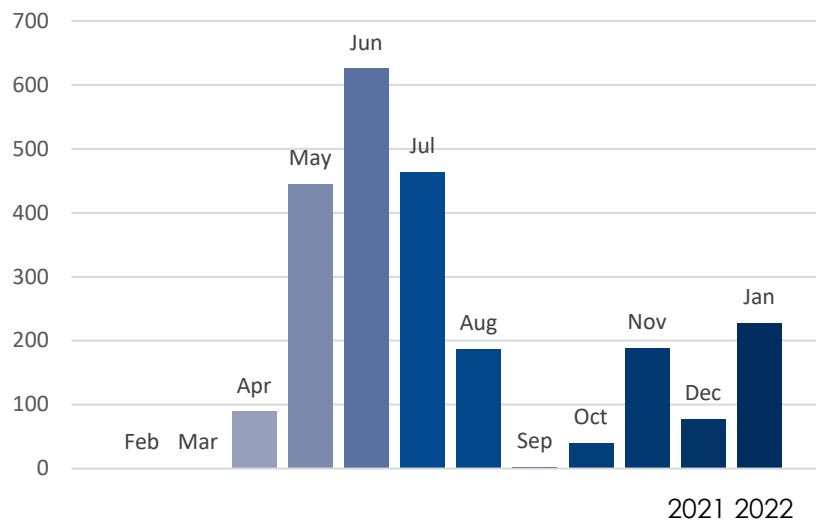
Applicants on Waiting List



Average Housing Assistance Payment per Unit, Year to Date



Annual Inspections Conducted*



*Inspections were subjected to interruption by COVID-19 Safety Procedures

Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
1314 44 th Avenue North	Plumbing replacement, fire sprinkler system installation, unit bath modernization/new finishes	Awarding contract
Multiple highrises	Security surveillance system upgrades funded via HUD's Safety & Security Grant	Awarding contract
Hiawatha Towers	Fire sprinkler system installation	Planning
314 Hennepin Avenue	Fire sprinkler system installation	Planning
1314 44 th Avenue North	Exterior façade restoration	Planning
1707 3 rd Avenue South	Exterior façade restoration & window replacement	Planning
2415 North 3 rd Street	Exterior façade restoration & balcony repairs	Planning
Cedars	Exterior façade/structural repairs	Planning
1515 Park/1920 4 th /1710 Plymouth/710 2 nd	Main electrical switch gear & generator replacement	Planning
Glendale Townhomes	Flat roof replacement	Planning
Multiple sites	Security related improvements	Planning
Multiple sites	HVAC/systems upgrades	Planning

Development Projects - Planning

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR scattered site units	Major modernization	Planning
Scattered sites new construction	Development of new family housing	Planning

Building Improvement Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR units – various scattered sites	2022 improvements: roof & siding replacement, unit modernization, site improvements	Ongoing
Cora McCorvey Center	HVAC system upgrades	Substantially complete
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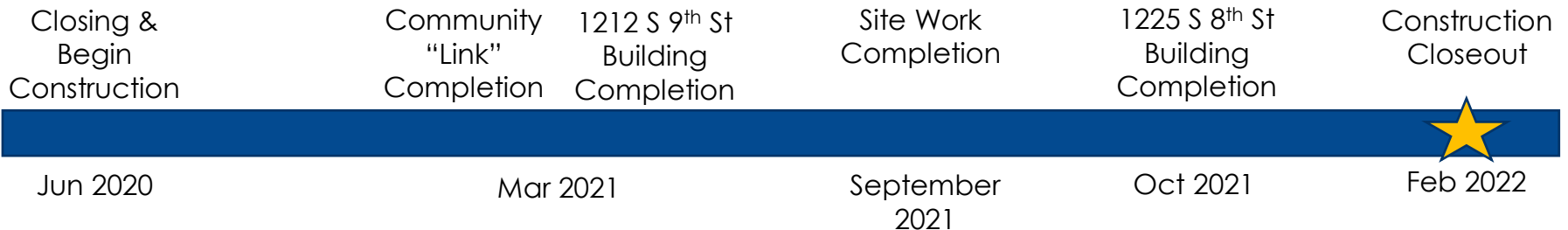
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Timeline (subject to change)



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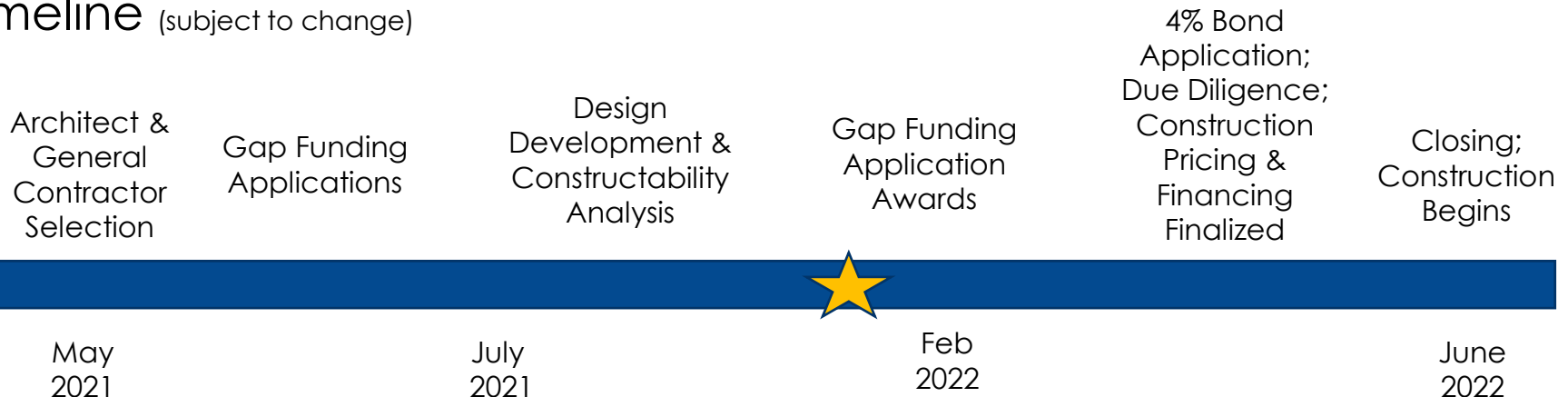


84-unit new scattered site construction



- 84 new deeply affordable family units in 16 small apartment buildings throughout the City
- Financing includes project-based vouchers, 4% bonds and Low- Income Housing Tax Credits, Soft Sources, and Debt
- Resident engagement & relocation discussions ongoing; neighborhood engagement ongoing
- Design nearly complete
- Selecting financing partners

Timeline (subject to change)



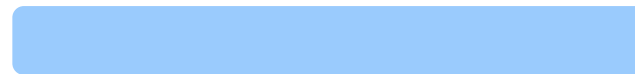
Inquiry Response and Social Media



MPHA on Facebook



MPHA on Twitter



January 2022

MPHA took a short break from social media for a period of reflection and strategic planning. Relaunch of social media beginning in Q1 2022.



3

Posts for the Month

6,679 Followers

17 New Followers



0

Tweets for the Month

884 Followers

3 New Followers



February 23, 2022

MEMORANDUM TO: Board of Commissioners

FROM: Abdi Warsame, Executive Director/CEO

SUBJECT: Update of MPHA's Affirmative Action Plan (AAP)

Previous Directives: N/A

Resident Council Review/Recommendation: This memorandum will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's February 2022 meeting.

Budget Impact: Updated plan and certification allows us to bid on metropolitan & state agency contracts of \$100,000 or more.

Affirmative Action Compliance: Updates the Affirmative Action Plan

Procurement Review: N/A

The MPHA's AAP plan was updated in May of 2021. The purpose was to ensure our ability to operate as a contractor for the city in any contract of more than \$50,000. Since that time, we have identified contracting opportunities that required us to have a certification through the Minnesota Department of Human Rights (MDHR). We updated our format and submission and were awarded with the certification. (See attached).

