



Crosby HRA Board Meeting

11:00 a.m. Tuesday, December 14, 2021

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVE MINUTES *(Attachment 1)* p.3

4. BILLS & COMMUNICATIONS

a. Financial Report *(Attachment 2)* p7

Crosby Housing & Redevelopment Authority 2022 Ratios *(Attachment 2a)* p9

Operating Statements November 2021 *(Attachment 2b)* p11

Payment Summary Report November 2021 *(Attachment 2c)* P13

b. Housing Manager Report *(Attachment 3)* p15

Monthly Property Performance Report November 2021 *(Attachment 3a)* p17

Tenant Council Meeting Minutes Nov. 2, 2021 *(Attachment 3b)* p21

c. Executive Director Report *(Attachment 4)* p23

5. UNFINISHED BUSINESS: *None at this time*

6. NEW BUSINESS:

a. Oath of Office – Fisher *(Attachment 5)* P25

Oath *(Attachment 5a)* P27

b. Voluntary Emergency Paid Sick Leave *(Attachment 6)* P29

Voluntary Emergency Paid Sick Leave Policy *(Attachment 6a)* P31

Voluntary Emergency Paid Sick Leave Policy *(Attachment 6b)* P35

7. NEXT MEETING: January 11, 2022

8. ADJOURNMENT

This page intentionally left blank.

**Crosby HRA
BOARD MEETING MINUTES
Tuesday, November 9, 2021**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, November 9, 2021, Community Room of Dellwood Apartments, 300 3rd Ave. NE, Crosby MN 56441

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 10:59 a.m.
2. **ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, and Marna Paron.
Absent: Buzz Neprud
Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Housing Specialist Mallory Demel, Special Guests Reverend Gerald & Maxine Fisher.

3. **REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Renae Marsh and seconded by Commissioner Marna Paron to approve the meeting minutes from Tuesday, October 12, 2021. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.

4. **BILLS AND COMMUNICATIONS:**

a. **Financial Report and Approval Request:**

The financial report was presented by Eric Charpentier.

Moved by Commissioner Marna Paron and seconded by Commissioner Renae Marsh to approve October checks numbered 118286 through 118313 and October ACH payments numbered 1503 through 1510 and 198 through 202. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.

b. Housing Manager Report:

Tenant Activities Update

There were 22 participants in the NAPS food delivery program in October. The next steps in the process to fill the currently vacant Tenant Activities Coordinator position is to finalize the job description and application packet questions and post the employment ad. Minutes from the October Tenant Counsel meeting are attached.

Annual Inspections

All Dellwood and Edgewood annual unit inspections have been completed. Scattered Site inspections are scheduled for the week of Nov-15th.

Eviction Moratorium Off-Ramp Update

Per HUD guidance letters were sent to all tenants informing them of the extended 30-day notice requirement for nonpayment lease terminations and providing contact information for local community resources that offer rental assistance. The only remaining protections are limited to tenants facing termination for nonpayment that have a verifiable application pending for rental assistance.

Monthly Property Performance Reports for October, 2021

Shannon provided an attachment to reference.

c. Executive Director Report:

Anonymous Letter of Concern

In October Chair Peebles and Mayor Cash each received a letter of concern from an anonymous sender regarding the storage of a trailer belonging to the Brainerd HRA in the Edgewood garage in mid-2020 as well as a statement of concern about the sale of assets that are owned by the agency. After investigating the items in the letter, it appears that there was a brief time period in which a piece of equipment was temporarily stored in the garage at Edgewood but that piece of equipment was brought back to the Brainerd properties and has been stored in a garage owned by the Brainerd agency for some time. In response to the booking of assets, maintenance of assets and disposition of assets, the Crosby HRA does have policies and procedures that have been board approved, that detail how we track and ultimately dispose of assets for the agency. We never give away equipment and if the asset has value, we do attempt to sell that through an open auction as we did with the van that was sold earlier in 2021 through a governmental surplus auction site. I did share this information with Chair Peebles after looking into the items in the letter and she has passed this information on to Mayor Cash as well. We do not believe there are any further policies that would need to be implemented to address the questions and concerns in this letter. We are unable to reach out to the sender to clear up any further questions or concerns that they have.

