

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 18th DAY OF JANUARY 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

Brad Anderson
Cheryl Key
Rodney Peterson

Rich Hall
Amanda Hedlund

Robert Keehn
Rhonda Toquam

Marcia Ward
Laura Mielke

Others Present: Buffy Beranek, Kelly Dittrich, Tammy Moyer, Bobbi Willers, Nick Koverman, Sara Fuher, Patty Heraty

Buffy Beranek Introduced Kelly Dittrich, the new Administrative Manager at SEMMCHRA.

The agenda was reviewed. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on December 21, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, December 21, 2022. Passed unanimously.

Staff requested the Board to accept the objectives and measures developed for the Board-Approved 2023 Agency Goals. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the objectives and measures developed for the Board-approved 2023 Agency Goals. Passed unanimously.

Staff requested approval of Amendment to the Policy and Procedure Handbook for the SCDP program. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the amendments made to the Policy and Procedure Handbook for the SCDP program. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 program lease up continues to be underutilized. Staff reported on the 2023 appropriations for the Section 8 program and expect the utilization to decrease in January even given the continued briefing and issuing of vouchers. Finding affordable housing and landlord accepting Section 8 continue to add the underutilization. The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly new staff and being understaffed. The various Community Development grant status', utilization risk, and negative market dynamics were shared again with the Board. Community Development has made great strides in fostering demand and stimulating interest. This department is working to adjust workload to capacity so draws on overall agency cash reserves are minimized. Capital improvements work is being redistributed to ensure work is scheduled and planned throughout the year with more focus on the first half where possible. HECAT and FSS program status numbers are moving to favorable statuses. All departments are on mandatory overtime and directors are developing work out plans where not meeting goals. The implementation of the new Yardi operating system, staffing and program performance of not meeting goals is driving the mandatory overtime.

Staff reviewed the preliminary unaudited December 31, 2022, financial statements. Staff again notified the Board of potential delays in financial reports or program reports due to the Yardi implementation even though the overall implementation is currently on target. The current financial notes and commentary were reviewed

with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to accept the preliminary unaudited December 31, 2022, financial statements. Passed unanimously.

Commissioners shared updates from meetings and notified the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates included in the Executive Director report. The Executive Director will be attending legislative meetings and participating in MN NAHRO day at the Capital on February 7th, statewide Executive Director training/meetings at the end of February and legislative meetings with Minnesota Housing Partnership. Housing committee work and individual legislative meetings will be occurring throughout the session.

OLD BUSINESS:

Staff Provided an Update on the Wanamingo USDA Rural Development Apartments. Given current Federal legislation being proposed on both the House and Senate sides, discussions have paused. Legislative changes may have a favorable effect on preserving this affordable housing.

NEW BUSINESS:

Staff requested Approval of a Resolution Approving to sell or trade existing Public Housing van and sell Pepin Apartment's van to Public Housing and to Purchase a new or used maintenance vehicle for Pepin Apartments. The resolution was introduced by Commissioner Key, read in full and considered:

23/01/18/01

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

AYES

Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Rhonda Toquam
Maria Ward
Amanda Hedlund

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director provided an update on the System for Award Management (SAMs). The identified programs effected are Public Housing, Capital Fund Program for Public Housing and the Family Self Sufficiency Program. Legal counsel and county recertification of original resolutions were obtained. Staff continue to wait for final approval. A plan for identifying and ensuring proper legal names are used on contracts is being developed which includes but is not limited to contract updates, letterhead being redone, ensuring proper legal name is used even where SAMs is not impacted and DBA being filed as necessary.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Hall to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on January 18, 2023, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

Laura A Mielke (Feb 15, 2023 15:34 CST)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 15th DAY OF FEBRUARY 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|-----------------|----------------|---------------|--------------|
| Brad Anderson | Rich Hall | Robert Keehn | Marcia Ward |
| Cheryl Key | Amanda Hedlund | Rhonda Toquam | Laura Mielke |
| Rodney Peterson | | | |

Others Present: Buffy Beranek

The agenda was reviewed. Motion was made by Commissioner Ward and seconded by Commissioner Peterson to approve the agenda with changes, by moving Consent Agenda Item “4H. Approval to Issue Flooring Contract at 730 Maple Grove” to New Business Agenda Item 10E . Passed unanimously.

The minutes were reviewed from the regular meeting held on January 18, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, January 18, 2023. Passed unanimously.

Staff requested Approval of a Resolution Approving the revisions to the Section 8 Housing 2023 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

23/02/15/02

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Approval a Resolution Approving the revisions to the Public Housing 2023 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

23/02/15/03

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Approval of a Resolution Approving the submission of the Fiscal Year End 2022 SEMAP Certification Submission. The resolution was introduced by Commissioner Key, read in full and considered:

23/02/15/04

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff shared the 2022 SEMMCHRA Annual Report.

Staff requested Approval of a Resolution Approving changes to the SEMMCHRA Procedures and Policy Employee Handbook Paid Time Off Section 3-3 and Insurance Programs Section 3-6. The resolution was introduced by Commissioner Key, read in full and considered:

23/02/15/05

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Brad Anderson

Rich Hall

Robert Keehn

Cheryl Key

Laura Mielke

Rodney Peterson

Rhonda Toquam

Maria Ward

Amanda Hedlund

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Approval of a 2021 CFP Automatic Doors Bid (730 & 713 Maple Grove). Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the 2021 CFP Automatic Doors Bid (730 & 713 Maple Grove). Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting the agency goals. The Section 8 program lease up continues to be underutilized. Staff reported on the 2023 appropriations for the Section 8 program and expect the utilization to decrease in January even given the continued briefing and issuing of vouchers. Finding affordable housing and landlord accepting Section 8 continue to add the underutilization. The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly new staff and being understaffed. The various Community Development grant status, utilization risk, and negative market dynamics were shared again with the Board. Community Development has made great strides in fostering demand and stimulating interest. This department is working to adjust workload to capacity so draws on overall agency cash reserves are minimized. The next round of grants are being developed with an automated survey of needs process being tested for Mantorville. Capital improvements work is being redistributed to ensure work is scheduled and planned throughout the year with more focus on the first half where possible. HECAT and FSS program status numbers are favorable. All departments are on mandatory overtime and directors are developing work out plans where not meeting goals. The implementation of the new Yardi operating system, staffing and program performance of not meeting goals is driving the mandatory overtime.

Staff reviewed the December 31, 2022, final financial statements. Noting minor year end adjustments and possible audit adjustments were not included. Staff again notified the Board of potential delays in financial reports or program reports due to the Yardi implementation even though the overall implementation is currently on target. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Hedlund to accept the December 31, 2022, final financial statements. Passed unanimously.

Staff reviewed the January 31, 2023, financial statements. Staff again notified the Board of potential delays in financial reports or program reports due to the Yardi implementation even though the overall implementation is currently on target. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Hedlund to accept the January 31, 2023, financial statements. Passed unanimously.

