

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
December 8th, 2015**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held on Tuesday December 8th, 2015 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway N., Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore
Thomas Jefferson
Bryce Alme-Johnson
Tonna Horsley

ABSENT

Ken Krajsa
Michael Leier

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Steve, Eickhoff, Capital Improve. Coordinator
Sarah Jerome, HR Manager/Executive Assistant
Chrissy N., Office Specialist/ Eligibility
Meliha Cavkusic., Project Manager/Safety Coordinator

ABSENT

Scott Noeske, Finance Manager

PUBLIC GUESTS

Brenda Wick, Fargo VA Functional Zero

ADDENDUM TO AGENDA

CONSENT AGENDA

RESOLUTION

Thomas/ Bryce

BE IT RESOLVED, the Consent
Agenda is approved.

REPORTS

Capital Projects

Capital Improvement Coordinator does not have any reports at this time.

Financials

Budget presented by Lynn- Errors on the budget report (combined incomplete)
Scott was not present at the time. Numbers will be reanalyzed and will be presented
when they have been corrected at a later date.

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Deputy Director's Report

Ms. Elliot presented report for both October and November. Respite: Small MFP Grant, CLS hired respite coordinator. Men reside at New Life Center and Women at New Horizons and Pioneer Manor. North Sky II has been successfully filled to capacity by December 1st, 2015 30 days prior to the deadline that we were given. FHRA is ending the voucher year at 99.6% utilization same as Vash (100%).

OLD BUSINESS

High Rise/RAD update

Mr. Fundingsland updated on High Rise Street in front of the building is now open and accessible. There is now a bus shelter on the street in front of the High Rise. RAD has changed due to low RAD rents. High Rise transfer in order to cash flow is only 15 clients at one building a year which puts the project at 16 years total. Alternatively section 18= sell the high rise building and give all those clients vouchers. HUD will not mix both programs if they cannot combine the two. Section 18 program would make the most sense. Continuing to build new build buildings and utilize section 18. BSI means no RAD meaning there would no longer be a shared file. City of Fargo allows \$550,000 grant to FHRA. FHRA needs new construction architects in order to present estimates to HUD.

35 under 35 Chamber Program Participation

Mr. Fundingsland was happy to announce Ashley Berkienpas an FHRA staff was selected to participate and represent FHRA in a program where a limited number (35) of candidates meet with successful business leaders to gain more knowledge to help individuals grow and expand knowledge on how to become a successful business leader.

NEW BUSINESS

VA Announcement

Functional Zero Transitional living for homeless Veterans will not have to stay outside unless they choose to. Functional Zero works with various shelters around the area. They stride to rehouse homeless veterans and rapidly rehouse veterans and work towards housing Vets within 90 days of being homeless. Currently the average is 40 days of being homeless. There is a Hotline available for Vets if interested. 190 HUD VASH vouchers, currently 93% filled. Practice a "Housing First Model" meaning Veterans are not required to address any mental health/addiction issues until after being housed.

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Safety Program Update

Safety Coordinator presented our yearly premium was reported at -3.6% and has tremendously decreased when compared to years past. Overall injury rate is much lower. Expanding Safety Policies starting with "Lock Out, Tag Out" implementation. Passed Safety audit.

Bryce: motion to approve a one-time incentive for our safety program and high performer status

\$100- Safety achievements
\$100- High Performer Status
\$10/employee lunch

RESOLUTION

Karen/ Thomas

BE IT RESOLVED, that the Board of Commissioners of the FHRA hereby approves one time incentive for safety accomplishments and Achieving High Performer status, in favor of the diversion

5 Board Members Approved
0 Board Members Opposed

Revised Procurement Policy

Capital Improvement Coordinator presented the revise numbers and limits. This does not change anything for FHRA due to being governed under ND state procurement requirements. Federal Regulations (page 3 of procurement policy) Reflect the budget limitations.

RESOLUTION

Thomas/ Tonna

BE IT RESOLVED, that the Board of Commissioners of the FHRA hereby approves revised procurement policy in favor of the diversion

5 Board Members Approved
0 Board Members Opposed

Administrative Plan

Ms. Elliott presented/requested approval of Chapter 17 of the Admin Plan going over best practices on how to run Public Based Vouchers.

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RESOLUTION

Bryce/ Thomas

BE IT RESOLVED, that the Board of Commissioners of the FHRA hereby approves Chapter 17 of Admin Plan, in favor of the diversion

5 Board Members Approved
0 Board Members Opposed

2016 COLA

2.3% COLA inflation is expected for 2016. Mr. Fundingsland proposed 2.3% adjustment. Thomas proposed that we revisit midyear. Lynn also mentioned consideration of a Salary Survey first quarter of 2016.

RESOLUTION

Thomas/ Tonna

BE IT RESOLVED, that the Board of Commissioners of the FHRA hereby approves 2.3% COLA adjustment

5 Board Members Approved
0 Board Members Opposed

FHRA Holiday Party- ½ day

Lynn requested to allow staff members receive ½ paid time off after Holiday Party.

RESOLUTION

Thomas/ Tonna

BE IT RESOLVED that the Board of Commissioners of the FHRA hereby approves ½ day paid time off after Holiday Party

5 Board Members Approved
0 Board Members Opposed

Adjourn

There being no further business to come before the Board, the meeting adjourned.

Karen Moore
Chairperson

Lynn Fundingsland
Executive Director