

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of November 20, 2018

MEMBERS PRESENT:

Les Bakke, Cecil Johnson, Mike Martin, Dale Rollie, Ione Schultz and John Wilkie.

MEMBERS ABSENT:

None

STAFF PRESENT:

Dara Lee and Sheila Laney.

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

AGENDA:

Commissioner Martin made a motion to approve the agenda. Commissioner Bakke seconded the motion and it carried unanimously.

MINUTES FROM OCTOBER 16, 2018 REGULAR MEETING:

A motion was made by Commissioner Rollie to approve the October 16, 2018 meeting minutes. Commissioner Johnson seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER'S REPORT:

Budget reviews through September 2018 were discussed. Most programs are operating as anticipated. Scattered Site Public Housing has experienced extremely high costs due to expensive unit turnover, environmental review requirements and disposition activities. HUD has approved the disposition of these units. We have expended all reserve funds for these units (\$31,486 as of 1/1/18). We were notified by HUD that we will be eligible for 6 months of operating subsidy (\$20,000-\$25,000) in 2019 to assist with the extra costs due to disposition.

The Housing Choice Voucher program also has experienced high administrative costs primarily due to application and start-up of VASH and Mainstream Voucher programs. Houge Estates paid \$49,000 for a new parking lot without any funds being drawn from reserves.

Commissioner Wilkie made a motion to accept the Treasurer's Report. The motion was seconded by Commissioner Rollie and carried unanimously.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

As of the first week in November, there are 4 vacant units. All four should be occupied by the end of November. Staff is anticipating 1 moveout during and 1 moveout at the end of November, and 2 additional move-outs at the end of December. Applications are being processed for the 2 November 30 openings. Letters are being sent out for the December 31 openings. There are 70 households on the waiting list. The waiting list is currently open.

Agassiz Apartments

As of November 1, there is one vacant unit and an application is being processed for the opening. There are 4 households on the waiting list. We plan to hold a 40th Anniversary Celebration for the property on December 18 in the afternoon and board members are welcome to attend. The development opened in December 1978.

Scattered-Site Public Housing

As of November 1, there are no vacant units. We have one opening for December 1. We may have several additional openings on January 1 due to the disposition and the ability of current residents to move with a Housing Choice Voucher. Several residents have expressed interest in moving to Moorhead.

There are 35 households on the waiting list. We are only accepting applications for 3-bedroom units located in Ulen or Hawley at this time. Staff recommends closing the waiting list at this time since the units will no longer be operated as public housing.

The intention is to close on the sale/transfer of the units to the Clay County Affordable Housing LLC on December 31, 2018. The Clay County Affordable Housing LLC will enter into new lease agreements and change the method for filling the units.

Commissioner Martin made a motion to close the Scattered-Site Public Housing waiting list immediately. Commissioner Johnson seconded the motion and it carried unanimously.

Boyer Apartments

As of November 1, there is one vacant unit due to a lease termination. We are processing an application for the opening. There are an additional two households on the waiting list who were not interested in moving at this time.

Effective January 1, 2019, residents of Boyer Apartments will receive a preference for a Housing Choice Voucher.

Fieldcrest Townhomes

As of November 1, there are 2 vacant units. There are no additional move-out notices. Applications are being processed for the openings. There are 149 households on the waiting list which is closed.

Gateway Gardens

As of November 1, there is one vacant unit. New participants are being selected through the Coordinated Entry process. Three HRA staff have offices at Gateway Garden. CCRI continues to provide on-site support services.

Housing Choice Vouchers

As of November 1, 2018, 402 vouchers were under lease. We are authorized to lease up to 455 vouchers. We also have 5 VASH voucher holders under lease; 1 additional voucher issued; and can issue an additional 9 vouchers.

We were awarded 28 Mainstream vouchers effective November 1, 2018. Letters have been sent to 35 households of the waiting list who appear eligible for the Mainstream Vouchers. 2 of these individuals have leased up. 23 additional individuals have contacted us who we are working with to issue a voucher. There are 188 additional households on the waiting list.

We also are working with 30 households who have “ported in” to our area. The other housing authorities continue to pay the rental assistance on these units.

We have applied for 24 Replacement Tenant Protection Vouchers due to the disposal of our Scattered-Site Units. We anticipate these vouchers will be available on January 1, 2019. Staff have met individually with all the current public housing tenants.