Commissioners did not share any updates from meetings or notify the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, external NAHRO executive director trainings, staffing, legislative activities and other project and program updates included in the Executive Director report. The Executive Director attended legislative

meetings and participated giving testimony on housing related bills. The state rental assistance program legislation and concern on the size and ability to utilize the funds with a current underutilized Federal program were shared with the Board. All open positions have been filled and the executive director provided an update on the ARP funding and the temporary position it funds for part of 2023. HOTMA regulations were noted and the upcoming impact on SEMMCHRA operations. Finally, an update on the recent release of MHFA scoring for tax credits was shared with the SEMMCHRA Board and the potential housing development opportunities it presents. The Board concurred with the continued discussions and exploring of how SEMMCHRA could assist in contributing to a strong application.

OLD BUSINESS:

There was no Old Business brought forward to the Board.

NEW BUSINESS:

Staff requested Approval of Community Development Program Staffing and Funding model. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to accept the Community Development Program Staffing and Funding. Passed unanimously.

Staff shared ideas for programs for the Goodhue County Housing Trust Fund Committee to consider for 2023 program options. The Board supported the programs and noted that the Committee will determine which programs it will deploy. The staff noted the programs must be able to be feasibly operationalized. Discussions will continue at future meetings.

Staff began discussions regarding Employee Retention. The Board noted many changes were likely to be coming through the current legislative session and waiting to see the complexity and cost for those programs is prudent before creating new programs. Discussions will continue at future meetings.

Staff requested Approval of a Resolution Approving to offer lot sale incentives, set lot prices and allow change of use. The resolution was introduced by Commissioner Key, read in full and considered:

23/02/15/01

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Hall and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to issue a flooring contract at 730 Maple Grove. Motion was made by Commissioner Anderson to issue and accept a bid on a flooring contract for Maple Grove 730 up to \$67,179.55 and that is

most advantageous to the SEMMCHRA. The motion made by Commissioner Anderson was seconded by Commissioner Hedlund. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Ward to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on February 15, 2023, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
Laura A Mielke (Mar 16, 2023 09:44 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 15th DAY OF MARCH 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on roll call the following answered present:

| | | | |
|-----------------|----------------|---------------|--------------|
| Brad Anderson | Rich Hall | Robert Keehn | Marcia Ward |
| Cheryl Key | Amanda Hedlund | Rhonda Toquam | Laura Mielke |
| Rodney Peterson | | | |

Others Present: Buffy Beranek

The agenda was reviewed. Motion was made by Commissioner Mielke and seconded by Commissioner Peterson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on February 15, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, February 15, 2023. Passed unanimously.

Staff requested Approval of a Resolution Approving changes to the SEMMCHRA Policy and Procedures Employee Handbook with the Addition of a Reasonable Accommodations and Interactive Dialogue Policy Section 1-7 and Changes to Overtime Section 2-4, Key Fob Holders 2-21, and Lactation Breaks 4-5. The resolution was introduced by Commissioner Key, read in full and considered:

23/03/15/01

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Hall and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff shared a Family Self Sufficiency completion summary.

Staff requested approval of the update to the Family Self Sufficiency Action Plan Section 6.5. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the update to the Family Self Sufficiency Action Plan Section 6.5. Passed unanimously.

Staff requested approval of revisions to the Housing Choice Voucher (HCV) Homeownership Program Administrative Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the update to the Family Self Sufficiency Action Plan Section 6.5. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting the agency goals. The Section 8 program lease-up continues to be slightly underutilized. Staff reported on the 2023 appropriations for the Section 8 program, the increases in rents and the decrease in family income. This is resulting in helping existing families more. Staff expect to hit the 98 percent agency standard. The rental housing occupancy rates and the issues facing property management were shared with the Board. The overall occupancy rate is particularly impacted by the workload of the new system, the learning curve of new staff and being understaffed. The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. Community Development has made great strides in fostering demand and stimulating interest and all statuses have moved to green or yellow. All grants have been extended to 2024. This department is working to adjust workload to capacity so draws on overall agency cash reserves are minimized. The next round of grants is being developed with an automated survey of needs process being tested for Mantorville and Zumbrota. Capital improvements work is being redistributed to ensure work is scheduled and planned throughout the year with more focus on the first half where possible. HECAT and FSS program status numbers are favorable.

Staff reviewed the February 28, 2023, financial statements. Staff provided an update on the audit. There will be a management comment, not a finding. With the system conversion, some of the year-end entries were completed by the auditor. Staff discussed staffing options again to consider as part of succession planning and risk mitigation. Hawkins Ash will present later this year. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the February 28, 2023, Financial Statements. Passed unanimously.

Staff began discussions regarding 2024 Agency and Levy Budget Planning. Discussions will continue at future meetings. A finance committee of the Board was suggested and Commissioners Anderson, Peterson and Ward volunteered. The finance committee will meet in May after the Board meeting to review the budget request prior to a focused Board session on the SEMMCHRA budget in June. The staff presented and discussed the potential legislative opportunities for affordable housing funding. Staff informed the Board about the potential State Rental Assistance program mirroring the size of our current Section 8 program and other housing development opportunities. To secure the funding for our region and the opportunities for these programs, SEMMCHRA would need to staff up to meet those program demands. The goal would be a one-two time levy increases for staffing until the programs were self-sustaining or completed. It is estimated that three additional staff would be needed to address the State Rental Assistance program. It is estimated that two initial staff would be needed to address the housing opportunity sources. Often, to secure housing funds, match funds are needed and the HRA would encourage each County to establish a Housing Trust Fund as well. As SEMMCHRA grows, additional administrative oversight would be needed, and a senior administration position added as well. The current SEMMCHRA Community Development staff would be able to continue to write grants for MHFA's Rural Rental Demonstration Loan (RRDL) program and MHFA's Public Owned Housing Program (POHP) grants as it has done in the past which are both expected to be exceptionally funded. With the legislative session being a rollercoaster, we will not be able to confidently start to plan until May 22nd. Preliminary County budgets are typically due as early as April, June, and July. Again, additional staff and matching funds would be needed to address the new funding opportunities. The Board suggested submitting any County required budget request prior to the June SEMMCHRA Budget meeting, in the form of a range. The base levy request would be for current programs and the top would be for all the items listed above. Staff shared the impact of utilizing 50 percent of the HRA levy capacity. These discussions were meant to prepare the Board for the quick and overwhelming response that may be needed by them, depending on their desire for SEMMCHRA's involvement in this historic funding for housing by the Minnesota legislature.

Commissioners did not share any updates from meetings or notify the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, external NAHRO executive director trainings, staffing, legislative activities and other project and program updates included in the Executive Director report. The Executive Director attended legislative meetings and participated giving testimony on housing related bills. The potential impacts of the State Rental Assistance program and other potential historic housing funding opportunities were shared. SEMMCHRA staff shared a preliminary discussion with Three Rivers about workforce housing development opportunities in the City of Wabasha. Given the State's scoring, the City of Wabasha has a historic opportunity to partner with Three Rivers and SEMMCHRA to develop affordable housing for working households. HOTMA regulations were noted and the upcoming impact on SEMMCHRA operations. Finally, an update on the recent release of MHFA scoring for tax credits was shared with the SEMMCHRA Board and the potential housing development opportunities it presents. The Board concurred with the continued discussions and exploring of how SEMMCHRA could assist in contributing to a strong application.

OLD BUSINESS:

There was no Old Business brought forward to the Board.

