

## **Crosby HRA Board Meeting**

**11:00 a.m. Wednesday November 9<sup>th</sup>, 2022**

Community Room, 300 Third Avenue NE, Crosby MN 56441

### **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REVIEW AND APPROVE AGENDA**
- 4. REVIEW AND APPROVE MINUTES** *(Attachment 1) Pg. 3*
- 5. BILLS & COMMUNICATIONS**
  - a. Financial Report *(Attachment 2) Pg. 7*
  - b. Housing Manager Report *(Attachment 3) Pg. 15*
  - c. Executive Director Report *(Attachment 4) Pg. 19*
- 6. UNFINISHED BUSINESS:** *Nothing at this time*
- 7. NEW BUSINESS:** *Nothing at this time*
- 8. COMMISSIONER COMMENTS:**
- 9. NEXT MEETING:** December 13<sup>th</sup>, 2022
- 10. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Traylor, Commissioner Term Expires: 2026

*\*All terms expire August 31st*

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## Crosby HRA BOARD MEETING MINUTES Tuesday, October 11, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, October 11, 2022, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

**1. CALL TO ORDER:** Commissioner Paron called the meeting to order at 11:00 AM.

**2. ROLL CALL:**

Commissioners - Marna Paron, Paula Traylor & Maxine Fisher.

Absent - Renae Marsh & Buzz Neprud

Others present - Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Maintenance Director John Schommer, Rehab Administrative Specialist Kristin Miller & Reverend Gerald Fisher.

**REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve the agenda for Tuesday, October 11, 2022. All commissioners were in favor, and none were opposed. The amended agenda is approved.**

**3. REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Fisher and seconded by Commissioner Traylor to approve the meeting minutes from Tuesday, September 13, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.**

**4. BILLS AND COMMUNICATIONS:**

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

*September 2022 financial report was presented by Eric Charpentier.*

**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve September checks numbered 118695 through 118732 and September ACH payments numbered 1600 through 1608 and 254 through 257. All commissioners were in favor, and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

*Presented by Shannon Fortune*

Tenant Activities Update

There were 19 participants in the NAPS food delivery program in August. Diana has been actively reviewing tenant demographics to ensure that any that are eligible are invited to participate. The main activities in September were chair yoga/exercise classes (9), Humana provided a presentation about "Protecting Yourself Against Scams" (3), and GuidePoint pharmacy was onsite with flu shots and COVID-19 booster shots (9). One of the larger projects Diana organized this month was the distribution of LED floor lamps from MN Power (66). In the coming months Diana is working to set up some recurring events that will give additional time for tenants to plan for attendance. Minutes from the Tenant Council meeting in September are attached.

Keyless Entry/Rekeying Project

Our Emergency Safety & Security Grant (ESSG) application was not selected for funding this year for the rekeying project we are working on. Although the funds would have been welcomed, this was not a critical component and will not be a barrier to completing the project. The scope of the project will include both exterior and interior doors and will be a replacement of our current systems which are reaching end-of-useable life. We are very much looking forward to having a uniform system and also to the improvement in security that will come as a result of utilizing an updated system. This project was included in our 5-Year Action Plan and on our current annual statement/budget.

Monthly Property Performance Reports for September 2022

*presented by Shannon Fortune.*

**Executive Director Report:**

*Presented by Eric Charpentier*

Commissioner Roles and Training Opportunities

As we have some newer commissioners and some new leadership positions on the board, I wanted to take a few minutes to discuss roles and responsibilities of our board as well as training opportunities that are available for you all. In general, the role of our board is to have oversight of policies of the agency, create a vision for the organization and to counsel and direct myself, as the director. This involves setting goals, objectives, and direction of the agency. Staff is then able to establish policy into the procedures, goals, and tasks to run the agency to the best of our ability. While we encourage our commissioners to have dialogue with residents or other citizens of the community regarding the HRA, it is important that our commissioners are allowing our staff to work with any questions, complaints or inquiries to ensure that we are abiding by all of our local, state and federal guidelines that are in place. The state chapter of NAHRO (National Association of Housing and Redevelopment Officials) does offer training throughout the year specifically for commissioners and if any of you are

interested, please let me, Shannon or Mallory know and we can let you know when those opportunities become available. We do budget for training not only for staff, but for you all as well.