The MDHR has a specific template for the AAP. Human Resources has migrated the information of the previously adopted plan into the new template. (See attached). In addition to this migration of our plan, a workforce analysis was also completed to demonstrate our current state and how the agency will address any areas of underutilization. A summary is attached for your review.

This memorandum was prepared by Albert Jordan, Director of Human Resources & DEI. For further information please contact Mr. Jordan at (61) 427-4072 or ajordan@mplspha.org.



October 15, 2021

SENT ELECTRONICALLY BY EMAIL

MINNEAPOLIS PUBLIC HOUSING AUTHORITY
1001 WASHINGTON AVE N
MINNEAPOLIS MN 55401
ATTN: Albert Jordan

Re: Workforce Certificate of Compliance Approval

Congratulations! The Minnesota Department of Human Rights (MDHR) has approved your Workforce Certificate of Compliance. This certificate will provide your business the opportunity to bid on state and metropolitan agency contracts that are \$100,000 or more. To ensure compliance with your certificate, the Office of Equity and Inclusion for Minnesota Businesses is tasked with oversight of your progress in executing your Affirmative Action Plan.

The Office of Equity and Inclusion for Minnesota Businesses is excited to partner with your organization in creating and implementing policies that foster equity, diversity, and inclusion. The Office of Equity and Inclusion will support your affirmative action plan commitments by providing trainings, toolkits, and technical guidance to ensure that your workforce reflects the communities it is a part of and to prevent workplace discrimination.

The following resources are included in this packet to guide you through the implementation process:

- ❖ Workforce Certificate of Compliance
- ❖ Affirmative Action Plan (AAP) implementation checklist
- ❖ Annual Compliance Report help guide
- ❖ Equity and Inclusion Quick Card
- ❖ Community Referral organizations
- ❖ "Your Rights" Poster

Keep in mind, in order to assess your organization's good faith efforts in implementing the Affirmative Action Plan and to evaluate compliance with equal employment opportunity laws, MDHR will periodically request supporting documentation from you.

Through our partnership, MDHR is committed in its goal of creating a world where everyone can lead full lives, rich with dignity and joy.

If you have any questions, contact the Office of Equity and Inclusion at compliance.mdhr@state.mn.us or 651-539-1095.

Sincerely,

A handwritten signature in black ink, appearing to read 'RL', with a stylized flourish extending from the bottom right.

Rebecca Lucero, Commissioner
Minnesota Department of Human Rights

WORKFORCE **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MINNEAPOLIS PUBLIC HOUSING AUTHORITY** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.

Certificate start date: **10/14/2021**

Certificate expiration date: **10/13/2025**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

A handwritten signature in black ink, appearing to read 'RL', with a small cross mark at the end of the signature.

Rebecca Lucero, Commissioner



To: Minnesota Department of Human Rights
From: Albert Jordan, Director, HR & DEI, Minneapolis Public Housing Authority
Re: Affirmative Action Plan Submission

Please find the attached MPHA AAP. In reviewing our plan we have worked to adhere to the requirements as indicated on the MDHR website as listed below. We believe our plan meets these needs and would ask you to review and provide certification if this is the case. Including:

- Policy statement
- Assignment of affirmative action/equal employment opportunity responsibilities
- Procedures for dissemination of policy and plan
- Workforce analysis, including availability and utilization analyses
- Goals, objectives and timetables for completion
- Identification of deficiencies or problem areas
- Measures to facilitate implementation of policy and plan
- Internal audit and reporting systems
- Disabled individuals plan
- Plan for recruiting, retaining, and promoting individuals with disabilities
- If there are areas or aspects which require further attention on our part please let us know.

Thank you in advance for your consideration and follow up.



MPHA AAP Action Plan

This supplement is meant to address the underutilization or problem areas identified by the Workforce Analysis for MPHA for the most recent period of December 31, 2019 to December 31, 2020.

Underutilization Area: Female workers in Skilled Trades

MPHA has identified for the most recent evaluation period an underutilization of female workers in Skilled Trades. To address this we will put the following measures in place:

- Work directly with Trade Union partners to identify through apprenticeship programs and other established means qualified female candidates for application to available positions for MPHA.

Intentional Recruitment: Veterans

MPHA will continue to recruit individuals who are Veterans by taking the following actions:

- Work directly with Trade Union partners to identify through apprenticeship programs and other established methods qualified individuals who identify as Veterans for application to available positions for MPHA.
- By working through Circa, a regional job networking partner, to identify local partners who have established relationships with Veterans to identify qualified individuals who can apply for available positions with MPHA.

Intentional Recruitment: Individuals with Disabilities

MPHA will continue to work with Circa to identify local partners who have established relationships with individuals who identify as disabled to provide them with proactive knowledge of available positions with MPHA.

This information will be evaluated again next for the period of December 31, 2020 through December 31, 2021.

**MINNEAPOLIS PUBLIC HOUSING AUTHORITY
(MPHA)**

AFFIRMATIVE ACTION PROGRAMS

**For People of Color, Women and Individuals
with Disabilities**

January 1, 2021 – January 1, 2022

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Internal Audit and Reporting Systems	14
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Goals and Timetables	15
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Action-Oriented Programs	17
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DESCRIPTION OF ORGANIZATION

The mission of The Minneapolis Public Housing Authority is to promote and deliver quality, well-managed homes to a diverse low-income population; and as a valued partner, contribute to the wellbeing of the individuals, families, and community we serve.

The address of the organization is: 1001 Washington Ave N, Minneapolis MN

The main contact is: Albert Jordan, Director of Human Resources & DEI

Phone Number is: 612.342.1484

DEFINITIONS USED IN THIS AAP

Individual with a Disability: any person who has a physical, sensory, or mental impairment which "materially" (Minnesota) or "substantially" (federal) limits one or more major life activities, or has a record of or is regarded as having such an impairment. "Individual with a Disability" does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or the safety of others.

American Indian or Alaska Native - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Minority – Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White and as any of the other identifiers.

Job Groups

Managers and Administrators: Administrative personnel set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. This category includes: executives, department directors and managers and salaried supervisors who are members of management..

Professionals and Technicians: Professionals are considered to be persons working in occupations requiring either college graduation or comparable work experience. Technicians are those whose work requires a combination of basic scientific knowledge and manual skills such as can be attained through two-year technical or community college degrees or equivalent on-the-job training. This includes project managers, buyers, analysts.

Office and Clerical: All clerical work regardless of the level of difficulty in which activities are predominantly non-manual (though some manual work not directly involved with altering or transporting the products is included). This includes: administrative assistants, management aides, leasing clerks, eligibility technicians, coordinators.

Skilled Crafts: Manual workers of a relatively high skill level who have a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. This includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

Operatives: (Semi-skilled): Workers who operate machines or processing equipment or perform other duties of an intermediate skill level which can be mastered in a few weeks and requires only limited training. This includes: apprentices, operating maintenance engineers, pest control specialists. Include craft apprentices in such fields as carpentry, painting, and other building trades.

Laborers: (Unskilled): Workers in manual occupations which generally require no special training. They perform elementary duties which may be learned in a few days and which require the application of little or no independent judgment. This includes: building and grounds specialists, service maintenance specialists, maintenance team leaders..

Underutilization: The Minnesota Department of Human Rights defines underutilization in a job group if the number of women or people of color in a job group are less than what is expected based on the availability percentage data adopted for the analysis.

The Department uses the "WHOLE-PERSON RULE" in determining underutilization.

Declaration of underutilization does not indicate discrimination has occurred in a company; rather, it is an opportunity to enable a company to apply good faith efforts to ensure equal employment opportunities continually occur in the business.

Equal Employment Opportunity (EEO) Policy

This is to affirm the Minneapolis Public Housing Authority's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State and Title 7 of the Minneapolis Code of Ordinances.

The Minneapolis Public Housing Authority (or MPHA) will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age (over 25), marital status, or status with regard to public assistance.