NEW BUSINESS:

Staff requested approval to conduct a RFP process for LPP capital improvements needs assessment. Motion was made by Commissioner Keehn and seconded by Commissioner Key to accept the requested approval to conduct a RFP process for LPP capital improvements needs assessment. Passed unanimously.

Staff continued discussions regarding the legislative impacts on SEMMCHRA Policy and sought input from the Board for planning purposes. Discussions will continue at future meetings.

Staff provided an update on the Agency 2022 goals and outcomes. Overall, the departments met or exceeded the goals they set out to achieve. Where goals were not met, uncontrollable market conditions were present.

Staff provided an update on Section 3 Plan HUD regulation. Staff are actively planning to ensure SEMMCHRA is compliant and making operational changes where necessary. A revised plan will be coming forward to the Board in April for approval.

Staff requested approval of Executive Committee recommendations in relation to the Executive Director. The motion made by Commissioner Mielke was seconded by Hall. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Ward to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on March 15, 2023, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
Laura A Mielke (May 1, 2023 10:02 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 19th DAY OF APRIL 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|-----------------|----------------|---------------|--------------|
| Brad Anderson | Rich Hall | Robert Keehn | Marcia Ward |
| Cheryl Key | Amanda Hedlund | Rhonda Toquam | Laura Mielke |
| Rodney Peterson | | | |

Others Present: Buffy Beranek, Tammy Moyer, Patty Heraty, Bobbi Willers, Nick Koverman

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on March 15, 2023. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, March 15, 2023. Passed unanimously.

Staff requested Approval of a Resolution Approving the HUD Section 3 Plan. The resolution was introduced by Commissioner Key, read in full and considered:

23/04/19/01

Commissioner Hall moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Nullify the Approval of the update to the Family Self Sufficiency Action Plan Section 6.5. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to accept the approval to Nullify the Approval update to the Family Self Sufficiency Action Plan Section 6.5. Passed unanimously.

Staff requested Approval of Goodhue County Projects Furnace/AC/Water Heater Replacement Contracts. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to accept the Approval of Goodhue County Projects Furnace/AC/Water Heater Replacement Contracts. Passed unanimously.

Staff requested Approval of Furnace/AC Replacement and Electrical Contracts-Maple Grove Family Units 710-720 West 6th and 7th Streets. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to accept the Approval of Furnace/AC Replacement and Electrical Contracts-Maple Grove Family Units 710-720 West 6th and 7th Streets. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting the agency goals. The Section 8 program lease-up continues to be slightly underutilized. Staff reported on the 2023 appropriations for the Section 8 program, the increases in rents and the decrease in family income. This is resulting in helping existing families more. HUD's expectation is for staff to hit 100% utilization of funds for 2023. Our agency standard of 98 percent needs to move to 100% agency standard. The significant amount of port-out vouchers are adding risk to the Section 8 program and reaching the 100% standard. The rental housing occupancy rates and the issues facing property management were shared with the Board. The overall occupancy rate is particularly impacted by the workload of the new system, the learning curve of new staff and being understaffed. The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. Community Development has made great strides in fostering demand and stimulating interest and all statuses have moved to green or yellow. All grants have been extended to 2024. This department is working to adjust workload to capacity so draws on overall agency cash reserves are minimized. The next round of grants is being developed with an automated survey of needs process being tested for Mantorville and Zumbrota. Capital improvements work is being redistributed to ensure work is scheduled and planned throughout the year with more focus on the first half where possible.

Staff reviewed the March 31, 2023, financial statements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the March 31, 2023, Financial Statements. Passed unanimously.

Commissioner Hedlund shared that the St. Charles Housing development ground breaking for Habitat for Humanity of Winona is on May 6th.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, the executive director training, staffing, legislative activities and other project and program updates included in the Executive Director report. The Executive Director attended legislative meetings and participated giving testimony on housing related bills. The potential impacts of the State Rental Assistance program and other potential historic housing funding opportunities were shared. The workday of September 23rd has been scheduled to assist in the construction of a Habitat home in the St. Charles TIF district. Interested Board members should email the Executive director. The Section 3, HOTMA, HUD audit preparations and program staffing information was shared from the executive director training. Partnering initiatives with Three Rivers and CEDA to access State housing resources was shared. The proposed constitutional amendment information along with strategy was shared.

OLD BUSINESS:

Staff continued discussions regarding the legislative impacts on SEMMCHRA policy and sought input from the Board for planning purposes.

Staff brought forth a discussion regarding the 2024 Agency & Levy Budget Planning Process. The timing of levy budgets due to Counties was shared. Staff will have a draft budget for the SEMMCHRA Board to review at the May Board meeting and prior to sending to Counties. Commissioner Key agreed to join the Finance Committee discussions, which ensure each County is represented.

The Goodhue County Housing Trust Fund Committee met and decided to hold off setting budget appropriations until the legislative session ends. Discussions on how to utilize a housing trust fund to maximize funding to greater Minnesota was shared. Conversations with County administrators is occurring,

so they understand the utilization of the HRA levy and return on investment.

NEW BUSINESS:

Staff provided an update on the Board of Commissioners Handbook and Acknowledgement Form. The Handbook is provided to new commissioners and staff will begin to annually, electronically send the handbook to commissioners. HUD regulations require board members to understand their role and responsibilities. The Board discussed and agreed this was good practice.

Staff provided an update on Banking and IT Systems Request for Proposals (RFP). Staff will compile and offer RFPs for both services this summer. Bids and selection will come back to Board for approval.

Staff requested approval of the Statement of Significant Amendment and Substantial Deviation/Modification. The motion made by Commissioner Anderson was seconded by Commissioner Ward. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Ward to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on April 19, 2023, at which the majority of the members of said Board was present.

(SEAL)

Laura Mielke

Laura Mielke (May 18, 2023 21:48 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 17th DAY OF May 2023**

The commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|---------------|----------------|-----------------|--------------|
| Brad Anderson | Rich Hall | Rodney Peterson | Marcia Ward |
| Cheryl Key | Amanda Hedlund | Rhonda Toquam | Laura Mielke |

Others Present: Buffy Beranek, Patty Heraty

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on April 19, 2023. Motion was made by Commissioner Hedlund and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, April 19, 2023. Passed unanimously.

Staff requested approval of a resolution approving the execution of a consulting services agreement with Nan McKay for a total cost of \$9,348 that will include one (1) year of revisions to the Administration Plan and the Admissions and Continued Occupancy Policy (ACOP) at no charge. After one year, the annual cost for revisions will be \$239 for each plan, a total of \$478. The resolution was introduced by Commissioner Key, read in full and considered:

23/05/17/01

Commissioner Hedlund moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving to submit a Rental Rehabilitation Deferred Loan (RRDL) funding application for River Valley Apartments-Wabasha. The resolution was introduced by Commissioner Key, read in full and considered:

23/05/17/02

Commissioner Hedlund moved that the foregoing resolution be adopted as introduced and read, which

motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of 2023 CFP blacktop bid for Maple Grove 713, 710, 720, and 730 at 6th & 7th West Street. Motion was made by Commissioner Hedlund and seconded by Commissioner Mielke to accept the approval of 2023 CFP blacktop bid for Maple Grove 713, 710, 720, and 730 at 6th & 7th West Street. Passed unanimously.