#### Management Agreement

As we are now through 6 months of this current fiscal year, we will start looking at budgeting for the agency in the upcoming months. As a board, we have not reviewed the management agreement with the Brainerd HRA in several years and I would like us to review our agreement in the coming months. We did review our agreement with Crow Wing County for 2023 as well and did adjust the management fee due to the rising costs attributed to salary, benefits and overhead for staffing time. We do not have any request or recommendation for the board yet, but I wanted to start the conversation to get the board thinking about this as we head into budget prep season.

#### Commissioner Compensation

As you are aware, each commissioner is compensated per meeting that they attend, in the amount of \$50 per meeting pre-tax. State statute does set a maximum stipend that is allowable for attending these meetings and that limit is \$75 per meeting. Again, as we prepare for the next budget cycle, I wanted to bring this up to the board to see if they feel the current compensation is still appropriate or if they wanted to make a change. This is not something that needs to be decided today, but if the board would like to make a change to this compensation, we would bring this back for formal board action.

**5. UNFINISHED BUSINESS:** None at this time.

**6. NEW BUSINESS:** None at this time.

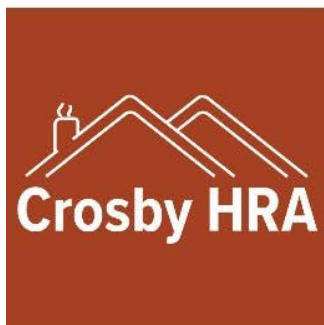
**7. CHAIR COMMENTS:** None at this time.

**8. NEXT MEETING:** Wednesday, November 9th, 2022

**9. ADJOURNMENT:**

**Commissioner Traylor made a motion to adjourn the meeting. Commissioner Fisher seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 12:03 PM.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: November 2, 2022  
Re: November Financial Report

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Please find attached the financial information for October 2022.

**Action Requested:**

**Approval of October checks numbered 118733 through 118772 and October ACH payments numbered 1609 through 1616 and 258 through 261.**

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## Crosby Housing & Redevelopment Authority 2023 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
Quick Ratio	12	QR <1 = 0-, QR >2 =12	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
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
Total Points	25		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
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00	12.00	12.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1%=5 , TAR >2.5% =0	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
Total Points	25		20.00	16.00	16.00	16.00	16.00	20.00	20.00
Total of Above Ratios	50		45	41	41	41	41	45	45

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
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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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**PH Operating - Board  
Public Housing Operating - Board  
October, 2022**

	<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	-18,717.00	-127,905.62	-122,482.50	-5,423.12
100-000-3120.000 Excess Utilities	0.00	-700.00	-379.19	-320.81
100-000-3401.000 Operating Subsidy	-8,957.00	-56,215.00	-64,376.69	8,161.69
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-5,833.31	5,833.31
100-000-3610.000 Interest Revenue	1.15	6.18	0.00	6.18
100-000-3690.000 Other Income	-46.93	-1,132.31	-933.31	-199.00
100-000-3691.000 Other Tenant Revenue	-105.00	-15,322.33	-5,833.31	-9,489.02
100-000-3695.000 Laundry Revenue	-292.50	-2,027.77	-1,516.69	-511.08
<b>Total Income</b>	<b>-28,117.28</b>	<b>-203,296.85</b>	<b>-201,355.00</b>	<b>-1,941.85</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,536.64	11,502.46	11,655.00	-152.54
100-000-4130.000 Legal	0.00	1,434.86	1,750.00	-315.14
100-000-4140.000 Staff Training	125.00	125.00	233.31	-108.31
100-000-4150.000 Travel	43.69	360.48	422.94	-62.46
100-000-4171.000 Auditing Fees	78.75	3,596.25	3,675.00	-78.75
100-000-4190.000 Sundry-Other Admin	32.50	687.50	306.25	381.25
100-000-4191.000 Management Fees	3,000.00	21,000.00	21,000.00	0.00
100-000-4194.000 Office Supplies	162.88	603.77	1,050.00	-446.23
100-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
100-000-4196.000 Telephone	72.06	498.57	525.00	-26.43
100-000-4198.000 Advertising	0.00	0.00	583.31	-583.31
100-000-4199.000 Postage	2.72	2.72	375.00	-372.28
100-000-4210.000 Tenant Svcs Salaries	340.67	2,547.69	2,572.50	-24.81
100-000-4230.000 Tenant Services Other	17.19	121.15	758.31	-637.16
100-000-4310.000 Water	1,316.04	7,677.59	8,750.00	-1,072.41
100-000-4315.000 Sewer	2,009.16	11,381.76	13,270.81	-1,889.05
100-000-4320.000 Electricity	2,579.43	12,662.59	13,510.00	-847.41
100-000-4330.000 Gas	486.72	3,995.68	5,565.00	-1,569.32
100-000-4431.000 Garbage & Trash	582.64	7,315.68	5,133.31	2,182.37
100-000-4410.000 Maintenance Labor	3,041.17	22,641.91	25,342.94	-2,701.03
100-000-4420.000 Materials	424.69	5,475.32	10,500.00	-5,024.68
100-000-4430.000 Contracts Costs	1,504.23	12,270.37	10,325.00	1,945.37
100-000-4432.000 Decorating Contract	261.20	16,777.22	5,250.00	11,527.22
100-000-4435.000 Grounds Contract	920.00	2,749.68	1,691.69	1,057.99
100-000-4445.000 Elevator Maintenance	0.00	4,003.00	3,346.00	657.00
100-000-4450.000 Plumbing/Heating	0.00	2,892.08	2,916.69	-24.61
100-000-4455.000 Snow Removal	0.00	0.00	1,400.00	-1,400.00
100-000-4456.000 Exterminating	0.00	330.00	583.31	-253.31
100-000-4457.000 Janitor/Cleaning	563.82	9,078.04	4,258.31	4,819.73
100-000-4510.000 Insurance	2,259.98	15,819.86	16,846.69	-1,026.83
100-000-4520.000 Property Tax	587.15	4,603.62	4,344.99	258.63
100-000-4540.000 Employee Benefits	2,538.06	18,646.82	18,482.94	163.88
<b>Total Expense</b>	<b>24,486.39</b>	<b>200,895.27</b>	<b>196,524.30</b>	<b>4,370.97</b>
<b>Net Income(-) or Loss</b>	<b>-3,630.89</b>	<b>-2,401.58</b>	<b>-4,830.70</b>	<b>2,429.12</b>

