

Minutes of the February 27, 2013 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 1:00 p.m., Wednesday, February 27, 2013, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

Work Session

1. **Call to Order:** Chairman Parks called the meeting to order at 11:06 a.m.
2. **Roll Call:** Present at the meeting were Commissioners Burnett, Stengel and Parks. Also present at the meeting were Lucy Nesheim, Director Jennifer Bergman, Assistant Director Diana Kliber and Finance Director Karen Young. Absent from the meeting were Commissioners Larson and Steffenson.
3. **Presentation of 2011 Goals and Accomplishments:**

Jennifer went over the 2012 HRA Goals and Action Steps Status Report going into detail on each goal, action steps and status. The Board did not have questions, but were impressed with all of the accomplishments over the 2012 year.

Jennifer discussed how the Strategic Planning sessions started in 2011 up to the present date and how they will continue annually.

4. **Identify Goals and Priorities for 2012:**

Jennifer discussed the 2013 Brainerd HRA staff strategic plan goals and action steps. She also discussed the three goals sent in by Commissioner Larson.

The Crow Wing County (CWC) HRA was discussed at length. It is important that one Board member from the CWC HRA attend our Board meetings and vice versa.

The Board decided to eliminate goal #4, combine goals #3 into goal #1, and to redefine goals #2 and #5.

Regular Meeting

5. **Call to Order:** Chairman Parks called the meeting to order at 1:18 p.m.
6. **Reading and Approval of Minutes from the Previous Meeting:**

Commissioner Stengel made a motion to approve the minutes of the December 19, 2012, meeting. Commissioner Burnett seconded the motion and the minutes were approved as submitted.
7. **Bills and Communications:**
 - a. **Financial Report:**

Karen presented the Financial Report to the Board.

Karen discussed the Crow Wing County HRA Transfer. She stated they are one month into the transfer, and it has been going very well. She discussed the funds in the amount of \$620,733.41 were transferred into the Brainerd HRA Operating account at Wells Fargo.

There was discussion about Brainerd Oaks and what to do with the remaining parcel we own by Brainerd Oaks. Staff will come up with ideas and report to the Board at the next meeting.

Karen stated the financial reporting this month includes the CWC HRA. She discussed the content of the report stating she can make any changes the Board would like to see.

Karen discussed the financial reporting.

The Brainerd HRA audit was discussed. Karen stated the unaudited numbers were sent to REAC and they were already accepted.

Jennifer discussed the sequestration letter from HUD.

b. HCV Report:

Diana presented the HCV report to the Board. She discussed the amounts paid in HAP for January.

c. Public Housing Report:

Diana presented the PH report to the Board. She stated she included a new report called Monthly Property Performance Report and discussed the work order portion of the report.

d. Executive Director Report:

SCDP Comprehensive Application: Jennifer reported that the application has been submitted, and we are requesting \$753,000 for a housing and commercial rehab program in Southeast Brainerd. Funding decisions are expected in April.

City of Brainerd Strategic Planning: Jennifer stated the City of Brainerd began a Strategic Planning session in February. On March 25th the HRA and Airport Commission are invited to attend the goal setting session. Jennifer stated she will attend and keep the Board informed.

Crow Wing County HRA Board Meeting: Jennifer stated the HRA began staffing the Crow Wing County HRA as of January 1st. Each month you will be provided with the minutes and agenda.

3014 Oak Street: Jennifer discussed that the CWC HRA closed on the house located at 3014 Oak Street to LAHFH on January 15th. The family plans to move this month.

HUD Training: Jennifer stated she attended three days of the HUD training, and Diana attended one. The training was good, and we received some valuable information.

Website: Jennifer discussed the website stating there were a few initial snags, but that it is live. The Board packet will be posted on the website each month, and packets will not be sent via mail or email, unless requested. A hard copy can also be provided at the meeting if anyone would like a hard copy.

VISTA Volunteer: Jennifer discussed the VISTA opportunity, stating she would like to consider applying for one. She plans to research this more, and hopes to come to the April meeting with a proposal/application.

8. Reports of Committees:

a. Salary Survey/Subcommittee

A salary survey subcommittee has been formed consisting of Commissioners Parks and Burnett, as well as Jennifer, Diana and Karen. The next step is to inquire about getting salary comparables for non-profit agencies.

9. Unfinished Business:

No unfinished business was discussed.

10. New Business:

No new business was discussed.

11. Next Meeting:

The next Board meeting is Wednesday, March 27th at 1:00 p.m.

12. Adjournment:

Commissioner Parks adjourned the meeting at 2:20 p.m.