Staff requested approval of 2023 blacktop bid for River Valley Apartments-Lake City. Motion was made by Commissioner Hedlund and seconded by Commissioner Mielke to accept the approval of 2023 blacktop bid River Valley Apartments-Lake City. Passed unanimously.

The Executive Director reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting the agency goals. Program successes and challenges were shared.

Staff reviewed the April 30, 2023, financial statements. Motion was made by Commissioner Mielke and seconded by Commissioner Ward to accept the April 30, 2023, Financial Statements. Passed unanimously.

Commissioner Hedlund shared that the groundbreaking for a Habitat for Humanity of Winona home in St. Charles is on May 6th. This is a partnership with SEMMCHRA and Habitat for Humanity of Winona.

The Executive Director reported on the meetings that took place since the last board meeting, upcoming meetings, the MN NAHRO conference staff attendance, staffing, legislative activities and other project and program updates. Staff reminded the Board of the 2023 budget items included for staff training and conference attendance. The Executive Director attended legislative meetings and shared the recent State \$1B housing funding bills and programs. How the 2024 levy budgets are impacted and derived based on the recent funding and new programs was also explained. The potential impacts of the State Rental Assistance program and other potential historic housing funding opportunities are not fully known and will continue to be shared as programs are developed by MHFA. The Executive Director also shared discussions with county administrators and plans for meeting with county commissioners during levy budget season. The workday of September 23rd has been scheduled to assist in the construction of a Habitat home in the St. Charles TIF district. Interested board members should email the executive director. The Federal legislative impacts of HOTMA and NSPIRE are being researched by directors and staff will need to attend training. Staff are also reviewing job descriptions in 2023 in preparation for market and industry comparison.

OLD BUSINESS:

The Executive Director and the Board continued discussions regarding the legislative impacts on

SEMMCHRA policy for planning purposes. Specifically, the leave of absence and sick time were discussed.

NEW BUSINESS:

Staff shared the basis, process, and assumptions included in the 2024 levy budget. The staffing, conferences, training, program costs, inflationary, market increases and other components were shared. The current programs and staffing levels are assumed. Staff explained the categories available to include in the four county budgets: General Fund, Community Development, and Housing Development. This year, staff included two options for each county to consider so the upcoming \$1B in State funding opportunities have staffing and funding capacity if the counties want new housing programs to be pursued by SEMMCHRA.

Staff requested approval of a resolution approving the preliminary 2024 levy budgets. The resolution was introduced by Commissioner Key, read in full and considered:

23/05/17/03

Commissioner Toquam moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------------|
| AYES | NAYES |
| Brad Anderson | Marcia Ward |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to adopt the preliminary total general fund levy budget of \$372,387 which a portion is spread and included as a component of each county levy budget. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Key to adjourn the meeting. Passed unanimously.

Motion was made by Governor Key to open Lake Pepin Plaza, LLC annual meeting. Passed unanimously.

Staff reviewed the 2022 Lake Pepin Plaza, LLC audit with the Board. Motion was made by Governor Anderson and seconded by Governor Toquam to accept the 2022 audit and report. Passed unanimously.

Staff brought forth a discussion and update regarding the SEMMCHRA management agreement.

There being no further business to come before the Board, the motion was made by Governor Key to adjourn the Lake Pepin Plaza, LLC Meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on May 17, 2023, at which the majority of the members of said Board were present.

(SEAL)

Laura A Mielke

Laura A Mielke (Jun 27, 2023 13:34 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 21st DAY OF JUNE 2023**

The commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|--------------|----------------|-----------------|-------------|
| Laura Mielke | Rich Hall | Rodney Peterson | Marcia Ward |
| Cheryl Key | Amanda Hedlund | Rhonda Toquam | |

Others Present: Buffy Beranek

The agenda and addendum were reviewed. Motion was made by Commissioner Ward and seconded by Commissioner Peterson to approve the agenda and addendum. Passed unanimously.

The minutes were reviewed from the regular meeting held on May 17, 2023. Motion was made by Commissioner Ward and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, May 17, 2023. Passed unanimously.

Staff requested approval of a resolution approving the 5-Year Capital Fund Program Action Plan. The resolution was introduced by Commissioner Key, read in full and considered:

23/06/21/01

Commissioner Ward moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff presented the Resident Advisory board meeting minutes from the regular meeting held Thursday June 1, 2023, for review and acceptance. Motion was made by Commissioner Ward and seconded by Commissioner Meilke to accept the Resident Advisory board minutes from the regular meeting held on Thursday June 1, 2023. Passed unanimously.

Staff requested approval to write-off tenant accounts receivable. Motion was made by Commissioner Ward and seconded by Commissioner Meilke to approve the write-off of tenant accounts receivable. Passed unanimously.

Staff requested approval for up to \$20,000 from Goodhue County restricted funds for Heritage Hill drainage repairs and seal coating. Motion was made by Commissioner Ward and seconded by

Commissioner Meilke to approve up to \$20,000 from Goodhue County funds for Heritage Hill drainage repairs and seal coating. Passed unanimously.

The Executive Director reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting the agency goals. Program successes and challenges were shared as well as a staffing update.

Staff reviewed the May 31, 2023, financial statements. Motion was made by Commissioner Hall and seconded by Commissioner Hedlund to accept the May 31, 2023, Financial Statements. Passed unanimously.

Commissioner Hedlund shared that she will be stepping down from her role as a HRA Winona Commissioner. Commissioner Ward said she was following up on next steps for filling the vacant position.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, and legislative activities.

OLD BUSINESS:

The Executive Director and the Board continued discussions regarding the legislative impacts on SEMMCHRA policy for planning purposes. Specifically, Juneteenth, the leave of absence and sick time were discussed.

Staff requested approval of resolution to recognize and add Juneteenth to SEMMCHRA paid holidays. The resolution was introduced by Commissioner Key, read in full and considered:

23/06/21/03

Commissioner Hedlund moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

The recognition of the Juneteenth Holiday on July 3rd in place of the June 19th date for 2023 only was discussed at length by Board members and staff. Motion was made by Commissioner Key and seconded by Commissioner Ward to approve the recognition of the Juneteenth Holiday on July 3rd in place of the June 19th date for 2023 only. Motion passed with 4 votes in favor and 3 against.

NEW BUSINESS:

Staff provided an overview of the annual HUD planning process components and timeline.

The Executive Director presented information from the June 14th purchase agreement from Bigelow Homes. Staff requested approval of the sale of the Wabasha Eagle Basin multi-family lot and three remaining twin home lots to Bigelow Homes and execution of sale documents by its Executive Director after legal review. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the sale of Wabasha Eagle Basin multi-family lot and three remaining twin home lots to Bigelow Homes and execution of necessary sale documents by Executive Director. Passed unanimously.

Staff requested approval to submit applications to the Coalition for Rochester Area Housing Fund. The resolution was introduced by Commissioner Key, read in full and considered:

23/06/21/02

Commissioner Toquam moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Amanda Hedlund | |

The Chairperson thereupon declared said motion carried and resolution adopted.

There being no further business to come before the Board, the motion was made by Commissioner Key to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on June 21, 2023, at which the majority of the members of said Board were present.