**Crosby HRA  
Edgewood Operating Stmt - Board  
October, 2022**

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,835.00	-134,721.76	-137,375.00	2,653.24
700-000-3120.000 Excess Utilities	-35.00	-1,523.00	-1,131.69	-391.31
700-000-3404.000 Other Government Grant	-8,400.00	-65,818.00	-66,634.19	816.19
700-000-3610.000 Interest Revenue	12.27	13,280.47	-3,383.31	16,663.78
700-000-3690.000 Other Income	-70.39	-1,244.41	-466.69	-777.72
700-000-3691.000 Other Tenant Revenue	-414.48	-8,837.87	-3,500.00	-5,337.87
700-000-3695.000 Laundry Revenue	-733.00	-4,784.50	-5,133.31	348.81
<b>Total Income</b>	<b>-30,475.60</b>	<b>-203,649.07</b>	<b>-217,624.19</b>	<b>13,975.12</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,454.96	18,653.60	19,083.75	-430.15
700-000-4130.000 Legal	0.00	121.00	1,750.00	-1,629.00
700-000-4140.000 Staff Training	125.00	125.00	350.00	-225.00
700-000-4150.000 Travel	40.57	380.46	495.81	-115.35
700-000-4171.000 Auditing Fees	78.75	3,596.25	3,675.00	-78.75
700-000-4190.000 Sundry-Other Admin	97.50	357.50	320.81	36.69
700-000-4191.000 Management Fees	4,500.00	31,500.00	31,500.00	0.00
700-000-4194.000 Office Supplies	162.88	603.81	1,166.69	-562.88
700-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
700-000-4196.000 Telephone	72.08	498.66	525.00	-26.34
700-000-4198.000 Advertising	0.00	0.00	583.31	-583.31
700-000-4199.000 Postage	2.72	2.72	375.00	-372.28
700-000-4210.000 Tenant Svcs Salaries	511.01	3,821.56	3,858.75	-37.19
700-000-4230.000 Tenant Services Other	17.18	121.15	116.69	4.46
700-000-4310.000 Water	685.48	3,848.04	3,791.69	56.35
700-000-4315.000 Sewer	1,145.17	6,433.85	6,562.50	-128.65
700-000-4320.000 Electricity	4,040.03	20,244.89	18,141.69	2,103.20
700-000-4330.000 Gas	373.81	4,383.30	6,755.00	-2,371.70
700-000-4431.000 Garbage & Trash	320.94	2,732.60	2,041.69	690.91
700-000-4410.000 Maintenance Labor	3,041.23	22,642.13	26,483.31	-3,841.18
700-000-4420.000 Materials	1,316.48	3,659.01	9,916.69	-6,257.68
700-000-4430.000 Contracts Costs	1,721.81	10,586.61	9,158.31	1,428.30
700-000-4432.000 Decorating Contract	261.19	7,084.59	16,333.31	-9,248.72
700-000-4435.000 Grounds Contract	1,394.49	3,456.31	1,516.69	1,939.62
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,346.00	-451.42
700-000-4450.000 Plumbing/Heating	0.00	101.00	5,250.00	-5,149.00
700-000-4455.000 Snow Removal	0.00	0.00	1,516.69	-1,516.69
700-000-4456.000 Exterminating	0.00	330.00	700.00	-370.00
700-000-4457.000 Janitor/Cleaning	731.83	8,505.08	4,900.00	3,605.08
700-000-4510.000 Insurance	1,951.25	13,658.75	13,200.88	457.87
700-000-4520.000 Property Tax	716.98	4,955.11	5,063.31	-108.20
700-000-4540.000 Employee Benefits	2,922.79	21,433.15	21,417.06	16.09
700-000-4590.000 Other General Expense	2,654.02	2,654.02	0.00	2,654.02
<b>Total Expense</b>	<b>31,340.15</b>	<b>199,478.33</b>	<b>219,995.63</b>	<b>-20,517.30</b>
<b>Net Income(-) or Loss</b>	<b>864.55</b>	<b>-4,170.74</b>	<b>2,371.44</b>	<b>-6,542.18</b>

