

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
February 14, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held February 14, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Michael Leier
Thomas Jefferson Ken Krajsa

ABSENT

Bryce Johnson
Tonna Horsley

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Heather Struxness, Administrative Assistant
Lori Westbrook, Finance Manager
Eboney Ronningen, ROSS Coordinator

ABSENT

Randy Bach, Capital Improvements Coord.

BSI STAFF PRESENT

Dan Madler, Chief Operating Officer

GUESTS PRESENT

Deb Gunderson, New Horizons

ADDENDUM TO AGENDA

N/A

CONSENT AGENDA

M/S/P Krajsa/Leier To approve consent agenda

REPORTS

Financial statements

Ms. Westbrook reported on the final December 2011 Financials. On the Operating Statement; Low Rent had budgeted \$48,076 income and actual income is \$388,073; due to the Utility Expense coming in under budget; Tenant Rental Revenue is coming in over budget and we received a rebate check from Xcel for new furnaces purchased. General Fund had budgeted \$54,988 income and actual income is \$150,830; due to Revenue received from a 2nd Mortgage on a Home Sale. In Business Activities, income was budgeted at \$28,573 and actual income is \$69,333; due to the Maintenance and Utility Expenses coming in under budget. Section 8 was scheduled to make \$4,379 and actual income is \$116,306; which \$96,858 is Restricted Net Assets and \$19,447 is Unrestricted Net Assets.

OLD BUSINESS

Workforce Safety Update

Ms. Westbrook informed the Board that WSI will be performing an in-house audit by the end of the month. Staff participated in ergonomics training in January and the Fargo PD will be here to train on personal safety and verbal de-escalation at the February All Staff meeting.

Fleet & Appliance Update

The FHRA has now received 5 out of the 7 new fleet vehicles; the other two are in the process of being built. The planning for delivery and staging of the large appliance purchase is underway and we will continue to receive shipments through the end of March.

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ROSS Programs

Ms. Elliott informed the Board that the 2007 ROSS Grant money for the Meals on Wheels and Imagine, Reach and Become programs will both be out of funding in May 2012. This will negatively impact the three high rises which will no longer have weekend meals provided as of March. She stated that due to these budget cuts Ms. Ronningen will now be the only ROSS Coordinator for all 578 public housing units effective June 1st.

NEW BUSINESS

Strategic Planning

A one-day strategic planning session is expected to be held in either April or May. Mr. Fundingsland has contacted facilitators on availability and is currently waiting on their response. An email will be sent to Board members to coordinate an exact date.

Review of Retirement Plan

Ms. Westbrook reported that the FHRA is reviewing its retirement plan policy. Employees currently are required to contribute 5% of their paycheck while the FHRA contributes a match of 7%. Several staff members have asked that the 5% be decreased if the individual requests the lower amount. It is also asked if retirement funds can be rolled over into the FHRA plan from a previous employer and if additional money (over the 5%) is contributed to a plan that it will be a pre-tax contribution. The FHRA will explore these options and bring to the Board for approval in the future.

Safety & Security Property Updates

The Fargo PD will soon be guiding a drug dog through the apartment buildings owned/managed by the FHRA. These patrol dogs are trained to find drugs like marijuana, cocaine, heroin, and methamphetamines (meth). The first visits will be announced in advance, however; we may do unannounced follow-up visits.

100K Homes Endorsement

Ms. Elliott asked the Board to consider a letter of endorsement to the City of Fargo to move forward with the 100K Homes Campaign. This national movement consists of communities working together to find permanent homes for 100,000 of the country's most vulnerable homeless individuals and families by July of 2013.

M/S/P	Krajsa/Jefferson	To move forward with letter of endorsement to the City of Fargo regarding the 100k Homes Campaign.
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Bush Fellowship

Mr. Fundingsland has been invited by the Bush Foundation to be a "Fellow" in the Creative Community Leadership Institute (CCLI). This program is a four-month commitment that builds effective relationships and helps individuals develop leadership skills and solve problems related to improving communities. Mr. Fundingsland stated that the majority of the training sessions will be held on evenings and weekends, but there are approximately six (6) workdays scheduled. After discussion, the Board determined that Mr. Fundingsland will also be representing the HA through this fellowship and, so, will be allowed paid time off to attend the training.

M/S/P	Leier/Krajsa	To allow Mr. Fundingsland paid time off to attend the Bush CCLI training.
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Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held March 13, 2012.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary