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**MINUTES OF A RETREAT
OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF AUSTIN, MINNESOTA**

NOVEMBER 3, 2011

1.) Roll Call.

A retreat of the Board members of the Housing & Redevelopment Authority of Austin, MN was held November 2, 2011 at 5:00 PM at the HRA Office. Present were Commissioners Repinski, Boughton, Poshusta and Prenosil. Commissioner Schlieve was absent. Also present were Executive Director Hurm and HRA office staff Detloff, Mattson, Ackland, Volstad and Grover. Doug Parr, the facilitator for the retreat, was also present. The retreat was called to order by Chairman Repinski.

2.) Staff presentation on what we do.

Each office staff person gave a presentation on what they do along with handouts for the Commissioners. A good interaction of questions and comments occurred. Doug Parr also made comments from his perspective.

After the above presentation, staff was excused.

3.) Austin HRA's mission statement.

Austin HRA's current mission statement reads: "The mission of the Austin HRA is to provide safe, decent and sanitary housing for low to moderate income persons." A handout of four other HRA's mission statements was provided. The mission statement should be evaluated and maybe revised.

4.) What we do beyond our mission. What is the vision for the Austin HRA? What are the long range plans?

- The diversity of tenants is increasing.
- There are more young and needy people coming in.
- There is a need for strategic long-term planning for staff, structure and services. A number of staff will be retiring between 2 and 4 years from now.

Board member comments: The Chair, when speaking outside the HRA, is usually considered to be speaking as the Board Chair, rather than as an individual. He needs to be very careful of what he says so it is not taken as speaking on behalf of the HRA. Conversations on policy and staff should happen at the HRA and not outside the HRA. There needs to be a consensus of opinions here before going to the community. The HRA Board needs to build trust.

Section 8 position interview process. It was the consensus of the Commissioners to allow staff to proceed with the interview process for hiring a new Section 8 person. Tom Smith will continue to work part-time through the end of December to help out because of the staff shortage.

Employee Evaluations. Handouts were distributed showing a 360 evaluation process in which Managers evaluate Maintenance and vice-versa, etc., along with self-evaluations and a random sample of tenants evaluating staff in their building. Evaluations are to be done by December 31, 2011.

History of the Executive Director Position. A recap of what occurred was handed out when Kermit Mahan left as a full-time Executive Director and how it evolved into a part-time shared position. Copies of the Minutes for that time period are available in the HRA office.

Doug Parr's comments:

- Consider Austin Drug Task Force model. It is a shared leadership and power model.
- Bring together a larger group - It is about the HRA's mission, not about the HRA.
- Consider moving toward a one-stop shop concept.

5.) SWOT Analysis. (Strengths, Weaknesses, Opportunities and Threats. SWOT analysis did not occur.

6.) Adjourn:

There being no further business it was agreed to adjourn the meeting at 8:30 PM.

Marvin Repinski, Chair

SEAL

Joyce Poshusta, Vice-Chair