# Housing and Redevelopment Authority of Crosby

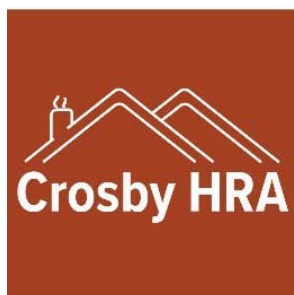
## Payment Summary Report

### October 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/12/2022	258	Diana Banks	\$23.63
10/12/2022	259	John Schommer	\$128.78
10/12/2022	260	Scott Risnes	\$63.17
10/12/2022	261	Shannon Fortune	\$40.00
10/6/2022	1609	Harpers Payroll Service	\$1,221.70
10/6/2022	1610	Harpers Payroll Service	\$41.78
10/6/2022	1611	Lincoln Financial Group	\$719.49
10/6/2022	1612	Minnesota State Retirement System	\$50.00
10/20/2022	1613	Harpers Payroll Service	\$1,244.04
10/20/2022	1614	Harpers Payroll Service	\$48.02
10/20/2022	1615	Lincoln Financial Group	\$719.49
10/20/2022	1616	Minnesota State Retirement System	\$50.00
10/11/2022	118733	Aramark Uniform Services	\$75.72
10/11/2022	118734	Bremer Bank Credit Card	\$125.00
10/11/2022	118735	City Of Crosby	\$5,541.87
10/11/2022	118736	Cliftonlarsenallen	\$157.50
10/11/2022	118737	Crescent Electric Supply Company	\$642.69
10/11/2022	118738	Crosby Ace Hardware	\$178.68
10/11/2022	118739	Crow Wing County San. Landfill	\$80.00
10/11/2022	118740	Crow Wing County Treasurer	\$7,007.49
10/11/2022	118741	Ctcit	\$335.00
10/11/2022	118742	Dearborn National Life Ins Co	\$30.38
10/11/2022	118743	FedEx	\$77.00
10/11/2022	118744	Handyman's Inc.	\$119.56
10/11/2022	118745	Harpers Time & Attendance	\$16.25
10/11/2022	118746	Hd Supply Facilities Maint	\$74.38
10/11/2022	118747	Healthpartners	\$4,098.10
10/11/2022	118748	Holden Electric Co. Inc.	\$1,016.05
10/11/2022	118749	Holmwig Excavating LLC	\$2,300.00
10/11/2022	118750	Housing Auth Risk Retention Group	\$2,654.02
10/11/2022	118751	Integrity Woodwork	\$450.00
10/11/2022	118752	Judy Robinson	\$1,260.00
10/11/2022	118753	Kristin Miller	\$20.63
10/11/2022	118754	MRI Software LLC	\$125.00
10/11/2022	118755	Minnesota Dept Of Labor & Ind	\$10.00
10/11/2022	118756	Minnesota Energy Resources	\$777.47
10/11/2022	118757	Minnesota Energy Resources	\$83.06
10/11/2022	118758	Minnesota Power	\$6,619.46
10/11/2022	118759	Minnesota Power	\$64.00
10/11/2022	118760	Minnesota Power	\$33.00
10/11/2022	118761	Nisswa Sanitation Inc	\$411.56
10/11/2022	118762	Paper Storm	\$26.00
10/11/2022	118763	Sherwin-Williams	\$522.39
10/11/2022	118764	ShofCorp LLC	\$85.48

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**October 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/11/2022	118765	T-Mobile	\$80.94
10/11/2022	118766	The Office Shop	\$337.36
10/11/2022	118767	Visa–Unity	\$306.31
10/11/2022	118768	Yde's Major Appliance	\$937.95
10/12/2022	118769	Visa–Unity	\$185.32
10/20/2022	118770	Ctc	\$381.62
10/20/2022	118771	Tenant Refund	\$149.35
10/31/2022	118772	Tenant Refund	\$201.84
		<b>Report Total</b>	<b>\$41,948.53</b>



To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Nov-02-2022  
Re: Housing Manager Report

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### **Tenant Activities Update**

There were 19 participants in the NAPS food delivery program in October, which includes one newly enrolled individual. The main activities in October were chair yoga/exercise classes (10), a seminar presented by Northern Pines related to "Changing the Narrative" for mental health and suicide prevention (4), and a referral passed along to the Tenant Council for a music/entertainment resource. One new activity in the works will be a swing/knitting/crochet group that will make handmade items to donate to community service organizations for distribution to those in need. Minutes from the Tenant Council meeting in October are attached.

### **Annual Inspections**

Staff will be conducting annual inspections for all Edgewood units in November. Dellwood and Scattered Sites will be next, with all being completed by the end of December.

### **Monthly Property Performance Reports for October 2022**

Please see Attachment.

### **No Action Requested; Discussion Items**

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report October 2022

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	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

3. Customer Traffic

Applications Requested	7
Applications Placed on PH Wait List	19
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	81	8	3	1
2 bdrm	13	21	0	0	0
3 bdrm	6	17	0	0	0
4 bdrm	2	3	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>122</b>	<b>8</b>	<b>3</b>	<b>1</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	20
Move-Outs	3	19

*\*Starting 4/1/2022*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	6
Completed for this month	8

8. Annual Unit Inspections

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

*\*Starting 4/1/2022*

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	45
Closed	47
Ending Balance	0
Total Completed Work Orders for Year	370

*\*Starting 4/1/2022*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	5
Completed within 24 hours	2	5
Percent completed within 24 hours	100%	100%

*\*Starting 4/1/2022*

## **Tenant Council Meeting - Monday, October 3, 2022 at 11:00 a.m.**

Members present: Roxy, Robin, Marna, Doris, Jen and new tenant Kathy. Eva who was the co-signer on checking account has since moved to Heartwood. Jen our new tenant council member will be the new co-signer on checking account for the tenant council along with Roxanne.

### **Treasurer Report:**

For the month of September:

Coffee income: \$141.20

Coffee spent: \$146.55

Potluck income: \$22.00

Potluck spent: \$5.00

Petty Cash for end of September: \$350.42

Checking account: \$652.71

### **OLD BUSINESS:**

People from Guidepoint Pharmacy came on Sept. 29th and gave flu shots and those that wanted the covid booster shot.

A new music group the Oak Street Chapel Band came September 27<sup>th</sup> and played some good music. Had about 8 people. They will return the 4<sup>th</sup> Tuesday of each month to play for us.

Had our September potluck on the 24th. There were 17 people attending.

Signs are up for collecting money or candy for the trick or treaters.

### **NEW BUSINESS:**

We will have potluck on October 15th at 1:00.

Oak Street Chapel Band will be coming on Tuesday, 25th at 2:00.

Bingo started back up on Tuesday, the 4th at 1:00.

Kale Jones will be returning to play on December 18th, will be a surprise birthday party also for him.

There is a need for more October calendars to be put out.

There was interest in doing the new project Diana had suggested about crocheting, knitting or sewing items for bereaved parents at Essentia.

We will be having a Craft and Bake Sale on Saturday, November 5<sup>th</sup> in the Dellwood Dining Room from 9-12. The money collected will go back into tenant council funds.

The next meeting will be November 7th.

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: November 8<sup>th</sup>, 2022  
Re: Executive Director Report

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### **Review of HUD Training**

In October I spoke about some training that was available online from HUD, specifically for our commissioners. On October 31<sup>st</sup> I sent out, via email, a link to the YouTube training. I would like to take some time today to review some of that video and leave some time for commissioners to ask questions. I'd like to spend another 20-30 minutes at our December meeting reviewing some of the content in this video as well.

### **No Action Requested; Discussion Items**

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