

**WADENA HOUSING AND REDEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES**

January 25, 2023

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COMMISSIONERS

Joshua Meech
Rosemary Kostrzewski
Mark Lunde

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:00 p.m. in the City Council Chambers.

TENANT REPRESENTATIVE REPORTS

No report

CONSENT CALENDAR

Commissioner Lunde motion to approve the consent calendar. Commissioner Kostrzewski second the motion. Commissioner Meech asked Marthaler if there was anything to call out on the consent calendar. Marthaler clarified the PB Building Loan account. At the October meeting Commissioner Swenson questioned the account balance because it was changed from \$42,817 to \$20,756. Marthaler explained the original account balance included other charges of \$2061.48 that were not part of the original loan and were included by error. Marthaler presented documentation showing the original loan and how the additional charges were added by error. In September Wadena Development Authority made a payment of \$20,000 and plans to pay \$10,000 a year until paid off. Marthaler discussed the dissatisfaction with the MRI Fee Accountant. Wadena HRA staff is having difficulty understanding and finding accounting entries made by the fee accountant. Marthaler has requested when the fee accountant makes or adjust an entry to inform Wadena HRA and send back up for that transaction. MRI continues to make entries without sending Wadena HRA any information. Commissioner Lunde asked if Wadena HRA has discussed the dissatisfaction with MRI, and suggested we reach out and discuss it with the fee accountant as maybe they are not aware Wadena HRA is not satisfied with the service. Commissioner Meech suggested contacting a supervisor instead of the fee accountant. Marthaler commented she is waiting for the audit results to bring specific incidents to the agency. No further discussion, motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Hire Financial Manager

Staff member Hope Sapp position is changed from part time Office Support Specialist to part time Financial Manager. Marthaler is recommending job description and pay step change for this employee to Financial Manager step 4, at the rate of \$18.74 per hour. Commissioner Lunde motion to approve hiring Hope Sapp as Financial Manager at step 4 at the rate of \$18.74. Commissioner Kostrzewski second. Motion carried unanimously.

Hire Office Support

Staff member Marcy Beach was hired as a part time temporary Office Support. Marthaler is recommending hiring Marcy Beach as a part time permanent Office Support from step 4 to step 6 at \$14.70 per hour. Commissioner Meech questioned why the step 6. Marthaler stated that this person started in June 2022 as a temp did not receive a pay increase as when other staff received a pay increase July 2022. Commissioner Lunde motioned to approve hiring Beach as a permanent part-time Office Support at step 6. Commissioner Kostrzewski second. Motion carried unanimously.

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Ross Grant Award

At the May 2022 board meeting Marthaler requested to apply for the Resident Opportunity Self-Sufficiency Service Coordinator Grant for public housing residents (HMW). Applications were due July 2022. Wadena HRA received notification of the Ross SC grant in the amount of \$250,176 over the next three years to cover wages and benefits for the Ross SC position. The funding includes training, and administration expenses. This grant start date is June 1, 2023. Commissioners discussed benefits of this program to our residents. Commissioner Meech questioned if there is any financial risk to Wadena HRA. Marthaler replied no there is not. Only one-hundred and eleven agencies nation wide received this grant, and Wadena HRA is the only agencies in Minnesota that received the grant. Commissioner Lunde commented this is newsworthy and suggested Marthaler contact the local newspaper. Commissioner Meech motion to approve Resolution #595 to accept the HUD Grant for the Resident Occupancy and Self-Sufficiency grant. Commissioner Kostrzewski second. Motion carried unanimously.

Directors Report

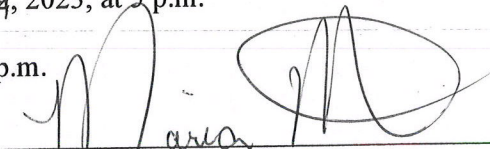
No information from Miller McDonald on the annual audit. Marthaler continues to contact Miller McDonald for progress update.

Commissioner Issues

Next meeting is March 29, 2023, at 5 p.m.

Meeting adjourned 5:56 p.m.

PREPARED BY:



Maria Marthaler, Executive Director

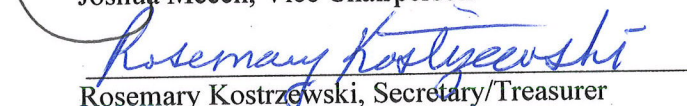
2/27/2023
Date

APPROVED BY:



Joshua Meech, Vice Chairperson

2/22/23
Date



Rosemary Kostrzewski, Secretary/Treasurer

2-22-23
Date