The Minneapolis Public Housing Authority will take affirmative steps to ensure that all employment practices are free of such discrimination. Such employment practices include: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

The Minneapolis Public Housing Authority will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The Human Resources and Diversity, Equity and Inclusion Director, manages the Minneapolis Public Housing Authority's Equal Employment Opportunity initiatives. This person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Title 7 of the Minneapolis Code of Ordinances.

The Executive Director will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting the Human Resources Department.

The overall goal is to provide equal opportunity for all individuals participating in or seeking entrance to the MPHA work force and maintain an environment free of discriminatory intimidation

and harassment. (See attached policy.) The MPHA and the Board of Commissioners are individually and collectively committed to implementing this policy.

Reporting

Any individual who believes that this policy has been violated can report it in one of the following ways:

- To report directly to the Agency, one should contact Human Resources or the Executive Director/CEO.
- To file directly with the Department of Labor through the Office of Federal Compliance Programs (OFCCP) one should do that by clicking here [Department of Labor \(OFCCP\)](#).

Any employee or applicant for employment who believes s/he has been treated in a way that violates this policy should contact either Albert Jordan at 612.342.1484 or ajordan@mplspha.org or any other management representative, including me. The company will take prompt action to investigate and address allegations of discrimination or harassment.



Abdi Warsame, Executive Director & CEO, Minneapolis Public Housing Authority

10.12.2021

Date

ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

The following responsibilities of the Equal Employment Opportunity (EEO) manager are required under the Minnesota Rules 5000.3430 and make Minn. Stat. §363A.36 specific. Please refer to the Rules for detailed responsibilities.

Albert Jordan, Director of Human Resources & DEI is designated as the company's EEO manager and is tasked with monitoring all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA manager has been given the necessary staffing and support from senior management to fulfill the duties of the position. These duties include, but are not limited to, the following:

1. Develop an EEO policy statement and Affirmative Action Plan ("AAP") that are consistent with the company's EEO policies and establish our affirmative action goals and objectives.

2. Develop and implement internal and external strategies for disseminating the company's AAP and EEO policies.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/Program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, people of color, and individuals with disabilities, and coordinate the recruitment and utilization of businesses owned by women, people of color, and individuals with disabilities.
10. Coordinate employee and company support of community action programs that may lead to the full employment of women, people of color, and individuals with disabilities.
11. Keep management informed of the latest developments in the area of EEO.

INTERNAL AND EXTERNAL DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

The following accountabilities are found under the Minnesota Rules 5000.3440 and Minnesota Rules 5000.3552 Please refer to these Rules for detailed responsibilities of dissemination.

A. Internal Dissemination

1. Our EEO policy statement is included in our employee handbooks.

2. We will publicize our EEO policy in any newsletters, magazines, annual reports, or other media the company utilizes.
3. Schedule special meetings all other employees to discuss the policy and explain individual employee responsibilities;
4. We will discuss the policy thoroughly during both employee orientation and management training programs;
5. If applicable we will meet with union officials to provide notice of our EEO policy and ask for their cooperation in implementing the policy.
6. If applicable we will include non-discrimination clauses in all of our union agreements and review all contractual provisions to ensure they are non-discriminatory.
7. We will publish articles in any company publications covering our EEO programs, progress reports, and the accomplishments of disabled and female employees and employees of color.
8. Our EEO policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
9. When employees are featured in product or consumer advertising, employee handbooks, or similar publications, we will include images of male and female employees, employees of color, and disabled employees.
10. Communicate at least annually to employees the existence of our affirmative action program and make available the elements of its program as well as enable prospective employees to know and avail themselves of all of our program's benefits.
11. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the goals and commitments in the company's affirmative action program are implemented.

B. External Dissemination

1. We will notify all recruiting sources of the company's EEO policy, stipulating that these sources actively recruit and refer women and people of color for all positions listed.
2. When utilizing external recruitment firms, we will hold formal briefing sessions with representatives from recruiting sources. As an integral part of these briefings, we will include facility tours; clear and concise explanations of current and future job openings; position descriptions; worker specifications;

explanations of the company's selection process; and, recruiting literature. We will make formal arrangements regarding applicant referrals, and follow-up with referral sources regarding the disposition of applicants.

3. Any disabled employees who request to participate in career days, youth motivation programs, and related community activities will be given reasonable opportunity to do so.
4. Any recruiting efforts at schools will include specific outreach to disabled students.
5. We will make an effort to participate in work study programs with rehabilitation facilities and schools that specialize in the training or educating disabled individuals.
6. We will use available resources to continue or establish on-the-job training programs.
7. We will incorporate the equal opportunity clause into all purchase orders, leases, and contracts.
8. We will send written notification of the company's EEO policy to all sub-contractors, vendors, and suppliers, and request cooperative action from them.
9. We will notify community agencies, community leaders, secondary schools, colleges, and organizations that promote women, people of color, and disabled individuals regarding the company's EEO policy.
10. In the event employees are featured in consumer or help wanted advertising, we will include images of male and female employees, employees of color, and disabled employees.
11. We will communicate the existence of our EEO policy to prospective employees and provide sufficient information to enable prospective employees to avail themselves of the policy's benefits.

INTERNAL AUDIT AND REPORTING SYSTEMS

The following accountabilities are found under the Minnesota Rules 5000.3490 and Minnesota Rules 5000.3580. Please refer to the Rules for detailed responsibilities.

Our EEO manager has responsibility for implementing and monitoring our affirmative action programs. Department heads, managers, and supervisors are responsible for providing the EEO manager with information and/or statistical data as necessary to measure our good faith efforts to implement our programs. At least annually, internal audit reports will be prepared in table format and dated. Data

collected for these reports will include applicant flow, new hires, promotions, transfers, and terminations (voluntary and involuntary) by job group. Figures for each personnel process must show a breakdown by sex, minority classification, and disability status. Reports will be disseminated to appropriate levels of management, and any problem areas will be addressed as promptly as possible.

We will preserve all audit data and other applicable documentation and information available as required by law.

Also, once a year we will submit to the Minnesota Department of Human Rights, on or before, the anniversary date of our Workforce Certificate of Compliance, our **Annual Compliance Report** as required under Minnesota Administrative Rule 5000.3580 for the company's regular workforce.

Click [Annual Compliance Report Form](#) to link to the reporting packet.

WORKFORCE ANALYSIS

Workforce Analysis details can be found under [Minnesota Administrative Rule 5000.3450](#). Please refer to this rule for detailed responsibilities.

Availability/Utilization/Underutilization Analysis

The affirmative action plan must include a workforce analysis based on data that is no more than one year old, including a listing of each job title as it appears in your payroll records ranked from the lowest to the highest paid in each department. If there are separate work units or lines of progression within a department, a separate list must be provided for each work unit, or line, including unit supervisors.

Instructions and forms to complete a Workforce Analysis are located on our website at [Compliance Forms and Worksheets](#). Click on the link below

<http://mn.gov/mdhr/certificates/forms-worksheets/>

GOALS AND TIMETABLES

Provisions for goals and timetables can be found under [Minnesota Administrative Rule 5000.3460](#). In determining levels of goals, consider the factors identified in the Workforce Analysis you completed above.

We will make a good faith effort to achieve the availability percentages for people of color or women in any and all job group(s) where we have identified underutilization. We will continue good faith efforts to recruit and retain individuals with disabilities in all levels of our workforce.

PROBLEM AREA IDENTIFICATION

You are required to analyze your current processes to ensure that no barriers to the employment of women, people of color, or individuals with disabilities are created or maintained by your company's personnel processes. See Minnesota Administrative Rule 5000.3470.

Minneapolis Public Housing Authority periodically conducts an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We evaluated:

1. Workforce composition by job group: we have identified underutilization in our availability/utilization/underutilization analysis (AUUA) and we have set goals to remedy that underutilization.
2. Personnel activity: We will routinely conduct adverse impact analyses using the "Eighty Percent Test" or other statistical methods to analyze our personnel activities, including applicant flow, hires, promotions, terminations and other personnel actions, to determine if there are selection disparities between men and women, people of color, nonminority (and within specific racial groups, if appropriate), or disabled and nondisabled applicants or employees. For tests that are used as a part of our selection process, we confirm these tests are job-related and are validated. We have taken corrective action to remove any barriers to hiring or retaining women, people of color, or individuals with disabilities.
3. Compensation system: We will routinely review our compensation system, including rates of pay and bonuses, to determine whether there is any gender, race, ethnicity, or disability-based disparities. If any disparities are identified, we take prompt action to resolve the disparity. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.
4. Personnel procedures: We will routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, apprenticeship programs and company-sponsored training programs and other company activities to determine if all employees or applicants are fairly considered.
5. Any other areas that might impact the success of our Affirmative Action Program: We continually analyze any other areas that may impact our success, such as accessibility of our facility to the

available workforce, the attitude of our current workforce towards EEO, proper posting of our EEO policy and required governmental posters, proper notification of our subcontractors or vendors, and retention of records in accordance with applicable law. We take prompt action to remedy any problems in these areas through training of staff or other methods.

ACTION-ORIENTED PROGRAMS

Measures to Facilitate Implementation of Equal Employment Opportunity Policy and Affirmative Action Programs for Women, People of color and Individuals with disabilities. See Minnesota Administrative Rule 5000.3480.

Selection Process

We will evaluate our selection process using an adverse impact analysis to determine if our requirements screen out a disproportionate number of people of color, women, or individuals with disabilities. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.

Schedule for Review of Job Requirements: We will biennially review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements that do not meet these criteria. Any job descriptions or requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees.

Pre-Employment Medical Examination: If we require medical examinations or inquiries as a part of our selection process, all exams or inquiries will be conducted after a conditional offer of employment. Only job-related medical examinations and inquiries will be conducted, and the results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations will be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials, employees, representatives, or agents of the Minnesota Department of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

Accommodations to Physical and Mental Limitations of Employees

We will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of the business.

Recruitment of Employees

1. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or people of color. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
2. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and when utilizing recruitment firms we will require that these agencies share our commitment to Equal Employment Opportunity.
3. All positions for which we post or advertise externally will be listed with State of Minnesota Workforce Centers, America's Job Bank, or similar governmental agencies.
4. We will request the Minnesota Department of Employment and Economic Development to refer qualified individual with disabilities for employment consideration under our affirmative action programs in accordance with Minnesota Administrative Rule 5000.3557.
5. We will utilize external resources and partnerships, including Circa, current Applicant Tracking System, and LinkedIn to source and recruit qualified individuals with disabilities, including disabled veterans, for employment consideration.
6. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, people of color, and individuals with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations).
7. We will keep documentation of all contacts made and responses received, in connection with paragraphs 4 and 5 above, whether formal or informal. We will make every effort to give these

agencies a reasonable amount of time to locate and refer applicants, typically will be two to four weeks.

8. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.
- 9.

Training Programs

People of color, female and employees with disabilities will be afforded full opportunity and will be encouraged to participate in all organization sponsored educational and training programs.

We will seek the inclusion of qualified people of color, female and disabled employees in any apprenticeship program in which we participate.

We will partner with the trades unions to recruit women, people of color, and individuals with disabilities into apprenticeship programs.

We will encourage existing women, people of color, and individuals with disabilities to participate in apprenticeship programs.

Promotion Process

Our promotion process has been developed and documented and only legitimate qualifications are considered in our promotion decisions. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities are promoted at rates substantially similar to men, non-people of color, and individuals without disabilities.

Termination Process

We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities do not leave our company at rates substantially dissimilar to those of men, non-people of color, and employees without disabilities.

Religion and National Origin Discrimination and Accommodation for Religious Observance and Practice

As a part of our commitment to Equal Employment Opportunity for all, we have made a specific effort to ensure that national origin and religion are not factors in recruitment, selection, promotion, transfer,

termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.
2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.
3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.
5. We do not discriminate against any qualified applicant or employee because of age, race, color, creed, religion, national origin, ancestry, sex, sexual orientation, affectional preference, disability, marital status, familial status, public assistance status, veteran status, gender identity or any other status protected by federal, state or local law in implementing the policy concerning non-discrimination based on national origin or religion.

Sex Discrimination Guidelines

We incorporate the following commitments into this AAP to ensure that all laws related to the prohibition of discrimination based on sex are followed:

1. Employment opportunities and conditions of employment are not related to the sex of any applicant or employee. Salaries are not related to or based upon sex.
2. Women are encouraged to attend all training or development programs to facilitate their opportunities for promotion, and to apply for all positions for which they are qualified.
3. We do not deny employment to women or men with young children and do not penalize, in conditions of employment, women or men who require time away from work for parental leave.
4. Appropriate physical facilities are provided to all sexes.

Prevention of Harassment and Discrimination

Our company has developed policies prohibiting the harassment of or discrimination against any employee because of any characteristic protected under civil rights laws. Senior management will

distribute these policies routinely to current employees and incorporate these policies as a part of new employee orientation. Employees are made aware of contact persons to report any violation of these policies.

ANTI-HARASSMENT POLICY

Discrimination, Harassment, and Retaliation Policy

2.1 Purpose

MPHA is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, promotion, demotion, transfer, recruitment, lay-off, disciplinary action, termination, compensation and training. MPHA will not discriminate against any employee or job applicant based on age, race, color, creed, religion, national origin, ancestry, sex, sexual orientation, affectional preference, disability, marital status, familial status, public assistance status, veteran status, gender identity or any other status protected by federal, state or local law. MPHA will not discriminate against any employee or job applicant based on any political or union affiliation. The provisions of MPHA Personnel Policies shall be subject to such federal and state laws and regulations, presidential executive orders, and local ordinances that govern the conduct of MPHA regarding Equal Employment Opportunity and Affirmative Action.

2.2 Unlawful Discrimination

Except when based upon a bona fide occupational qualification, MPHA:

- A. May not refuse to hire or maintain a system of employment which unreasonably excludes a person from seeking employment on the basis of their protected class status;
- B. May not discharge an employee on the basis of their protected class status; or
- C. May not discriminate against a person with regard to hiring, tenure, compensation, terms and conditions of employment, promotion, facilities, or privileges of employment on the basis of their protected class status.

Except when based upon a bona fide occupational qualification and before MPHA employs a person, MPHA:

- A. May not require or request a person to provide information that pertains to a protected class status;
- B. May not require or request a person to undergo a physical examination unless permitted by law, regulation or ordinance; or

- C. May not seek and obtain for purposes of making an employment decision, information from any source that pertains to the person's protected class status except to comply with applicable law, regulation or ordinance.

- D. May not print or publish a notice or advertisement that relates to employment or membership and discloses a preference, limitation, specification, or discrimination based on a protected class status.

2.3 Unlawful Harassment and Hostile Work Environment

- A. Definition: Unlawful harassment may take the form of verbal, non-verbal, or written communications and physical conduct that are based on a person's protected class status. Any employee, non-employee, supervisor or non-supervisor may commit unlawful harassment. Unlawful harassment occurs and an unlawful hostile work environment is created when:
 - 1. The conduct was based on a person's status as member of a protected class;
 - 2. The conduct was unwelcome and continues after told to stop;
 - 3. The conduct was so severe or pervasive that it adversely affected a term, condition, or privilege of employment and created a hostile working environment;
 - 4. Management was made aware of or should have known of the conduct and failed to take appropriate remedial action;
 - 5. A reasonable person would find the conduct hostile, intimidating, or abusive;
 - 6. The conduct has the purpose or effect of substantially or unreasonably interfering with the subject's employment, the rights of a program participant, or a member of the public.
- B. Examples: Unlawful harassment may include, but is not limited to:
 - 1. Making derogatory remarks, gestures or comments directed at an employee, MPHA client, or another person;
 - 2. Use of derogatory terms or jokes directed at someone in a protected class;
 - 3. Taking unjustified adverse action against an employee resulting in a demotion, termination, or failure to promote; or
 - 4. Displaying offensive documents in an MPHA workplace including e-mails that are related to a protected class such as sex, race, religion, etc.

