



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
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[www.crosbyhra.org](http://www.crosbyhra.org)

## Crosby HRA Board Meeting

**Tuesday, August 11, 2020 at 11:00 a.m.**

**Webex Video/Teleconference**

**Join from your browser:** <https://brainerdhra.my.webex.com.brainerdhra.my/j.php?MTID=m94ca4828b188d44eea4da6affc2cced>

**Join by phone:** 415-655-0001

**Meeting number (access code):** 126 152 9578

**Meeting password:** 81120

## AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentation of the Audit:** Mary Reedy, CliftonLarsonAllen
- 4. Reading and Approval of Minutes (Attachments 1)**
- 5. Bills and Communications**
  - a. Financial Report (Attachment 2)
  - b. Housing Manager Report (Attachment 3)
- 6. Unfinished Business**
  - a. Approval of Updated COVID-19 Preparedness Plan (Attachment 4)
- 7. New Business**
  - a. Approval of Updated Policies (Attachment 5)
    - » Technology Use Policy, Res. No. 2021-11
    - » Capital Asset Management Inventory Policy, Res. No. 2021-12
    - » Check Signing Policy, Res. No. 2021-13
    - » Disposition Policy, Res. No. 2021-14
- 8. Adjournment**

Next Meeting: Tuesday, September 8, 2020

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## Minutes of the July 14, 2020, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, July 14<sup>th</sup>, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:04 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis and Buzz Neprud. Also present were Interim Executive Director/Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Tenant Activities Coordinator Lila Larson, and Executive Assistant LeAnn Goltz. Absent: Margaret Saba and Renae Marsh.

### 3. READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:

**Commissioner Neprud moved to approve the minutes from the June 9<sup>th</sup>, 2020, board meeting, seconded by Commissioner McGinnis. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The minutes were approved.**

### 4. BILLS AND COMMUNICATIONS:

#### a. **Financial Report:** Young provided financial information for June 2020.

**2020 Audit:** The 2020 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 22<sup>nd</sup>. The audit was clean with no findings.

**Executive Director Search:** On July 7, 2020, Young received a denial to the waiver request was previously submitted to HUD. Staff is in the process of working with an attorney to file an appeal letter.

**Commissioner Neprud made a motion to approve June checks numbered 117720 through 117746 and June ACH payments numbered 1378 through 1383 and 118. Commissioner McGinnis seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

**Ongoing COVID-19 Response:** Staff continues to ask about symptoms and exposure prior to entering units for work orders. Additional cleaning and sanitizing tasks continue, common areas are still closed, and tenant activities have not yet resumed. A video interface has been installed on the office door to assist with social distancing. Staff wears masks when around tenants and other staff. Move-ins and recertifications have continued without interruption. Annual inspections will be starting again later in the summer and continuing on to the end of the year.

**Annual Management & Occupancy Review (MOR):** Staff will be notified in the next couple of weeks as to when the MOR will be conducted.

**Dellwood POHP Project Update:** Baratto has been working on the next phase of the POHP project (which includes closet, bedroom and bathroom doors on 2<sup>nd</sup> & 3<sup>rd</sup> floors, air conditioner sleeves on all three floors, and replacing some fire panels and common entry doors) since June 15<sup>th</sup>. Based on their current schedule, they anticipate being completed by the end of July. They have been wearing masks, doing extra cleaning/sanitizing, and completing daily COVID-19 symptom surveys.

**Dellwood Kitchen Renovations:** After the POHP project concludes, we hope to get started with the renovations of 16 Dellwood apartment kitchens, which will be handled by HyTec Construction. Staff has asked HyTec for their COVID-19 preparedness plan, which will incorporate the recently released state-wide guidance for the construction industry. As with the POHP project, the goal is to minimize the risk of spreading infection to our tenants and staff.

**Tenant Activities Coordinator:** Lila Larson has returned to her position as Tenant Activities Coordinator and is working on new ideas for no-contact educational and enrichment activities. She is starting off with an all resident survey to assess general areas of interest to help guide program planning. She is also working on recruitment for the Second Harvest Senior Nutrition Assistance Program (SNAPS) in hopes that enough residents of Edgewood and Dellwood sign up to warrant the Crosby HRA becoming its own host site for distribution of the food boxes.

**Scattered Site Garage Fire:** On June 13<sup>th</sup>, there was a fire in three adjacent scattered site garages. The fire department responded very quickly and thankfully there were no injuries; however, the three garages were a total loss. One unit also had two cracked windows as a result of the heat. After the insurance inspections were all completed, clearance was received to begin removing debris from the site. Staff is pursuing bids for rebuilding the garages. The tenants were not displaced as a result of the fire and will not be displaced during the reconstruction process.

**Monthly Property Performance Report for June 2020:** Fortune noted that the reported vacancy was actually a transfer from one building to the next. Inspections will begin soon.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS**

a. **Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev-1:** In response to the COVID-19 pandemic, HUD provided a number of potential waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. The requirement was that PHAs would seek formal board approval of the waivers they specifically chose to implement no later than July 31<sup>st</sup>. Since the May meeting, additional guidance was released (Notice PIH 2020-13, Rev-1) that clarified or expanded some waivers while adding some additional options.

A table of the waivers that staff has recommended for implementation was provided to and reviewed with the Board.

**Moved to approve waivers as allowed in Notice PIH 2020-13, Rev-1 as specified in the table provided to the Board by Commissioner Neprud and seconded by Commissioner McGinnis. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

b. **Approval of COVID-19 Preparedness Plan:** Under Emergency Executive Order 20-74 issued by Governor Walz, as a critical business, we are now required to establish a COVID-19 Preparedness Plan beginning on June 29<sup>th</sup>, 2020. The Plan shall establish and explain the policies, practices, and conditions that we will implement to meet the guidance for businesses based on CDC, MDH, and OSHA for workplaces.

The Preparedness Plan follows the template provided by the State of MN and includes the protections and protocols that will be implemented for the safety and health of the employees and customers of the Crosby HRA. This Plan will continue to be updated as required by new guidance or changing circumstances.