COVID-19 Cases

We have recently had an uptick in COVID cases within the agency. We have had some staff out, working from home as a precaution due to potential close contact exposure. We are continuing to monitor the situation and continue to utilize the MN Department of Health decision tree to help guide us through these situations.

5. UNFINISHED BUSINESS:

Matts

Commissioner Paron questioned, where we are with getting heavier duty matts in the walk areas?

Carpet

Edgewood carpet request is being evaluated to see if there are funds in this fiscal year's budget or if it needs to be push to first thing next fiscal year. This is in the works to get on the books for replacement as soon as budget allows.

6. NEW BUSINESS:

Chair Peebles was eager to learn if the door decorating contest was going to continue this holiday season. Mallory and Shannon assured chair Peebles it was going to continue and was on the schedule for an up coming activity.

7. Commissioner Comments:

Nothing at this time

8. NEXT MEETING: Tuesday, December 14, 2021

9. ADJOURNMENT:

Commissioner Renae Marsh made a motion to adjourn the meeting. Commissioner Marna Paron seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:46 a.m.

This page intentionally left blank.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: December 6, 2021
Re: December Financial Report

Please find attached the financial information for November 2021.

Action Requested:

Approval of November checks numbered 118314 through 118355 and November ACH payments numbered 1511 through 1518 and 203 through 205.

This page intentionally left blank.

Crosby Housing & Redevelopment Authority

2022 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	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	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	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
Occupancy	16	O <90% =0, O >98% =16	8.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		12.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Total of Above Ratios	50		37	41	41	41	41	41	41	41

MASS Ratios	Max Pts	Scoring								
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	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	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

Date: 12/6/2021
Time: 11:45:42 AM
joe

**PH Operating - Board
Public Housing Operating - Board
November, 2021**

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,310.00	-141,058.00	-133,333.36	-7,724.64
100-000-3120.000 Excess Utilities	0.00	-706.76	-380.00	-326.76
100-000-3401.000 Operating Subsidy	-11,119.00	-100,084.00	-59,193.36	-40,890.64
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-6,672.00	6,672.00
100-000-3610.000 Interest Revenue	-0.40	3.39	0.00	3.39
100-000-3690.000 Other Income	-51.99	-2,427.18	-400.00	-2,027.18
100-000-3691.000 Other Tenant Revenue	-1,752.91	-8,268.75	-6,000.00	-2,268.75
100-000-3695.000 Laundry Revenue	0.00	-1,423.75	-1,633.36	209.61
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
Total Income	-29,234.30	-254,415.90	-207,612.08	-46,803.82
Expense				
100-000-4110.000 Administration Salaries	1,491.85	12,658.89	12,933.36	-274.47
100-000-4130.000 Legal	0.00	-7.50	2,000.00	-2,007.50
100-000-4140.000 Staff Training	0.00	9.80	266.64	-256.84
100-000-4150.000 Travel	27.10	492.40	440.00	52.40
100-000-4171.000 Auditing Fees	262.50	3,150.00	3,275.00	-125.00
100-000-4190.000 Sundry-Other Admin	37.50	367.50	216.64	150.86
100-000-4191.000 Management Fees	3,000.00	24,000.00	24,000.00	0.00
100-000-4194.000 Office Supplies	0.00	613.54	600.00	13.54
100-000-4195.000 Membership Dues	0.00	92.40	206.64	-114.24
100-000-4196.000 Telephone	71.07	595.45	600.00	-4.55
100-000-4198.000 Advertising	0.00	691.42	323.36	368.06
100-000-4199.000 Postage	0.00	392.50	200.00	192.50
100-000-4210.000 Tenant Svcs Salaries	0.00	1,342.32	2,880.00	-1,537.68
100-000-4230.000 Tenant Services Other	17.12	167.88	866.64	-698.76
100-000-4310.000 Water	1,116.66	10,314.62	9,900.00	414.62
100-000-4315.000 Sewer	1,691.71	15,494.31	15,266.64	227.67
100-000-4320.000 Electricity	0.00	14,527.40	13,400.00	1,127.40
100-000-4330.000 Gas	451.47	2,937.37	5,933.36	-2,995.99
100-000-4431.000 Garbage & Trash	1,213.31	5,760.67	6,800.00	-1,039.33
100-000-4410.000 Maintenance Labor	3,308.59	22,594.17	29,386.64	-6,792.47
100-000-4420.000 Materials	5,148.58	10,376.24	8,666.64	1,709.60
100-000-4430.000 Contracts Costs	645.09	6,520.53	11,333.36	-4,812.83
100-000-4432.000 Decorating Contract	3,288.74	5,229.15	6,000.00	-770.85
100-000-4435.000 Grounds Contract	1,142.29	2,517.58	666.64	1,850.94
100-000-4445.000 Elevator Maintenance	0.00	6,780.23	2,333.36	4,446.87
100-000-4450.000 Plumbing/Heating	421.92	481.04	3,333.36	-2,852.32
100-000-4455.000 Snow Removal	0.00	0.00	1,600.00	-1,600.00
100-000-4456.000 Exterminating	55.00	440.00	666.64	-226.64
100-000-4457.000 Janitor/Cleaning	1,172.11	5,545.15	4,533.36	1,011.79
100-000-4510.000 Insurance	2,102.87	16,822.96	16,503.28	319.68
100-000-4520.000 Property Tax	591.84	4,826.70	4,310.00	516.70
100-000-4540.000 Employee Benefits	2,287.81	16,031.17	16,286.72	-255.55
100-000-4590.000 Other General Expense	6,867.79	6,867.79	0.00	6,867.79
Total Expense	36,412.92	198,633.68	205,728.28	-7,094.60
Net Income(-) or Loss	7,178.62	-55,782.22	-1,883.80	-53,898.42

