

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, May 11, 2022 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – April 13, 2022

TENANT COMMENTS

MISSION STATEMENT

River Falls Housing Authority manages, maintains, and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

ACTION ITEMS

1. Review and Approve Minutes of Last Meeting
2. Review and Approve Payment of Bills
3. Review and Approve Budget Report

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS

1. Revise Employee Raise & Benefits Review Process, presented by Matt Fitzgerald

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority April 13, 2022, Chair Todd Bierstadt called the meeting to order at 6:30.

Present: Todd Bierstedt, Matt Fitzgerald, Jacqueline Niccum, Jacob Proue, Jason Stroud

Absent: None

Also Present: Peggy Chukel-Interim Director

Tenant Comments: No tenants were present

ACTION ITEMS

1. Review and Approve Minutes of March Meeting: M/S/C-JN/MF
2. Review and Approve Payment of Bills: M/S/C-JP/JN
3. Review and Approve Budget Report: M/S/C-MF/JS
4. Review and Approve Revised Preferences Policy Resolution #571:
 - a) Typos & grammar corrected
 - b) HUD states that review of individual policies is not required, unless completer review of ACOP or Admin Policy is needed. They encourage H.A.s to use best judgement on such matters & leave HUD out of it unless “troubled” and serious scrutiny is required.

REPORTS

Vacancy and Re-rental Report:

1. 1369 E Division is occupied. We have raised the rent to from \$1,300 + utilities, to \$2,000-utlities included. That is in line with a 4 BR house in RF (despite the location).
2. BW107 is finally rented!
3. Turn-arounds are back to the usual 30 days. We hope to get that down to 2/3 weeks once the 2 new employees get fully trained.
4. Hopes are that once both techs are “up & running” summer help & part-time help will not be required.

DISCUSSION ITEMS

1. Revising the Preferences Policy: PC stated that the current policy is to treat all applicants the same, regardless of where they live or come from. It seems more in line with our mission statement to serve members of the community first. The new policy would give preference to applicants that already live or work in River Falls.
 - a. Current applicants not living or working in RF will be “grandfathered in”.
 - b. New applicants who do not meet the preference criteria at time of application, but subsequently provide proof of local residency or employment will be given the preference, as of the date/time of notification, not from time of original application.
2. We hired a FT maint man on 03/29. We now have a Facilities Manager & 2 FT maintenance staff, but all are still in training. The new Facilities Manager has his hands full training two new people, while performing his former duties and figuring out all his new duties.

OTHER:

The current Interim Director has been appointed Executive Director.

The Senior Property Manager has been approved as the new Office Manager, contingent upon hiring & training a new Property Manager.

Advertising for a new Property Manager has been approved, effective immediately.

ADJOURN: 8:12

Respectfully submitted by P L Chukel, recording secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Interim Director
RE: May Board of Commissioners Meeting
DATE: May 11, 2022

ACTION ITEMS

1. Review and Approve Minutes of last meeting
2. Review and Approve Payment of Bills (Attachment 1)
3. Review and Approve Budget Report (Attachment 2)

REPORTS

1. Vacancy and Re-rental Report (Attachment 3)
 - a. We currently have 2 Vacant Units for May, 2 for June & 1 for July.

DISCUSSION ITEMS

1. Revised Employee Wages & Benefits Review: Matt Fitzgerald will explain (Attachment 4)

River Falls Housing Authority
Check Register
As of April 30, 2022

Date	Num	Name	Amount
04/12/22	4214	Ace	466.97
04/12/22	4215	Carahsoft	54.98
04/12/22	4216	Drug Test	295.00
04/12/22	4217	Granite	712.31
04/12/22	4218	Pierce Cty Waste	210.00
04/12/22	4219	Renovation Sys	4,243.69
04/12/22	4220	Roberts	880.00
04/12/22	4221	Staples	403.85
04/12/22	4222	Swedes	387.00
04/12/22	4223	TK Elevator	4,349.66
04/12/22	4224	US Internet	262.06
04/19/22	4225	Petty Cash	100.00
04/21/22	4226	Bohn, Lori	250.00
04/25/22	4227	Cook, LeAnn M	217.50
04/29/22	4228	Evju, Karl O	1,652.15
04/29/22	4229	Vargas, Magaly	1,318.06
04/29/22	4230	Vargas	11.02
04/29/22	4231	VOID	-
04/29/22	4232	VOID	-
04/29/22	4233	VOID	-
04/29/22	4234	EPM	464.00
04/29/22	4235	HD Supply	267.03
04/29/22	4236	JH	49.89
04/29/22	4237	Park Supply	106.68
04/29/22	4238	Renovation Sys	3,859.46
04/29/22	4239	Roberts	395.00
04/29/22	4240	Sherwin Williams	510.40
04/29/22	4241	StarTech	1,290.00
04/29/22	4242	State Farm	8,910.00
04/29/22	4243	Steiner	965.35
04/29/22	4244	SVA	2,250.00
04/29/22	4245	01 LIFE	185.18
04/01/22	220400	FNB	70.00
04/01/22	220401	24 7	44.90
04/01/22	220402	RFSB14	5,107.08
04/01/22	220403	RFSB15	2,077.00
04/01/22	220404	RFSB16	159.55
04/10/22	220405	C A S	100.00
04/10/22	220406	Comcast	129.80
04/10/22	220407	Comcast	129.80
04/10/22	220408	Comcast	181.00
04/10/22	220409	Comcast	129.80
04/10/22	220410	Waste Mgmt	1,683.83
04/10/22	220411	Hawkins	309.00
04/12/22	220412	CapitalOne	4,914.94
04/13/22	220413	RICOH	237.13
04/29/22	220414	Annett, Roselyn M	2,088.88
04/29/22	220415	Chukel, Peggy L	4,031.46
04/29/22	220416	Hoffman, Jeffrey A	3,259.19
04/29/22	220417	Marson, Shannon J	1,277.84
04/29/22	220418	OBrien, Brandon C	2,530.57

