

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Terrazzo Installation
At Central Hi-Rise; AMP 7
Contract No. 14-025

DATE June 26, 2013

Staff requests Board approval to award a contract to install new terrazzo flooring at Central Hi-Rise (AMP 7) to the lowest responsible bidder, Grazzini Brothers and Company, Eagan, Minnesota, for the bid amount of \$139,110. A copy of the June 4, 2013 bid tabulation is attached.

This contract includes the removal of existing flooring materials and the installation of new terrazzo flooring and wall base throughout the main level lobby.

Grazzini Brothers has performed satisfactorily under previous PHA contracts for similar work. Copies of the Employer Information Report for Grazzini Brothers and the second low bidder, WTG Terrazzo and Tile, are attached. Grazzini Brothers does not intend to subcontract any of the work to minority, women or disabled business enterprises. Grazzini Brothers intends to comply with the PHA's Section 3 Policy by contributing 2.5% of the contract amount to the PHA's Section 3 Training Fund.

The bid from Grazzini Brothers is above staff estimates for the work, but due to the complexity of the project the bid amount is reasonable for the work involved. There are sufficient 2011 Capital Fund Program funds available for this contract.

TDA/mlp

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Roof Replacement
At Valley Hi-Rise (AMP 5)
Contract No. 14-030

DATE June 26, 2013

Staff requests Board approval to award a contract for roof replacement at the Valley Hi-Rise (AMP 5), to the lowest responsible bidder, Berwald Roofing Company Inc of North St. Paul, Minnesota for the total bid amount of \$393,700.

The contract includes removal of the existing roofing materials and installation of an insulated four-ply built-up roofing system. In addition, all rooftop kitchen and bathroom exhaust ductwork will be rewrapped with new insulation.

Berwald has previously performed roof replacement work for the PHA and their performance has been satisfactory. Copies of the Employer Information Reports for Berwald and the second low bidder, Commercial Roofing, are attached.

Berwald Roofing plans to subcontract approximately 2% to women-owned business enterprises (WBEs). Berwald will contribute 2.5% of the bid amount to the PHA's Section 3 Training Fund.

The bid amount is 9 percent over the engineer's estimate but staff believes the price is reasonable. There are sufficient Operating Budget funds to accomplish this work.

TDB/mlp

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Roof and Exterior Wall Repairs at
Roosevelt Homes A Buildings
AMP 4, MN 1-2
Contract No. 14-031

DATE June 26, 2013

Staff requests Board approval to award a contract for roof and exterior wall repairs at Roosevelt Homes A Buildings, AMP 4, MN 1-2, to the lowest responsible bidder, Building Restoration Corporation (BRC), Roseville, MN, for the bid amount of \$294,620. The Deduct Alternate No. 1 was not used to determine the low bidder. Deduct Alternate No. 1 was for brick tuckpointing and stucco repair at 1152 Supornick and would have been used if bids came in over budget, which did not happen. A copy of the June 13, 2013 bid tabulation is attached.

This work includes replacing one rubber membrane (EPDM) roof at 1148 Supornick Lane, and repairing the remaining EPDM roofs at 1152, 1144, 1140, 1136, 1132 and 1128 Supornick Lane. This work also includes the brick tuckpointing and stucco repair of two of the seven A Buildings, 1148 and 1152 Supornick Lane.

BRC has performed satisfactorily on previous PHA work. Copies of the Employer Information Reports for BRC and the second low bidder, Commercial Roofing, are attached. BRC intends to subcontract 2 percent of the contract work to minority business enterprises (MBE) and 2 percent of the contract work to women-owned business enterprises (WBE). BRC has committed to hire at least 30 percent of new employees for this contract from qualified Section 3 residents.

There are sufficient 2012 Capital Fund Program funds to accomplish this work.

TDB/mlp

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Approval of Contract Settlement With
AFSCME Local 1854 (American Federation of
State, County and Municipal Employees)

DATE June 26, 2013

Staff requests Board approval of the tentative agreement on contract wages and the PHA's medical insurance contribution amount reached with Local 1854, American Federation of State, County and Municipal Employees (AFSCME) District Council 5, representing most of the PHA's clerical, technical and support staff (about 105 employees).