**Moved by Commissioner McGinnis followed by a second from Commissioner Neprud to approve the Crosby HRA COVID-19 Preparedness Plan. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

c. **Approval of Updated Policies:**

» File Access Internal Controls Policy and Procedures:

**Moved by Commissioner Neprud followed by a second from Commissioner McGinnis to adopt Resolution No. 2021-08 approving the File Access Internal Controls Policy and Procedures. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

» Hazardous Materials Policy:

**Moved by Commissioner McGinnis and seconded by Commissioner Neprud to adopt Resolution No. 2021-09 approving the Hazardous Materials Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

» Pest Control Policy:

**Moved by Commissioner McGinnis and seconded by Commissioner Neprud to adopt Resolution No. 2021-10 approving the Pest Control Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**7. NEXT MEETING:** Tuesday, August 11<sup>th</sup>, 2020

**8. ADJOURNMENT:**

**Moved and seconded by Commissioners Neprud and McGinnis, the meeting was adjourned at 11:36 a.m.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: August 5, 2020  
Re: Financial Report

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Please find attached the financial information for July 2020.

**2020 Audit Presentation**

Mary Reedy from CliftonLarsonAllen (CLA) will present the audit at the August meeting. Please look through the audit and ask Mary any questions that you may have.

**Baratto Brothers Payment**

A check was processed to Baratto Brothers for the Dellwood Apartments Upgrades in the amount of \$110,323.60. \$10,633 was drawn out of the Capital Fund Program (CFP) grant as leverage dollars and the remainder was reimbursed from Minnesota Housing out of the POHP funding.

**Executive Director Search**

The Brainerd HRA Board took action offering the position to Eric Charpentier, contingent on HUD approval. Eric accepted the offer also contingent on HUD approval. The formal job offer has been withheld at this time. As we discussed last month, HUD denied our initial waiver request and the Brainerd HRA Board Chair submitted a letter of appeal. The appeal is currently in review with HUD and we are awaiting their decision.

**Action Requested:**

**Approval of July checks numbered 117747 through 117792 and July ACH payments numbered 1384 through 1392 and 119 through 124.**

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## Crosby Housing & Redevelopment Authority 2021 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July
Quick Ratio	12	QR <1 =-0-, QR >2 =12	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5% =5 , TAR >2.5% =0	0.00	0.00	5.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
<b>Total Points</b>	<b>25</b>		<b>20.00</b>	<b>20.00</b>	<b>25.00</b>	<b>22.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>45</b>	<b>45</b>	<b>50</b>	<b>47</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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Date: 8/4/2020  
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roberta

**PH Operating - Board**  
**Public Housing Operating - Board**  
**July, 2020**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-16,015.00	-65,124.00	-66,030.00	906.00
100-000-3120.000 Excess Utilities	-210.00	-370.00	-183.32	-186.68
100-000-3401.000 Operating Subsidy	-5,957.00	-28,866.00	-30,000.00	1,134.00
100-000-3402.000 Capital Fund Revenue	-12,251.25	-28,165.84	-10,000.00	-18,165.84
100-000-3610.000 Interest Revenue	0.46	1.44	0.00	1.44
100-000-3690.000 Other Income	0.00	-233.94	-2,330.00	2,096.06
100-000-3691.000 Other Tenant Revenue	-446.00	-1,301.50	-4,066.68	2,765.18
100-000-3695.000 Laundry Revenue	-194.50	-822.25	-760.00	-62.25
100-000-3699.000 POHP Grant Revenue	-99,690.60	-100,880.11	0.00	-100,880.11
<b>Total Income</b>	<b>-134,763.89</b>	<b>-225,762.20</b>	<b>-113,370.00</b>	<b>-112,392.20</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,172.48	6,465.28	6,276.68	188.60
100-000-4130.000 Legal	1,206.10	1,206.10	750.00	456.10
100-000-4140.000 Staff Training	62.50	62.50	133.32	-70.82
100-000-4150.000 Travel	163.30	163.30	263.32	-100.02
100-000-4171.000 Auditing Fees	2,000.00	2,000.00	500.00	1,500.00
100-000-4190.000 Sundry-Other Admin	55.00	180.00	116.68	63.32
100-000-4191.000 Management Fees	3,000.00	12,000.00	12,000.00	0.00
100-000-4194.000 Office Supplies	183.10	261.47	300.00	-38.53
100-000-4195.000 Membership Dues	91.20	91.20	103.32	-12.12
100-000-4196.000 Telephone	78.58	250.82	240.00	10.82
100-000-4198.000 Advertising	0.00	0.00	161.68	-161.68
100-000-4199.000 Postage	0.00	392.50	95.00	297.50
100-000-4210.000 Tenant Svcs Salaries	470.87	1,390.21	1,440.00	-49.79
100-000-4230.000 Tenant Services Other	40.50	89.01	433.32	-344.31
100-000-4310.000 Water	1,285.47	3,648.70	4,961.68	-1,312.98
100-000-4315.000 Sewer	2,164.57	5,754.28	7,301.68	-1,547.40
100-000-4320.000 Electricity	5,047.21	5,072.64	7,068.32	-1,995.68
100-000-4330.000 Gas	321.09	800.69	4,028.32	-3,227.63
100-000-4431.000 Garbage & Trash	527.45	1,649.35	2,800.00	-1,150.65
100-000-4410.000 Maintenance Labor	4,765.82	14,421.65	14,023.32	398.33
100-000-4420.000 Materials	1,184.02	2,694.28	4,333.32	-1,639.04
100-000-4430.000 Contracts Costs	1,004.47	2,523.64	5,666.68	-3,143.04
100-000-4432.000 Decorating Contract	193.57	358.52	3,000.00	-2,641.48
100-000-4435.000 Grounds Contract	13.02	66.29	333.32	-267.03
100-000-4445.000 Elevator Maintenance	0.00	2,454.00	1,166.68	1,287.32
100-000-4450.000 Plumbing/Heating	0.00	482.50	1,666.68	-1,184.18
100-000-4455.000 Snow Removal	0.00	0.00	800.00	-800.00
100-000-4456.000 Exterminating	0.00	22.00	413.32	-391.32
100-000-4457.000 Janitor/Cleaning	499.82	2,103.36	2,266.68	-163.32
100-000-4510.000 Insurance	1,856.66	7,426.64	6,793.36	633.28
100-000-4520.000 Property Tax	343.96	2,546.86	2,328.32	218.54
100-000-4540.000 Employee Benefits	2,701.58	9,576.03	10,883.32	-1,307.29
<b>Total Expense</b>	<b>31,432.34</b>	<b>86,153.82</b>	<b>102,648.32</b>	<b>-16,494.50</b>
<b>Net Income(-) or Loss</b>	<b>-103,331.55</b>	<b>-139,608.38</b>	<b>-10,721.68</b>	<b>-128,886.70</b>