**Crosby HRA
Edgewood Operating Stmt - Board
November, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,399.00	-147,796.00	-154,406.64	6,610.64
700-000-3120.000 Excess Utilities	-35.00	-1,675.00	-1,280.00	-395.00
700-000-3404.000 Other Government Grant	-8,882.00	-75,911.00	-69,686.64	-6,224.36
700-000-3490.000 Gain/Loss on Sale of A	0.00	-3,900.00	0.00	-3,900.00
700-000-3610.000 Interest Revenue	1,348.68	6,497.92	-10,666.64	17,164.56
700-000-3690.000 Other Income	-51.98	-2,134.00	-533.36	-1,600.64
700-000-3691.000 Other Tenant Revenue	-106.88	-4,681.88	-4,333.36	-348.52
700-000-3695.000 Laundry Revenue	0.00	-4,860.75	-5,600.00	739.25
Total Income	-26,126.18	-234,460.71	-246,506.64	12,045.93
Expense				
700-000-4110.000 Administration Salaries	2,387.76	20,488.32	21,226.64	-738.32
700-000-4130.000 Legal	0.00	-7.50	2,000.00	-2,007.50
700-000-4140.000 Staff Training	0.00	28.17	400.00	-371.83
700-000-4150.000 Travel	27.10	563.42	500.00	63.42
700-000-4171.000 Auditing Fees	262.50	3,150.00	3,275.00	-125.00
700-000-4190.000 Sundry-Other Admin	67.50	357.50	186.64	170.86
700-000-4191.000 Management Fees	4,500.00	36,000.00	36,000.00	0.00
700-000-4194.000 Office Supplies	795.51	1,463.08	600.00	863.08
700-000-4195.000 Membership Dues	0.00	92.40	206.64	-114.24
700-000-4196.000 Telephone	71.07	595.51	480.00	115.51
700-000-4198.000 Advertising	0.00	691.42	266.64	424.78
700-000-4199.000 Postage	0.00	392.50	200.00	192.50
700-000-4210.000 Tenant Svcs Salaries	0.00	2,013.48	4,320.00	-2,306.52
700-000-4230.000 Tenant Services Other	17.13	167.90	133.36	34.54
700-000-4310.000 Water	486.58	4,156.78	4,100.00	56.78
700-000-4315.000 Sewer	828.46	6,979.13	7,400.00	-420.87
700-000-4320.000 Electricity	0.00	20,454.35	18,533.36	1,920.99
700-000-4330.000 Gas	229.63	2,950.85	6,800.00	-3,849.15
700-000-4431.000 Garbage & Trash	426.77	2,823.14	3,626.64	-803.50
700-000-4410.000 Maintenance Labor	3,458.85	23,195.16	30,686.64	-7,491.48
700-000-4420.000 Materials	4,558.01	10,563.89	8,000.00	2,563.89
700-000-4430.000 Contracts Costs	765.45	9,671.88	10,000.00	-328.12
700-000-4432.000 Decorating Contract	266.23	5,202.10	7,333.36	-2,131.26
700-000-4435.000 Grounds Contract	533.83	2,744.90	400.00	2,344.90
700-000-4445.000 Elevator Maintenance	946.00	3,547.24	2,800.00	747.24
700-000-4450.000 Plumbing/Heating	433.00	1,444.50	6,000.00	-4,555.50
700-000-4455.000 Snow Removal	1,059.60	1,059.60	2,133.36	-1,073.76
700-000-4456.000 Exterminating	55.00	330.00	800.00	-470.00
700-000-4457.000 Janitor/Cleaning	983.63	4,429.87	5,600.00	-1,170.13
700-000-4510.000 Insurance	1,649.95	13,199.60	13,186.64	12.96
700-000-4520.000 Property Tax	823.13	5,595.01	5,716.64	-121.63
700-000-4540.000 Employee Benefits	2,658.74	18,904.24	19,413.36	-509.12
700-000-4590.000 Other General Expense	8,378.70	8,378.70	0.00	8,378.70
Total Expense	36,670.13	211,627.14	222,324.92	-10,697.78
Net Income(-) or Loss	10,543.95	-22,833.57	-24,181.72	1,348.15