5. Proper supervision is not unlawful harassment and does not result in a hostile work environment. Examples of proper supervision include but are not limited to: hiring, the assignment or transfer of a work location, training, scheduling, providing performance evaluation, coaching, directions to comply with MPHA's policies or procedures, questions about performance, a change in work space, the use of MPHA's technology or equipment, and discipline for just cause.

2.4 Unlawful Sexual Harassment

- A. **Definition: Unlawful sexual harassment is sexual in nature, unwelcome, maybe subtle or overt, and must be objectively offensive. An employee, a non- employee, a supervisor or a non-supervisor may commit unlawful sexual harassment; it may occur between persons of the same or different sex. Unlawful sexual harassment occurs when:**
 1. Submission to the conduct is either implicitly or explicitly made a condition of employment or of obtaining employment;
 2. A person's submission to or rejection of the conduct is used to affect the person's employment; or
 3. The conduct has the purpose or effect of implicitly or explicitly interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.
- B. **Examples: Unlawful sexual harassment may include an unwelcome sexual advance, a request for a sexual favor, sexually motivated physical contact, and other verbal, physical action, or communication of a sexual nature. It does not include compliments of a socially acceptable nature. It may include but is not limited to:**
 1. Verbal harassment of a sexual nature in the form of epithets, demeaning comments, slurs, and jokes;
 2. Physical harassment of a sexual nature such as gestures, touching, assaults, blocking movements, and physical interference with normal work;
 3. Visual harassment of a sexual nature in the form of screen savers, web sites, derogatory posters, letters, poems, graffiti, video games and drawings;
 4. An unwelcome sexual advance or request for a sexual favor;

5. Sexual favoritism when employment opportunities or benefits are granted because a person submitted to the sexual advances or requests for sexual favors and another person who was qualified was denied the employment opportunity or benefit; or
6. Conduct directed at a person because of the person's gender.

2.5 Unlawful Retaliation

- A. MPHA prohibits retaliation or reprisal because a person has, in good faith, raised a concern, filed a complaint or grievance, or participated in an investigation, or has filed a grievance under MPHA's Policies or a collective bargaining agreement.
- B. Retaliation or reprisal occurs when:
 1. A person engages in any activity protected by this policy;
 2. MPHA takes adverse employment action against the person; and
 3. The adverse employment action is based upon a person's protected activity. An adverse employment action is a substantial and unjustified change in an employee's duties or working conditions resulting in a material employment disadvantage. Proper supervision as defined otherwise by MPHA policies, procedures, and work rules is not considered an adverse employment action.
- C. An employment action may be retaliation if the action is used to substantially change without justification the terms or conditions of employment to the detriment of the employee. Examples of retaliation may include: unjustified discipline, demotion, transfer, termination, or failure to promote or increase wages.

2.6 Responsibilities:

MPHA has adopted this Discrimination, Harassment and Retaliation Policy and expects all employees, residents, interns, and visitors to comply with this policy. Each MPHA employee shall carry out the duties and responsibilities of their position in a nondiscriminatory manner insofar as those duties and responsibilities affect the public, MPHA residents, program participants, and applicants for housing.

MPHA may determine that unlawful harassment, unlawful sexual harassment, or unlawful retaliation has occurred, or an unlawful hostile work environment exists, by examining relevant circumstances such as the nature, frequency, intensity, severity, context, duration, and the subject of the conduct and whether the conduct was physically threatening, humiliating, or merely offensive, and unreasonably interfered with the subject's work performance.

2.7 Revision History

Current Version Adopted by the MPHA Board of Commissioners: **Dec. 16, 2020**

PROBLEM RESOLUTION POLICY

Employees have the right to present grievances resulting from any dispute between an employee and the MPHA relative to the application, meaning or interpretation of MPHA policies. In doing so, employees shall be free from undue restraint, interference, discrimination, and reprisal. Supervisors at all levels shall receive and act promptly and fairly on grievances filed by employees. Employee represented by a Collective Bargaining Agreement may consult with and coordinate submission of a grievance via the labor union.

Any grievance involving wages, working hours, or other terms and conditions of employment, including discrimination, shall be processed in the following manner:

A. The employee must present the grievance in writing to their immediate supervisor, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the policy allegedly violated and the remedy requested, within ten calendar days after the alleged violation or dispute has occurred. The employee shall simultaneously advise the Human Resources Department in writing. The supervisor will meet with the employee to discuss the grievance.

B. If the grievance has not been satisfactorily resolved within ten calendar days by the immediate supervisor, the grievant or the supervisor may refer the grievance in writing within 20 calendar days after the grievance has arisen to the Executive Director. The Executive Director or his/her delegate shall hear the case and render his or her decision in writing within 20 calendar days of referral. The decision of the Executive Director is final.

Job Group Availability/Utilization/Underutilization Analysis & Annual Goals

Worksheet for comparing incumbency to availability and setting goals to correct underutilization

Company name: Minneapolis Public Housing Authority

	A	B	C		D	E							
Job Group	Total Employees in Job Group	Women						Minorities					
		Utilization		Availability		Number Under-utilized	Annual % Goal	Utilization		Availability		Number Under-utilized	Annual % Goal
Number	%	%	Number	Number	%			Number	%	%	Number		
Officials and Managers	20	10	50.0	38.00	7	0		8	40.0	8.00	1	0	
Professionals	58	37	63.8	52.00	30	0		28	48.3	9.00	5	0	
Technicians	8	3	37.5	20.00	1	0		5	62.5	9.00	0	0	
Sales	0	0											
Office/Clerical	94	76	80.9	72.00	67	0		55	58.5	15.00	14	0	
Skilled Craft	48	1	2.1	5.00	2	1	5.00%	21	43.8	13.00	6	0	
Operatives	0												
Laborers	79	3	3.8	5.00	3	0		50	63.3	29.00	22	0	
Service Workers													
Totals	307	130			110	1		167			48	0	

F

Job Group	Source of Availability Percentages
Officials and Managers	2010 Census Greater Metro
Professionals	2010 Census Greater Metro
Technicians	2010 Census Greater Metro
Sales	
Office/Clerical	2010 Census Greater Metro
Skilled Craft	2010 Census Greater Metro
Operatives	2010 Census Greater Metro
Laborers	2010 Census Greater Metro
Service Workers	

Follow the instructions below to complete this worksheet

A	For each job group, type in the total number of employees. (For information about job groups, see census information or the Minnesota Department of Human Rights' <i>How to Develop an Affirmative Action Plan</i> manual.)
B	Type in the total number of women in each job group.
C	Insert the availability percentage for women for each job group. This percentage could be affirmative action statistics for the county in which your company is located, or it could be the final availability from your 2 factor or composite job group analysis. See the Minnesota Department of Human Rights' <i>How to Develop an Affirmative Action Plan</i> manual for instructions.
D	Type in the total number of minorities in each job group.
E	Insert the availability percentage for minorities for each job group. This percentage could be affirmative action statistics for the county in which your company is located, or it could be the final availability from your Two Factor or Composite job group analysis. See the Minnesota Department of Human Rights' <i>How to Develop an Affirmative Action Plan</i> manual for instructions.
F	Type in the source of the availability percentages used in each job group. If you have not conducted a Two factor or composite job group analysis, indicate which occupation code you used for this job group and the source of census data (county, metropolitan area, etc.). If you conducted a Two Factor or Composite job group availability analysis, indicate which analysis was conducted and include those worksheets in your AAP.