(SEAL)

Laura A Mielke
Laura A Mielke (Jul 20, 2023 09:45 CDT)
Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 19th DAY OF JULY 2023**

The commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|--------------|---------------|-----------------|-------------|
| Laura Mielke | Rich Hall | Rodney Peterson | Marcia Ward |
| Cheryl Key | Brad Anderson | Robert Keehn | |

Others Present: Buffy Beranek, Patricia Heraty, Tammy Moyer, Bobbi Willers, Sara Fuher

The agenda was reviewed. The motion was made by Commissioner Peterson and seconded by Commissioner Hall to approve the agenda. Passed unanimously.

Monica Hauser of Hawkins Ash CPAs presented the 2022 Audit and comments. The motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the 2022 audit as presented. Passed unanimously.

The minutes were reviewed from the regular meeting held on June 21, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday June 21, 2023. Passed unanimously.

Staff requested approval of a resolution approving to set a public hearing for the Annual PHA Plan, Family Self Sufficiency Action Plan and Capital Fund Program Plan on Wednesday September 27, 2023, at 10:05 AM. The resolution was introduced by Commissioner Key, read in full and considered:

23/07/19/02

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Keehn and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Maria Ward | |
| Brad Anderson | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of updates to the Family Self Sufficiency Program Action Plan. The motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the updates to the Family Self Sufficiency Program Action Plan. Passed unanimously.

Staff requested approval of a Goodhue County Trust Fund Workforce Housing Assistance Program

Application. The motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve a Goodhue County Trust Fund Workforce Housing Assistance Program Application. Passed unanimously.

Staff provided information and background, and then requested approval of a resolution to decertify a lot in Wabasha Eagle's Basin TIF District and put on tax rolls. The resolution was introduced by Commissioner Key, read in full and considered:

23/07/19/01

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Keehn and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Maria Ward | |
| Brad Anderson | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the June 30, 2023, Financial Statements. The motion was made by Commissioner Peterson and seconded by Commissioner Mielke to accept the June 30, 2023 Financial Statements as presented. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, and legislative activities. Specifically, the state rental assistance program and the additional, new programs staffing and funding requirements for the HRA were discussed. Housing trust funds (HTF) were also discussed and the HRA funding requirements for administration versus the HTF program administration needs were explained. Staffing updates, training, and human resource updates for 2023 were shared and explained.

OLD BUSINESS:

The Executive Director provided an update on Wabasha Eagle's Basin TIF District activity and status of the lot sales, bonds and closing the TIF district.

NEW BUSINESS:

Staff updated the Board on a request for waiver for the Kenyon Countryside Meadow TIF District. A future waiver request may be brought forward knowing the Board is amenable to a waiver to promote activity within the district.

The Executive Director brought forth a discussion and updated the Board on legislative impacts on SEMMCHRA policy and utilization of HR specific legal consultation, which has been used previously.

Staff requested approval of a resolution approving the addition of a Nursing Mothers, Lactating Employees and Pregnancy Accommodations Policy to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/07/19/03

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Maria Ward | |
| Brad Peterson | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of minor language changes to the SEMMCHRA Policy and Procedures Employee Handbook Section 2-4 Overtime and Section 4-13 Family and Medical Leave. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the minor language changes to the SEMMCHRA Policy and Procedures Employee Handbook Section 2-4 Overtime and Section 4-13 Family and Medical Leave. Passed unanimously.

There being no further business to come before the Board, Commissioner Key declared the meeting adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on July 19, 2023, at which the majority of the members of said Board were present.

(SEAL)

Laura A Mielke
Laura A Mielke (Aug 18, 2023 10:49 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 16th DAY OF AUGUST 2023**

The commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on role call the following answered present:

| | | | |
|--------------|---------------|-----------------|---------------|
| Laura Mielke | Rich Hall | Rodney Peterson | Marcia Ward |
| Cheryl Key | Brad Anderson | Robert Keehn | Rhonda Toquam |

Others Present: Buffy Beranek

The agenda and addendum were reviewed. The motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on July 19, 2023. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday July 19, 2023. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Updates on the Yardi system, waiting lists and program successes were shared. The Board unanimously concurred SEMMCHRA services and resources are to be focused on our core service areas being funded by HRA levy. Consistency and transparency were noted by Board members.

Staff reviewed the July 31, 2023, Financial Statements. The motion was made by Commissioner Anderson and seconded by Commissioner Mielke to accept the July 31, 2023, Financial Statements as presented. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, and legislative activities. Specifically, the state tax credit program and the additional, new programs staffing and funding requirements for the HRA were discussed. Housing trust funds (HTF) were also discussed and the HRA funding requirements for administration versus the HTF program administration needs were explained again. This included an explanation of how the HRA levy would be used to fund the administration of the HTF. Staffing updates, training, and human resource updates for 2023/2024 were shared and explained.

OLD BUSINESS:

The Executive Director provided an update on the Banking Services RFP. The SEMMCHRA Finance Committee will review and make a recommendation to the Board in September.

Staff requested approval of a waiver and amendment and purchase agreement for Countryside Meadow Subdivision Lot 1 Block 2. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve a waiver and amendment and purchase agreement for Countryside Meadow Subdivision Lot 1 Block 2. Passed unanimously.

Staff requested approval of a resolution accepting the grant funding from the Coalition for Rochester Area Housing. The resolution was introduced by Commissioner Key, read in full and considered:

23/08/16/01

Commissioner Toquam moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Maria Ward | |
| Brad Peterson | |
| Robert Keehn | |
| Rhonda Toquam | |

The Chairperson thereupon declared said motion carried and resolution adopted.

NEW BUSINESS:

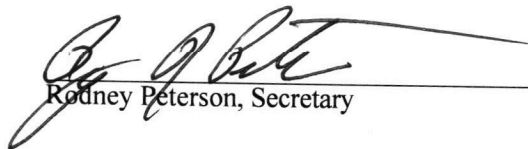
The Executive Director brought forth an update and discussion involving an audit RFP. The Board concurred an RFP should be done if timeliness or risk of completion was a concern by staff.

The Executive Director brought forth a policy discussion about Artificial Intelligence (AI). The Board agreed a policy should be brought forward for consideration.

There being no further business to come before the Board, Commissioner Key declared the meeting adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on August 16, 2023, at which the majority of the members of said Board were present.

(SEAL)


Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE ANNUAL MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 27th DAY OF SEPTEMBER 2023**

The commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met for the annual meeting at the hour and date duly established for the holding of such meeting.

Commissioner Anderson called the regular meeting to order and on role call the following answered present:

| | | | |
|---------------|--------------|-----------------|-------------|
| Laura Mielke | Rich Hall | Rodney Peterson | Marcia Ward |
| Brad Anderson | Robert Keehn | Rhonda Toquam | |

Others Present: Buffy Beranek

The agenda was reviewed. The motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the agenda. Passed unanimously.

A motion was made by Commissioner Peterson to nominate Commissioner Key for the office of the Chairperson, which motion was seconded by Commissioner Hall. Passed unanimously. Motion made by Commissioner Peterson and seconded by Commissioner Hall to close nominations and cast a unanimous ballot. Passed unanimously.

