

Minutes Joint Board Meeting
March 21, 2016
HRA Conference Room

**JOINT BOARD MEETING
MOORHEAD PUBLIC HOUSING AGENCY
HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY MN
Special Meeting of March 21, 2016**

MEMBERS PRESENT:

Les Bakke, Cecil Johnson, Mike Martin, Dale Rollie, Ione Schultz and Lucius Zedaker from the CCHRA.

MEMBERS ABSENT:

Sarbest Doski

STAFF PRESENT:

Dara Lee, Gerry Sieler and Sheila Laney from the CCRHA.

MPHA BOARD MEMBERS PRESENT:

Donna McMaster and Greg Lemke

MPHA STAFF PRESENT:

Sally Roe, Toni Vondal, Marlene Ulschmid, Don Gibson and Carey Ulschmid.

7:00 P.M. MEETING WAS CALLED TO ORDER

CCHRA and MPHA Board members agreed that MPHA Board Chair, Donna McMaster, would chair the meeting. She then called the meeting to order.

ROLL CALL & INTRODUCTIONS:

All present introduced themselves to the group with a brief description of their affiliation.

CATALYST GRANT BACKGROUND:

Director Lee, Director Roe and Chair McMaster first began discussing the idea of applying for the Catalyst Grant in July of 2015. They agreed that the concepts of serving our clients better and getting to know each others' organizations better were ideas to be explored. They agreed to submit a joint grant to Greater Minnesota Housing Fund. The grant was submitted for exploration. Joint meetings have been held with staff from both agencies and this meeting is another step in the process.

Since both organizations use Brian Opsahl as their agency auditor, it was agreed that Mr. Opsahl might have some insights regarding how the agencies may work together more efficiently.

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DISCUSSION ON CATALYST GRANT:

The discussion began with the auditor, Brian Opsahl from Brady Martz. Mr. Opsahl made the following points for the agencies to consider:

1. The duplication of programs we offer, most notably Section 8;
2. The way the two agencies use a fee accountant for different purposes; and
3. Efficiencies that could be gained by sharing services and costs.

Director Roe and Director Lee answered questions on each of the items. Further information will need to be gathered, and it was emphasized that the process will be taken in steps.

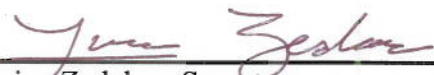
Barriers that would need to be addressed include the different software used by each agency, and the different fiscal year end dates used by each.

NEXT STEPS:

The next steps that were agreed upon by the group were:

1. Looking at MPHA adopting CCHRA's Administrative policy for Section 8.
2. Examining the HCV transfer issue in more detail.
3. Investigating possible collaboration in the financial area.

8:05 P.M. MEETING ADJOURNED


Lucius Zedaker, Secretary

4/19/2016
Date