

**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 JANUARY 2024**

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
Cheryl Key	Rhonda Toquam	Marcia Ward
Rodney Peterson		

Absent: Laura Mielke

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

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

The Oath of Office was read and signed by Brad Anderson and was notarized thereby swearing in Commissioner Anderson.

The Board Chairperson, Commissioner Key recessed the regular meeting and opened the public hearing. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to open the Public Hearing. The Executive Director explained the purpose of the public hearing. There were no additional comments from the public on the Housing Choice Voucher Administrative Plan (ADMIN PLAN) and the Admission and Continued Occupancy Policies (ACOP) for Public Housing updates. The SEMMCHRA Executive Director provided an overview of the documents. With no further questions or comments, the Board Chairperson, Commissioner Key, asked if anyone had any additional questions or comments for staff and asked an additional two (2) times. Motion made by Commissioner Keehn and seconded by Commissioner Anderson to close the Public Hearing. The Board Chairperson, Commissioner Key, closed the public hearing and re-convened the regular meeting.

The minutes were reviewed from the regular meeting held on December 20, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, December 20, 2023. Passed unanimously.

Staff requested Board approval by resolution to approve updates to the Housing Choice Voucher Administrative Plan (ADMIN PLAN) and the Admission and Continued Occupancy Policies (ACOP) for public housing. The resolution was introduced by Commissioner Key, read in full and considered:

24/01/17/01

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	
Cheryl Key	

Rodney Peterson
Marcia Ward
Rhonda Toquam
Robert Keehn

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the submission of a 2024 Publicly Owned Housing Program (POHP) Application. The resolution was introduced by Commissioner Key, read in full and considered:

24/01/17/02

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	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Rhonda Toquam	
Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of changes to the Rural Rehab Loan Program Handbook Guidelines. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the changes to the Rural Rehab Loan Program Handbook Guidelines. 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 increase in January given the continued briefing, issuing of vouchers, changes in incomes, and rent increases. 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 the system changes. The new Minnesota tenant laws and the impact was discussed as well. 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. Capital improvements work is less in 2024 with the focus on unit turns and maintenance updates. Continued focus on the FSS program and moving to favorable statuses is a key issue.

Staff reviewed and requested acceptance of the preliminary unaudited December 31, 2023, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the preliminary unaudited December 31, 2023, 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 Board was informed of a recent water/sewer line issue at Pepin Apartments and the use of capital or reserve funds was disclosed. The Executive Director will be attending legislative meetings and participating in MN NAHRO day at the Capital in February, 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. Staffing and hiring were discussed. The pay study and preliminary results were shared. The Board and Executive Director agreed that keeping a performance-based system is favorable for individual and operational performance and aligning policy and expectations are key.

OLD BUSINESS:

Staff provided an update on the *Bring it Home* initiative and application. The application and press release were reviewed. The timing, communication and award process were also discussed. Staff will move forward with the plan as presented. Rolling out of grant writing funds will occur first and utilization of housing trust fund for leverage will occur as the Housing Trust Fund Committees agree on the program guidelines and process.

NEW BUSINESS:

Staff provided an update on the State Rental Assistance Program. A State rental assistance program that is part of the \$1.3B is being developed by members of MN NAHRO, a consultant hired by MN NAHRO, and MHFA. The program is targeted to be administered by HRAs with existing Section 8 Voucher programs. The Section 8 Voucher Program Director and the Executive Director are participating in the State meetings and providing feedback into the development of the program. Application for the program is expected in late summer with the award being announced by year end. Implementation would occur in 2025.

The Executive Director provided a staffing and program/department reorganization update. With recent staffing changes, operational demands, skill sets, and to meet upcoming financial needs, the Executive Director shared upcoming changes to the organization chart. Preliminary staff discussions have occurred and full roll-out is expected in late January and the beginning of February. Remote work conducted off SEMMCHRA sites by exempt staff was also discussed. During 2024, exempt hybrid positions will be rolled out depending on individual and department performance/needs and job requirements. Security and covered core business hours will all be addressed in each remote work agreement.

Staff requested the Board to review and approve submission of the Pay Equity Report. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to approve the review and submission of the Pay Equity Report.