Date: 8/4/2020  
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roberta

**Crosby HRA  
Edgewood Operating Stmt - Board  
July, 2020**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,568.00	-76,179.00	-76,215.00	36.00
700-000-3120.000 Excess Utilities	-520.00	-1,070.00	-640.00	-430.00
700-000-3404.000 Other Government Grant	-8,070.00	-33,235.00	-34,241.68	1,006.68
700-000-3610.000 Interest Revenue	-2,690.56	-12,690.02	-10,600.00	-2,090.02
700-000-3690.000 Other Income	0.00	-733.93	-73.32	-660.61
700-000-3691.000 Other Tenant Revenue	-1,775.75	-3,515.99	-2,176.68	-1,339.31
700-000-3695.000 Laundry Revenue	-651.00	-2,745.00	-2,648.32	-96.68
<b>Total Income</b>	<b>-32,275.31</b>	<b>-130,168.94</b>	<b>-126,595.00</b>	<b>-3,573.94</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	3,408.72	10,597.92	10,330.00	267.92
700-000-4130.000 Legal	1,206.10	1,206.10	750.00	456.10
700-000-4140.000 Staff Training	62.50	62.50	200.00	-137.50
700-000-4150.000 Travel	92.00	92.00	250.00	-158.00
700-000-4171.000 Auditing Fees	2,000.00	2,000.00	500.00	1,500.00
700-000-4190.000 Sundry-Other Admin	50.00	174.00	93.32	80.68
700-000-4191.000 Management Fees	4,500.00	18,000.00	18,000.00	0.00
700-000-4194.000 Office Supplies	183.13	263.01	300.00	-36.99
700-000-4195.000 Membership Dues	91.20	91.20	103.32	-12.12
700-000-4196.000 Telephone	78.58	250.86	240.00	10.86
700-000-4198.000 Advertising	0.00	0.00	133.32	-133.32
700-000-4199.000 Postage	0.00	392.50	93.32	299.18
700-000-4210.000 Tenant Svcs Salaries	706.29	2,085.25	2,160.00	-74.75
700-000-4230.000 Tenant Services Other	40.51	89.04	66.68	22.36
700-000-4310.000 Water	441.34	1,322.16	2,398.32	-1,076.16
700-000-4315.000 Sewer	766.15	2,276.52	3,970.00	-1,693.48
700-000-4320.000 Electricity	7,142.30	7,167.72	9,220.00	-2,052.28
700-000-4330.000 Gas	430.66	1,279.18	4,133.32	-2,854.14
700-000-4431.000 Garbage & Trash	135.65	439.95	733.32	-293.37
700-000-4410.000 Maintenance Labor	4,862.99	14,797.36	14,430.00	367.36
700-000-4420.000 Materials	1,584.87	4,831.05	3,333.32	1,497.73
700-000-4430.000 Contracts Costs	581.31	2,468.95	4,333.32	-1,864.37
700-000-4432.000 Decorating Contract	2,080.91	4,354.56	3,666.68	687.88
700-000-4435.000 Grounds Contract	19.53	82.21	200.00	-117.79
700-000-4445.000 Elevator Maintenance	0.00	2,454.00	1,166.68	1,287.32
700-000-4450.000 Plumbing/Heating	0.00	85.00	4,000.00	-3,915.00
700-000-4455.000 Snow Removal	0.00	0.00	1,166.68	-1,166.68
700-000-4456.000 Exterminating	0.00	33.00	500.00	-467.00
700-000-4457.000 Janitor/Cleaning	687.21	2,914.79	2,733.32	181.47
700-000-4510.000 Insurance	1,509.16	6,036.64	7,590.04	-1,553.40
700-000-4520.000 Property Tax	508.60	3,089.34	2,825.00	264.34
700-000-4540.000 Employee Benefits	3,018.01	10,666.23	12,593.36	-1,927.13
<b>Total Expense</b>	<b>36,187.72</b>	<b>99,603.04</b>	<b>112,213.32</b>	<b>-12,610.28</b>
<b>Net Income(-) or Loss</b>	<b>3,912.41</b>	<b>-30,565.90</b>	<b>-14,381.68</b>	<b>-16,184.22</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**July 2020**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/1/2020	119	Shannon Fortune	\$92.00
7/16/2020	120	Erik Warner	\$17.25
7/16/2020	121	Karen Young	\$55.20
7/16/2020	122	Terry Quick	\$139.15
7/30/2020	123	Erik Warner	\$17.25
7/30/2020	124	Shannon Fortune	\$89.50
7/2/2020	1384	Lincoln Financial Group	\$748.97
7/2/2020	1385	Electronic Federal Tax Payment System	\$1,129.04
7/2/2020	1386	Minnesota Dept Of Revenue	\$128.70
7/16/2020	1387	Lincoln Financial Group	\$748.97
7/16/2020	1388	Electronic Federal Tax Payment System	\$1,208.43
7/16/2020	1389	Minnesota Dept Of Revenue	\$128.76
7/30/2020	1390	Lincoln Financial Group	\$748.97
7/30/2020	1391	Electronic Federal Tax Payment System	\$1,100.25
7/30/2020	1392	Minnesota Dept Of Revenue	\$125.96
7/1/2020	117747	Dacotah Paper Co.	\$70.69
7/1/2020	117748	Handyman's Inc.	\$18.47
7/1/2020	117749	Hd Supply Facilities Maint	\$194.07
7/1/2020	117750	Midwest Machinery Co	\$32.55
7/1/2020	117751	Minnesota Energy Resources	\$472.47
7/1/2020	117752	Minnesota Power	\$7,260.08
7/1/2020	117753	ShofCorp LLC	\$75.48
7/16/2020	117754	Ace Hardware	\$79.96
7/16/2020	117755	Baratto Brothers Construction, Inc.	\$110,323.60
7/16/2020	117756	Bremer Bank Credit Card	\$21.87
7/16/2020	117757	City Of Crosby	\$5,094.54
7/16/2020	117758	Cliftonlarsonallen	\$4,000.00
7/16/2020	117759	Crosby Ace Hardware	\$85.30
7/16/2020	117760	Ctcit	\$200.00
7/16/2020	117761	Dearborn National Life Ins Co	\$36.45
7/16/2020	117762	Hd Supply Facilities Maint	\$728.55
7/16/2020	117763	Healthpartners	\$3,649.72
7/16/2020	117764	Nisswa Sanitation Inc	\$226.09
7/16/2020	117765	Holden Electric Co. Inc.	\$574.60
7/16/2020	117766	The Office Shop	\$279.75
7/16/2020	117767-117773	Voided Checks	\$0.00
7/16/2020	117774	Rental History Reports	\$50.00
7/16/2020	117775	Sherwin-Williams	\$456.56
7/16/2020	117776	Verizon Wireless	\$130.96
7/16/2020	117777	Visa-Unity	\$699.30
7/21/2020	117779	Tenant Refund	\$547.19