Housing and Redevelopment Authority of Crosby

Payment Summary Report

November 2021

Attachment 2c

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/10/2021	203	Eric Charpentier	\$17.92
11/10/2021	204	Michael Foote	\$2.24
11/10/2021	205	Shannon Fortune	\$17.92
11/4/2021	1511	Lincoln Financial Group	\$442.45
11/4/2021	1512	Minnesota State Retirement System	\$50.00
11/4/2021	1513	Electronic Federal Tax Payment System	\$1,135.48
11/4/2021	1514	Minnesota Dept Of Revenue	\$151.71
11/18/2021	1515	Lincoln Financial Group	\$437.08
11/18/2021	1516	Minnesota State Retirement System	\$50.00
11/18/2021	1517	Electronic Federal Tax Payment System	\$1,183.78
11/18/2021	1518	Minnesota Dept Of Revenue	\$149.84
11/4/2021	118314	Minnesota Energy Resources	\$681.10
11/9/2021	118315	Aramark Uniform Services	\$75.03
11/9/2021	118316	Bremer Bank Credit Card	\$35.00
11/9/2021	118317	City Of Crosby	\$19,755.92
11/9/2021	118318	Cliftonlarsenallen	\$525.00
11/9/2021	118319	Climate Makers	\$141.92
11/9/2021	118320	Crosby Ace Hardware	\$292.45
11/9/2021	118321	Crow Wing County San. Landfill	\$90.00
11/9/2021	118322	Ctcit	\$325.00
11/9/2021	118323	Dacotah Paper Co.	\$487.54
11/9/2021	118324	Deerwood Furniture Inc.	\$2,994.00
11/9/2021	118325	Deerwood True Value Hardware	\$19.50
11/9/2021	118326	Ecowater Systems	\$149.50
11/9/2021	118327	Granite Pest Control LLC	\$110.00
11/9/2021	118328	HDS, LLC DBA Kanso Software	\$120.00
11/9/2021	118329	Hd Supply Facilities Maint	\$45.50
11/9/2021	118330	Hillyard/Hutchinson	\$399.60
11/9/2021	118331	Judy Robinson	\$950.00
11/9/2021	118332	Kristin Miller	\$18.36
11/9/2021	118333	Majestic Creations Landscape	\$1,766.00
11/9/2021	118334	Mei Elevator Solutions	\$946.00
11/9/2021	118335	Minnesota Power	\$28.00
11/9/2021	118336	Minnesota Power	\$54.00
11/9/2021	118337	Minnesota Power	\$90.00
11/9/2021	118338	Nisswa Sanitation Inc	\$411.56
11/9/2021	118339	Northland Fire Protection	\$183.50
11/9/2021	118340	Paper Storm	\$25.50
11/9/2021	118341	Pavestripe LLC	\$930.00
11/9/2021	118342	Rental History Reports	\$100.00
11/9/2021	118343	Roto-Rooter	\$713.00
11/9/2021	118344	Sherwin-Williams	\$443.72
11/9/2021	118345	ShofCorp LLC	\$75.48
11/9/2021	118346	Strike Painting & Finishing	\$900.00
11/9/2021	118347	T-Mobile	\$38.58
11/9/2021	118348	Visa-Unity	\$3,391.13
11/9/2021	118349	West Central Flooring	\$2,211.25