Workforce Analysis
by Department/Organizational Unit

Department name: Executive Office
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
						Male Minority Employees						Female Minority Employees						Total Minority Employees
				Total Male Employees	Total Female Employees	AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
EXECUTIVE DIRECTOR	a	\$178,781.98/year	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Deputy Executive Director	a		\$164,999.95 / year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Executive Assistant	f	\$26.44 - 37.5 / hour	2	0	2	0	0	0	0	0	0	0	0	1	0	0	0	1
																		0
																		0
Totals			4	1	3	0	0	1	0	0	0	0	0	1	0	0	0	2

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Workforce Analysis

by Department/Organizational Unit

Department name: Legal
 Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
 Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
						Male Minority Employees						Female Minority Employees						
				Total Male Employees	Total Female Employees	AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
General Council	a	\$172,500 / year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Staff Attorney	b	\$84,996 - 120,000 /year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Assistant General Counsel	b	\$141,733.02 / year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Paralegal	f	\$26.44 - 37.50 / hour	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Collection Agent	f	\$21.82 - 30.43 / hour	2	1	1	0	0	1	0	0	0	0	0	1	0	0	2	
																	0	
																	0	
Totals			6	1	5	0	0	1	0	0	0	0	0	1	0	0	2	

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Workforce Analysis by Department/Organizational Unit

Department name:

Human Resources

Date of Workforce Information:

12/31/2020

Company Name:

Minneapolis Public Housing Authority

Address:

1001 Washington Ave N

Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
						Male Minority Employees						Female Minority Employees						
				Total Male Employees	Total Female Employees	AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director, HR & DEI	a	\$150,000 / year	1	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Manager, HR	b	\$38.46 -55.29 / hour	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	
HR Coordinator	f	\$26.44 - 37.50 / hour	2	0	2	0	0	0	0	0	0	0	1	1	0	0	2	
																	0	
Totals			5	1	4	0	0	0	0	0	0	0	1	1	0	0	3	

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Workforce Analysis
by Department/Organizational Unit

Department name: INFORMATION SYSTEMS
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
						Male Minority Employees						Female Minority Employees						
				Total Male Employees	Total Female Employees	AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director of IT	a	\$135,468 / year	1	0	1	0	0	0	0	0	0	0	1		0	0	0	1
Senior Business Analyst ERP	c	\$35.91 - 52.65 / hour	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1
Business/Application Analyst	b	\$30.69 - 44.99 / hour	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Systems Engineer	b	\$26.25 - 38.48 / hour	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. System Analyst	b	\$30.69 - 44.99 / hour	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Support Analyst	f	\$30.69 - 44.100 / hour	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Data Analyst	a	\$28.49 - 41.63 / hour	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IT Intern	f	\$16.00 / hour	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
																		0
																		0
Totals			8	6	2	0	0	1	0	0	0	0	1	1	0	0	1	4

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Revised 8/2013

Workforce Analysis
by Department/Organizational Unit

Department name: FINANCE
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
CFO	a	\$160,611.10 / year	1	1	0			0						0				0
Assistant Director of Finance	a	\$92,700 - 133,896 / year	2	1	1			1						0				1
Manager of Finance	b	\$84,996 - 120,000 / year	1	1	0			0						0				0
Accounting Supervisor	b	\$69,996 - 105,000 / year	1	1	0			1						0				1
Senior Accountant	b	\$30.69 - 44.99	1	0	1			0						0				0
Accounting Associate	f	\$21.82 - 30.43	2	0	2			0						2				2
Accountant II	b	\$28.39 - 41.63	4	3	1			2					1					3
Accountant I	b	\$24.27-35.59	2	2	0			0						0				0
Account Clerk	f	\$19.26-28.49	1	0	1			0						0	1			1
																		0
																		0
Totals			15	9	6	0	0	4	0	0	0	0	1	2	1	0	0	8

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Revised 8/2013

Workforce Analysis

by Department/Organizational Unit

Department name: Policy and External Affairs
 Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
 Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director, Policy and External Affairs	a	\$126,288 / year	1	1														0
Communications Specialist	f	\$26.25 - 38.48 / hour	1		1													0
Program & Engagement Coordinator	f	\$26.25 - 38.49 / hour	1		1													0
																		0
																		0
Totals			3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Workforce Analysis
by Department/Organizational Unit

Department name: Planning & Development
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director of Planning & Development	a	\$151,164 / year	1	0	1													0
Assistant Director of Planning & Development	b	\$90,000 - 129,996 / year	1	1	0													0
Construction Project Manager	f	\$28.39 - 41.63	1	0	1													0
Project Administrator	b	\$22.38-32.88	1	1	0			1										1
Development Manager	c	\$30.69 - 44.99	3	2	1				1									1
Senior Project Manager	b	\$30.69 - 44.99	2	1	1													0
Painter (Outside)	g	\$37.70 / hour	2	2	0													0
Carpenter Foreman (Outside)	g	\$40.98 / hour	1	1	0													0
General Foreman (Outside)	g	\$42.98 / hour	1	1	0													0
Carpenter (Outside)	g	\$38.68 / hour	3	3	0													0
																		0
Totals			16	12	4	0	0	1	1	0	0	0	0	0	0	0	0	2

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Revised 8/2013

Workforce Analysis by Department/Organizational Unit

Department name:
Date of Workforce Information:

Procurement
12/31/2020

Company Name:
Address:

Minneapolis Public Housing Authority
1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Assistant Director of Procurement	b	\$90,000 - 129,996 / year	1	1														0
Buyer	b	\$28.39 - 41.63	2		2													0
Procurement Coordinator	f	\$24.27-35.59	1		1													0
																		0
																		0
Totals			4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race *(Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)*

Revised 8/2013

Workforce Analysis
by Department/Organizational Unit

Department name: Highrise/Family Services
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director of Operations	a	\$157,068 / year	1	0	1													0
LIPH Coordinator	f	\$24.27 - 35.59 / hour	1	0	1									1				1
Manager of Security	b	\$97,848 / year	1	0	1													0
Regional Property Manager	a	\$90,000 - 129,996 / year	6	2	4			2						2				4
Manager of Maintenance	b	\$105,000 / year	1	1	0													0
Assistant Property Managers	b	\$25.45 - 37.50 / hour	4	2	2			2						2				4
Property Manager	b	\$33.56 - 50.48 / hour	21	3	18			2			1	1		10			1	15
AMP Office Coordinator	f	\$22.38 - 32.88 / hour	6	1	5							1	1	2				4
Management Aide	f	\$17.91 - 25.60 / hour	15	4	11			3					1	8				12
Service and Maintenance Specialist	h	\$24.54 / hour	16	15	1		2	4	2					1				9
Journeyman Service and Maintenance Specialist	h	\$30.32 / hour	9	9	0	1	1	2	1									5
Senior Service and Maintenance Specialist	h	\$27.45 / hour	8	8	0		1	4			1							6
Sr. Building and Grounds Specialist	h	\$19.81 / hour	10	10	0			4	1									5
Building and Grounds Specialist	h	\$18.52 / hour	24	22	2		1		13	3	1			1				19
Pest Control Specialist	h	\$25.56 / hour	7	6	1			1	4					1				6

Painter	g	\$37.7-\$39.19 / hour	12	12	0		2		2		1							5
Journeyman Electrician	g	\$45.51 / hour	2	2	0			1	2									3
Carpenter Foreman	g	\$40.98 / hour	1	1	0													0
Carpenter	g	\$38.68 - 40.79 / hour	12	12	0			6			1							7
Maintenance Team Lead	g	\$42.48 / hour	7	7	0				1									1
																		0
Totals			164	117	47	1	7	31	26	3	5	2	2	28	0	0	1	106

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Revised 8/2013

Workforce Analysis
by Department/Organizational Unit

Department name: Leasing, Occupancy & Compliance
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Manager of Leasing, Occupancy, and Compliance	b	\$66,948 -107,700 / year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisor of Leasing, Occupancy, and Compliance	b	\$67,980 -97,848 / year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tax Credit and Special Program Compliance Specialist	f	\$20.99-29.92	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1
Eligibility Technician	f	\$20.99-29.93	13	1	12	0	0	1	0	0	0	0	2	2	1	0	1	7
Leasing Clerk	f	\$17.91-25.6	2	0	2	0	0	0	0	0	0	0	0	1	0	0	0	1
Quality & Technical Specialist	f	\$24.27-35.59	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerk Receptionist	f	\$16.71-23.80	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
																		0
Totals			20	2	18	0	0	1	0	0	0	0	2	4	1	0	1	9

