

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of January 16, 2024

MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, Cecil Johnson, Greg Lemke, Bethany Peterson, and Paul Krabbenhoft, Clay County Commission liaison.

MEMBERS ABSENT:

None

STAFF PRESENT:

Dara Lee, Dawn Bacon and Jill Cossette.

9:38 A.M. REGULAR MEETING CALLED TO ORDER:

AGENDA:

A motion was made by Commissioner Johnson to approve the agenda. Commissioner Dillard seconded the motion and it carried unanimously.

MINUTES FROM December 19, 2023 REGULAR MEETING:

A motion was made by Commissioner Dillard to approve the December 19, 2023, regular minutes. Commissioner Johnson seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER POSITION:

Commissioner Kim Schlotfeldt was the Clay County HRA Treasurer prior to her resignation. Commissioner Greg Lemke was appointed to complete Commissioner Schlotfeldt's remaining term. Commissioner Lemke was present and agreed to accept the Treasurer position. Director Lee reviewed the Clay County HRA Treasurer responsibilities.

Commissioners Braseth, Johnson, and Dillard are currently serving as Chair, Vice Chair, and Secretary.

A motion was made by Commissioner Dillard to elect Commissioner Lemke as Clay County Treasurer. Commissioner Johnson seconded the motion and it carried unanimously.

CLAY COUNTY COMMISSION LIAISON

Commissioner Paul Krabbenhoft has been appointed the liaison to the Clay County HRA by the Clay County Commission. Commissioner Krabbenhoft graciously volunteered to fill this role.

This is the first opportunity the HRA has had to have a formal liaison with the Clay County

Commission since the HRA's creation on February 4, 1975. The liaison role will be helpful in increasing the understanding of the agency's role in the community and the communication between the entities.

Since the Clay County Commission meeting conflicts with the current Clay County HRA board meetings, board members discussed an alternate time and/or day that may work.

The Annual Meeting date is in the By-Laws and occurs the 3rd Tuesday in February at 10:00 a.m. (February 20, 2024). All meeting dates for the year will be set at that time. The Clay County Commission has indicated its willingness to hold a joint meeting with the HRA on Tuesday, March 19.

A copy of the By-Laws were included for review.

TREASURER'S REPORT

There is no report due to the vacancy. New signature cards were available and signed by the new commissioners as authorized signers.

The agency's fiscal year end is 12/31. End of the year closing activities are underway.

PROJECT UPDATES

Director Lee communicated there will be a brief history of the properties and/or projects going forward. Property addresses will also be included.

Houge Estates

As of January 1, there are 5 vacant units and one additional eviction. There is one additional move-out notice for January. Staff are working with 2 households to determine eligibility. There are 69 households on the waiting list.

Clay County SAHA funds were awarded to update the security cameras at the property. Staff is in the process of getting bids. The Houge Estates Service Coordinator is housed at this location.

Agassiz Apartments

As of January 1, there are no vacancies and 10 applicants on the waiting list.

Agassiz needs a new roof. Funding for the replacement was approved in the award of the SAHA funding, and staff are getting bids. We also received SAHA funding to install security cameras and secured access in the building.

Clay County Affordable Housing LLC/Boyer Apartments

As of January 1, there are 7 vacant units. There is one eviction in process. Openings are in Ulen (3), Hawley (2), and Moorhead (2). Staff are finalizing eligibility for 3 applicants and working with an additional 10 households for the remaining units.

There is no specific subsidy tied to these units. Residents of these units receive a preference for a Housing Choice Voucher if their family size fits the available unit.

Fieldcrest Townhomes

As of January 1, there are 10 vacant units (six 2-bedrooms and four 3-bedrooms). One eviction was pending. The units were kept vacant during construction and are now being filled. Six applications are being processed for the openings. There are 2 openings remaining specifically for the supportive housing unit. The other eight units will be filled from the waiting list. There are 62 households on the waiting list.

Gateway Gardens

As of January 1, there are 6 openings and one pending termination. One offer is pending, and one household has been approved. Tenants are selected from the community Coordinated Entry list. Staff are contacting potential residents to fill the units.