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**July 2020**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/30/2020	117780	Ctc	\$458.24
7/30/2020	117781	Hd Supply Facilities Maint	\$700.00
7/30/2020	117782	Holden Electric Co. Inc.	\$544.18
7/30/2020	117783	Judy Robinson	\$1,075.00
7/30/2020	117784	Mike's Tree Company LLC	\$75.00
7/30/2020	117785	Minnesota Energy Resources	\$279.28
7/30/2020	117786	Minnesota Power	\$4,929.43
7/30/2020	117787	Nahro National	\$182.40
7/30/2020	117788	Ratwikk Rosak & Maloney P.A.	\$2,412.20
7/30/2020	117789	ShofCorp LLC	\$75.48
7/30/2020	117790	The Office Shop	\$21.49
7/30/2020	117791	Tkda	\$532.65
7/30/2020	117792	West Central Flooring	\$1,790.58
		<b>Report Total</b>	<b>\$154,862.58</b>



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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: August 4, 2020  
Re: Housing Manager Report

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### **Ongoing COVID-19 Response**

In line with the updated executive order related to face covering use, staff has been not only practicing social distancing but has been conscientious about wearing masks when around other employees, tenants, or vendors. Signs reminding tenants of the need for face coverings have been posted and the preparedness plan has been updated to reflect this updated information as well. Staff recently responded to a MN Housing offer of free cloth face coverings for tenants in affordable housing and ordered one mask for every Crosby HRA resident, including all household members and children. We aren't sure yet when those will arrive but will distribute them as soon as we receive them.

### **Annual Management & Occupancy Review (MOR)**

No additional information about the rescheduled MOR has been received at this time.

### **Dellwood POHP Project Update**

Baratto anticipates completing the majority of their work by mid-August, with only some punch list items to resolve (i.e. two doors arrived shorter than ordered, several air conditioner sleeves arrived damaged, etc.). They have been doing a good job of wearing masks, doing extra cleaning/sanitizing, and completing daily COVID-19 symptom surveys.

### **Dellwood Kitchen Renovations**

We have received a draft of the Hy-Tec Construction COVID-19 Preparedness Plan and had a few questions that we are waiting to be answered, and we are hoping to begin the kitchen renovations shortly. We do not yet have a start date for the kitchen project.

### **Vending Machine Changes**

We are working through the small procurement process to identify a vendor to fill and service the building vending machines. Our goal is to prevent disruption or inconvenience to the tenants and we hope for a smooth transition but wanted to let the Board know as a courtesy.

### **Maintenance Specialist Position**

Devon Bernstrom, former Maintenance Specialist, is no longer employed with the HRA effective July 30<sup>th</sup>. We anticipate posting for that open position soon.

### **Tenant Activities Update**

After putting out a recruitment memo, Lila got an overwhelmingly positive response to participation in the Senior Nutrition Assistance Program. Since there were 25 residents that

indicated interest, there is a sufficient number to have the Crosby HRA designated as their own distribution location. The next step is to work on enrolling those households in the program and setting up the first distribution day. The all-resident interest survey wasn't quite as popular, but we did get nine completed surveys back.

**Scattered Site Garage Fire**

Debris has been removed from the garage fires sites and they are ready for the next step in the rebuilding process. In consulting with the City of Crosby, Terry discovered that the land was actually four separate lots and the three previous buildings had been positioned so that they were on more than one lot. Leaving the lots as they were and honoring setback requirements would have rendered them virtually unbuildable so we are working with the City to get the lots combined. Once that has been completed Terry can invite contractors to bid on the rebuilding project.

**Monthly Property Performance Report for July 2020**

Please see attachment 3a.

**No Action Requested; Discussion Items**

## Crosby Housing and Redevelopment Authority

### Monthly Property Performance Report

July 2020

#### 1. Property Narrative

#### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

#### 3. Customer Traffic

Applications Requested	3
Applications Placed on PH Wait List	6
Applications Denied on PH Wait List	2

#### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	36	13	3	0
2 bdrm	13	6	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	4	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>58</b>	<b>13</b>	<b>3</b>	<b>0</b>

#### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	5
Move-Outs	0	5

\*Starting 4/1/2020

#### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW #213	1	Mid-August	Screening: 3

7. Recertifications

Interim Recertifications	4
Annual Recertifications	8
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	0
Number inspected for the month	5
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

\*Starting 4/1/2020

9. Lease Enforcements

Lease warnings/violations issued	4
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	42
Closed	42
Ending Balance	3
Total Completed Work Orders for Year	117

\*Starting 4/1/2020

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	34,795
Other Charges	2,733
<b>Total New Charges</b>	<b>37,528</b>
Arrears, tenants in possession	54

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	8
Current Rent Charges	34,795
Current Rent Collections	34,787
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,339
Prior Rent Charges	202,663
Collection Rate	99%

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: August 4, 2020  
Re: Approval of Updated COVID-19 Preparedness Plan

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With the issuance of Executive Order 20-81 that mandates face coverings in public spaces, we have updated our COVID-19 Preparedness Plan. We have also clarified some sections to reflect how our everyday activities are being conducted, such as limited in-office access for resident interactions, emergency work orders inside units with potential exposure, and vendor expectations.

Both this updated version and the initial Preparedness Plan follow the template provided by the State of MN and includes the protections and protocols that will be implemented for the safety and health of the employees and customers of the Crosby HRA.

This Plan will continue to be updated as required by new guidance or changing circumstances.

**Action Requested: Motion approving the updated Crosby HRA COVID-19 Preparedness Plan with expectation staff will continue to update the Plan as required based on new guidance without Board approval.**

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# COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

The Crosby HRA is committed to providing a safe and healthy workplace for all our staff. To ensure a safe workplace, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. The Crosby HRA managers and staff have our full support in enforcing the provisions of this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick staff and staff exposed to sickness
- Reducing the spread of COVID-19 in the workplace
- Additional information; and
- Communication and training

## Stay Home if you Feel Sick

Many times, with the best of intentions, employees report to or stay at work even though they feel sick, but employees should not stay at nor report to work if they feel sick due to the current circumstances. If you feel sick, please inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and/or until you are no longer sick, or a pandemic virus is unlikely. Employees who report to work sick will be sent home in accordance with these health guidelines. We may request appropriate information related to sicknesses from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

## Stay Home if you have COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

# COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**If you have COVID-19 symptoms described above, but have not been tested**, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

**If you have had COVID-19 symptoms described above and have tested positive for COVID-19**, do not come to work until:

- You no longer have a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines; and
- You have followed the guidance of your healthcare provider and local health department.