We have 40 individuals enrolled in our Family Self-Sufficiency program. We have had 45 FSS participants in the past 12 months. Staff is working with 2 additional households to enroll them in the program. We can serve up to 50 households on the FSS program under our current Action Plan. The grant renewal application is due November 30.

Prairie Horizons Townhomes

As of November 1, there is one vacant unit due to a current tenant transferring to a smaller unit. Staff are processing an applicant who was identified through the Coordinated Entry System. A full-time CCRI staff provides supportive services to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants.

HRA Cares

We are authorized to serve 64 households with these funds. We are currently serving 58 households. Of the 58, 13 are at Prairie Horizons Townhomes; 7 are at Bright Sky Apartments; and 38 are in scattered-site units in Clay, Otter Tail, Wilkin and Douglas Counties. There is one family opening at EPHT and two single openings at PHT. There are 24 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 48 households on the program, 18 singles and 30 families. Four additional households are searching for a unit. Leased households are from Clay, Otter Tail, Wilkin, and Douglas Counties.

We do not anticipate adding additional households to the program in the near future. We are in the second year of a two-year grant. We overleased the first year so do not have adequate funding remaining to serve 55 households during the second year.

HRA Cares for Kids/Homework Starts with Home

The current HRA Cares for Kids grant began February 1, 2016 can serve up to 18 households. The grant term ends January 31, 2019. We intend to discontinue the program as of December 31, 2018 and transfer the two remaining households to the Housing Choice Voucher program, if necessary. The remaining households have children in the Moorhead School District.

The new Homework Starts with Home Program was finally authorized on October 29, 2018. (It was supposed to begin on October 1.) The grant amount is \$1,042,785 to assist 60 households. Of this total, \$920,512 is Housing Trust Fund money awarded to the HRA for rental assistance; \$60,000 in philanthropic money awarded to the HRA to administer for a variety of purposes; and \$62,273 in Family Homeless Prevention Assistance Program money awarded to Mahube-Otwa for case management services for them and Lakes & Prairies. In addition, the HRA requested and received \$110,000 for the HRA Tax Levy to be used towards this program in Clay County. The HRA also is requesting that the surrounding HRAs contribute \$169,250 of tax levy resources to this program. Staff have met with all 13 participating school districts and the area HRAs regarding this program.

The HRA used levy resources in Clay County to lease a household prior to grant execution. Three households were leased up as of November 1 – 2 in Clay and 1 in Wilkin. Four additional households leased up in early November – 2 in Clay; 1 in Becker; and 1 in Douglas. 6 additional households are approved and searching for units. We are working with 1 additional referral.

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.

As of November 1, there were 54 households leased with the Housing Supports programs – 7 with the HRA (1 of these is shared with Summit); 9 with Lakes & Prairies; 2 with the Presentation Partners in Housing; 5 with LMHC; 9 with Dorothy Day; and 23 with Summit Guidance (of these 1 is shared with the HRA).

Eighteen additional households are searching for units. The HRA is working with 1; Lakes & Prairies is working with 3; Summit is working with 8; Presentation Partners in Housing is working with 1; Lakeland Mental Health Center is working with 3; and Dorothy Day is working with 2. Lakes & Prairies, Presentation Partners in Housing, Dorothy Day and Summit are all willing to serve additional households.

Minnesota DHS Community Infrastructure Grant

The Department of Human Services awarded Clay County \$385,875 to develop Community Infrastructure to help people with disabilities live successfully in their own communities. The grant funds three outreach workers, a 0.82 FTE housing resource specialist (employed by the HRA) and administration. The grant covers 10 counties in the West Central CoC. It was the largest grant awarded in the state.

The HRA is the project manager and provides the Housing Resource Specialists. All three outreach workers have been hired by the partner agencies and are actively conducting outreach and providing referrals. The team meets monthly.

Owner-Occupied Rehab Program

Barnesville

We are funded to assist 15 homeowners. We are currently working with 12 homeowner households. 9 projects are complete; 1 is in construction; 1 is finalizing loan amounts; and 1 is in income determination/eligibility stage. One homeowner voluntarily withdrew since he has no insurance and cannot currently afford insurance on his home.

We have funding available for at least 3 additional homeowners. We did a final mailing in the target area which yielded 3 interested homeowners. However, 2 of the 3 were ½ block out of target area due to an address error. An expansion request will be made by Barnesville to DEED which will include these individuals and 68 additional homes.