A motion was made by Commissioner Peterson to nominate Commissioner Mielke for the office of Vice-Chairperson, which motion was seconded by Commissioner Ward. Passed unanimously. Motion made by Commissioner Peterson and seconded by Commissioner Ward to close nominations and cast a unanimous ballot. Passed unanimously.

A motion was made by Commissioner Ward to nominate Commissioner Peterson for the office of the Secretary/Treasurer, which motion was seconded by Commissioner Anderson. Passed unanimously. Motion made by Commissioner Keehn and seconded by Commissioner Hall to close the nominations and cast a unanimous ballot. Passed unanimously.

The Board recognizes with the above change in officers the following bank signature card changes will occur as well. The current signors on Security State Bank in Kenyon are Buffy Beranek, Gregory Klevos and Jack Roberts. Both Gregory Klevos and Jack Roberts are to be removed and Cheryl Key and Rodney Peterson are to be added. The current signors on Alliance Bank are Buffy Beranek, Cheryl Key, and Laura Mielke. Laura Mielke is to be removed and Rodney Peterson is to be added. The current signors on People's State of Plainview are Buffy Beranek, Gregory Klevos and Jack Roberts. Both Gregory Klevos and Jack Roberts are to be removed and Cheryl Key and Rodney Peterson are to be added.

The Board Vice-Chairperson, Commissioner Mielke, recessed the regular meeting and opened the public hearing. Motion made by Commissioner Anderson and seconded by Commissioner Peterson to open the Public Hearing. The Executive Director explained the purpose of the public hearing and the plan processes. A recommendation to include the required lead work in the CFP 5-year plan was discussed by staff. Specifically, \$8,000 adjustment to 2024 and \$10,000 2027 to cover the required lead certification and inspection work. The corresponding adjustment would be made to decrease the amounts evenly across categories budgeted. There were no additional comments from the public on the HUD PHA Annual Plan, Family Self Sufficiency (FSS) Action Plan, and the Capital Fund Plan (CFP). The SEMMCHRA Executive Director provided an overview of the documents. With no further questions or comments, the Board Vice-

Chairperson, Commissioner Mielke, asked if anyone had any additional questions or comments for staff and asked an additional two (2) times. Motion made by Commissioner Peterson and seconded by Commissioner Keehn to close the Public Hearing. The Board Vice-Chairperson, Commissioner Mielke, closed the public hearing and re-convened the regular meeting.

The minutes were reviewed from the regular meeting held on August 16, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday August 16, 2023. Passed unanimously.

Staff requested approval of a resolution authorizing the submission of the HUD PHA Annual Plan, Family Self Sufficiency (FSS) Action Plan, and the Capital Fund Plan (CFP). The resolution was introduced by Commissioner Mielke, read in full and considered:

23/09/27/01

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Keehn and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Rodney Peterson | |
| Laura Mielke | |
| Rhonda Toquam | |
| Maria Ward | |

The Vice-Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the Information Technology (IT) proposal from VCS Technologies. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the Information Technology (IT) proposal from VCS Technologies. Passed unanimously.

Staff requested approval of a resolution to add an Artificial Intelligence (AI) Policy to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Mielke, read in full and considered:

23/09/27/02

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Keehn and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Rodney Peterson | |
| Laura Mielke | |
| Rhonda Toquam | |

Maria Ward

The Vice-Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Updates on the Yardi system staffing needs, waiting lists and program successes were shared.

Staff reviewed the August 31, 2023, Financial Statements. The motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the August 31, 2023, Financial Statements as presented. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, 2023 county profiles and legislative activities. Specifically, the detailed changes to tenant rights laws were discussed and other updates from the MN NAHRO conference. Housing trust funds (HTF) were also discussed and the HRA funding requirements for administration versus the HTF program administration needs were explained again. This included an explanation of how the HRA levy would be used to fund the administration of the HTF. Staffing updates, training, and human resource updates for 2023/2024 were shared and budget impacts explained. The legislative housing policy for 2024 is beginning to formulate and information was shared with the Board as well.

OLD BUSINESS:

The Executive Director provided an update on the Banking, Audit, and IT RFPs. The SEMMCHRA Finance Committee will review the Audit RFP and make a recommendation to the Board in October. The Finance Committee recommendation for the Banking RFP will be brought forward at the October meeting as well.

NEW BUSINESS:

The Executive Director brought forth an update and discussion involving the 2024 budgets to obtain consensus on budget assumptions for the October budget approval process. Compensation and benefits options were discussed, and the Board concurred with the direction of compensation, benefit plan designs, and human resource staffing models presented by the Executive Director to address budget shortfalls.

Staff requested approval of a resolution approving rent increases for rental properties owned and managed by the Southeastern Minnesota Multi-County Housing and Redevelopment Authority. The resolution was introduced by Commissioner Mielke, read in full and considered:

23/09/27/03

Commissioner Ward moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

AYES

Brad Anderson

Rich Hall

Robert Keehn

Rhonda Toquam

Laura Mielke

Marcia Ward

Rodney Peterson

NAYES

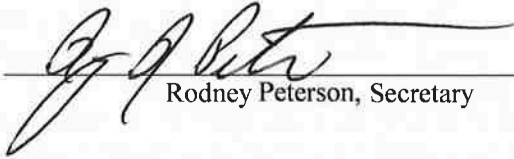
The Vice-Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the 2024 Capital Improvement Budget. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the 2024 Capital Improvement Budget. Passed unanimously.

There being no further business to come before the Board, Commissioner Mielke declared the meeting adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on September 27, 2023, at which the majority of the members of said Board were present.

(SEAL)


Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 18th DAY OF OCTOBER 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the meeting to order and on roll call the following answered present:

| | | |
|---------------|---------------|--------------|
| Brad Anderson | Rich Hall | Robert Keehn |
| Cheryl Key | Rhonda Toquam | Laura Mielke |
| Rod Peterson | Marcia Ward | |

Others Present: Buffy Beranek, Bobbi Willers, Sara Fuher, Nick Koverman, Patty Heraty

The agenda was reviewed. Motion was made by Commissioner Peterson and seconded by Commissioner Toquam to approve the agenda. Passed unanimously.

The minutes were reviewed from the annual meeting held on Wednesday, September 27, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the annual meeting held on Wednesday, September 27, 2023. Passed unanimously.

Staff requested approval by resolutions to increase interfund loan maximums with interest for the St. Charles TIF #1, Eagles Basin (Wabasha) TIF #2-1 and Kenyon TIF #4-5. The resolutions were introduced by Commissioner Key, read in full and considered:

23/10/18/01, 23/10/18/02, 23/10/18/03

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Hall and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting Agency standards. The Section 8 program lease up continues to be underutilized. Payment standard increases and rental increases are anticipated to close the utilization gap. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. Overall, the Housing Department collection and occupancy standards are on target. The Executive Director and Board will continue to review policy and administrative plans to ensure optimal tenant, agency and community level housing needs are met and achieved. The Board acknowledged the regulatory impact of HOTMA and State legislation on the Agency and reinforced the staff's shared concern

on the impact. The various Community Development grant status' and capital improvement projects were shared with the Board. Meeting updates and outside agency information was shared. Staff are working on Agency goals for 2024.

