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**MINUTES OF THE REGULAR MEETING
OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF AUSTIN, MINNESOTA**

August 16, 2012

1.) Roll Call.

The regular meeting of the Housing & Redevelopment Authority of Austin was held August 16, 2012 at 3:30 PM at the HRA Office. Present were Commissioners Repinski, Poshusta, Prenosil, Boughton and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Family Housing Specialist Ackland and Property Managers Volstad and Grover. There being a quorum, the meeting was called to order by Chairman Repinski.

2.) Approval of Minutes.

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to approve the minutes of the regular meeting of July 19, 2012. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

3.) Review of Accounts Payable.

An invoice from Hoversten Law Office was questioned for a presentation that Craig Byrum did for the HRA. Commissioner Repinski said that he would call Mr. Byrum about the charge. Ms. Detloff was instructed not to pay that invoice until it was researched.

It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to approve the accounts payable with the exception of the questioned Hoversten bill. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

4.) Executive Director Reports:

a. **Motion to approve Wage Step Schedule effective October 1, 2012.**

Executive Director Hurm presented the proposed wage step schedule for HRA employees to be effective October 1, 2012. Finance Director Detloff performed a wage survey by calling six (6) other HRA's of similar size and staff makeup to get their wage rates to see if Austin HRA's wages are "in line". Job Classifications surveyed included Finance Director, Public Housing Manager, Section 8 Specialist and Public Housing Maintenance Specialist. Based on the average wage in the survey for each category it was proposed that the Finance Director should be increased \$3.00 per hour, the Section 8 Specialist should be increased \$2.00 per hour, the Property Manager category should stay the same and the Maintenance Specialists were proposed to increase 3%. Those employees that are in the step system would get their normal step increase.

There was some discussion initiated by Commissioner Boughton about the large increases that some employees would be getting. He cited increases that other non-profit businesses were giving to their employees this year for comparison. The other Commissioners felt that these increases were justified based on the survey. It was also pointed out that the employees of the Austin HRA managed more units on a per person basis than most of the other HRA's and our budgets can afford proposed increases.

It was moved by Commissioner Schlieve and seconded by Commissioner Repinski to adopt the wage step schedule as presented. Commissioners Repinski, Schlieve, Poshusta and Prenosil voted in favor of the motion, Commissioner Boughton was in opposition thereto. The Chairman declared the motion passed and carried.

b. **Resolution to approve the General Fund Budget for FYE 9/30/2013.**

Finance Director Detloff presented the General Fund budget for the fiscal year 10/1/12 to 9/30/13 which includes a Special Benefit Tax Levy in the amount of \$194,116, a slight reduction from last year's levy. Ms. Detloff reviewed major items and explained changes from the 2012

budget which included funds for a full time Executive Director position. An operating transfer to fund the newly created Housing Improvement Program (HIP) was included in the budget again this year. Partnership funds were again authorized for the Austin Main Street project and Development Corp. of Austin. Commissioner Prenosil inquired if we could receive an accounting of the administrative expenses of the Main Street Project. Sarah Douty would have to be asked to provide such an accounting.

The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Poshusta.

**RESOLUTION #523
RESOLUTION AUTHORIZING THE LEVY OF A SPECIAL
BENEFIT TAX PURSUANT TO MN STATUTE 469.033,
SUBDIVISION 6 AND APPROVAL OF THE GENERAL FUND BUDGET
FOR FISCAL YEAR 10/1/2012 TO 9/30/2013**

All present voted in favor of the resolution, none in opposition thereto. The Chairman declared the resolution passed and adopted.

c. **Executive Director (ED) Position - Discuss interview process and questions for candidates.**

Included in Commissioners' packets were candidate selection questions and interview questions prepared by Brainerd HRA that they used in their ED hiring process and interview questions prepared by Worthington HRA for their ED hiring process. Interview questions were circled that are recommended for use in our process. At the conclusion of the discussion, Finance Director Detloff was requested to assemble our own list of interview questions.

Ms. Detloff also reported that the ED job posting started 8/3/12 and the deadline for applicants to submit resumes is Friday 8/24/12.

Commissioner Boughton suggested sending the candidate selection questions to all candidates via email on 8/27/12 to be returned by candidates on 8/31/12. Board members were to come in individually from Sept. 4th to Sept. 7th to rank each candidates' resume and responses to questions.

At the Sept. 20th Board meeting, Board members are to select the candidates to be interviewed, review our list

of interview questions and determine who will ask which questions. The Board members only will rank or score the resumes with Ms. Detloff being able to view them and give recommendations only.

It was again discussed about having other staff members being able to view the Resumes and candidates' answers to the questions. Commissioner Boughton said that only the Selection committee should be able to view Resume's due to confidentiality issues. More research will be done in this area and given to Commissioners.

Sept. 28th (Friday) and Sept. 29th (Saturday) dates were picked to be interview days. A motion was made by Commissioner Boughton and seconded by Commissioner Poshusta to have interviews conducted by all Board members, Jim Hurm, Sherri Detloff and John Garry. Board members only will score interviews and select the best candidate. Jim, Sherri and John will be there to offer comments only. After the interview, each candidate will be toured around Austin and visit HRA properties with 1 staff member.

It was decided that for out of state candidates, the HRA will pay for lodging, meals and transportation but NOT airfare.

5. Adjourn:

There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Prenosil to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried. The meeting was adjourned at 5:30 PM.

Marvin Repinski, Chair

SEAL

Marilyn Prenosil, Secretary