Housing and Redevelopment Authority of Crosby
Payment Summary Report
November 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/9/2021	118350	Voided Check	\$0.00
11/9/2021	118351	Yde's Major Appliance	\$4,385.00
11/18/2021	118352	Ctc	\$364.94
11/18/2021	118353	Nisswa Sanitation Inc	\$727.00
11/18/2021	118354	Tenant Refund	\$563.56
11/18/2021	118355	Tenant Refund	\$581.94
		Report Total	\$49,784.00



To: Crosby HRA Board Members
From: Shannon Fortune
Date: Dec-02-2021
Re: Housing Manager Report

Tenant Activities Update

There were 21 participants in the NAPS food delivery program in November. The job posting for the Activities Coordinator position has been posted in the Brainerd Dispatch, the Crosby Ironton Courier, and on the Crosby HRA's website. The position is open until filled. Minutes from the November Tenant Counsel meeting are attached.

Floor Mats

Tenants had raised a concern about the floor mats in the entry way. Our previous mats were getting bunched up under scooter wheels which made them a potential tripping hazard for others. Our rug vendor, Aramark, suggested a different type of mat, which is now being tested in the entry ways. So far it appears to be less prone to bunching.

Annual Inspections

All annual inspections have been completed.

Monthly Property Performance Reports for November 2021

Please see Attachment.

No Action Requested; Discussion Items

This page intentionally left blank.

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
November 2021

1. Property Narrative
2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	37	n/a	n/a	2	95%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	4
Applications Placed on PH Wait List	1
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	60	13	6	1
2 bdrm	13	8	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	84	13	6	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	10
Move-Outs	1	12

*Starting 4/1/2021

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#104	1	12/22/2021	Screening
DW#315	1	mid-December	Screening
EW#209	1	12/22/2021	In Progress

7. Recertifications

Interim Recertifications	1
Annual Recertifications	9
Completed for this month	10

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	100
Number inspected for the month	20
Number completed year-to-date	120
Total left to be inspected this year	0
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2021*

9. Lease Enforcements

Lease warnings/violations issued	7
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	18
Received	64
Closed	74
Ending Balance	8
Total Completed Work Orders for Year	362

**Starting 4/1/2021*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	8
Completed within 24 hours	1	8
Percent completed within 24 hours	n/a	100%

**Starting 4/1/2021*

13. Rent Collection

	This Month
Rent Charges	35,937
Other Charges	191
Total New Charges	35,588
Arrears, tenants in possession	279

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	197
Current Rent Charges	35,397
Current Rent Collections	35,200
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,449
Prior Rent Charges	421,758
Collection Rate	99%

This page intentionally left blank.

Tenant Council Meeting - November 2, 2021 at 9:30 a.m.