The tentative agreement covers three years (June 1, 2012 to May 31, 2015) and calls for a 2.8 percent increase in compensation for the first year (retroactive to June 1, 2012), a 2.8 percent increase in compensation for the second year, and a 2.5 percent increase in compensation for the third year, as stated below. The current contract expired on May 31, 2012. The proposed contract language is as follows

1. SALARY INCREASES

- 11.31 On June 1, 2012 the salary schedule published in Article 11.2 will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 1.0%.

Also on June 1, 2012 all regularly scheduled employees covered by this agreement whose salary is within the salary range will receive a 1.0% salary increase; and all regularly scheduled employees whose salary is within the salary range and who have completed their initial probationary period will be moved to the next highest step (see Exhibit B – Step Grid) after the 1.0% increase is applied. This brings the total aggregate salary increase to 2.8%.

- 11.32 On June 1, 2013 the salary schedule published in Article 11.2 will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 1.0%.

Also on June 1, 2013 all regularly scheduled employees covered by this agreement whose salary is within the salary range will receive a 1.0% salary increase; and all regularly scheduled employees whose salary is within the salary range and who have completed their initial probationary period will be moved to the next highest step (see Exhibit B – Step Grid) after the 1.0% increase is applied. This brings the total aggregate salary increase to 2.8%.

- 11.33 On June 1, 2014 the salary schedule published in Article 11.2 will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 2.5%. All employees will remain on their current step. This brings the total aggregate salary increase to 2.5%.

The proposed compensation changes effective for June 1, 2012 would increase the payroll by approximately \$132,253, for a new annual total of about \$5,039,374 for AFSCME covered employees. The recommended second year increase (2.8%) for June 1, 2013 would add about \$141,102 for a new annual total of \$5,180,476. The recommended third year increase (2.5%) for June 1, 2014 would add about 129,512 for a new annual total of \$5,309,988. The average pay for AFSCME covered positions in the first year of this agreement is approximately \$47,181/year (\$22.68/hour), approximately \$48,502/year (\$23.32/hour) for the second year, and approximately \$49,714/year (\$23.90/hour) for the third year

Staff conducted a survey of several local governmental organizations including the City of St. Paul and State of Minnesota. The average salary increases given by these entities in 2012, 2013 and 2014 are in the range of 2.0 – 5.0 %. The wage increases proposed in this recommendation are in line with these averages.

2. PHA CONTRIBUTION TOWARD MEDICAL INSURANCE

Staff is recommending Board approval to increase the monthly PHA contribution amounts paid toward the cost of employees' medical insurance as shown below. Blue Cross/Blue Shield increased the cost for medical insurance premiums approximately 12% effective July 1, 2013.

In a separately negotiated Memo Of Understanding between AFSCME and the PHA, and approved by the Board on August 22, 2012, the PHA agreed to a new PHA contribution amount of 3.5% effective July 1, 2012. That provision will be incorporated in the new contract, in addition to the following terms:

- On July 1, 2013, the PHA will increase its employee contribution by 3.5% added to the base amount the PHA paid effective July 1, 2012. (The dollar amounts are listed on the following page and on an attachment.)
- In addition to the dollar amounts shown in Article 12.24, for July 1, 2013 – June 30, 2014 only, the PHA will make an additional payment of \$1,200 for full-time employees (30-40 hours/week) applied \$100/month, or \$900 for eligible part-time employees (20-29 hours/week) applied \$75/month, for employees who carry health insurance coverage through the PHA. Those employees who pay zero after applying only a portion of the monthly contribution will receive the balance of the monthly contributions accumulated in a single lump sum payment in July 2014 (pro-rated if the employee leaves PHA employment prior to June 30, 2014).
- On July 1, 2014, the PHA will increase its employee contribution by 3.5%. This is added to the base amount the PHA paid effective July 1, 2013. The 3.5% increase does not apply to the one-year additional contribution effective July 1, 2013 - June 30, 2014 of \$1,200 for full-time employees and \$900 for part-time employees.

