



308 Second Ave. NE, Austin, MN 55912
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WORK SESSION
TUESDAY, JANUARY 16, 2018 @ 3 PM

1. Roll Call.
2. Review HUD Compliance Monitoring Findings.
3. HRA Goals for 2018/2019.
4. Succession Planning.
5. Adjourn.



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MINUTES OF HRA WORK SESSION
TUESDAY, JANUARY 16, 2018 @ 3 PM

1. Roll Call

Date and Time: January 16th, 2018 at 3:00 P.M.

Commissioners Present: Judy Enright, Chair
Janet Anderson, Vice-Chair
Jerome McCarthy, Secretary
Marvin Repinski
Carole Granholm
David Hagen
Vernon Lippert

Commissioners Absent: None

HRA Staff Present: Jon Erichson

There being a quorum the meeting was called to order by Chair Enright

2. Review of HUD Compliance Monitoring Review

Board Chair Enright asked Executive Director Jon Erichson for a summary of the HUD Compliance Review dated October 31, 2017. Executive Director Jon Erichson summarized the review which was divided into three categories consisting of Observations, Concerns and Findings .

Observations

- AHRA is timely with reporting requirements
- AHRA has approved financial policies in place and effective budget controls
- Overall condition of AHRA properties is excellent
- AHRA is on track to meet Capital Fund Obligations
- AHRA is utilizing programs at high levels

Concerns

- Policies need to be updated
- Staff training on policies and procurement
- Tenant files need to have a checklist

Findings

- Update the ACOP policy (significant project)
- Update the HCV plan (significant project)
- Update a number of other policies
- Provide training
- Correct identified tenant files

The Austin HRA has until March 31, 2018 to provide a response.

3. Review of 2018/2019 Goals

The proposed goals were reviewed and additional comments from Commissioners will be incorporated into the goal list.

4. Succession Planning

The HRA Board was advised that there are three potential administrative employees that could be leaving in the next 6-18 months and that a plan should be developed that would make this transition happen with the least impact. The Board asked if the job descriptions could be updated and that any job descriptions consider the goal of hiring an additional staff person or consolidate with Mower County HRA.

5. Adjourn

There be no further business it was moved by Commissioner McCarthy and seconded by Commissioner Repinski to adjourn the meeting. All present voted in favor of the motion, none in opposition. The motion was passed and carried. The meeting was adjourned at 5:00.

SEAL

Judy Enright, Chair

Jerome McCarthy, Secretary