**If you have not had COVID-19 symptoms described above but tested positive for COVID-19**, do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and

# COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

## Stay Home if you have been exposed to COVID-19

### Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times (unless person with symptoms tests negative for COVID-19 and you have no symptoms)
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

# COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

## Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

If you traveled from any other country:

- Inform your supervisor for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
  - Maintain a distance of at least 6 feet from others
  - Stay out of crowded places
- Be alert for symptoms
  - Watch for fever, cough, shortness of breath
  - Take temperature if symptoms develop
- Follow CDC guidance if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor of any out of state or out of country travel
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for travel out of the country
  - Self-monitor for symptoms before starting travel
    - Check temperature twice a day
    - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor.

# **COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)**

## **Inability to be at Work**

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies and notices related to such benefits.

The Crosby HRA may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

## **Reduce the Spread of COVID-19**

### **Basic Hygiene**

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end shifts, prior to any mealtimes and after using the toilet. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Alcohol-based hand sanitizers will be provided throughout the workplace and in common areas.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Clean and Disinfect**

Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces should be cleaned with soap and water prior to disinfection.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. You should clean these office surfaces daily.

# COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

## Social Distancing

- A protective barrier has been installed at the counter in the office and staff are asked to stay behind the barrier during all in-person interactions.
- Maintain a distance of at least 6 feet from other employees, tenants, customers, etc.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.
- Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

## Face Masks

In accordance with Executive Order 20-81, all employees, guests, vendors, and tenants are advised they must wear face coverings when in public spaces, even when social distancing is possible, unless there is a valid medical reason that they are not able to comply. When outside, if social distancing is possible, face coverings are recommended but not required.

- Homemade mask or procedural masks are the recommended style.
- Continue to keep at least 6 feet away from others.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

## Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above-items. Crosby HRA management will communicate to you such measures.

## Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, Crosby HRA management will communicate to you any impacted operational issues related to your position.

# **COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)**

## **Additional Protections and Protocols**

To prevent exposure and limit the potential spread of the virus, the manner in which the HRA delivers service and interacts with residents, community service providers, guests and vendors has been adjusted.

### **Office Closure**

There is currently limited public access, with an emphasis on remote interactions as the safest option for communication. Staff are able to serve the public through telephone, e-mail, U.S. Mail, some online resources, and a system of document exchange using door postings and drop box. A video intercom system has been installed to help limit exposure while still allowing for interaction. When no other option is available, staff will work with the public while maintaining social distancing, using face coverings and other recommended personal protective equipment, and conducting additional cleaning/sanitizing before and after each interaction.

### **Work Orders/Maintenance Requests**

Work orders and maintenance requests should be reported by calling the office at 218-546-5088 during regular business hours or calling the after-hours/weekend dispatch line at 218-232-1419. Maintenance staff will assess work orders on a case-by-case basis. Non-emergency work orders may potentially need to be rescheduled. Prior to dispatching maintenance staff, residents will be asked if they or anyone in the household has flu-like symptoms or has had exposure to the COVID-19 virus. Staff will be wearing face coverings or other recommended personal protective equipment while conducting their work. In the event of an emergency work order or other priority work necessary inside a unit that may have had exposure, staff will ask that household members confine themselves to an area away from the main work space and wear masks while staff are in the unit. Additional cleaning and sanitizing will be done before, during, and after the work activity.

### **Outside Vendors**

Outside vendors working on extended projects will be asked to provide their company's own work plan on how they will be monitoring employees for exposure and working to limit the spread of the virus. These plans will be shared with relevant staff prior to the start of the project. All vendors will be required to wear face coverings when working inside the building, even if social distancing is possible.

### **Closure of Common Areas**

The following common areas are being closed: mail waiting area, community dining room, ground floor sitting areas, all lounge/TV areas, pool table area, game/puzzle areas, and the small lounge/sitting areas by the elevators on each floor. The laundry room and the smoking area have not been closed, however residents are reminded to practice social distancing while in these two excluded areas.

### **Activities & Building Events**

# **COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)**

All events and activities in the building have been canceled until further notice. This includes morning and afternoon coffee, BINGO, sing-a-long service, the monthly dance band, and daily congregate dining. LSS Dining and the Meals-on-Wheels program will be in contact with their participants to arrange for delivery service.

## **Cleaning & Sanitizing**

Maintenance staff will be doing extra cleaning and sanitizing of high-traffic areas repeatedly each day. If exposure is suspected, an outside deep-cleaning and sanitizing service will be engaged. Residents are asked to do their part by practicing frequent handwashing, covering coughs and sneezes, limiting time out of their apartments if they are sick, and maintaining safe social distancing when around others.

## **Office Appointments**

In-office access should be limited to only what is unachievable through other means of remote interaction (i.e. mail, document posting, email, drop box, etc.) When required, appointments should be kept brief, social distancing enforcing, face coverings worn, and additional cleaning/sanitizing done before and after each interaction. Residents will complete paperwork provided to them via mail or door posting and then return the documents, along with supporting verification documents, via mail, drop box, or email scan.

## **Guests & Visitors**

Residents are asked to refrain from having unnecessary guests at this time. This does not include PCA's, social workers, mental health workers, and other essential service providers. Any visitors with fever, cough, sore throat or other flu-like symptoms are not permitted to visit. As all common areas are closed, service providers and critical visitors should proceed directly to the apartment of the resident they are visiting. Essential visitors are asked to practice social distancing while on property and are required to wear face coverings in public spaces.

## **Rent Payments**

Rent payments are still due timely and may be placed in the drop box or mailed in. Residents wishing to enroll in automatic payment are encouraged to contact the office. No late fees will be charged and no terminations related to non-payment will be given until the relevant State and Federal moratoriums and guidance prohibiting them expires. Reminders will still be sent to non-paying tenants.

## **Additional Information**

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

# **COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)**

## **Communications and Training**

This Preparedness Plan will be communicated and training will be provided as necessary. Management is to monitor how effective the program has been implemented.

This Preparedness Plan will be approved by the Crosby HRA Board and will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The Crosby HRA may change or eliminate these items, or portions thereof, at any time and without notice.

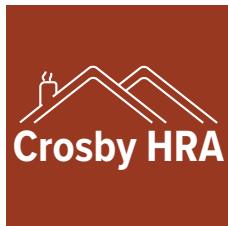
This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Brainerd HRA Interim Executive Director, Karen Young at [karen@brainerdhra.org](mailto:karen@brainerdhra.org), telephone at 218-824-3423 with any questions or concerns.