Attachment 3b

Members present: Roxy, Robin, Marna, Sandy, Betty

Treasurer Report:

- Coffee income: \$168.53
- Coffee spent: \$65.91
- Bingo income: \$23.00
- Bingo spent: \$4.99
- Petty Cash: \$196.69
- Checking: \$475.71

OLD BUSINESS:

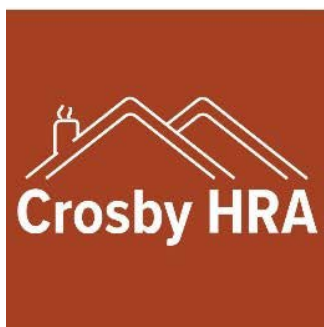
- Took in for halloween: Dellwood \$45.00; Edgewood \$35.00
- Had approximately 55 kids trick and treating.
 - Also had treats for the adults that came down made by Teresa Catlin.
- Will be having the Craft and Bake Sale on Saturday, Nov. 6th will be from 9:00 - ?
- Our Thanksgiving Potluck will be Saturday, Nov. 20th at 1:00.
- A sign up sheet will be put out on Wednesday, Nov. 3rd of what we would like people to bring.

NEW BUSINESS:

- Will be starting Christmas movies (shown in the Edgewood lobby) at 3:00 p.m. every Friday in December. Betty will buy a DVD player. Robin and Roxy have Christmas movies.
- Will need to purchase popcorn and oil for the popcorn machine. Will also have bottles of water for 50 cents. Will see how this goes as if it will continue in Jan.
- Need to purchase new bingo balls for bingo. Roxy will order.
- Marna has a call in to a pastor Jeanna Garnett from the Cascade Methodist to come and do Bible Study on Wed. will get back as to when she can start, then will put up signs to let people know.
- Plan to have a Cookie Exchange on Saturday, Dec. 18th at 1:00. Signs will be put up.
- Some of the ladies are starting up the Card Club again in the pool room, they meet at 5:00.
- Roxy and Don put new tips on the pool sticks and also bought new chalk. Found more pool balls in the shop room when Mallory and I cleaned it out and James put them in the pool table.
- Will be doing the door decorating contest again this year. Judging will be a non resident. Prizes will be gift cards from Super One.
- Was mentioned that the rugs in front of main doors are too loose. People have been catching their shoes. Would like to have thicker rugs.
- There will be no Christmas Potluck. Will be having a New Years Eve potluck on the 31st of Dec. at 5:00 p.m. Will be a appetizer potluck.

The next tenant council meeting will be Monday, Dec. 6th at 9:30a.m.

This page intentionally left blank.



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 14th, 2021
Re: Executive Director Report

Payroll Update and Paystubs for Board Commissioners

In December we have transitioned to a new payroll software as our previous software was no longer supported after the end of the year. With that change, we do have a new way for commissioners to retrieve their pay stubs and your W-2 at the end of the year. These documents can be accessed through an online portal with our new payroll software company Harpers. You will need an email address to get set up in their system and our finance assistant, Roberta Piekarski will, or already has forwarded information to our commissioners that we have an email address for, instructing you how to set this up. If you need help with this, please let our office know and we will do our best to guide you through it. If you do not have an email address, and still wish to receive your monthly paystubs for your commissioner stipend, please reach out to me and we will decide what our best option will be for disseminating this information to you.

No Action Requested; Discussion Items

This page intentionally left blank.



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 14th, 2021
Re: Oath of Office: Maxine Fisher

At the November 22nd, 2021, City Council meeting, the Crosby City Council approved the appointment of Maxine Fisher as a Commissioner of the Crosby HRA Board for a term expiring 8/31/2024. This appointment will fill out the current slate of Commissioners on the board. If the appointment is approved by the board, Maxine will take an oath of office at the board meeting ([Attachment 5a](#)).

Action Requested: No action requested.

This page intentionally left blank.

OATH OF COMMISSIONER OF
THE HOUSING AND REDEVELOPMENT
AUTHORITY OF CROSBY, MINNESOTA

I, Maxine Fisher, do solemnly swear that I will support the Constitution of the United States of America and of the State of Minnesota and that I will faithfully discharge the duties of the Office of Commissioner of the Housing and Redevelopment Authority of Crosby, Minnesota, according to the law and to the best of my judgment and ability, so help me God.