These recommended increases would continue the PHA's pattern of increasing its contribution to employees' medical insurance costs by 3.5% each year, which was first approved by the Board

in 2011. Blue Cross/Blue Shield did not increase the insurance premiums that year but the PHA nevertheless committed to a 3.5% increase in its contribution, with the intent of leveling out its annual cost increases rather than changing each year as premiums changed by varying amounts. The table at the end of this report shows the history of premium increases and PHA contributions.

Consistent with the approach approved by the Board on April 28, 2008, the Agency pays the same dollar amounts regardless of the level of coverage (High Deductible, Basic, Standard, Premium) chosen by the employee. Effective July 1, 2013, staff is recommending that those payments be raised to these amounts based on the 3.5% increase:

- \$677 for single coverage (up from \$654, with the exception that the Agency will pay the full amount for the Basic option because the total premium is less than \$677),
- \$1,065 for single plus 1 coverage (up from \$1,029), and
- \$1,215 for family coverage (up from \$1,174).

Effective July 1, 2014 staff is recommending that those payments be raised 3.5% to:

- Single: \$ 701.00
- Single +1: \$1,102.00
- Family: \$1,258.00

The cost of this July 1, 2013, increase for the Agency's contribution for the AFSCME employee group is approximately \$142,932 for a total Agency cost of \$1,127,448. This includes the cost of the one-year-only additional contribution of \$1,200 for full-time employees and \$900 for part-time employees.

For employees who choose the High Deductible option (approved on April 24, 2013), the above amounts are divided between paying for the insurance premium and contributing the difference

to the Voluntary Employee Benefits Association (VEBA) account that allows the employee to pay for out-of-pocket expenses with pre-tax dollars.

Adequate funds were included in the current budget to cover the salary increases for the first and second years, and next year's budget will reflect the third year increase. Medical insurance cost increases for FY 2012 and FY 2013 were included in the Operating Budgets approved by the Board on March 27, 2013.

The changes to the contract are attached, with new language underlined and deletions ~~interlined~~.

DMM/KJF/ANH

Attachment: Health Insurance Increases 1996-2014
Proposed AFSCME Agreement Language Changes

HEALTH INSURANCE INCREASES

Proposed

YEAR	PREMIUM INCREASE	PHA INCREASE	EMPLOYEE INCREASE
2014		3.5% Proposed	Varies by option and type
2013	12%	3.5% Proposed plus PHA to contribute one time only – July 1, 2013 – June 30, 2014 an additional \$100 per month for FT employees and \$75 per month for PT employees	Varies by option and type

Actual

YEAR	PREMIUM INCREASE	PHA INCREASE	EMPLOYEE INCREASE
2012	7.2%	3.5%	Varies by option and type
2011	0%	3.5%	<3.5%>
2010	9%	9%	9%
2009	13%	12%	14%
2008	7%	2.5%	Varies by option
2007	7.5%	7.5%	7.5%
2006	7.13%	7.13%	7.13%
2005	0%	0%	0%
2004	5.27%	4.99%	6.41% (\$330/60% dependent coverage)
2003	9.71%	5.82%	28.06% (\$315/60% dependent coverage)
2002	8.2%	8.2%	(\$315/60% dependent coverage)
2001	15.4%	15.4%	(\$295/60% dependent coverage)
2000	24.33%	24.33%	(\$255/60% dependent coverage)
1999	20%	20%	(\$245/60% dependent coverage)
1998	5.12%	5.12%	(\$225/60% dependent coverage)
1997	9.9%	9.9%	(\$215/60% dependent coverage)
1996	6%	6%	(\$215/60% dependent coverage)
Average Increase	9.3% 154.76/18 years	8% 151.89/19 years	

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Pension Administrative Committee
Administrative Employee Representative

DATE June 26, 2013

Staff recommends the reappointment of Kathleen J. Frits as the Administrative Employee Representative to the HRA/PHA Pension Administrative Committee for a three-year term effective July 1, 2013 through June 30, 2016. Ms. Frits has been a committee member since July 1, 2007.

The election process by AFSCME and Supervisory and Confidential employees was concluded on June 13, 2013. A total of four employees were nominated but three employees declined their nomination. Twenty-nine ballots were completed and returned. Ms. Frits received 100% of the votes.

Other members currently serving on the Pension Administrative Committee are: Pete McCall, representing the Saint Paul City Council; Mike McMurray, representing the PHA Board; Tom Fox representing Local 132 employees; and Gary Grabko representing HRA employees.

MLM/DMM

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Amendments to Personnel Policies:
Supervisory and Confidential Employees

DATE June 26, 2013

Staff recommends Board approval of amendments to the Personnel Policies for Supervisory and Confidential (S & C) Employees, affecting approximately 48 employees. The proposed amendments cover the three-year period of December 1, 2012 to November 30, 2015 and include salary increases effective December 1, 2012 (retroactive), December 1, 2013 and December 1, 2014 and increases to the PHA's contribution amounts for medical insurance effective July 1, 2013, July 1, 2014 and July 1, 2015.

This report does not include a recommendation to increase the Executive Director's salary. Staff will present a separate recommendation on the Executive Director's salary at a future Board meeting.

The proposed policy language is as follows:

1. SALARY INCREASES

- 8.31 On December 1, 2012 the salary schedule published in Article 8.2 will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 1.0%.

Also on December 1, 2012 all regularly scheduled employees covered by this agreement whose salary is within the salary range will receive a 1.0% salary increase; and, all regularly scheduled employees who have completed their initial probationary period will be moved to the next highest step (see Exhibit B – Step Grid) after the 1.0% increase is applied. This brings the total aggregate salary increase to 2.8%.

On December 1, 2013 the salary schedule published in Article 8.2 will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 1.0%.

Also on December 1, 2013 all regularly scheduled employees covered by this agreement whose salary is within the salary range will receive a 1.0% salary increase; and, all regularly scheduled employees who have completed their initial probationary period will be moved to the next highest step (see Exhibit B – Step Grid) after the 1.0% increase is applied. This brings the total aggregate salary increase to 2.8%.

On December 1, 2014 the salary schedule will be adjusted by increasing the salary range minimums and maximums and the value of all steps by 2.5%.

Also on December 1, 2014 all regularly scheduled employees covered by this agreement whose salary is within the salary range will remain on the same step and will receive a 2.5% salary increase. This brings the total aggregate salary increase to 2.5%

The proposed compensation changes for S & C employees on December 1, 2012 would increase the payroll by approximately \$101,930, for a new annual total of about \$3,760,333. The recommended December 1, 2013 increase would be approximately \$105,289 for a new annual total of about \$3,865,622; and the December 1, 2014 increase would be about \$96,641 for a new annual total of about \$3,962,263. The average annual salary for S & C covered employees in the first year of this amendment would be about \$74,008 (\$35.58/hour), \$76,080 (\$36.58/hour) in the second year, and \$77,982 (\$37.49/hour) in the third year.

Staff conducted a survey of several local governmental organizations including the City of St. Paul and State of Minnesota. The average salary increases given by these entities in 2012, 2013 and 2014 are in the range of 2.0 – 5.0%. The wage increases proposed in this recommendation are in line with these averages.

2. PHA CONTRIBUTION TOWARD MEDICAL INSURANCE

Staff is recommending Board approval to increase the monthly PHA contribution amounts paid toward the cost of employees' medical insurance as shown below. Blue Cross/Blue Shield increased the cost for medical insurance premiums approximately 12% effective July 1, 2013.