Thank you for your cooperation.

Certified by: \_\_\_\_\_  
Karen Young, Interim Executive Director

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To: Crosby HRA Board Members  
From: Karen Young, Interim Executive Director/Finance Director  
Date: August 3, 2020  
Re: Updated Policy Approval

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There are four (4) policies before the Board for approval this month.

- » **Technology Use Policy, Res. No. 2021-11 (Attachment 5a)**  
The purpose of the Technology Policy is to define expectations of staff in regards to the use of computers and related equipment owned and managed by the Agency.
- » **Capital Asset Management Inventory Policy, Res. No. 2021-12 (Attachment 5b)**  
The purpose of the Capital Asset Management Inventory Policy is to adopt and implement procedures in order to maintain up-to-date physical inventory and asset controls of the Crosby HRA. It is essential to impose sound internal controls and procedures in the area of capital asset management to minimize the risk of loss, waste, unauthorized use, or misappropriation.
- » **Check Signing Policy, Res. No. 2021-13 (Attachment 5c)**  
The purpose of the Check Signing Policy is to establish a policy that identifies those people who are authorized to sign checks on behalf of Crosby HRA and to update instructions to depositories so that there is a clear understanding regarding this matter.
- » **Disposition Policy, Res. No. 2021-14 (Attachment 5d)**  
The purpose of the Disposition Policy is to ensure that the personal property (property other than land and buildings purchased with Agency funds) of the Crosby HRA that has become worn out, obsolete, or surplus shall be disposed of in accordance with State and Federal requirements. This policy establishes proper disposition procedures to ensure the highest possible return.

**Action Requested:**

- Approve Resolution No. 2021-11 adopting the Technology Use Policy.**
- Approve Resolution No. 2021-12 adopting the Capital Asset Management Inventory Policy.**
- Approve Resolution No. 2021-13 adopting the Check Signing Policy.**
- Approve Resolution No. 2021-14 adopting the Disposition Policy.**

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY****Technology Use Policy**

Adopted: 8/11/20 Resolution No. 2021-11

**TECHNOLOGY USE POLICY**

The purpose of this policy is to protect the security and integrity of the Crosby Housing and Redevelopment Authority (hereinafter, “the Agency”) electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by the Agency employees are property of the Agency. The Agency reserves the right to audit, monitor and inspect without notice, without the user’s consent, and for any reason or no reason at all. This includes each employee’s use of its computers and related equipment, all data, emails, files, settings, or any other aspect of the Agency-owned computers or related systems. Users should have no expectation of privacy. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the Agency’s computers and/or related equipment, employee discipline, up to and including immediate termination, and/or criminal charges depending on the nature of the violation. All violations will be addressed consistent with the Agency’s Employee Policy Manual.

In addition, the Agency is subject to the Minnesota Government Data Practices Act and other laws governing the collection, storage, use and disclosure of data. All files and documents created, received, collected, maintained or generated by the Agency employees while using the Agency’s computer and/or related equipment are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user. This includes personal messages and internet logs.

Beyond this policy, the finance assistant (current acting staff responsible for Information Technology Systems) may distribute information regarding precautions and actions needed to protect the Agency systems; all employees are responsible for reading and following the guidance and directives in these communications.

**Data Privacy and Retention**

Under the provisions of the Minnesota Data Practices Act, all data stored on computers, related equipment and media owned, leased or rented by the Agency is considered to be owned by the Agency and is subject to the Minnesota Data Practices Act. The act governs its use, dissemination and data classification. All data is also subject to review and investigation at the discretion of management, finance assistant, contracted third party IT service provider and/or law enforcement. The finance assistant should be contacted with questions regarding the classification of public and private data.

**Data Ownership:** All information developed or introduced to the Agency’s computer or related equipment by a user in conjunction with employment with the Agency is the property of the Agency.

**Data Storage:** All Agency data must be saved to a network drive on the Agency’s server.

**Data Deletion:** Users are responsible for deleting outdated files that are no longer needed for compliance with the Agency’s Records Retention Schedule; this includes data files and email messages.

**Data Back-up:** The Agency backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.

**Password Protection:** If any software product or hardware that the Agency has purchased has the option to have files password protected, the password must always be shared with the finance assistant. Any online profiles used pertinent to the day to day operations of the Agency that require authentic login information must be shared or accessible to an employee's direct supervisor.

### **Personal Use**

The communication and computer systems at the Agency are primarily for business use. Personal use of the telephone, email or internet systems by employees is permitted but should not interfere or conflict with business use. Employees should use good judgement regarding the reasonableness of personal use. Management reserves the right to determine what constitutes reasonable personal use. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours:

- Employees shall not connect personal peripheral tools or equipment (such as cell phones, USB drives, flash cards, disks, digital cameras or printers) to the Agency owned systems without prior approval from their supervisor. If permission to connect these tools/peripherals is granted, the employee must take appropriate action for protecting the Agency's computer network.
- Employees shall limit the amount and use caution when storing personal files on the Agency computer equipment. This includes personal media files, including but not limited to picture files, mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD or files from the internet.
- The Agency equipment or technology shall not be used for: illegal activities, personal business interests, for-profit ventures, political activities, outside employment, wagering, betting or selling chances, annoying or harassing other individuals, fundraising, religious activities, pornographic, obscene, indecent images or content, forwarding junk E-mail, advertisements, chain emails or any uses deemed by the Agency management to be inconsistent with the Agency activities.
- The Agency reserves the right to use management software to monitor end user activity.

### **Hardware**

In general, the Agency will provide the hardware required for an employee to perform his or her job duties. Request for new or different equipment should be made to your supervisor.

The Agency will not supply laptop computers based solely on the desire of employees to work offsite. A business need will be required for each laptop deployment and must be approved by the employee's direct supervisor. Laptops will only be issued to employees who: regularly use their laptop offsite; require a laptop for access to special software or systems; have a documented business need for a laptop; and/or require the use of a full computer while traveling.

Only the Agency staff may use the Agency-owned computer equipment. Use of the Agency equipment by family members, friends or others is prohibited.

Employees are responsible for the proper use and care of the Agency owned computer equipment. The Agency employees are expected to provide reasonable security to all the Agency-owned computers and related equipment. This includes ensuring that passwords are not written down in accessible places. Removable media must be kept in a secured area. Non-public, private and/or confidential data must not be displayed in such a manner that unauthorized personnel or others can view it. All Agency owned computers and related equipment must be secured while off Agency premises. For instance, employees must not leave computer equipment in an unlocked vehicle or unattended at any offsite facility.