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 17, 2024, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson
Rodney R. Peterson (Mar 20, 2024 09:45 CDT)

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 21st DAY OF FEBRUARY 2024**

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:

Rich Hall	Robert Keehn	Marcia Ward
Cheryl Key	Laura Mielke	Rodney Peterson

Absent: Rhonda Toquam, Brad Anderson

Others Present: Buffy Beranek

Commissioners Richard Hall, Marcia Ward, Rodney Peterson, and Laura Mielke attended the meeting remotely for personal or professional reasons.

The agenda and addendum were reviewed. Motion was made by Commissioner Keehn and seconded by Commissioner Hall approve the agenda and addendum. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday January 17, 2024. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, January 17, 2024. Passed unanimously.

Staff requested Board approval by resolution to approve the Section 8 Housing 2024 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/01

Commissioner Keehn 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
Rich Hall	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Laura Mielke	
Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Public Housing 2024 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/02

Commissioner Keehn 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
Rich Hall	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Laura Mielke	
Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Fiscal Year End 2023 SEMAP Certification. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/03

Commissioner Keehn 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
Rich Hall	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Laura Mielke	
Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Architect/Professional Engineer for the Wabasha Apartments Rural Rehabilitation Deferred Loan (RRDL) project. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/04

Commissioner Keehn 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:

1	AYES	NAYES
	Rich Hall	
	Cheryl Key	
	Rodney Peterson	
	Marcia Ward	
	Laura Mielke	
	Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of bids for plumbing repairs at Pepin Apartments. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to accept the bids for plumbing repairs at Pepin Apartments. Passed unanimously.

Staff requested Board approval by resolution to purchase a maintenance truck. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/05

Commissioner Keehn 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
Rich Hall	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Laura Mielke	
Robert Keehn	

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 improve. Staff are targeting full utilization with rent increase and a long waiting list. With the alignment of FSS within the Rental Assistance department, a continued focus is on enrollment and moving participants to meeting their goals. The rental housing occupancy rates hit agency standards. Overall operating budgets are favorable due to a warmer winter and staffing model changes. The legislative policy changes continue to challenge the affordable housing model. The new Minnesota tenant laws and the impact were discussed. The various Community Development open grant statuses were shared with the Board. Community Development has made great strides in closing loans, fostering demand and stimulating interest. The new grant writer hired is compiling the POHP grants due in March and in training. Contracted work for SCDP grant writing and mentoring the new grant writer will continue through first quarter 2024. Capital improvements work is less in 2024 with the focus on unit turns and maintenance updates.

Staff reviewed and requested acceptance of the final December 31, 2023, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to accept the final December 31, 2023, financial statements. Passed unanimously.

Staff reviewed and requested acceptance of the January 31, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to accept the January 31, 2024, 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 in February, 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. Staffing and hiring were discussed. The pay study, staffing models and upcoming 2025 budgeting impacts were shared. The Board and Executive Director agreed that keeping a performance-based system is favorable for individual and operational performance and aligning policy and expectations are key.

OLD BUSINESS:

Staff provided an update on the *Bring it Home* initiative. Applications are posted on the SEMMCHRA website. Email, web, social media and newspaper notifications of the funding continue to be released. The lack of response has been surprising, but staff are hopeful that the deadline of March 8th for grant writing and April 1st for the Goodhue Housing Trust funds will foster applications.

Staff provided an update on County Housing Trust Funds. Work on Wabasha and Winona ordinances is underway with April/May implementation expected. Staff reiterated the need for housing trust funds to supplement existing programs or work. The current SEMMCHRA staffing model and the size of the housing trust funds does not support the creation of new programs to be administered by SEMMCHRA staff. Following the Goodhue County model is critical. With the regional HECAT program services moving to Three Rivers in our region, SEMMCHRA will look to supplement existing programs at Three Rivers with housing trust fund down payment assistance programs rather than staffing for two loans per year.

NEW BUSINESS:

Staff provided an update on open TIF Districts. Staff have reviewed funding streams and encourage the Board to think about the impact on upcoming 2025 HRA budget requests. Staff are working with a developer in Kenyon and hopeful that the Bring It Home initiative will help foster lot sales.

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 February 21, 2024, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson
Rodney R. Peterson (Mar 21, 2024 20:06 CDT)

Rodney Peterson, Secretary