

**Minutes of the February 26, 2014 Brainerd HRA Board Meeting**

The February meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota was held at 11:00 a.m., Wednesday, February 26, 2014, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **Call to Order:** Chairman Parks called the meeting to order at 11:00 a.m.
2. **Roll Call:** Present at the meeting were Commissioners Larson, Fargo, Steffenson, Nesheim and Parks. Commissioner Burnett was absent from the meeting. Also present were Director Jennifer Bergman, Assistant Director Diana Kliber, and Finance Director Karen Young.
3. **Reading and Approval of Minutes from the Previous Meeting:**

Under 7b. Commissioner Fargo would like the motion to read: Commissioner Nesheim made a motion to approve the amendments to the Brainerd HRA Employee Handbook as recommended.

**Commissioner Fargo made a motion to approve the minutes of the January 26, 2014 meeting as amended. Commissioner Nesheim seconded the motion and the minutes were approved as amended.**

4. **Strategic Planning Session:**

**a. Review of 2013 Goals and Accomplishments:**

Jennifer gave an overview of all of the 2013 HRA goals and action steps. Staff is proud to report that we have accomplished many of the 2013 goals.

Goal #1: 1321 Norwood will close next week. All three properties will close this year.

Goal #2: We did not get ROSS Grant. We will continue to submit the application until we get it. Commissioner Parks suggested adding ACCRA to this goal.

We are scored by HUD in 2014.

Tania should give all board members the agendas for the CWC and Brainerd HRA to each other.

Jennifer discussed the Home Rental Rehab Program.

Jennifer discussed the City's and CWC HRA's goals and mission statements.

Commissioner Parks discussed the City's goals. It was suggested to get the City more informed of what the HRA really does. Jennifer met with

the new City Administrator already. Jennifer went over Ray's goals and passed out both his and Nathan's goals.

**b. Identify Goals and Priorities for 2014:**

After a brainstorming session, the Board came up with three goals and several action steps for each goal. Jennifer will write up the goals and action steps and have them ready for the March meeting.

Jennifer discussed the Admin/Finance position. She stated we received 23 applications. Diana, Karen and Christine are in the process of reviewing them. Jennifer will be at the NAHRO conference in DC March 9-12<sup>th</sup>. Interviews will be scheduled for March 19<sup>th</sup> with the hopes of the position starting in April.

**5. Reports of Committees:**

No reports from Committees.

**6. Unfinished Business**

Commissioner Fargo asked if any staff were attending the Working Together conference in April or the MN NAHRO Conference in May at Madden's.

**7. New Business (continued):**

**a. Authorize Vacation & Sick Leave for Dennis Christenson:**

Jennifer discussed our Employee Handbook stating it was changed last month.

**Commissioner Nesheim made a motion to approve vacation and sick time on a prorated basis for Dennis Christenson. Commissioner Larson seconded the motion. All Commissioners voted in favor of the motion and none were opposed.**

**8. Adjournment:**

**Commissioner Fargo made a motion to adjourn the meeting. Commissioner Larson seconded the motion. The next meeting will be on Wednesday, March 26<sup>th</sup> at 1:00 PM.**