Computer equipment must not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold or humidity it should be allowed to achieve normal room temperature before being powered on.

### **Software**

In general, the Agency will provide the software required for an employee to perform their job duties. Requests for new or different software should be made to your direct supervisor.

Employees shall not download or install any software on their computer without the prior approval of their supervisor. Management may give direction to the finance assistant for removal of any unauthorized programs, software, equipment, downloads or other resources.

### **Electronic Mail**

The Agency provides employees with an email address for work-related use. Minimal personal use of the Agency email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all the Agency policies. Using the Agency's email to participate in any kind of personal listservs or mailing list is prohibited.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored by the finance assistant as directed by management and without notice to employees.

Employees must adhere to these email guidelines:

- Use caution when opening and responding to emails from unknown senders. Review sender's email address, date/time, subject line, name and file type of attachments to verify legitimacy/relevance. Delete suspicious emails including junk or spam email without opening.
- Never transmit an email that you would not want your supervisor, other employees, board members, city officials or the media to publish (e.g., avoid gossip, personal information, swearing and etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys and medical information).
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language, derogatory, offensive, insulting comments or jokes.

### **Electronic Calendars**

A shared calendar environment is provided as part of the Agency's email software program (Gmail and Outlook). All employees are encouraged to keep their electronic calendar up to date and must grant all Agency staff the ability to view their calendar. All employees are encouraged to utilize the out of office automatic replies for known absences.

### **Phone/Voicemail**

Voicemail that constitutes an official record of the Agency business must be kept (via email) in accordance with Minnesota Data Practices Act requirements for the department. All other voicemails should be deleted from the voicemail and email system when no longer needed.

### **Storing and Transferring Files**

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files should be stored on network drives. Files and documents stored on local computer hard drives will not be backed up. The Agency holds no responsibility for the recovery of documents on local computer hard drives should they fail. Subject to the provisions of this policy, files may be temporarily stored on a laptop hard drive when an employee is offsite; however, the files should be copied to the network as soon as possible.
- Electronic files created on an employee's home or personal computer should not be transferred to the Agency's network without prior management approval. The Agency's related files should not be created or stored on an employee's personal computer without prior management approval.
- Email that constitutes an official record of the Agency business must be kept in accordance with the Minnesota Data Practices Act.
- Email that is simple correspondence and not an official record of the Agency business should be deleted (from both the "inbox" and the "deleted" box) when no longer needed but should not be retained by employees for more than three months when possible.

Any files containing nonpublic, private, or confidential data should not be stored anywhere other than the Agency's network. Employees must obtain the prior written approval of their supervisor before taking any file containing nonpublic, private or confidential data offsite.

### **Passwords**

Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords should not be shared with anyone including other staff except the finance assistant. If it is necessary to access an employee's computer when he or she is absent, contact your supervisor. Access will not be provided to staff accounts without supervisor approval.
- Passwords shall not be stored in any location on or near the computer or stored electronically on employee's personal devices such as in a cell phone or other mobile device. However, storing passwords electronically on the Agency's server is permitted.
- Employees must change passwords when prompted.
- Computers should not be left unattended while a user is logged in – either lock the computer when away (Ctrl+Alt+Del) or use a timed screen saver that will require a password to unlock upon return.

### **Network Access**

Personally-owned computer equipment used in the Agency's building should only use the wireless connection to the internet. Under no circumstances should any personally-owned equipment be connected to the Agency's computer network via a network cable.

Personal computer equipment may not be connected to the Agency's network without prior approval from management.

Staff shall not attempt to circumvent or disable firewalls, anti-virus/anti-malware software, software updates and patches, network/computer security settings, or any other measures put in place to protect the network. If access to necessary resources is obstructed, notify your supervisor and/or the finance assistant to explore options.

### **Remote Access to the Network**

Remote access to the network is not allowed from an employee's personal computer or other equipment and related equipment without management approval. The only current exception to this is email. Employees can access their company-provided email through personal computers and related equipment through their Gmail login.

### **Security Compromise**

If a virus or malware is suspected, the finance assistant must be notified immediately. All other indications of a computer/network security compromise must also be reported to the finance assistant immediately.

### **Internet**

The internet is available to employees for research, education and communication directly related to the mission and tasks of the Agency. Users must honor copyright laws regarding protected commercial software and intellectual property. Users accessing the internet through the Agency's computers and related equipment should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are also responsible for adhering to the Agency standards when browsing the internet. Failure to adhere to the Agency standards puts the Agency and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences including immediate termination of employment and other disciplinary actions. The following considerations apply to all users of the internet:

- Information found on the internet and used for the Agency work must be verified to be accurate and factually correct.
- Approved browsers include Internet Explorer, Mozilla Firefox and Google Chrome.
- Limited personal use of the internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material or materials advocating intolerance of other people, races or religions.
- Agency data should not be stored in any cloud-based application without prior authorization from a direct supervisor.
- Social media presence. Personal use of social media on the Agency computers is discouraged.

### **Personal Social Networking While On the Agency-Owned Computers and Related Equipment**

Employees should not use the Agency-owned computers and related equipment to post to personal sites, including social networking sites. Employee's personal use of the Agency-owned computers and related equipment should be minimal and must not interfere with their work duties. All personal social networking and other personal use of the Agency-owned computers and related equipment must comply with the terms of this policy.

### **Personal Social Networking While Off Duty and Agency's Responsibility**

The Agency has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines:

- Employees should exercise caution and good judgement when social networking.
- Employees shall not represent that they are speaking or acting on behalf of the Agency or presenting any interests of the Agency.
- Employees are not permitted to display the Agency logo on any part of their online profiles.
- Employees never have the right to post non-public, private or confidential data such as information related to a coworkers personal data, medical information or claims and lawsuits against the Agency without obtaining the express written consent of the data subject and/or of the executive director, as appropriate.
- Employees who use personal social media accounts are not immune from the law. In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials.
- Employees need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent Agency policies, as well as local state and federal laws.
- Content that violates existing Agency policies that exhibit hate, bias, discrimination, pornography, libelous and otherwise defamatory content will not be tolerated.

**Technology Use Policy**  
**Crosby Housing and Redevelopment Authority**

**Employee Acknowledgement and Agreement**

I have received and read the above policy and have had an opportunity to ask any questions. I understand that my failure to follow this policy may result in disciplinary action, including revocation of system privileges or termination.