The Housing Supports supplies are located at Gateway Gardens. Two supportive services staff and an assistant property manager are officed at this location. The CCRI case manager continues to have an office at the location. The HRA staffs the front desk from 8 a.m. to 8 p.m. each day. From 8 p.m. to 8 a.m. A security company staffs the office. The security company will now be monitoring the cameras for the High Rise as well as for Gateway Gardens. Funds were received to update the Gateway Gardens security system. Staff are obtaining bids.

Prairie Horizons Townhomes

As of January 1, there are 4 open units. One applicant has been approved and will move in as soon as the unit is ready. Tenants are selected from the community Coordinated Entry list.

A supportive services office is available on-site. CCRI continues to have a part-time employee providing support to both Prairie Horizons Townhomes developments. The HRA also staffs the office 8 hours per week.

Housing Choice Vouchers

As of January 1, 2024, there were a total of 773 out of 762 units leased in the HRA Housing Choice Voucher program. This is the first time in over a decade that all units have been fully leased.

We were working with 1 additional household from another housing authority. We have 560 vouchers under our main HCV HUD contract; 187 under our Mainstream HCV contract; and 15 under our HCV Emergency Housing Voucher (EHV) contract. We have requested that HUD reallocate 10 of our 40 VASH units to the Bemidji HRA. We were notified that HUD is still working on the transfer which was supposed to occur on January 1, 2024.

Of the 560 vouchers under our main contract, 564 vouchers are leased: 504 of 481 regular vouchers; 32 out of 32 Tenant Protection Vouchers; 1 of 1 FYI vouchers; 3 out of 5 Housing Stability Vouchers and 24 of 40 VASH vouchers. We have 6 existing regular HCV participants who are between units; we have issued 16 regular vouchers and 1 VASH voucher to new

participants; and we are working with 13 additional households to issue a regular voucher.

194 out of 187 Mainstream vouchers are under lease. We have 6 existing Mainstream participants who are between units; we have issued 10 Mainstream vouchers to new participants. 15 of 15 EHV vouchers are under lease and 1 more voucher has been issued to a new participant. The program is ending and will not allow any additional vouchers to be issued. All current participants can remain on the program for as long as needed.

We have 48 individuals enrolled in our Family Self-Sufficiency program. We have had 58 FSS participants in the past 12 months. Two participants graduated in November and received a total of \$45,113.

We have 4 applicants on our waiting list which will remain closed until our numbers decrease.

Becker-Clay-Otter Tail-Wilkin (BCOW)

Adult Mental Health Initiative (AMHI) Rental Assistance

The contract with the BCOW AMHI provides funding for rental assistance and administrative fees to assist households who contain a member who has a serious mental illness and is leaving an institution or is currently homeless. BCOW AMHI authorized \$6000 in additional administrative funding to cover some of the excess costs to date.

The 2024 grant has been changed to allow for Housing Navigation services to be provided through the grant as well as rental assistance and administrative fees. A staff person will work approximately 10-15 hours per week on this activity.

As of January 1, there are 24 participants; and 7 new participants who are searching for units.

HRA Cares

The grant began January 1, 2024, was cut significantly during the past funding around. HUD agreed to amend the grant to transfer all funds into the supportive services and administrative categories. All but 4 households receiving rental assistance through this program were able to transfer to a different rental assistance program prior to January 1. Staff continue to problem solve with the remaining households.

We will now be determining if we can add additional supportive services only households to this program.

Homeless to Housed Rental Assistance

Our grant was increased to 85 households for October 1. We are serving 55 households now. Five households are searching for units. There are 16 singles and 39 families being served. The grant targets families and youth-headed households. Leased households are from Clay (45) and Douglas (10) Counties.

Openings are filled through the coordinated entry process.

Homework Starts with Home

The grant was renewed for October 1 through September 30, 2024. We are funded to serve 32 households.

As of January 1, 13 households are leased. Households are from Clay (8), Douglas (2), Pope (1), Otter Tail (1), and Wilkin Counties. Seven households are searching for a unit. Two of the approved households have moved into Fieldcrest and will be receiving Homework Starts with Home services through CAPLP. CAPLP will have an on-site office at Fieldcrest starting in February.

Housing Supports (formerly GRH) in Scattered-Site Units

As of January 1, a total of 100 households were being served by the Housing Supports program in Clay County. There are 85 households leased in the scattered-site Housing Supports program – 8 with the HRA; 17 with CAPLP; 7 with the Presentation Partners in Housing; 6 with LMHC; 7 with Metro Behavioral Health; 9 with the Lotus Center; and 29 with Greater Minnesota Community Services. In addition, CCRI serves 2 in scattered sites and 15 Housing Supports clients at Gateway Gardens.

