

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
November 12, 2013**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held November 12, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Tonna Horsley  
Michael Leier                    Thomas Jefferson  
Bryce Alme Johnson

**ABSENT**

Ken Krajsa

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Steve Eickhoff, Capital Improve. Coordinator  
Michelle Greening, Finance Manager  
Meliha Cavkusic, Project Manager/Safety Coordinator  
Debbie Sanden, HR/Executive Administrative Assistant  
Robertta Cruz, Office Specialist  
Sheree Spear, Homeless Coordinator

**ABSENT**

Jill Elliott, Deputy Director

**BSI STAFF PRESENT**

None

**ADDENDUM TO AGENDA**

NAHRO Conference in Cleveland

**CONSENT AGENDA**

**RESOLUTION #38-2013**

M/S/P

Leier/Jefferson

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**Workforce Safety Update**

Ms. Cavkusic reported there were no injuries or claims in the month of October 2013. There are changes with the MSDS sheets taking effect in 2014 that will be implemented. Reflective mirrors have been purchased for the blind corners in the office to avoid collisions with hot coffee. The First Aid kits will be updated company-wide for consistency. It was reported that each employee will be provided with safety glasses and shields at the next All Staff meeting.

**RESOLUTION #39-2013**

M/S/P

Jefferson/Horsley

BE IT RESOLVED, to approve \$10 for each employee for a team building safety lunch with their Managers.

**Financials**

Ms. Greening presented the financial reports for the month of October 2013. Financial reports for the month of October were included in the board packet for review. Discussion ensued on the financial reports as presented in addition to reserves.

**Capital Projects**

Mr. Eickhoff reported on the High Rise project completion. The scattered sites are focusing on remodeling. The phone system has been completed and TrueIT is currently working on cleaning up issues moving forward. The RFQ for GPNA has been submitted to HUD and we are waiting for approval. The demo/dispo has been sent in to HUD for review and approval. Planning and estimating continues on the waste stacks replacement at New Horizons. The lease came today to add T-Mobile to New Horizons.

**OLD BUSINESS**

**Strategic Plan Follow-up**

Mr. Fundingsland presented information on the Management Team visit to the St. Paul Housing Authority. The materials received from the St. Paul Housing Authority were passed around for review. The goal is to implement processes and procedures to assist in increasing FHRA PHAS scores and monitoring. Discussion ensued on the topics discussed at the strategic planning session.

**Joint BSI/FHRA Board Meeting**

Discussion ensued on the joint board meeting that occurred in September 2013. Mr. Fundingsland reported Eide Bailly has been hired to complete the requested property report from both boards. A meeting will be scheduled in January 2014 for both boards to review the report prepared by Eide Bailly and proceed with strategic planning.

**NAHRO Cleveland Conference**

There was disappointment in the venue for the NAHRO Conference held in Cleveland. The hotels were located far from the convention center. It was difficult to connect with individuals attending unless a committee meeting was attended. The Board of Governors is searching for additional commissioners who are interested in participating on the board.

**NEW BUSINESS**

**Consider High Performer Incentive**

Mr. Fundingsland reported on the High Performer Status that was achieved for 2012. The Section 8 Team has consistently achieved high performer. The Public Housing staff has regained High Performer status for the year 2012.

RESOLUTION #40-2013

M/S/P

Alme-Johnson/Leier

BE IT RESOLVED, to approve a \$125 incentive payment per employee (pro-rated for part-time) for the High Performer Status along with a note from the Board to staff members in appreciation for Section 8 retaining their status and Public Housing in regaining the status.

**Closing of Section 8 Voucher Program to New Applications**

Mr. Fundingsland reported FHRA is lacking in funding to continue with the voucher program as it is currently. Ms. Spear reported the Shelter Plus Care Program is currently full and provided information on case management. It was reported that St. Paul Housing Authority had closed their Section 8 Voucher program for new applications a few years ago. Discussion ensued on the process for closing and reopening the waiting list in the future.

**Repairs to Central Office Building**

Mr. Fundingsland reported that the brick planters are rising and breaking up at the corner of the building and it is time to tear it down and rebuild them. The project has begun and is currently in process. BradCo out of Fergus Falls is the masonry company that is completing the work.

**Potential Relocation of BSI**

Mr. Fundingsland reported on the five new projects that BSI has applied for and received State HIF Funding for. They currently have three underway. BSI has now created over 650 new units. The new project load means they will need to add a new person within 6 weeks and, probably a second person within 6 months. There is no additional space for BSI in the building. They are considering a move to the Graver in the old law office space. The Accounting Department will move upstairs once BSI moves to their new location. The move is scheduled for June or July 2014.

**Tenant Complaint**

Mr. Fundingsland summarized a document received from a tenant at the High Rise. Discussion ensued regarding the document and procedures moving forward to resolve the issue. All complaints or issues received by FHRA are researched and investigated.

**Staffing**

Mr. Fundingsland reported that Ms. Elliott will be out on medical leave for a period of six weeks. She is in contact with the office daily and has scheduled a few meetings at her apartment building. The Manager of the High Rise has retired. Ms. Cavkusic applied for the High Rise Manager position and was selected. The job position advertisement for the Public Housing Manager to cover Meliha's previous position is currently posted.

**Annual Christmas Party**

Mr. Fundingsland reported that the Christmas Party will be held on Friday, December 6, 2013 at the Plains Art Museum at 11:30 AM.

RESOLUTION #41-2013

M/S/P

Alme-Johnson/Leier

BE IT RESOLVED, to allow the FHRA staff the afternoon off after the Christmas luncheon.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held December 10, 2013.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary