

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of November 21, 2017

MEMBERS PRESENT:

Les Bakke via electronic means, Cecil Johnson, Mike Martin, Dale Rollie, and Ione Schultz.

MEMBERS ABSENT:

John Wilkie

STAFF PRESENT:

Dara Lee, Gerry Sieler and Sheila Laney.

9:30 A.M. REGULAR MEETING CALLED TO ORDER

AGENDA:

A motion was made by Commissioner Schultz and seconded by Commissioner Martin to approve the agenda. The motion carried unanimously.

MINUTES FROM OCTOBER 17, 2017 REGULAR MEETING:

Commissioner Rollie made a motion to approve the minutes from the October 17, 2017 regular meeting. Commissioner Johnson seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER'S REPORT:

Budget reviews for September were discussed. Overall, we are fairly close to budget.

As anticipated both Fieldcrest Townhomes and HRA Cares for Kids are running deficits. The Housing Choice Voucher program has had high administrative costs due to the transfer of vouchers to the HRA from Moorhead PHA. We will be receiving a check for approximately \$200,000 from the MPHA when they transfer their reserves to us.

Agassiz Apartments had to pay over \$5000 for tree damage removal from the summer storm. Both Gateway Gardens and East Prairie Horizons Townhomes have had extremely costly eviction/unit damage situations.

The Rental Rehabilitation Deferred Loan Program had received no income through September 2017. We received \$30,000 in October and anticipate receiving an additional \$30,000 by the end of the year.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

As of November 1, there were four vacant units. One unit is vacant due to fire damage. There were three October 31 move-outs. Applications are being processed for these openings. We have not received notice of any additional upcoming openings.

There are 95 households on the waiting list. The waiting list is currently open.

Agassiz Apartments

As of November 1, there is 1 vacant unit. Staff is processing applications for the opening. There are eight households on the waiting list.

Scattered-Site Public Housing

As of November 1, there are two vacant units due to a pending eviction and a lease termination. An additional household has given notice that they are vacating their unit November 30. We are processing applications for the 3 openings. There are 38 households on the waiting list.

We are only accepting applications for 3-bedroom units located in Ulen or Hawley at this time.

Boyer Apartments

As of November 1, there is one vacant unit due to a unit transfer. The unit has been re-rented. There is one household on the waiting list.

The waiting list is only open to households who are eligible for a 2-bedroom unit; and who contain a member who has been diagnosed with a serious mental illness who is currently in compliance with a doctor-recommended treatment plan.

Fieldcrest Townhomes

As of November 1, there is one vacant unit due to internal transfers. After all the transfers are complete, the open unit should be available for January 1. Staff is processing an application for this opening. We have received notice for one additional vacancy for December 1. There are 144 households on the waiting list.

Gateway Gardens

As of November 1, there are three vacant units. Two new tenants have been approved and a third is being processed. We may have 1 to 2 upcoming vacancies as well. Two HRA staff have offices at Gateway Gardens. CCRI continues to provide on-site support services.

Housing Choice Vouchers

As of November 1, 2017, 403 vouchers were under lease. We are authorized to lease up to 455 vouchers.

Since August 2 we have been in “shortfall”. This means that we are approximately \$100,000 short in 2017 Housing Assistance Payment (HAP) funding to support all of our vouchers currently under lease. We have applied for additional funding from HUD to cover this shortfall, but we will be unable to put additional households on the program until January 2018.

We just completed an update to our waiting list. We have 21 households on the waiting list – 17 preference and 4 non-preference. It is likely we will re-open the waiting list in January or February 2018. *Update: It is more likely the waiting list would re-open in April or May 2018.*

We have 35 individuals enrolled in our Family Self-Sufficiency program and are working with additional households. One person graduated this past month. We have had 42 FSS participants in the past 12 months. We can serve up to 40 households on the FSS program.

Prairie Horizons Townhomes

As of November 1, there are no open units. One tenant may move due to domestic violence concerns.

A part-time HRA staff person and a new full-time CCRI staff provide supportive services to both Prairie Horizons Townhomes developments and the HRA Cares scattered-site participants.