We were funded to rehabilitate 12 commercial properties. Due to a lower than projected cost per building for rehabilitation, we will be able to work on at least 18 buildings.

We have received 22 applications. All 22 applications received preliminary approval through the property selection process. After 2 projects withdrew and 2 were determined ineligible by DEED, we are working with 18 approved applicants. 8 projects are complete; 3 projects are in construction phase and another project is adding to their scope and bidding additional work; 4 projects are reviewing bids/re-bidding (1 of these is close to loan closing); and 3 projects are in the eligibility/inspection stage.

Sabin

DEED awarded the City of Sabin SCDP funds to rehabilitate 10 homes. The grant Agreement was received today. The environmental review is complete. The Sabin City Council will approve the Policies and Procedures at its November meeting. Full applications were mailed to homeowners who submitted a letter of intent on November 5. Applications are due the beginning of December.

RLP

2 projects are under construction; 1 project is ready to bid; 1 is in eligibility stage; and 6 are on the waitlist.

Other

The HRA was awarded approximately \$75,000 in additional funding from USDA Rural Development for a Housing Preservation Grant to be used as match proceeds. The HRA will have \$175,000 to use for rehabilitation match purposes from the 2019 HRA Tax Levy.

Rental Rehab Program

We were awarded \$800,000 in 2016-2017 funding- \$200,000 for small projects and \$600,000 for large projects. The \$600,000 in large project funds are committed. The large Fergus Falls project is complete. The large Morris project is approximately 70% complete.

Rather than issue a new RFP in 2018 as initially anticipated, MHFA has indicated a willingness to extend additional funds to current grantees. The RRDL program is going to “stop and pivot” in 2019 according to Minnesota Housing.

Leonhardt Manor in Barnesville applied for \$300,000 in funding through the HRA. Their application is being considered and initial project approval items have been sent to Minnesota Housing for review. On November 15, MHFA extended our current administrator agreement by (6 months) and increased our 10% Forgivable RRDL (large project) allocation by \$300,000.

We have struggled finding interest from small property owners. There is an owner in Barnesville interested in 100% forgivable funds for multiple properties containing a total of 14 units: 3 – 4-unit buildings and 2 single units above downtown commercial buildings. Bids have been received on most projects. All \$200,000 in RRDL 100% Forgivable Loan Funds is expected to be used on these 5 projects. One of these project files have been reviewed and approved by Minnesota Housing. On November 15, extended our current administrator agreement by (6 months) and increased of our 100% Forgivable RRDL (small project) allocation by \$100,000.

PERSONNEL POLICY PROPOSED CHANGE:

The HRA currently offers 11 paid holidays to its staff. Staff proposed to keep the number of paid holidays at 11 but to change one paid holiday from Good Friday to Christmas Eve.

Staff requests the change be effective December 1.

A motion was made by Commissioner Martin to approve changing the Good Friday holiday to a Christmas Eve holiday, effective December 1, 2019. The motion was seconded by Commissioner Wilkie and carried unanimously.

OTHER:

Staffing

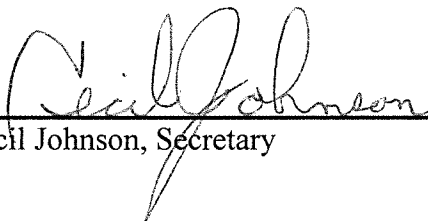
The HRA advertised for a 0.5 FTE HQS Inspector/0.5 FTE Maintenance position. After interviewing and further analyzing the job duties, it was decided to change the position to 0.5 FTE Assistant Housing Manager/0.5 FTE Maintenance. Jami Hills accepted the revised position and will begin November 26, 2018.

Quinne Goodwin-Chaffee will change her position from 0.5 FTE Assistant Housing Manager/0.5 FTE Housing Resource Specialist to an HQS Inspector/Housing Resource Specialist and will assist with some files for the HRA Cares Program.

Director Lee will be out on medical leave during January 2019 due to a hip replacement. A check signer will be needed on January 15. The January board meeting will likely be cancelled.

10:05 A.M. MEETING ADJOURNED.

Chair Schultz adjourned the meeting at 10:05 a.m.



Cecil Johnson, Secretary

12-18-18

Date