Staff reviewed the September 30, 2023, Financial Statements. Changes to the summary of financial information was discussed. Detailed financial statement information by program is also available. The Board appreciated the changes. Staff are working internally developing an agency dashboard report to bring forward to the Finance Committee in early 2024 to replace all the separate department reports. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the September 30, 2023, Financial Statements. Passed unanimously.

Commissioners shared updates on housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates.

OLD BUSINESS:

Staff requested approval by resolution approving the Alliance Bank banking services proposal. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/04

Commissioner Peterson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the Brady Martz audit services proposal. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/05

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |

Laura Mielke
Rodney Peterson
Rhonda Toquam
Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

NEW BUSINESS:

Staff requested approval by resolution approving the 2024 healthcare insurance & SEMMCHRA benefits plans contributions. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/06

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Mielke and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2024 benefit changes in the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/07

Commissioner Toquam moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff outlined the components and assumptions of the 2024 Agency and program budgets in detail. The 2024 annual salary increase will be brought forward as a separate approval in November or December but is included in this 2024 budget to show sustainability with all other components being approved.

Staff requested approval by resolution approving the SEMMCHRA 2024 agency and program operating budgets. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/08

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Key and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2024 public housing and section 8 housing choice voucher program operating budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/09

Commissioner Toquam moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2024 agency budget and items included (form HUD 52574). The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/10

Commissioner Anderson moved that the foregoing resolution by adopted as introduced and read, which motion was seconded by Commissioner Key and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director brought forth a discussion of the addition of earned sick and safe time language to the SEMMCHRA Policy and Procedures Employee Handbook.

Staff requested approval of a resolution approving Board Meeting dates for 2024. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/11

Commissioner Toquam moved that the foregoing resolution by adopted as introduced and read, which motion was seconded by Commissioner Anderson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution to amend the O.B. Partnership Agreement. The resolution was introduced by Commissioner Key, read in full and considered:

23/10/18/12

Commissioner Anderson moved that the foregoing resolution by adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| AYES | NAYES |
|---------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |

Laura Mielke
Rodney Peterson
Rhonda Toquam
Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Peterson to adjourn the meeting. Passed unanimously.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on October 18, 2023, at which the majority of the members of said Board was present.

(SEAL)



Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 15th DAY OF NOVEMBER 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the meeting to order and on role call the following answered present:

| | | |
|---------------|---------------|--------------|
| Brad Anderson | Rich Hall | Laura Mielke |
| Cheryl Key | Rhonda Toquam | |
| Rod Peterson | Marcia Ward | |

Absent: Robert Keehn

Others Present: Buffy Beranek

The agenda was reviewed. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to approve the agenda and add addendum items 10E and 10F. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, October 18, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, October 18, 2023. Passed unanimously.

Staff requested approval by resolution of the 2024 Section 8 payment standards. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/01

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution to set a public hearing for changes to the Housing Choice Voucher Program Administration Plan and the Admission and Continued Occupancy Policies (ACOP) for public housing. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/02

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of an amendment to the Goodhue County Housing Trust Fund Workforce Housing Assistance Guidelines. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve an amendment to the Goodhue County Housing Trust Fund Workforce Housing Assistance Guidelines.

Staff requested approval to submit Small Cities Development Program Preliminary Applications for Mantorville. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/03

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to submit Small Cities Development Program Preliminary Applications for Zumbrota. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/04

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Peterson and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Brad Anderson

Rich Hall

Cheryl Key

Laura Mielke

Rodney Peterson

Rhonda Toquam

Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to apply for the State Housing Trust Fund matching funds. Motion was may by Commissioner Anderson and seconded by Commissioner Peterson to approve SEMMCHRA applying on behalf of the County Housing Trust Funds they administer for State Housing Trust Fund matching funds when they come available. The RFP, program guidelines, and application dates have not been shared by MHFA.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting Agency standards. The Section 8 program lease-up continues to be underutilized. Program changes to allow for prorated assistance will help with utilization and rental property lease up; this change will be effective 1/1/2024. Payment standard increases and rental increases are anticipated to close the utilization gap. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. Overall, the Housing Department collection and occupancy standards are on target. The Executive Director and Board will continue to review policy and administrative plans to ensure optimal tenant, agency and community level housing needs are met and achieved. The various Community Development and FSS grant status' as well as capital improvement projects were shared with the Board. Staff are working on Agency objectives and measures for 2024.

Staff reviewed the October 31, 2023, Financial Statements. Changes to the summary of financial information were discussed again. Detailed financial statement information by program is also available. The Board appreciated the changes. Staff are working internally developing an agency dashboard report to bring forward to the Finance Committee in early 2024 to replace all the separate department reports. The motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the October 31, 2023, Financial Statements. Passed unanimously.

Commissioners shared updates on housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates. The Executive Director expanded on the timeline and approach to operationalizing "Option B" of the SEMMCHRA levy. An update regarding the direction to move forward with the creation of a housing trust fund from the Winona County Board meeting was shared. An update on the timing of the 2024 pay equity reporting and use of the 2023 budgeted and contracted pay study consultant through the National Association of Housing and Redevelopment Organizations (NAHRO) was shared. Staff have worked hard to ensure all job descriptions are updated and accurate, which will assist with the process and cost reduction. SEMMCHRA received free legal advice through our benefit administration North Risk Partners from Wagner, Falconer & Judd on all policy changes presented. This was part of Blue Cross Blue Shield's benefit package to small employers choosing their plan(s).

OLD BUSINESS:

Staff requested approval by resolution approving changes to Section 2-1 Employee Classifications Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/05

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving changes to Section 3-2 Paid Holidays Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/06

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving changes to Section 3-3 Paid Time Off (PTO) Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/07

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Brad Anderson

Rich Hall

Cheryl Key

Laura Mielke

Rodney Peterson

Rhonda Toquam

Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving changes to Section 3-11 Retirement Plan-Deferred Compensation Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/11/15/08

Commissioner Anderson moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Brad Anderson

Rich Hall

Cheryl Key

Laura Mielke

Rodney Peterson

Rhonda Toquam

Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director provided an update on additional policy changes that are coming forward to the Board in December.

NEW BUSINESS:

Staff requested approval of the 2024 Agency Goals. The goals are set taking into consideration staff capacity and the focus on communication, transparency and addressing the \$1.3B at the State. Motion was may by Commissioner Anderson and seconded by Commissioner Hall to approve the 2024 Agency Goals.

Staff requested approval of a Grant Writer position. The Executive Director provided an update on the process of hiring, contracting, and/or offering funds via an open pipeline. This is of one two necessary steps needed to provide the opportunity to SE Minnesota to bring some of the \$1.3B back to our region. The second step also being worked on concurrently is setting up local housing trust funds for Wabasha and Winona County. Motion was may by Commissioner Toquam and seconded by Commissioner Anderson to approve a Grant Writer position.

Staff requested approval of a Wanamingo partnership for the 2024-2025 Small Cities Development Program (SCDP) grant cycle. Motion was may by Commissioner Toquam and seconded by Commissioner Key to

approve of a Wanamingo partnership for the 2024-2025 Small Cities Development Program (SCDP) grant cycle.

