

Minutes of the July 25, 2012 Brainerd HRA Board Meeting

The July 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, July 25, 2012, 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 1:05 p.m.
2. **Roll Call:** Present at the meeting were Commissioners Nesheim, Stengel, Steffenson and Parks. Absent from the meeting were Commissioners Burnett and Larson. Also present were Director Jennifer Bergman, Assistant Director Diana Kliber and Finance Director Karen Young.
3. **Staff Introductions:**

Jeff and Lauri discussed their job duties.
4. **Reading and Approval of Minutes from the Previous Meeting:**

Commissioner Nesheim made a motion to approve the minutes of the June 27, 2012, meeting. Commissioner Stengel seconded the motion and the minutes were approved as submitted.
5. **Annual Meeting:**

Jennifer discussed that according to our By Laws the regular meeting in July is our Annual meeting. Commissioner Parks' term is up. Jennifer will have him take the Oath in August.

 - a. **Election of Officers:**

Commissioner Stengel nominated Commissioner Parks Chair. All Commissioners approved. Commissioner Nesheim nominated Commissioner Stengel Vice-Chair. All Commissioners approved. Commissioner Stengel nominated Commissioner Burnett Treasurer. All Commissioners approved.
 - b. **Review By Laws:**

Jennifer is recommending the Board strike section 2.5, which is the requirement of a resolution to appoint the Secretary/Treasurer. She is also requesting in section 3.7 to remove the agenda order and authorize the Chairperson to set the Agenda. **Commissioner Nesheim made a motion to approve Jennifer's recommendation. Commissioner Steffenson seconded the motion and the motion was approved.**
 - c. **Review Meeting Schedule:**

Jennifer passed out an updated/revised meeting schedule for the Board.

6. Bills and Communications:

a. Financial Report continued:

Karen discussed the financial report. She explained the Revenue Recapture process stating we received over \$13,000 this year. It was discussed that revenue recapture should be discussed at the time the tenant moves in.

Karen discussed the Accounts Receivable write-offs for 2012. She stated per HRA policy, when an account remains unpaid for 90 days after the tenant's move out date, they can be written off with Board approval. Commissioner Nesheim suggested the process be reviewed and explore if a deceased person's estate should be asked to pay their debt. Further discussion will be held after the review process.

Karen discussed the bank reconciliation report for June regarding the SSRP.

Jennifer discussed the occupancy ratio for PHAS. We are now a High Performer for PH!

b. HCV Report:

Diana presented the HCV report to the Board. The HCV waiting list had more than doubled in one year from 250 to 647 families.

c. Public Housing Report:

Diana presented the PH report to the Board. She stated the North Star Caretaker had found a new position and is not starting with the HRA.

Diana discussed the Public Owned Housing Program (POHP) stating we will apply for this funding for elevator improvements. We will bring it before the Board in the August meeting for approval.

7. Report of the Executive Director:

a. Executive Director Report:

Brainerd Unemployment Meeting: Jennifer discussed the unemployment summit which took place in July in Brainerd. Commissioners Parks, Nesheim and Steffenson attended the summit.

Resilient Region: Jennifer discussed the HUD Resilient Region Sustainability grant. Jennifer has been recommended for the Champion for the Affordable Housing Theme.

Jennifer discussed the Rural Rental Deferred Loans (RRDL) Program. The program uses funds to improve rental properties in Brainerd.

Jennifer will write the grant and Dennis will administer the program. She will bring a proposal to the Board at the August meeting.

Jennifer stated Dennis Christensen is starting August 15th.

Jennifer discussed the PHAS Rule and stated there will be a meeting in Chicago for all the HRAs to give their input. The meeting is scheduled for August 13th and 14th. The Board would like Jennifer to attend.

Jennifer discussed that the Open House at the North Star will be held Tuesday, September 25th from 3:00 to 6:00 PM. She said the open house is to market the North Star.

Jennifer is leaving for San Francisco next week for the National NAHRO Conference.

Jennifer discussed our website stating she will have a draft to present to the Board in August.

7. Reports of Committees:

Nothing to Report.

8. Unfinished Business:

No unfinished business was discussed.

9. New Business:

a. Consider Levy Request for 2013:

Jennifer discussed the levy and has requested staff to prepare a letter to the Mayor and City. The letter shall request the full levy for the HRA for 2013. Jennifer will go to the City Council meeting to ask for the full levy. **Commissioner Nesheim made a motion to have Jennifer request the full HRA levy for 2013. Commissioner Steffenson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved.**

There was some discussion about Jennifer revising the agenda with Dale. The Report of the Executive Director will now be included under Bills and Communications.

10. Adjournment:

Commissioner Parks adjourned the meeting at 2:25 p.m. The next meeting will be August 22, 2012 at 1:00 p.m.