HRA Cares

We are authorized to serve 64 households with these funds. We are currently serving 67 households. Of the 67, 16 are at Prairie Horizons Townhomes and 51 are in scattered-site units in Clay, Becker, Douglas, Wilkin, Otter Tail, and Cass Counties. There are 33 singles and 34 families being served.

We only are accepting applications through the Coordinated Assessment Referral and Evaluation System (CARES). Those with the highest needs (acuity levels) who meet program eligibility requirements will be accepted.

Homeless to Housed Rental Assistance

We are authorized to serve 55 households. There are currently 51 households on the program, 20 singles and 31 families. Households are from Clay, Otter Tail, Wilkin and Douglas Counties.

New participants are also chosen through the CARES process. There are 6 households searching.

HRA Cares For Kids

The grant which began February 1, 2016 can serve up to 18 households. As of November 1, we are serving 17 households and will not issue any additional vouchers. One current participant will be exiting the program by the end of the year due to increased income.

We are authorized to work with households with children in both the Detroit Lakes and Breckenridge school systems as well as the Moorhead school system. One household is from Detroit Lakes and the rest have children enrolled in Moorhead.

Renewal funding of \$2 million for the program was included in the 2017 final legislation. Minnesota currently has a Request for Information out to design a new pilot under the Homework Starts with Home name. The HRA, Lakes & Prairies, Churches United and Moorhead Public Schools are submitting a joint response to the RFI. The RFP will be released in December or January. The current grant ends on January 31, 2019.

Housing Supports (formerly GRH) in Scattered-Site Units

We have a vendor contract with Clay County and are working with CCRI, Summit Guidance Center, Lakeland Mental Health Center (LMHC), Dorothy Day House of Hospitality, Presentation Partners in Housing (PPiH), Lakes & Prairies CAP, and Homeless Health Services to provide services to as many households as needed. We are working with three additional potential service provider agencies.

There are currently 28 households leased with the Housing Supports programs – 9 with the HRA (2 of these are shared with Summit); 2 with Lakes & Prairies; 3 with the Presentation Partners in Housing; 3 with LMHC; and 13 with Summit Guidance (2 are shared with the HRA). One more has found a unit but is waiting for formal approval (Lakes & Prairies).

Four additional households are searching for units – the HRA is working with one and Summit is working with three.

Lakes and Prairies has recently received two new grants and is trying to increase their capacity to provide more services to this group of individuals. Staff have started.

Owner-Occupied Rehab Program

Minnesota Housing Rehabilitation Loan Program- Four RLP applicants have loan reservations in place at Minnesota Housing; and 4 are having their eligibility determined.

There are three other households on the waiting list who are over income for RLP. Two of these have Hawley addresses and one is from Sabin. The individual from Sabin has submitted a letter of intent to participate if Sabin is awarded 2018 DEED funding (see below).

Barnesville SCDP- The Barnesville application for DEED Small Cities Development Program (SCDP) was funded at \$937,735 to complete rehabilitation on 15 homes and 12 commercial projects. The HRA was awarded a \$26,216.56 Rural Development Housing Preservation Grant (HPG) to serve as matching funds for 3 of the Barnesville homes.

We are currently working with 14 homeowner households. Eight projects are complete; 1 is reviewing bids; 1 is in the bidding stage; and 4 are still being processed to determine eligibility. We have funding available for at least 2 additional homeowners.

We received 22 applications from commercial property owners. Two applicants withdrew and two buildings do not meet eligibility requirements. Therefore, we are working with 18

commercial property owners. Due to the lower than projected cost per building for rehabilitation, we will be able to rehab more than 12 units.

Sixteen applications have received preliminary approval through the Property Selection process. Four projects are complete; 5 projects are under construction; and 5 projects reviewing bids/re-bidding.

Rental Rehab Program

We were awarded \$800,000 in 2016-2017 funding- \$200,000 for small projects and \$600,000 for large projects. We have received applications for \$1,200,000 for large projects and no applications for small projects. The Fergus Falls project closed on October 25.

We are waiting for a closing date on the Morris project. All information has been submitted to Minnesota Housing and is under final review. The project should close in 45-90 days.

We will need to wait for additional funding to do the third project which is located in Barnesville and the fourth project which is located in Alexandria.

We have one current owner interested in the \$200,000 for small projects. This is the owner who has been working on changing its ownership structure to establish eligibility. A formal application has not been received yet.

POTENTIAL NEW PROJECTS:

Small Cities Development Program

Staff has submitted an SCDP grant application for Sabin to DEED to rehab 10 owner-occupied homes in the amount of \$258,525.

Communities will be notified in December regarding whether they are invited to submit a full application in February. Grant awards would not be made before May 2018.

To date, we have received back letters of intent from 15 interested homeowners. To have a viable application, we will need approximately 20-25 signed letters of intent by February.

Veterans Administration Supportive Housing (VASH) Housing Choice Vouchers

HUD and the VA issued a joint request for letters of interest from agencies with HCV programs who are interested in applying for VASH vouchers. The Fargo VA indicates they would support our agency in applying for 5 vouchers (initially it was 25 -but now 5 – some chance it will switch back to 25). Letters of interest are due by December 1. These vouchers are available for homeless vets and are paired with supportive services from the VA. Fargo HRA also will apply for 5 vouchers. *Update: The request by our agency was for 25 vouchers.*

PROPOSED HCV UTILITY ALLOWANCE CHANGES:

At least once every 12 months, the Clay County HRA is required to review the utility allowances used for its programs. The allowances are based on average consumption and cost information. Changes are required to be made to the utility allowances if a change of more than 10% in a utility rate has occurred.

Last year the Moorhead Public Housing Agency (MPHA) contracted for an updated utility allowance study with Housing Authority Services of Akron, OH. A thorough analysis was completed on its Housing Choice Voucher Utility Allowances. The analysis also averaged in Cass and Clay County costs as well as Moorhead and Fargo costs. We adopted the MPHA utility allowances for 2017.

We contracted with the same company to perform our HCV Utility Allowance update for 2018.

It is anticipated that the new allowances would cost approximately \$8000 in HAP funding per year.

The proposed utility allowances for the Housing Choice Voucher Program were reviewed.

A motion was made by Commissioner Martin to approve the utility allowance changes for the Housing Choice Voucher program. Commissioner Schultz seconded the motion and it carried unanimously.

PERSONNEL POLICY UPDATES:

1. Benefit Changes:

The HRA has offered a cafeteria plan for employees to purchase health insurance and other benefits for many years. All benefits were through Clay County. In 2013, we began to offer a separate health plan through the Lakes Country Service Cooperative (LCSC). We had minimal health insurance increases until 2018. At the September board meeting, the board approved offering three less costly plans to employees.

Since so many groups will have significant increases in 2018, the LCSC presented recommended changes. They first recommended that employers offered consumer directed health insurance options. The three options adopted by the board at the September meeting all meet this recommendation.

They also recommended that employers change from offering a cafeteria plan with cash out option to offering a health plan that had the employer and employee each paying for a percentage of benefit costs. They recommended the employer pay 80-95% of a single policy and 75% of a family plan.

At the October Board meeting, the 2018 budget was approved incorporating these changes. Changes to the Personnel Policy language that reflect these modifications were reviewed.

2. Non-smoking building and vehicles policy:

Effective July 30, 2018, all administrative buildings that receive public housing funds must be smoke free. The HRA administrative office building has been smoke free. However, the new rules require that there be a policy in place that prohibits smoking within 25 feet of doors or windows. Although it is unwritten policy that all office vehicles are smoke free, we have not had a written policy. It seems appropriate to include it in the smoke free policy.

Commissioner Johnson made a motion approve changes to the Personnel Policy regarding health insurance and the non-smoking policy. Commissioner Rollie seconded the motion and it carried unanimously.

OTHER:

- A) Executive Director evaluation process: The Board discussed the need for a high percentage of evaluations to be turned in so that the results are not skewed. Director of Administration, Gerry Sieler, agreed to pass out the forms to all employees at an upcoming staff meeting and to encourage participation. The following week, Commissioner Schultz will pick up the forms at the staff meeting and place them in a sealed envelope. Board members also will all complete the evaluation form. Commissioner Martin will then compile the results.

10:10 A.M. REGULAR MEETING ADJOURNED

Chair Bakke adjourned the meeting at 10:10 a.m.

Dale Rollie 12-19-17
Dale Rollie, Secretary Date

**Allowances for - Summer
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality Clay County		Unit Type Apartment					Date
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	17	19	31	42	53	65
	b. Bottle Gas	11	16	21	24	32	35
	c. Electric	14	22	29	36	45	52
	d. Oil	12	15	20	22	27	32
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Bottle Gas	6	8	11	13	16	17
	c. Electric	6	7	8	10	12	13
Other Electric		15	22	29	36	44	51
Air Conditioning		1	2	3	3	4	5
Water Heating	a. Natural Gas	7	10	14	17	22	24
	b. Bottle Gas	16	22	28	35	44	51
	c. Electric	14	20	27	33	41	47
	d. Oil	12	17	25	30	35	42
Water		25	29	42	76	80	90
Sewer		24	25	31	39	48	52
Trash Collection		13	13	13	13	13	13
Range/Microwave		9	9	9	9	9	9
Refrigerator		12	12	12	12	12	12
Other -	Monthly Gas Fee	9	9	9	9	9	9
	Monthly Electric Fee	12	12	12	12	12	12
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented		Utility or Service					per month cost
Name of Family		Space Heating					
		Cooking					
Unit Address		Other Electric					
		Air Conditioning					
		Water Heating					
Number of Bedrooms		Water					
		Sewer					
		Trash Collection					
		Range/Microwave					
		Refrigerator					
		Other					
		Total					

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality Clay County		Unit Type Duplex					Date
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	22	33	45	57	68	79
	b. Bottle Gas	17	24	30	36	46	54
	c. Electric	19	27	36	44	55	64
	d. Oil	12	15	20	22	27	32
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Bottle Gas	6	8	11	13	16	17
	c. Electric	6	7	8	10	12	13
		-	-	-	-	-	-
Other Electric		17	25	32	41	50	57
Air Conditioning		1	2	3	4	5	6
Water Heating	a. Natural Gas	7	10	14	17	22	24
	b. Bottle Gas	16	22	28	35	44	51
	c. Electric	14	20	27	33	41	47
	d. Oil	12	17	25	30	35	42
Water		25	29	42	61	80	90
Sewer		24	25	31	39	48	52
Trash Collection		13	13	13	13	13	13
Range/Microwave		9	9	9	9	9	9
Refrigerator		12	12	12	12	12	12
Other -	Monthly Gas Fee	9	9	9	9	9	9
	Monthly Electric Fee	12	12	12	12	12	12
Actual Family Allowances To be used by the family to compute allowance.					Utility or Service		per month cost
Complete below for the actual unit rented					Space Heating		
Name of Family					Cooking		
					Other Electric		
					Air Conditioning		
					Water Heating		
Unit Address					Water		
					Sewer		
					Trash Collection		
					Range/Microwave		
Number of Bedrooms					Refrigerator		
					Other		
					Total		

based on form HUD-52667 (04/15)

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality		Unit Type					Date
Clay County		Single Family Home					
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	22	36	49	62	75	88
	b. Bottle Gas	13	17	22	30	35	40
	c. Electric	23	33	43	53	65	75
	d. Oil	12	17	25	30	35	42
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Bottle Gas	6	8	11	13	16	17
	c. Electric	6	7	8	10	12	13
				-	-	-	-
Other Electric		19	27	36	45	55	63
Air Conditioning		2	2	3	4	5	6
Water Heating	a. Natural Gas	7	10	14	17	22	24
	b. Bottle Gas	11	16	21	27	33	38
	c. Electric	14	20	27	33	41	47
	d. Oil	12	17	25	30	35	42
Water		25	29	42	61	80	90
Sewer		24	25	31	39	48	52
Trash Collection		13	13	13	13	13	13
Range/Microwave		9	9	9	9	9	9
Refrigerator		12	12	12	12	12	12
Other -	Monthly Gas Fee	9	9	9	9	9	9
	Monthly Electric Fee	12	12	12	12	12	12
Actual Family Allowances To be used by the family to compute allowance.					Utility or Service		per month cost
Complete below for the actual unit rented					Space Heating		
Name of Family					Cooking		
					Other Electric		
					Air Conditioning		
					Water Heating		
Unit Address					Water		
					Sewer		
					Trash Collection		
					Range/Microwave		
Number of Bedrooms					Refrigerator		
					Other		
					Total		

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

E. Benefits During the Probationary Period

1. Benefit Cafeteria Plan eligibility shall become effective the first day of the calendar month following the completion of the 30-day waiting period after the start of employment. application.
2. Personal Time Off shall accrue from the time of hire.

F. Probationary Period for Transferred Employees

1. An employee transferred (promotion, demotion, lateral) to a regular vacant position shall serve a probationary period for the position.
2. A performance evaluation will be completed by the receiving supervisor upon completion of the probationary period.
3. If the work assignment of the transferred employee is not regarded as satisfactory, the supervisors involved may agree to the return of the employee to the former position. If such an agreement cannot be reached, the employee shall be subject to termination, just as in a new probationary period.
4. If the work assignment of the transferred employee is regarded as satisfactory, the transfer will become permanent upon completion of the probationary period.
5. Benefits and seniority status of an HRA employee shall not be lost as a result of a transfer to another position.

SECTION 7 - SALARY ADMINISTRATION

A. Policy Statement

It is the policy of the Clay County HRA to provide employees with opportunities for salary advancement.

B. Pay Plan

The Clay County HRA pay plan shall include a minimum and maximum wage or salary for each position. The pay plan contains seven steps between the minimum and maximum wage or salary for each position. The Clay County HRA Board may approve step increases for employees who are paid less than the maximum amount. Normally these step increases will be effective on January 1.

Counselor will refer the participant to an appropriate resource in accordance with the employee's insurance benefits and ability to pay.

F. Confidentiality

1. No information about an individual using EAP will be shared with others without written consent of the person except in circumstances where disclosure is required by law. Those who seek assistance need only to identify themselves as employee(s) or a family member of Clay County HRA.
2. Before the employee's initial appointment begins, the employee will be assured of the purpose and intended use of information provided; whether the employee may refuse to supply information or whether supplying it is legally required; any and all potential consequences arising from supplying or not supplying the information; and the identity of any persons or entities authorized by state or federal law to receive such information if any.

SECTION 10 – BENEFITS PACKAGE

A. Policy Statement

It is the policy of Clay County HRA to make available to employees and their dependents, a minimum of medical, dental, long-term disability and life insurance coverage and to contribute toward that coverage. Other benefits products may be offered at the discretion of the Clay County HRA Board in conjunction with Clay County. In general, it is the goal of the HRA to create and maintain parity between its employees and the employees of Clay County. ~~This parity shall be in the provision of similar fringe benefits, similar retirement plan contributions and similar Cafeteria Plan contributions.~~

B. Health, Dental, Long-term Disability and Life Insurance Eligibility

1. Regular full-time employees shall be entitled to full benefits as outlined in this Section.
2. Regular part-time employees working 30 hours per week or more shall be entitled to benefits on a pro-rated basis.
3. Health, dental, long-term disability and life insurance coverage shall become effective on the first day of the month following a 30-day period of employment.

4. ~~If a Clay County HRA employee has a spouse also employed by the Clay County HRA, the Employer shall contribute the same dollar amounts as those given to the other employees, as outlined under the Cafeteria Plan. Couples that work less than full time (but are eligible for coverage) shall have the amount pro-rated by the percentage of time worked each employee shall be entitled to the benefits offered by the HRA. At the HRA's discretion, it may pay 100% of a family policy on behalf of the employees rather than pay for a single policy for each.~~

C. Option for Continued Coverage for Health, Dental & Life (per COBRA)

1. A terminating employee has the option of continuing health and dental coverage per the policy in effect and should contact the Clay County HRA Director of Administration for additional information.