The Executive Director brought forth a discussion regarding the Goodhue County Local Affordable Housing Aid (LAHA) and SEMMCHRA's potential role. Specifically, the discussion focused on SEMMCHRA utilizing the Goodhue County LAHA money to create new housing. The Executive Director explained how funds from the LAHA and the housing trust fund could be used to build and sell a house, particularly in the Kenyon TIF district. Board members noted single family construction, for-sale or rental, has not been profitable for SEMMCHRA in the past. The Board noted utilization of staffing resources needed to be carefully considered. The Board unanimously concurred that housing construction, particularly for one unit, was not feasible for SEMMCHRA's staff capacity without risking current programs. Utilizing the funds for preservation or downpayment assistance would be feasible with staff capacity and advantageous for the Goodhue County projects.

Staff requested approval of the Executive Director to terminate the Mandatory Employee Consulting Contract for SEMMCHRA's 457 and 401 (a) retirement plans with Cutler Financial Services. The Empower retirement plan administrative costs will continue and be paid by SEMMCHRA. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the Executive Director to terminate the Mandatory Employee Consulting Contract with Cutler Financial Services.

Staff requested approval to offer a comparable Delta Dental Plan (Pathfinder 1) option to employees for 2024 coverage rather than the United Health Care Dental Plan offered in 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve a comparable Delta Dental Plan (Pathfinder 1) option to employees for 2024 coverage.

There being no further business to come before the Board, Commissioner Key declared the meeting adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on October 18, 2023, at which the majority of the members of said Board was present.

(SEAL)


Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY HELD ON THE 20th DAY OF DECEMBER 2023**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the meeting to order and on roll call the following answered present:

| | | |
|---------------|---------------|--------------|
| Brad Anderson | Rich Hall | Robert Keehn |
| Cheryl Key | Rhonda Toquam | |
| Rod Peterson | Marcia Ward | |

Absent: Laura Mielke

Others Present: Buffy Beranek

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the agenda.

The minutes were reviewed from the regular meeting held on Wednesday, November 15, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, November 15, 2023. Passed unanimously.

Staff requested approval of the property and liability insurance rates for 2024. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the property and liability insurance rates for 2024. Passed unanimously.

Staff requested approval of the auto insurance rates for 2024. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the auto insurance rates for 2024. Passed unanimously.

Staff requested approval of the worker's compensation insurance rates for 2024. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the worker's compensation insurance rates for 2024. Passed unanimously.

Staff requested approval by resolution to apply for the 2024 Minnesota City Participation Program. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/01

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Rodney Peterson | |

Rhonda Toquam
Maria Ward
Robert Keehn

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested the Board accept the objectives and measures developed for the Board-approved 2024 Agency Goals. Staff noted that SEMMCHRA is a performance driven organization. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the objectives and measures developed for the Board-approved 2024 Agency Goals. Passed unanimously.

Staff requested approval by resolution of the 2024 four percent annual salary adjustment and changes to Section 3-12 Positions, Pay Grades and Salary Schedule Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/02

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution of changes to 1-2 Equal Employment Opportunity Policy and Section 1-3 Non-Harassment Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/03

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution of changes to Section 1-4 Drug-Free and Alcohol-Free Workplace Policy of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/04

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution of the addition of an Open Door Policy to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/05

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Maria Ward | |
| Robert Keehn | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution to sell and purchase a maintenance vehicle and for the executive director to execute all documents. The resolution was introduced by Commissioner Key, read in full and considered:

23/12/20/06

Commissioner Anderson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Commissioner Toquam and upon the roll call the AYES and NAYES were as follows:

AYES

Brad Anderson

Rich Hall

Cheryl Key

Rodney Peterson

Rhonda Toquam

Maria Ward

Robert Keehn

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to write-off tenant accounts receivable. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the write-off of tenant accounts receivable. Passed unanimously.

Staff requested approval of a request for subordination. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the request for subordination. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting 2023 Agency standards. The Section 8 program lease-up continues to be underutilized. Program changes to allow for prorated assistance will help with utilization and rental property lease up; this change will be effective 1/1/2024. Payment standard increases and rental increases are anticipated to close the utilization gap. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. Overall, the Housing Department collection and occupancy standards are on target. The Executive Director and Board will continue to review policy and administrative plans to ensure optimal tenant, agency and community level housing needs are met and achieved. The various Community Development and FSS grant status' as well as capital improvement projects were shared with the Board. The Executive Director provided an update on the DEED discussion regarding open grant extensions, the RRD L Wabasha Apartments award of \$700,000 and the POHP plan for applying for MHFA funds.

Staff reviewed the November 30, 2023, Financial Statements. Changes to the summary of financial information were discussed again. Detailed financial statement information by program is also available. The Board appreciated the changes. The motion was made by Commissioner Keehn and seconded by Commissioner Hall to accept the November 30, 2023, Financial Statements. Passed unanimously.

Commissioners shared updates on housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates. The Executive Director expanded on the timeline and approach to operationalizing "Option B" of the SEMMCHRA levy. The options included hiring, contracting and pipelining the funds. These options are dependent on the response to the grant writer job pointing. The grant writer and staffing positions were discussed and operational options were shared. The Board concurred with the options and process laid out by the Executive Director. An update regarding the housing trust fund direction from both Winona and Wabasha County meetings was shared. An update on the timing of the 2024 pay equity reporting and use of the 2023 budgeted and contracted pay study consultant through the National Association of Housing and Redevelopment Organizations (NAHRO) was shared. Due to the broad range of legislative issues being brought forward, both the MN NAHRO and MHP legislative agendas will be brought forward to the SEMMCHRA Board for consideration of support.

OLD BUSINESS:

Staff shared links to the Housing Choice Voucher Program Administrative Plan and the Admission and Continued Occupancy Policies (ACOP) for Public Housing documents that are on the SEMMCHRA website for review.

NEW BUSINESS:

Staff requested approval of the timeline and approach to the Bring It Home initiative. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the timeline and approach to the Bring It Home initiative. Passed unanimously.

Staff requested approval for SEMMCHRA administration of Wabasha and Winona Housing Trust Funds, contingent upon acceptance of final guidelines/ordinance. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to approve SEMMCHRA administration of Wabasha and Winona Housing Trust Funds, contingent upon acceptance of final guidelines/ordinance. Passed unanimously.

Staff requested approval to contract out 2024/2025 Small Cities Development Program (SCDP) grant writing for Mantorville and Zumbrota. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve to contract out the 2024/2025 Small Cities Development Program (SCDP) grant writing for Mantorville and Zumbrota. Passed unanimously.

Staff requested approval to conduct RFP process for Architect/Professional Engineer for the River Valley Apartments-Wabasha Rental Rehabilitation Deferred Loan (RRDL) program. Motion was made by Commissioner Toquam and seconded by Commissioner Keehn to approve the RFP process for Architect/Professional Engineer for the River Valley Apartments-Wabasha Rental Rehabilitation Deferred Loan (RRDL) program. Passed unanimously.

Staff requested approval of Plainview Partnership for 2024-2025 Small Cities Development Program (SCDP) grant cycle. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve Plainview Partnership for 2024-2025 Small Cities Development Program (SCDP) grant cycle. Passed unanimously.

There being no further business to come before the Board, Commissioner Key declared the meeting adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at the regular meeting on December 20, 2023, at which the majority of the members of said Board was present.

(SEAL)



Rodney Peterson, Secretary