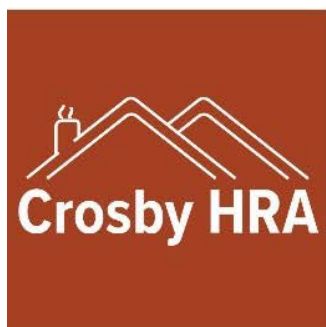
I do further swear that I am, and was at the time of my appointment, a resident of the City of Crosby, Minnesota.

(Name)

Subscribed and sworn to before me this 14th day of December, 2021.

Mallory Smith
Notary Public
My commission expires
January 1, 2024

This page intentionally left blank.



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 14th, 2021
Re: Voluntary Emergency Paid Sick Leave

In November the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in December. This policy is meant to supplement our current sick leave accruals specifically in response to the ongoing COVID-19 pandemic. This policy is intended to allow all employees to have access to this voluntary paid leave if certain criteria is met, as laid out in the proposed policy. This policy, if adopted, is set to expire at the end of 2021, at which time the board could choose to extend it if they see fit. This is a voluntary policy that would be adopted by the agency which is different than the previous FFCRA that was mandated by the Federal government in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee as defined in the attached proposal. As discussed in October, the proposed policy will allow for reimbursement of previously used accruals in 2021 if the employee met the criteria for the use of this VEPS at that time.

Recommended Action Item: Approve and Adopt Board Resolution 2021-02 and adopt the Voluntary Emergency Paid Sick Leave (VEPS) policy .

This page intentionally left blank.

CROSBY HOUSING AND REDEVELOPMENT AUTHORITY
VOLUNTARY EMERGENCY PAID SICK LEAVE (VEPS) POLICY
Adopted: 12/14/2021 Resolution No. 2022-02

Purpose/Scope

- A. It is the policy of the HRA to create a voluntary emergency paid sick leave policy that will be effective from January 1, 2021 through December 31, 2021 to provide additional leave to employees who require leave because of the COVID-19 pandemic. In the interest of encouraging employees to take leave as needed to avoid negative impacts on themselves and other employees, the HRA has voluntarily decided to create a leave policy to provide additional emergency leave to employees. This policy will automatically expire on December 31, 2021, unless otherwise extended. This policy will be retroactive to allow employees to refill their used sick and vacation leave for leave taken earlier in 2021 that would have been eligible under this policy.

Voluntary Emergency Paid Sick Leave (VEPS)

- B. Voluntary emergency paid sick leave will be available for an employee who is unable to work, remotely or in person, for the following reasons:
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by a health care provider to self- quarantine due to concerns related to COVID-19;
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 4. The employee is caring for a child, spouse, or parent (as those terms are defined under the Family and Medical Leave Act) who is subject to a Federal, State, or local quarantine or isolation order, or who is or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 5. The employee is caring for a child or children whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions.

C. Eligibility

1. All employees, regardless of their tenure with the HRA, with full-time status are eligible to receive this benefit.
2. Eligible employees may receive leave under this policy according to the following:
 - i. Full-time employees (meaning employees normally scheduled to work at least 60 hours over two work weeks at the time of the leave) may use up to the number of hours that the employee works, on average over a two-week period at the time of the leave (up to 80 hours).
3. No employees may use more than 80 hours of total VEPS leave under this policy for the reasons, individually or together, set out as the basis for the leave under this policy.
4. Employees will be allowed to take intermittent leave under this policy, not to exceed a total of 80 hours, if approved by their supervisor.

D. Paid Benefits for VEPS Leave

1. Payments:

- i. Employees who take leave for reasons 1, 2, and 3 (as set out in Part B of this Policy) will be paid their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$511 per 8 hours of VEPS leave (a maximum of \$5,110 in total), even if the employee would have been paid more if they had used a different type of leave.
- ii. Employees who take leave for reasons 4 and 5 (as set out in Part B of this Policy) will be paid at two-thirds of their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$200 per 8 hours of VEPS leave (a maximum of \$2,000 in total), even if the employee would have been paid more if they had used a different type of leave.
 - a. Employees who take leave for reasons 4 or 5 may choose to supplement their leave with other leave to receive their full pay. An employee choosing to supplement their pay in this manner must choose to supplement and identify the type of leave used to supplement at the time the request for leave is submitted. The supplemental leave will be used on a per-day basis, such that, for each day on which VEPS leave pay will be supplemented in this manner, one-third of the amount of that day's VEPS leave will be deducted from the balance of the type of leave used to supplement the VEPS leave pay