04/29/22	220419	Sachen, Robert J	2,384.48
04/29/22	220420	Schendel, Susan G	984.32
04/29/22	220421	VanSomeren, Samantha K	3,280.22
04/29/22	220422	Annett	83.52
04/29/22	220423	Sachen	131.54
04/15/22	220424	FNB	25.00
04/29/22	220425	06 HSA	1,400.00
04/29/22	220426	02 DOR	1,017.90
04/29/22	220427	03 EFTPS	6,433.72
04/29/22	220428	04 WRS	3,646.35
04/29/22	220429	05 HEALTH	7,874.17
04/30/22	220430	FNB	20.00
04/30/22	220431	FNB	70.00
			<hr/>
			90,880.23

**Voucher
Check Register
As of April 30, 2022**

Date	Num	Name	Amount
04/01/22	220401	1300	2,634.00
04/01/22	220402	Anderson	614.00
04/01/22	220403	Aurora	1,759.38
04/01/22	220404	Beadles	2,623.00
04/01/22	220405	Berg	1,698.00
04/01/22	220406	Betzold	1,501.00
04/01/22	220407	Boisclair	1,780.00
04/01/22	220408	Burt	1,450.00
04/01/22	220409	Depot	1,895.00
04/01/22	220410	Dodge	1,501.00
04/01/22	220411	Eau Claire Realty	949.00
04/01/22	220412	Fairfax	1,267.24
04/01/22	220413	Granfors	816.00
04/01/22	220414	Hanson	712.00
04/01/22	220415	Knigge	1,147.00
04/01/22	220416	Kubiak	525.00
04/01/22	220417	Kusilek	900.00
04/01/22	220418	Landmark	2,094.00
04/01/22	220419	Larson	1,070.00
04/01/22	220420	LSI	3,022.00
04/01/22	220421	Morrow	750.00
04/01/22	220422	Olmsted	3,056.06
04/01/22	220423	Penkert	1,826.00
04/01/22	220424	RFHA EB	935.00
04/01/22	220425	RFHA OP	377.00
04/01/22	220426	Ross	975.00
04/01/22	220427	Schuster	1,446.00
04/01/22	220428	Simonet	1,352.00
04/01/22	220429	Traynor	312.00
04/01/22	220430	URP Burke	140.00
04/01/22	220431	URP Gustafson	115.00
04/01/22	220432	URP Hall	27.00
04/01/22	220433	URP Hudson	12.00
04/01/22	220434	URP Zeroth	2.00
04/01/22	220435	Vandervorst	313.00
04/01/22	220436	WMP	957.00
04/01/22	220437	Young	1,498.00
04/01/22	220438	CityRF	1,920.00
04/02/22	220439	RFHA	100.00
04/30/22	220440	RFHA	3,377.98
04/30/22	220441	FNB	20.00
			49,468.66

**Windmill Place
Check Register
As of April 30, 2022**

Date	Num	Name	Amount
04/01/22	220401	Comcast	93.00
04/01/22	220402	FNB-Res Acct	756.29
04/01/22	220403	FNB-NP	6,261.93
04/07/22	220404	RFMU	65.22
04/30/22	220405	RFHA	5,097.50
04/30/22	220406	FNB-fees	10.26
			<hr/>
			12,284.20