- On July 1, 2013, the PHA will increase its employee contribution by 3.5%. This is added to the base amount the PHA paid effective July 1, 2012. (The dollar amount are listed on the following page and on an attachment.)
- In addition to the dollar amounts shown in Article 12.24 for July 1, 2013 – June 30, 2014, the PHA will make an additional payment of \$1,200 for full-time employees (30-40 hours/week) applied \$100/month, or \$900 for eligible part-time employees (20-29 hours/week) applied \$75/month, for employees who carry health insurance coverage through the PHA. Those employees who pay zero after applying only a portion of the monthly contribution will receive the balance of the monthly contributions accumulated in a single lump sum payment in July 2014 (pro-rated if the employee leaves PHA employment prior to June 30, 2014).
- On July 1, 2014, the PHA will increase its employee contribution by 3.5%. This is added to the base amount the PHA paid effective July 1, 2013. The 3.5% increase does not apply to the one-year additional contribution effective July 1, 2013 - June 30, 2014 of \$1,200 for full-time employees and \$900 for part-time employees.
- On July 1, 2015, the PHA will increase its employee contribution by 3.5%. This is added to the base amount the PHA paid effective July 1, 2014.

These recommended increases would continue the PHA's pattern of increasing its contribution to employees' medical insurance costs by 3.5%, which was first approved by the Board in 2011.

Blue Cross/Blue Shield did not increase the insurance premiums that year but the PHA nevertheless committed to a 3.5 % increase in its contribution, with the intent of leveling out its annual cost increases rather than changing each year as premiums changed by varying amounts.

The table at the end of this report shows the history of premium increases and PHA contributions.

Consistent with the approach approved by the Board on April 28, 2008, the Agency pays the same dollar amounts regardless of the level of coverage (High Deductible, Basic, Standard, Premium) chosen by the employee. Effective July 1, 2013, staff is recommending that those payments be raised to these amounts based on the 3.5% increase:

- \$677 for single coverage (up from \$654, with the exception that the Agency will pay the full amount for the Basic and High Deductible option because the total premium is less than \$677),
- \$1,065 for single plus 1 coverage (up from \$1,029), and
- \$1,215 for family coverage (up from \$1,174).

Effective July 1, 2014 staff is recommending that those payments be raised 3.5% to:

- Single: \$ 701.00
- Single +1: \$1,102.00
- Family: \$1,258.00

Effective July 1, 2015 staff is recommending that those payments be raised to:

- Single: \$ 726.00
- Single +1: \$1,141.00
- Family: \$1,302.00

For employees who choose the High Deductible option (approved on April 24, 2013), the above amounts are divided between paying for the insurance premium and contributing the difference to the Voluntary Employee Benefits Association (VEBA) account that allows the employee to pay for out-of-pocket expenses with pre-tax dollars.

The annual cost of this July 1, 2013 increase for the Agency's contribution for the S & C employee group is approximately \$75,912 for a total Agency cost of \$612,624 for S & C medical insurance premiums from July 1, 2013 to June 30, 2014. This includes the cost of the one-year-only additional contribution of \$1,200 for full-time employees and \$900 for part-time employees. Medical insurance cost increases during FY 2013 were included in the Operating Budget approved by the Board on March 27, 2013.

3. PAY GRADE CHANGES

The budget approved by the Board on March 27, 2013, included the decision to not fill a vacant Accounting Operations Manager position. The duties of that position were assigned to other staff. The Agency asked Fox Lawson (the consultant organization that evaluates the Agency's job classifications and determines appropriate pay grades) to review and determine the appropriate pay grade. They recommended that the two positions be changed as follows:

- Budget and Reporting Manager changed from C42 to C43; re-named Finance Manager;
- Accountant changed from C41 to C42.

Staff recommends that the corresponding salary increases for these two positions be effective retroactively to April 1, 2013, which is the date additional duties were added to each position. With the December 1, 2012 S & C salary increase recommended in this report, the Budget and Reporting Manager's current salary would be \$32.08/hour. Under the terms of the S & C Policies the recommended reclassification would raise that by 10% and round to the next higher step, which is \$35.75/hour (total 11.4% increase). Similarly, the Accountant's salary would increase from \$28.86/hour to \$32.08 (11.1% increase).