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Revised 8/2013

Workforce Analysis
by Department/Organizational Unit

Department name: Physical Plant/ Operations
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Assistant Director of Operations	A	\$90,000 - 129,996 / year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Maintenance Engineer	g	\$33.33 / hour	6	6	0	1	1	1	0	0	0	0	0	0	0	0	0	3
Preventative Maintenance	g	\$25.40 / hour	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Supervisor of Pest Control & Work Orders	b	\$66,000 - 94992 / year	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Work Order Coordinator	f	\$20.99 - 29.93	3	1	2	0	0	1	0	0	0	0	0	1	0	0	0	2
Pest Control Coordinator	f	\$21.82 - 30.43	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1
																		0
Totals			13	9	4	1	1	3	0	0	0	0	0	2	0	0	0	7

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

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Workforce Analysis
by Department/Organizational Unit

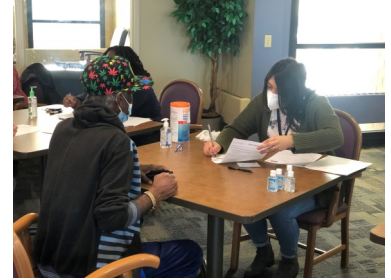
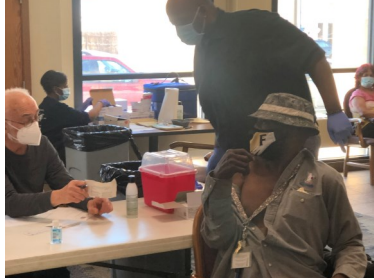
Department name: HCV / Section 8
Date of Workforce Information: 12/31/2020

Company Name: Minneapolis Public Housing Authority
Address: 1001 Washington Ave N
Minneapolis, MN 55401

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*												Total Minority Employees
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M	
Director of HCV	A	\$1584,00 / year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Director of HCV	B	\$90,000 - 137,964 / year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager HCV	b	\$67,980 - 97,848 / year	4	1	3	0	0	1	0	0	0	0	0	2	0	0	0	3
Community Services Coordinator	f	\$24.27 - 35.59	3	0	3	0	0	0	0	0	0	0	0	2	0	0	0	2
Administrative Assistat II	f	\$20.99 - 29.93	4	0	4	0	0	0	0	0	0	0	1	0	0	0	0	1
Community Engagement Specialist	f	\$28.39 - 41.63	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HCV Housing Coordinator	f	\$24.27 - 35.56	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HCV Program Specialist	f	\$24.27 - 35.57	3	1	2	0	0	0	0	0	0	0	0	1	0	0	0	1
HQS Specialist	f	\$24.27 - 35.58	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Quality & Technical Specialist	f	\$24.27 - 35.59	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eligibility Technician	f	\$20.99 - 29.93	17	4	13		1	2		0	0	0	1	7	0	0	2	13
Senior Housing Inspector	c	\$24.24 - 35.59	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Housing Inspector	c	\$21.82 - 65.59	4	3	1	0	0	2	0	0	0	0	0	1	0	0	0	3
																		0
Totals			42	13	29	0	1	5	0	0	0	0	2	13	0	0	2	23

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

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Booster Clinics for MPHA Residents

MPHA has worked tirelessly to partner with outside agencies to provide additional doses of the COVID-19 vaccines. We want to thank Neighborhood Health Source, Minneapolis Health Department, Volunteers of America and Hennepin Healthcare for their partnership. Through these efforts we have been able to provide over 600 vaccines (mostly booster shots). We continue to look for additional partners to provide vaccines at more of our properties.

2021 Accomplishments

Despite the challenges and uncertainties of 2021, MPHA's commitment to our residents and voucher-holders has been unwavering.

Here is a highlight of major accomplishments of 2021

- MPHA coordinated an unprecedented vaccination effort for our residents and employees, making sure they were prioritized and protected.
- MPHA overhauled its entire software system and integrated the new Yardi software into our operations, an undertaking that will bring greater alignment and efficiency to the agency's operations.
- MPHA strengthened our relationship with our city and state partners, securing a combination of agency, city, and state funds that enabled us to prepare sprinkler retrofits for 15 high-rise buildings.
- MPHA finalized the plans for and will begin work on 84 NEW units of MPHA owned and operated deeply affordable housing, the largest number of new homes MPHA has built since the early 2000s.
- MPHA completed our landmark Elliot Twins redevelopment project. It preserves 174 units of deeply affordable housing and creates 10 new units of accessible housing. This project was completed on time and we kept our promise of no involuntary displacement of residents. We also reached 100 percent occupancy at the Elliots!



2022 State Legislative Session

This year's legislative session begins on January 31. Governor Walz announced a bonding proposal that includes **\$60 million for public housing rehabilitation** through the use of General Obligation bonds to fund the **Publicly Owned Housing Program (POHP)**. Since its creation in 2012, **MPHA has been awarded POHP grants to address essential capital repairs**. MPHA will continue to advocate for these dollars to assist with our \$164 Million backlog in capital needs.

St. Paul Public Housing Agency files to evict 32 tenants amid influx of federal rent help

Renters, who owe anywhere from \$145 to more than \$14,000, face significant hurdles to find new housing.

By Jessie Van Berkel (<https://www.startribune.com/jessie-van-berkel/6370530/>) Star Tribune |

DECEMBER 15, 2021 — 4:36PM

The St. Paul Public Housing Agency moved to evict 32 tenants this month, the first large-scale removal effort by a public housing entity since Minnesota started phasing out its eviction ban.

Some renters have lived in their one-bedroom high-rise apartments and townhouse-style units for a decade or two. Others moved in during the height of the pandemic. All are behind on rent, owing anywhere from \$145 to more than \$14,000.

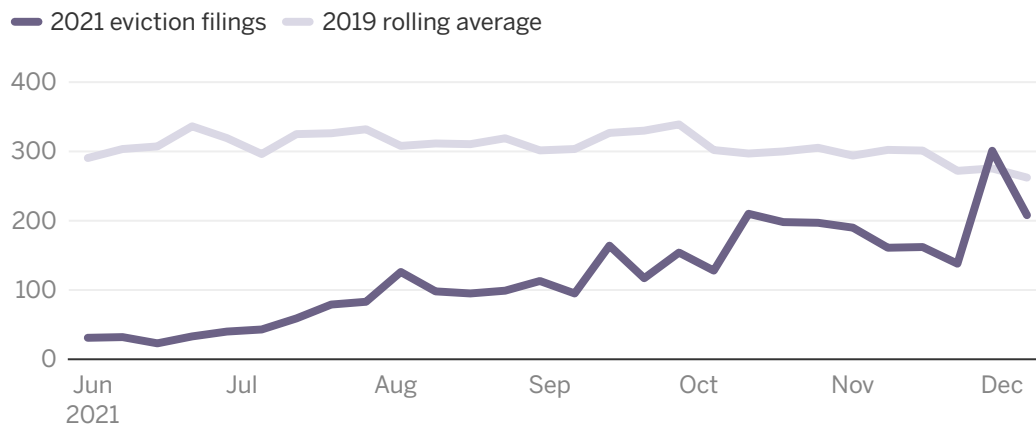
Housing agency leaders said the eviction filings were necessary to properly manage taxpayer dollars, but renter advocates questioned the decision, given the hundreds of millions in federal aid dedicated to rent assistance in Minnesota.

"It just seems absolutely perplexing to me," HOME Line Executive Director Eric Hauge said. "When we have, not endless, but a large amount of rental assistance out there, public housing tenants should not be getting evicted over in some cases what looks like less than \$200."

Jon Gutzmann, who runs the St. Paul Housing Agency, said last week the agency reached out repeatedly to the 32 families and individuals before filing on Dec. 1 to evict them.

Minnesota eviction filings spiked at start of December

Number of eviction filings each week since the start of June this year compared to a week



Dates represent the start of a week.

Jim Foster, Star Tribune • Source: Minnesota Courts

"It goes back to our fiduciary responsibility to the taxpayers who provide the HUD subsidies," Gutzmann said, noting the agency is governed by U.S. Department of Housing and Urban Development regulations. "We have no chance, no ability, to not proceed. And the home run is residents can still apply for the assistance and avoid eviction."