HOUSING AUTHORITY BUDGET REPORT FOR April 2022 Board Meeting					
Year Ending June 2022					
April		10	Months at:		83%
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					33%
Income					
Budget	594,497	480,366	155,209	34,622	236,252
To Date	495,011	393,060	127,562	29,168	86,226
Percent	83.27%	81.83%	82.19%	84.25%	36.50%
Admin					
Budget	182,058	161,829	55,010	10,348	41,670
To Date	112,696	137,494	42,569	7,993	19,200
Percent	61.90%	84.96%	77.38%	77.24%	46.08%
Utilities					
Budget	105,600	87,850	20,200	9,425	27,420
To Date	87,700	73,800	16,500	8,000	6,100
Percent	83.05%	84.01%	81.68%	84.88%	22.25%
Maint					
Budget	194,084	108,261	36,300	4,614	64,044
To Date	171,922	74,781	25,065	6,141	9,100
Percent	88.58%	69.07%	69.05%	133.09%	14.21%
Ins/Taxes					
Budget	44,150	47,510	14,575	2,390	17,296
To Date	37,850	38,466	11,181	1,895	3,000
Percent	85.73%	80.96%	76.71%	79.29%	17.35%
Mortgage & Fees					
Budget		-	2,546	4,868	172,750
To Date		-	2,122	4,057	11,895
Percent			83.33%	83.33%	6.89%
Trx to Reserves					
Budget		61,285	24,924	1,915	9,075
To Date		51,071	20,770	1,596	3,025
Percent		83.33%	83.33%	83.33%	33.33%
Net	84,843	17,448	9,355	(513)	33,906
Investments					
Operating	193,400	132,400	19,175	10,200	75,354
Reserve		335,742	84,907	29,485	99,697
Other	7,260	31,095	9,549	1,461	52,749
Sec Dep	25,873	27,005	8,624	2,085	8,100
CFP 2021	122,609				
Mgmt Fund	372,785				

Vacancy and Re-Rental Activity Report April-May 2022					
Name	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS
Delander	G452	Fam-2	03/31/22	05/01/22	
Klytta	K415	Fam-2	03/31/22	05/01/22	
Gail	B110	ED-1	04/30/22	06/01/22	
Avery	R223	ED-1	05/31/22	06/01/22	
Gilbert	W111	ED-1	03/31/22	05/01/22	
Kolve	G452	Fam-2	04/30/22		Term
Spado	K435	Fam 3	04/30/22		Movin'On
McConnell	K441	Fam-2	04/30/22		Term
Swenson	O213	ED-1	05/31/22		Asst Lvg
CURRENT WAITING LISTS					
Proj	1 BR	2 BR	3 BR	4 BR	Total
RTH	9	30	28	1	68
RVM	33				33
EW	60	12			72
BW	53	8			61
OP	53	9			62
WMP	82				82
VCHR	2	4	1	1	8
WT	20				20
SCM	22				22

Waiting List numbers will be updated quarterly

River Falls Housing Authority
Proposed Process - Employee Wages and Bonuses
April 19, 2022

Below is a proposal from a Commissioner on the River Falls Housing Authority Board (Board) for discussion of a structural change to the process for how wages are reviewed annually by the Board for consideration of wage increases, and how performance bonuses may be distributed to employees.

Market Analysis

Every 3 years by the February Board meeting, the Executive Director (ED) performs a market analysis and provides the Board with an updated wage range for each HA staff member's job title, compared to wage ranges of similar job titles at comparable HAs, and in the professional job market. Tools to gather comparisons to similar jobs in the professional job market include, but are not limited to:

- Glassdoor: www.glassdoor.com
- Salary.com: www.salary.com
- O-Net: www.onetonline.org
- Bureau of Labor Statistics (Occupational Outlook Handbook): www.bls.gov/ooh/

Annual Wage Increase

Each year by the February Board meeting, the ED provides the Board with a recommendation on wage increases for each employee. The recommendation should include the past three years Housing Authority (HA) wages for each employee, and include their full name and job title. Wage increases take effect July 1. The recommendation for a wage increase should take the following criteria into consideration:

- The ED has determined that the HA budget is able to bear the cost of bonuses.
- The wage range for an employee's Job Title should be considered, as noted on the most recent ED's Market Analysis for employee wages. The goal is to keep all wages near the median salary for their job title.
- A 1% - 3% annual wage increase is considered a cost-of-living increase.
- A 4% - 5% annual increase should be considered a "catch up" increase, if an employee's wage is below the median for their job title. 5% is the maximum per-year wage increase.

Performance Bonuses

Once each year by the February Board meeting, the ED will provide employees with a performance evaluation (based on a format of the ED's choosing), and will base the decision of providing a performance bonus on the following criteria:

- The ED has determined that the HA budget is able to bear the cost of bonuses.
- Employee's performance has been determined by the ED as exemplary and demonstrates personal initiative.

Bonus Award Parameters:

- A maximum of \$1,000 may be offered as a performance bonus at the discretion of the ED based on the above criteria. Bonuses which are awarded are reported to the Board during the February Board meeting by the ED.
- Any bonuses more than \$1,000 are subject to approval by the Board at the February Board meeting.

Executive Director Wage Increases and Bonuses

- **Market Analysis:** By the February Board meeting, every 3 years the Board will do a market analysis of the Executive Director's wage, providing a wage range compared to peers, using similar tools as the ED shown above.
- **Wage Increase:** By the February Board meeting each year, the Board will take the same factors into consideration when determining a wage increase for the ED as the ED uses to determine employee wage increases.
- **Bonuses:** By the February Board meeting, the Board will take the same factors into consideration when determining a bonus for the ED as the ED uses to determine employee wage increases.

Annual Payroll Budget Surplus Funds

If the HA has surplus in funds in the payroll budget due to the loss of an employee, reallocation of those funds should be brought to the Board for discussion, with a recommendation by the ED.

