



134 East Second Street • Wabasha, MN 55981 • phone (651) 565-2638 • fax (651) 565-3836 • www.semmchra.org

REGULAR HRA BOARD OF COMMISSIONERS MEETING AGENDA

Southeastern Minnesota Multi-County Housing and Redevelopment Authority

Official Location: 134 East Second Street, Wabasha, MN 55981

Time: Wednesday, December 20, 2023, at 10:00 AM

COMMISSIONERS AND LOCATION ATTENDING:

Brad Anderson, 134 East Second Street, Wabasha, MN 55981

Rich Hall, 134 East Second Street, Wabasha, MN 55981

Robert Keehn, 134 East Second Street, Wabasha, MN 55981

Cheryl Key, 134 East Second Street, Wabasha, MN 55981

Laura Mielke, 1212 West Wabasha Street, Winona, MN 55987

Rodney Peterson, 134 East Second Street, Wabasha, MN 55981

Rhonda Toquam, 134 East Second Street, Wabasha, MN 55981

Marcia Ward, 134 East Second Street, Wabasha, MN 55981

GUESTS:

Buffy Beranek, Executive Director

REMOTE SIGN ON: <https://meet.goto.com/work>

OR CALLING: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 243-226-317

The public may also join the meeting remotely by logging on to or calling above access. Members of the public must be muted without cameras on.

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Approval of Agenda & Addendum**
- 4. Consent Agenda**
 - A. Approval of Regular Meeting Minutes – November 15, 2023 (M)
 - B. Approval of Property & Liability Insurance Rates for 2024 (M)
 - C. Approval of Auto Insurance Rates for 2024 (M)
 - D. Approval of Workers Compensation Rates for 2023 (M)
 - E. Approval to Submit MCPP Application for 2024 Allocation (R)
 - F. Acceptance of Objectives and Measures for Board-Approved 2024 Agency Goals (M)

- G. Approval of Annual Salary Adjustments and Changes to Section 3-12 Positions, Pay Grades and Salary Schedule Policy of the SEMMCHRA Policy and Procedures Employee Handbook (R)
- H. Approval of Changes to Section 1-2 Equal Employment Opportunity Policy and Section 1-3 Non-Harassment Policy of the SEMMCHRA Policy and Procedures Employee Handbook (R)
- I. Approval of Changes to Section 1-4 Drug-Free and Alcohol-Free Workplace Policy of the SEMMCHRA Policy and Procedures Employee Handbook (R)
- J. Approval of the Addition of an Open Door Policy to the SEMMCHRA Policy and Procedures Employee Handbook (R)
- K. Approval to Sell & Purchase Maintenance Vehicle (R)
- L. Approval to Write-off Tenant Accounts Receivable (M)
- M. Approval of Request for Subordination (M)

5. Agency Standards, Program Reports & Updates

- A. Section 8 Rental Assistance
- B. Rental Housing
- C. Grant/Capital Administration & Community Development

6. Review and Acceptance of Financial Statements, Commentary and Communications

- A. Acceptance of November 30, 2023, Financial Statements (M)

7. Public and Commissioners Comments

8. Report of the Executive Director

9. Old Business

- A. Housing Choice Voucher Program Administrative Plan and the Admission and Continued Occupancy Policies (ACOP) for Public Housing links to documents for review: [S8-Admin-Plan-for-Public-Dec.-2023.pdf \(semmchra.org\)](#)
[ACOP Revised-for-Public-1212023.pdf \(semmchra.org\)](#)

10. New Business

- A. Acceptance of Bring It Home initiative – Timeline & Approach (M)
- B. Approval for SEMMCHRA Administration of Wabasha and Winona Housing Trust Funds, contingent upon acceptance of final guidelines/ordinance (M)
- C. Approval to contract out 2024/2025 SCDP Grant Writing (M)
- D. Approval to conduct RFP process for Architect/Professional Engineer for River Valley Apartments (M)
- E. Approval of Plainview Partnership for 2024-2025 SCDP Grant Cycle (M)

11. Adjourn

**MEETING REMINDER:
Wednesday, January 17, 2024, at 10:00 AM**