In the attached “Proposed Changes to the S&C Policies” the proposed new hourly rates and changes to part-time vacation accumulation rates are double underlined and deletions are ~~interlined~~.

DMM/ANH/KJF

Attachments:

Health Insurance Increases 1996-2015
Proposed Changes to the S & C Policies

HEALTH INSURANCE INCREASES

Proposed

YEAR	PREMIUM INCREASE	PHA INCREASE	EMPLOYEE INCREASE
2015		3.5% Proposed	Varies by option and type
2014		3.5% Proposed	Varies by option and type
2013	12%	3.5% Proposed plus PHA to contribute one time only – July 1, 2013 – June 30, 2014 an additional \$100 per month for FT employees and \$75 per month for PT employees	Varies by option and type

Actual

YEAR	PREMIUM INCREASE	PHA INCREASE	EMPLOYEE INCREASE
2012	7.2%	3.5%	Varies by option and type
2011	0%	3.5%	<3.5%>
2010	9%	9%	9%
2009	13%	12%	14%
2008	7%	2.5%	Varies by option
2007	7.5%	7.5%	7.5%
2006	7.13%	7.13%	7.13%
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2000	24.33%	24.33%	(\$255/60% dependent coverage)
1999	20%	20%	(\$245/60% dependent coverage)
1998	5.12%	5.12%	(\$225/60% dependent coverage)
1997	9.9%	9.9%	(\$215/60% dependent coverage)
1996	6%	6%	(\$215/60% dependent coverage)
Average Increase	9.3% 166.76/18 years	7.8% 155.39/20 years	

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM

**JON M. GUTZMANN
EXECUTIVE**

DIRECTOR

REGARDING Presidents Council/City Wide/PHA Allina
Neighborhood Health Connection Grant
Application for Statewide Health Improvement
Program (SHIP) Activities

DATE

June 26, 2013

Staff is requesting retroactive Board approval to request another Allina Neighborhood Health Connection Grant on behalf of the Hi-Rise Presidents Council and the City Wide Residents Council, this time in the amount of \$5,000. The Resident Councils will use these funds to work with staff and the Saint Paul-Ramsey County Department of Public Health (SPRCDPH) on the following activities:

1. Contract with the University of Minnesota Extension Programs and Urban Roots to provide onsite healthy cooking and nutrition classes for families and youth at the McDonough and Mt. Airy developments;
2. Purchase two picnic tables for the McDonough community gardens;
3. Purchase basic exercise equipment for the Ravoux Hi-rise exercise room.

Staff received the attached notice about this grant opportunity on June 5, 2013. Since applications were due June 14, 2013, staff immediately contacted the Resident Council leaders, who agreed that the PHA should apply on their behalf. Due to the short time frame and the small size of the grant request, staff determined that it was appropriate to act quickly and to seek retroactive Board approval. Grant awards are scheduled to be announced by July 10, 2013.

Last year, on behalf of the Presidents Council, the PHA applied for and received a \$2,500 Neighborhood Health Connection grant from Allina for similar activities, with Board approval on July 27, 2012. The Allina grant supplemented the \$85,000 SHIP grant the PHA and

SPRCDPH received from the State of Minnesota in December 2012. SHIP (the Statewide Health Improvement Program) awarded the grant to the SPRCDPH and the PHA to implement activities in the areas of nutrition, active lifestyle and tobacco reduction. However, that grant is scheduled to end effective June 30, 2013. SPRCDPH does have the opportunity to apply for an extension of the current SHIP grant through October 31, 2013. The Allina Neighborhood Health funds will assist PHA and SPRCDPH in continuing to implement SHIP-related activities until the next SHIP grant is in place. The Presidents Council agreed to serve as the lead applicant because community organizations with 501(c)(3) status were eligible to apply. Staff also sought approval from the City Wide Resident Council because of the timeline with the current SHIP grant and the strong focus on activities at the family sites.

ANH

Attachments: June 5, 2013 Allina Neighborhood Health Connection Funding Notification