D. Coverage for Retired Employees

1. The retired employee must be 55 years of age and have been employed by the HRA for a minimum of 10 years.
2. The retiring employee shall make full premium payments to the Clay County HRA by the 25th of the month preceding the month coverage is desired, or by making advance full premium payments prior to January 1 or July 1.
3. Any employee 65 years old or older, who terminates will be dropped from the Group Health Insurance coverage but will be eligible for COBRA. This provision shall be in compliance with all applicable federal and state laws in effect at the time of the termination.
4. ~~Any retiree who enrolls in a Medicare prescription drug plan (Part D) will no longer be eligible to receive health and prescription drug benefits from the Group Health Insurance.~~

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F. Benefits Plan Cafeteria Plan

1. All eligible employees must maintain the "core coverage".
 - a. ~~Single health plan offered through the Clay County HRA. A person who was a full-time employee with the HRA prior to November 1, 2017, and was n-employee covered by Medicare or a policy of a household member that offers similar coverage may reques and was grantedt an exception to this provision may continue to have the exception. If the employee terminates his or her employment with the HRA and is re-hired, he or she will no longer qualify for the exception. If the employee elects coverage with the HRA after November 1, 2017, he or she will no longer be eligible~~

~~for the exception. Whether or not a policy provides similar coverage will be determined by the HRA health plan provider;~~

- b. Single dental plan;
- c. ~~\$10,000~~Basic term life insurance as offered by the employer; and
- d. Long-term disability insurance equal to ~~a minimum of 50% of the employee's salary~~ the maximum amount available so long as the employee is under age 65. Active employees age 65 or over on or before November 1, 2017, are exempt from this requirement.

~~2. — 2. — As of January 1, 2018, All eligible employees who were eligible to receive benefits through the HRA on or before November 1, 2017, shall have the option to receive the monthly HRA contribution of \$858.50 to the cafeteria plan as determined by the Clay County HRA Board of Commissioner. This includes the ability to receive a portion of the cafeteria benefits in cash.~~

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3. Employees hired after November 1, 2017, or any eligible employee employed prior to said date who voluntarily chooses to no longer participate in the cafeteria plan shall be entitled to the following benefits:

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Medical Insurance;

Single Dental Insurance;

Basic Life Insurance;

Long-Term Disability Insurance; and

An amount, as determined solely by the employer, to a Health Savings Account (HSA) and/or a VEBA account.

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The employer shall pay 100% of the individual premium; 80% of the individual plus child/children; or 75% of a family premium for a medical insurance policy selected by the employer.

The employer shall pay 100% of the individual dental insurance premium; basic life insurance premium; and maximum available long-term disability insurance premium.

No employee who has chosen this option may choose to participate in the cafeteria plan with cash benefit option after making the initial change to the plan described in

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3.

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SECTION 11. EMPLOYEE FLEX PLAN

It is the policy of the HRA to maintain a Flexible Spending Plan for eligible employees. The Plan makes available different cafeteria plan benefits such as, but not limited to, health care benefits, dental care benefits, life insurance benefits, and disability benefits. The Plan also makes available medical reimbursement benefits, dependent daycare benefits, and deferred compensation benefits to eligible employees. (Refer to the document "HRA Flexible Spending

The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

SECTION 34 – Smoke-Free Policy –

The Clay County HRA is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by the State of Minnesota and the U.S. Department of Housing and Urban Development and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees.

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Policy

It is the policy of the Clay County HRA to prohibit smoking on all HRA premises and within 25 feet of said premises in order to provide and maintain a safe and healthy work environment for all employees. "Smoking" means inhaling, exhaling, breathing, or carrying any lighted or heated cigar, cigarette, electronic cigarette, hookah, or other tobacco product or plant product in any manner or in any form.

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Scope

The Smoke-Free Workplace policy applies to:

- All areas of all buildings owned or managed by the Clay County HRA.
- All Clay County HRA off-site conferences and meetings.
- All vehicles owned or leased by the Clay County HRA.
- All visitors (customers and vendors) to Clay County HRA premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.

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Smoking is permitted in areas that are more than 25 feet away from Clay County HRA owned buildings.

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EFFECTIVE DATE

Revised this ~~21st~~^{18th} day of ~~October~~^{November}, 2017~~6~~⁶. All Sections of this revised copy shall take effect and be in force on the 1st day of January, 2017~~8~~⁸.

Clay County HRA Board of Commissioners:
Les Bakke
~~Lucius Zedaker~~
Mike Martin
Dale Rollie

The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

Cecil Johnson
Ione Schultz
John Wilkie

Les Bakke, Chairperson, Clay County HRA

H R A

S E A L

Ione Schultz ~~Lucius Zedaker~~, Secretary, Clay County HRA

Dara A. Lee
Executive Director, Clay County HRA