GLEN STUBBE, STAR TRIBUNE FILE

The St. Paul Housing Agency moved to evict 32 tenants this month, including two at Ravoux Hi-Rise.

On Tuesday, some tenants did just that, showing up in evictions court to say they were filing for rental assistance. A housing agency official then agreed to stop the eviction process in those cases, while moving forward with others.

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Across Minnesota, evictions are returning to pre-pandemic levels (<https://www.startribune.com/minnesota-evictions-climb-toward-pre-pandemic-levels-as-most-renter-protections-lifted/600116390/>) as the state rolls back renter protections (<https://www.startribune.com/minnesota-lawmakers-return-to-st-paul-as-budget-work-continues/600067978/>) Gov. Tim Walz imposed as COVID-19 spread. On Oct. 12, landlords could start evicting people or terminating their leases for any reason, with one caveat: Anyone who failed to pay rent but had a pending application for rent help will continue to be protected until June 1.

The state has \$528 million from the federal government to assist Minnesotans with rent and utility bills, Housing Commissioner Jennifer Ho said, and the Twin Cities and some metro counties got another \$145 million.

Since the October change, some private landlords have also taken steps to evict groups of tenants who have fallen behind on rent. Most notably, Sun Communities, which runs a mobile home park in Stewartville near Rochester, filed in November to remove a

dozen people who had failed to pay rent. The company filed to evict another 14 renters in early December.

But the 32 eviction filings are the most by any landlord in recent months, Hauge said. "And it's unfortunate it's the public housing authority."

No other Minnesota housing authority has filed a comparable number of evictions. The Minneapolis Public Housing Authority has filed to oust tenants for issues including drug-related criminal activity or cleanliness concerns. But since the onset of the pandemic, the authority has not evicted anyone for failing to pay rent, Executive Director Abdi Warsame said.

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"Our team has worked diligently to help stabilize households in these challenging times. We hired two housing stability coordinators to connect residents unable to pay rent with the right resources," Warsame said in a statement. He said the authority has helped 400 residents get more than \$1.5 million in rent relief, with another \$430,000 pending.

St. Paul Public Housing Agency residents have received \$1.4 million in rent aid, Gutzmann said, and the agency's staff has helped all tenants who needed assistance filling out their applications. In 2019, the agency filed to evict 91 tenants, Gutzmann said, and historically, 99% of the people who live in the agency's more than 4,200 units have complied with their leases.

Since Oct. 12, the agency sent more than 1,200 notices to people saying their lease would be terminated because they were behind on rent, according to a report Gutzmann sent to the agency's board on Nov. 24. Louise Toscano Seeba, the agency's general counsel, said they tried to contact each of the 32 households an average of 10 times.

"We're hoping we can add them to the long list of residents that our resident services department has helped, to the tune of an average six hours per household," she said last week. "We can't do it completely on their behalf. We have to have them participate."

The tenants facing eviction live in public housing buildings across the city, court records show.

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A handful live in the townhome-style McDonough Homes development in St. Paul's North End. Their homes were quiet on a sunny recent afternoon, and no one answered the door. Walkways leading up to some of the units were covered in snow, unlike those of many neighbors. Jugs of frozen milk sat outside one unit. A small tricycle was beside the porch of another apartment.

Public housing tenants' rent is based on income and varies widely. A man who has lived in McDonough Homes for more than a decade owes the most. His monthly rent is \$1,212 and he has racked up \$14,164 in debt. But two people facing eviction in high-rise apartments pay just \$25 a month, and owe \$145 and \$175 in back rent.

One tenant who pays \$25 a month said his eviction filing stemmed from a miscommunication, and he has since paid all but \$1 of his debt. He asked not to be identified because he said he is a student and is concerned about the potential impact on his career and finances. He hoped to sort out the situation at a court hearing Thursday.

"Whenever I want to rent another house or do anything in the future, this is going to affect my future," he said. "My future depends on this. I really don't want this thing to be my history."

On average, people living in the 32 units have been in their homes for more than six years and owe around \$3,200. Removal from public housing could create long-term challenges for them.

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"Being evicted from public housing, the likelihood of people ending up experiencing homelessness and having long-term housing instability problems going forward from that is really dramatic," Hauge said.

The renters need to apply for assistance, show up in court and reach out for legal help, said Laura Jelinek, a housing attorney at Southern Minnesota Regional Legal Services.

"It's devastating to lose housing that comes with subsidies, support systems and the right for a good-cause eviction," Jelinek said. People could be forced to find a new home in a tough rental market with an eviction on their record, which she said makes their housing choice "about half of what it would be or even less."

People on the brink of eviction in the public housing units "must be in a really bad place," she said, noting that she is encountering a lot of people with disabilities and mental health challenges who are struggling at this point in the pandemic. However, unlike privately owned apartment complexes, there are many workers providing support services in public housing, she said, and she questioned how the agency could better use those services to prevent evictions.

"What can the public housing agency do?" Jelinek asked. "What is their duty?"

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Staff writers Zoë Jackson and Katie Galioto contributed to this report.

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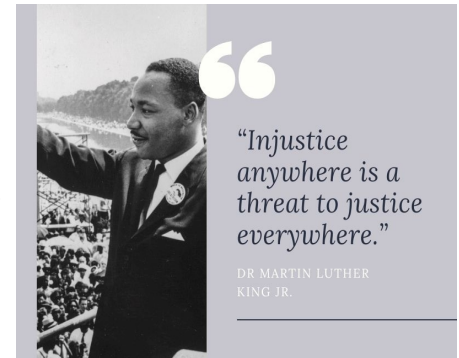
Jessie Van Berkel writes about Minnesota government and politics at the Star Tribune. She previously covered St. Paul City Hall and local government in the south metro. Twitter: @jessvanb

jessie.vanberkel@startribune.com

[jessievanb](#)

MPHA Celebrates Black History Month

The quote by Martin Luther King, Jr., “Injustice anywhere is a threat to justice everywhere.”, is a reminder of our work and our mission. MPHA focuses on housing those who are most in need in our city. The work we do is part of a larger tapestry of service that works to end injustice and provide opportunity, respect, and dignity. Our work here as a housing authority is centered on engaging with those in our community who are most in need.



MPHA Efforts Stabilize over 700 residents

Since last summer, MPHA has been able to connect families that had fallen behind in their rent to Rent Help MN, the statewide COVID-19 Emergency Rental Assistance program. The money for this program was from the US Department of Treasury and Minnesota Housing was the administrator of the funds.

Since program implementation, MPHA has had two dedicated employees working full time to assist residents complete an application for Rent Help MN. These efforts resulted in MPHA stabilizing over **753 families** and collecting over \$2 million dollars in delinquent rent.



On January 25, Minnesota Housing announced that the program would end on January 28. Our MPHA Housing Stability team worked around the clock to ensure all remaining eligible families were able to complete applications before the deadline.

From this effort, 354 families have applications pending, which could result in MPHA collecting an additional \$501,000.

We want to thank our Housing Stability team; Rachel Almburg and Luisa Lara, led by Marci Holley-Bartlett. This team was instrumental in helping MPHA meet its mission and ensure that families were not only able to get the assistance they needed, but were also given referrals to other organizations that could help them stabilize.

COVID-19 Update

MPHA continued its efforts to partner with Neighborhood Health Source, Minneapolis Department of Health, Hennepin Health



Care and Volunteers of America to deliver COVID-19 booster shots to our MPHA residents and employees. Clinics will continue into March. Thank you to our partners that made this possible.



Holland Highrise Residents Enjoy Valentine's Day

This year, Valentine's Day served up extra smiles at Holland Highrise Apartments. Hundreds of cards were delivered thanks to MyTalk 107.1 Morning Show hosts and listeners in combination with a collaboration between Highrise Social Services of Volunteers of America-MN/WI, and Little Brothers – Friends of the Elderly. Each delivery also came with a prized N-95 mask, courtesy of U.-Care.