2. Reimbursement of Leave for Retroactive VEPS Leave

- i. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences for reasons 1 through 3 under this policy will be given back any paid leave used by the employee for the time for which the retroactive leave is granted. No other retroactive changes shall be permitted on the basis of this policy, including in connection with unpaid leave related to the time for which the retroactive leave is granted, paid or unpaid leave since the time for which the retroactive leave is granted, unexcused absences and related discipline, or any other reason or issue.
 - ii. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences under reasons 4 or 5 will be given back two-thirds of any paid leave used by the employee for the time for which the retroactive leave is granted.
 - iii. In no event shall any employee be credited back with an amount of already-used leave that would result in them being overpaid. The amount of leave credited back to the employee for retroactive VEPS leave may be reduced to correlate to the actual pay received or to be received by the employee in connection with the leave under this policy.
3. The employee assumes all responsibility for tax, insurance, benefit, and related issues that may result from the use of leave under this policy.

4. Employees are not entitled to a payout for unused leave under this policy. Leave under this policy may not be carried beyond the end of the term of the policy.
5. No employee may be paid more than their usual rate, or paid for two types of leave for the same time, or receive any other undue enrichment through the use of VEPS leave. With the exception of the leave reimbursement for retroactive leave under this policy, no employee may be paid for VEPS leave if the employee was or will be paid for the same time through the use of other paid leave. Leave under this policy may be used for time for which an employee previously took unpaid leave of any type for a reason qualifying for leave under this policy.

E. Return to Work Following VEPS Leave

1. Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.
2. Employees should update their supervisor on the return status as their condition allows.

Notifying the HRA of the Need for VEPS Leave

- F. Employees should request VEPS leave as soon as possible, by notifying their supervisor and submitting the VEPS Leave Request Form. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice of the intent to use VEPS leave. An employee must provide sufficient information, as determined by the HRA, regarding the reason for an absence for the company to know that protection and benefits may exist under this policy.
- G. Employees requesting to use emergency paid leave retroactively for previous absences that qualify for VEPS Leave, should submit the VEPS Leave Request Form and note on the form that request is concerning a previous absence. Employees may only make a request to use leave under this policy retroactively for time between January 1, 2021, and December 15th, 2021.

Certification for VEPS Leave

- H. Generally, the HRA may require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider directing or advising quarantine or self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article) if requested.
- I. If an employee is unable or unwilling to provide appropriate documentation, an amount of leave equivalent to that used under this policy may be deducted from the employee's other leave balances.

Intermittent Leave

- J. Intermittent VEPS leave may be permitted for reasons 4 and 5 under this policy, if the employee is unable to work his or her normal schedule of hours. The employee and employer

will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job.

Additional Limitations on VEPS Leave

- K. Employees are not entitled to a payout of any unused VEPS leave upon termination of their employment or upon leaving their position for any reason.
- L. Former employees who may have had qualifying previous absences under this policy before their departure from the HRA are not entitled to the benefits of this policy and may not request retroactive leave be granted. This policy only applies to current employees.
- M. This policy is not intended to create any contractual rights or duties and will be applied at Crosby HRA's discretion. This policy does not create any future rights to VEPS leave or rights to have this leave paid out in the future.
- N. This policy is for the term stated herein, and may or may not be reinstituted, reenacted, or extended beyond the stated term at the sole discretion of the Crosby HRA.

RRM: 433117

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF CROSBY
RESOLUTION NO. 2022-02

VOLUNTARY EMERGENCY PAID SICK LEAVE (VEPS) POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has elected to have in place a Voluntary Emergency Paid Sick Leave (VEPS) Policy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established a Voluntary Emergency Paid Sick Leave (VEPS) Policy; and

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

1. The Voluntary Emergency Paid Sick Leave (VEPS) 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: _____
Eric Charpentier, Executive Director

This page intentionally left blank.