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Employee Signature

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Date

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Employee Printed Name

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-11

TECHNOLOGY USE POLICY

WHEREAS, it is recommended for agencies to have in place a Technology Use Policy to define expectations of staff in regards to the use of computers and related equipment owned and managed by the Agency; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has recognized the importance of such policies and therefore established a Technology Use Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Crosby as follows:

1. The Technology Use Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_

Linda Peeples, Chair

Dated: \_\_\_\_\_

Karen Young, Interim Executive Director

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**Capital Asset Management Inventory Policy**  
**Adopted: 8/11/20**      **Resolution No. 2021-12**

**POLICY STATEMENT**

The Crosby Housing and Redevelopment Authority (Agency) recognizes that it is necessary to adopt and implement a capital asset inventory policy and procedure in order to maintain up to date inventory and asset controls of the Agency. It is essential to impose sound internal controls and procedures in the area of capital asset management to minimize the risk of loss, waste, unauthorized use, or misappropriation. Sound internal controls and procedures will be followed in all of the areas listed below in order to prevent or minimize the likelihood of accounting and physical asset related errors, irregularities, and illegal acts.

**SCOPE OF POLICY – CAPITAL ASSET INVENTORY**

This policy ensures that an inventory of capital assets that addresses physical condition is performed on an annual basis.

**Procedure:**

1. Definition of Capital Asset
  - a. A capital asset of the Agency is defined in the Capitalization Policy as tangible property with an initial cost of two thousand five hundred dollars (\$2,500.00) or more and an anticipated life or useful value of more than (1) year, the same shall be capitalized and recorded as a capital asset on the balance sheet as of the date acquired, constructed or placed into service. Improvements of capital assets that increase the economic performance of the asset beyond what was anticipated at the asset's original acquisition are capitalized.
2. Capital Asset Inventory
  - a. On an annual basis, the finance director shall prepare a listing of Agency fixed assets and provide it to the maintenance supervisor. This fixed asset schedule shall be the listing that is recorded in the General Ledger as fixed assets of the Agency.
  - b. The maintenance supervisor shall be responsible for performing a physical inventory of the recorded assets and determining if any assets have become obsolete or disposed of in the prior year. Disposition of assets shall follow the Disposition Policy of the Agency.
3. Appliance Inventory
  - a. There will not be an appliance inventory performed as part of the annual inventory process. During annual unit inspections maintenance and housing management staff will check the physical condition of the appliances and report any discrepancies to the finance director at that time.
4. Maintenance Tools and Supplies
  - a. Maintenance tools and supplies located in the maintenance shop will be monitored by the maintenance supervisor not as part of the annual capital asset inventory procedure. Maintenance tools and supplies are expensed as they are purchased and not treated as inventory.

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-12

CAPITAL ASSET MANAGEMENT INVENTORY POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby recognizes that it is necessary to adopt and implement a capital asset inventory policy and procedure in order to maintain up to date inventory and asset controls of the Agency; and

WHEREAS, it is essential to impose sound internal controls and procedures in the area of capital asset management to minimize the risk of loss, waste, unauthorized use, or misappropriation; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has implemented a new Capital Asset Management Inventory Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Capital Asset Management Inventory Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Karen Young, Interim Executive Director

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**

**CHECK SIGNING POLICY**

**Adopted: 8/11/2020 Resolution No.: 2021-13**

**POLICY STATEMENT**

The purpose of this check signing policy is to establish a policy that identifies those people who are authorized to sign and issue checks on behalf of the Crosby Housing and Redevelopment Authority (hereinafter, “the Agency”) and to update instructions to depositories so that there is a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over this financial matter.

- A. The following policy for issuing and signing checks of the Agency shall be established:
  - 1. All checks shall bear two signatures, one of which must be a commissioner of the Agency if at all possible.
  - 2. The second signature must be that of either the executive director, finance director, housing specialist, or commissioner.
- B. The positions authorized to sign checks shall be individually bonded in the amounts deemed appropriate by the Agency board of commissioners (including a blanket bond).
- C. The supporting data for each check shall be available for the signer to review at the time of signing.
- D. A copy of this policy shall be forwarded to all designated depositories of the Agency.
- E. This policy rescinds all previous authorization policies and shall become effective upon its adoption.

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-13

CHECK SIGNING POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a Check Signing Policy that identifies those people who are authorized to sign and issue checks on behalf of the Agency; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established Check Signing Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Check Signing Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
Karen Young, Interim Executive Director

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY****Disposition Policy****Adopted: 8/11/20****Resolution No. 2021-14****POLICY STATEMENT**

It is the policy of the Crosby Housing and Redevelopment Authority (hereinafter, “the Agency”) that all personal property (property other than land and buildings purchased with Agency funds) that has become worn out, obsolete, or surplus shall be disposed of as provided herein. A review to identify such property shall be conducted at least once a year following the inventory.

**SCOPE OF POLICY**

Personal property belonging to the Agency shall not be sold or exchanged except through compliance with state and federal regulations and requirements. Periodically, it is necessary for the Agency to dispose of worn out, obsolete, or surplus personal property. Sales of such property shall be made in the following manner:

- A. When the estimated per unit fair market value of personal property to be sold or disposed of is less than \$5,000, the Agency shall have no further obligation to the federal awarding agency. Sales of personal property the per unit value of which is estimated to be less than \$5,000 may be made by informal bids obtained orally, by telephone or in writing from all prospective purchasers at the discretion of the executive director. Tabulation of bids received will be prepared and retained as part of the Agency’s permanent record. The sale will be documented by an appropriate bill of sale and proceeds will be deposited into the appropriate fund.
- B. When the estimated per unit fair market value of personal property to be sold or disposed of is more than \$5,000, the Agency shall compensate the federal awarding agency an amount calculated by multiplying the current market value or proceeds from sale by the federal awarding agency’s percentage of participation in the cost of original purchase. When acquiring replacement equipment, the Agency may use the equipment being replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

A contract of sale shall be awarded only after advertising for formal bids. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record. The award shall be made to the highest acceptable bidder as to price.

- C. Notwithstanding the above, the sale or donation of personal property to a public body for public use or a non-profit organization for low-income housing related purposes may be negotiated at its fair value subject to approval by the executive director. The transfer shall be documented by an appropriate bill of sale.

D. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the executive director. Every effort shall be made to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the executive director shall prepare a statement detailing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. The complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

#### **EXCLUSIONS**

Disposition of real property (land and buildings) is not covered under this policy. All real property acquired with federal funds requires the approval of HUD and would follow federal regulations.

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-14

DISPOSITION POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a Disposition Policy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has reviewed and updated its previously established Disposition Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Disposition Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Karen Young, Interim Executive Director

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