Four households are searching for units. We will start accepting new clients once we hear from Clay County Social Services that they have the capacity to manage more.

Minnesota DHS Community Living Infrastructure Grant

Funding of the current grant was extended until 6/30/25. The new FTE for the HRA is about 0.82 FTE.

We submitted the annual report to Clay County who will submit it to DHS. We continue to meet or exceed all goals. No changes in the past month.

Minnesota DHS Housing Stabilization Services

No changes in the past month. This continues to be an inactive program.

Owner-Occupied Rehab Program

Dilworth

The HRA staff is administering a \$922,000 DEED grant for the City of Dilworth. For the owner-occupied home rehabilitations, of the 20 active applicants, 5 projects are complete; 3 projects are under construction; and 3 projects are finalizing bids and preparing to close. The nine other applicants have been contacted and will be processed in the order they respond. Four applicants were ineligible or have withdrawn.

Physical property inspections have been completed on all seven commercial buildings. Two projects have been completed in 2023; 2 projects are under construction; 1 project is finalizing contracts; and 1 project has not started bidding. Two projects have withdrawn. Now that the Fieldcrest rehabilitation is wrapping up, staff plan to have more time available to complete these projects.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Three projects are complete; and one will close in December. Seventeen applications are being processed and are in various stages.

River View Heights (Moorhead Public Housing Agency)

As of January 1, there are 16 vacancies but 8 of these are not being filled due to upcoming rehabilitation work. One of the vacancies is re-rented for January 11 and one for February 1. Applications are being processed for the available units.

There are currently 130 people on the public housing waiting list.

Sharp View (MPHA)

As of January 1, Sharp View has one vacancy due to eviction and an application being processed for the opening. The waiting list is shared with the River View Heights waiting list.

Moorhead Affordable Housing LLC (MPHA)

As of January, there is one vacancy, and an applicant has been offered the unit. While there is no specific subsidy tied to these units, accepted applicants do have a preference for an HCV voucher.

Maple Court Town Homes (MPHA and City of Moorhead)

Maple Court Townhomes is owned by the City of Moorhead and the MPHA. MPHA/ Clay HRA manage all the units. This property utilizes on-site caretakers. As of January 1, there are two vacancies. Applications are being processed currently.

HRA/PHA UPDATE

The joining of the two agencies continues to slowly progress.

- March 1, 2023 – HRA assumes general operational responsibilities of the Moorhead Public Housing Agency (MPHA).
- March 1, 2023 – all MPHA employees except the Executive Director, became HRA employees. The MPHA Executive Director is a shared employee of the agencies who also works for the HRA in the capacity of Deputy Director.
- April 1, 2023 – BCOW AMHI grant transferred from MPHA to the HRA.
- May 2023– the MPHA and HRA boards mutually agree to decline the new award from Minnesota Housing for the Bridges Program.
- Spring/Summer 2023 – financial integration of the two agencies slowly began.
- Summer 2023- Employees physically move to new locations; telephone systems and some computer systems are integrated. Staff determined the best software system to transition all programs.
- October 2023 –software conversion for both MPHA and HRA programs. Conversion was successful with some on-going areas of refinement.
- November 2023 –additional integration of financial systems;

- December 2023 – appointment of first board member serving on both boards; and
- January 2024- begin use of contracted payroll services.

MPHA continues to own Public Housing (River View Height & Sharp View), Moorhead Affordable Housing units, and Maple Court Townhomes. The next anticipated transfer is the Moorhead Affordable Housing units. These are 30 scattered-site units.

Director Lee and Deputy Director Bacon will continue to analyze and make recommendations to each board on how and when these transfers should occur.

It is anticipated that for the next 1-2 years, the agencies will exam and determine the best mechanisms to meet their missions and deliver high quality housing and services.

2024 PLANNING DISCUSSION

2024 will be another year of change at the HRA. The board welcomed two new members, Lemke and Peterson, as well as Commissioner Krabbenhoft in the role of liaison. Chair Braseth and Secretary Dillard were both appointed to the HRA board during the pandemic. Due to the timing, they received very minimal training and orientation. Below are some possible areas for discussion:

Program Specific Information Sessions

In years past, HRA staff would present specific programs they administer at board meetings. This allows board members to do a more in-depth dive into specific programs as well as to meet the experts administering them. The Board members were supportive of this proposal.

Board Training

A 15–20-minute training session has been offered at past board meetings. Topics have ranged from board governance to reading financials to legislative advocacy. Staff will present options at a future board meeting.

Joint Board Meetings and Meeting Dates

As stated above, the HRA has the opportunity to have a liaison with the Clay County Commission. The HRA current board meeting times conflict with the Commission meetings.

The Clay County Commission has offered to meet jointly with the HRA board twice per year. The first meeting is proposed for March 19 at 1:30 p.m.. The new Minnesota Housing Director of Government Housing Programs has agreed to come to the meeting and speak to the boards. The Clay County Administrator has agreed to this speaker if this board is interested in extending the invitation. The Board agreed that she should be invited.

5-Year Planning

Every 5 years, the HRA is required to submit a plan for the coming 5 years to HUD. The current plan ends this year. The next plan needs to be finalized by October to submit to HUD. A timeline should be determined to complete this process. Below are the goals described in the Clay County HRA's 2020-2024 Plan and the progress to date:

1. Preserve existing supply of quality housing that is affordable to those earning 80% of AMI or less.
 - Preservation of naturally occurring affordable housing (multi-family and single family). Goal of 10 per year.
 - Progress: Goal met for 5-year period. MN164 rehabilitated over 32 units of multifamily and 22 units of single-family housing since 2020. Construction is underway to rehabilitate 5 single family units.
 - Maintain and rehabilitate units owned and managed by the Clay County HRA. Goal to maintain all 176 units and rehabilitate 20 of these units per year.
Progress: The HRA has rehabilitated 40 units of HRA-owned Project-based Section 8 New Construction units that are under a HAP contract. The HRA has undertaken significant rehabilitation efforts in approximately 38 additional units as well.
2. Increasing supply of quality housing that is affordable to those earning 80% of AMI or less.
 - Subsidized units- Goal to consider project-basing HCV units as appropriate.
Progress: MN164 has not project-based additional HCV units.
 - Increased availability of rental assistance- Goal to increase by 20 units per year.
Progress: Goal met for 5-year period. The HRA has increased the number of HCV units by 240 since 2020 (159 additional Mainstream; 25 additional VASH; 30 additional TPV; 15 new EHV; 1 new FYI; 5 additional fair share units; and 5 new Housing Stability Vouchers). It has increased its stated funded units by 25 in 2023. MN164 will continue to apply for additional vouchers as they become available to meet the needs of its residents. Decreased by 48 units (HRA Cares) in 2024 for a net increase of 192 units.
 - Providing Homeownership opportunities for low-income people – Goal to maintain Housing Choice Voucher Homeownership units.
Progress: MN164 has increased the number of HCV Homeownership units from 13 to 16 and has additional participants searching for units.
3. End Homelessness in our Community – Goal to reduce homelessness by 5% per year.
Progress: MN164 has worked with the community to end veteran and unsheltered homelessness. Family and youth homelessness has been reduced. The pandemic provided challenges in fully reaching this goal. While much of Minnesota and the US have had significant increases in homelessness, our numbers have remained relatively consistent.
4. Organizational Sustainability – Goal to stabilize and increase resources to provide needed services.
Progress: MN164 continues to diversify its funding sources and secured \$190,000 of ARPA funding for homeless and rehabilitation programs. In 2023, it began the management of MN017 and was awarded approximately \$405,000 in State Affordable Housing Aid from Clay County and the City of Moorhead. It also received consent to

levy \$250,000 in 2024. It has eliminated programming that was unsustainable to continue.

5. Transfer the entire MN164 Public Housing Program to MN017, Moorhead Public Housing Agency.
Progress: Goal met. MN164 successfully transferred its Public Housing Program to MN017.

These goals will be discussed in the future.

OTHER

Director Lee provided an update on the NCRC Board meeting that was held Chicago.

10:44 A.M. MEETING ADJOURNED:

Commissioner Johnson moved to adjourn the meeting at 10:44 a.m. The motion to adjourn was seconded by Commissioner Dilliard and carried unanimously.



Anthony Dillard, Secretary



Date