

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
August 21, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held August 21, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Bryce Johnson
Thomas Jefferson Ken Krajsa
Michael Leier Tonna Horsley

ABSENT

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Heather Struxness, Administrative Assistant
Michelle Greening, Finance Manager
Kasye Sherva, Assistant Project Manager

ABSENT

Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coord.

ADDENDUM TO AGENDA

N/A

CONSENT AGENDA

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

REPORTS

Financial statements

Ms. Greening reported on both June and July Financials. On the Balance Sheet for July; under Low Rent, the Wells Fargo investment account for the High Rise was closed and payment was made for the 22nd floor renovations. In General Fund; the asbestos settlement check was received for the High Rise and was applied to the August financials. No significant activity was reported under Business Activities, Section 8 or Grants. On the Operating Statement; Low Rent had budgeted \$83,440 income and actual income is \$166,743; due to the Maintenance Expense coming in under budget. General Fund had budgeted \$6,741 income and actual income is \$109,720; due to Maintenance Expense being under budget. In Business Activities, income was budgeted at \$23,118 and actual income is \$50,220; due to the Maintenance Expense being under budget. Section 8 had budgeted -\$2,673 and actual income is -\$35,897; due to the HAP Expense coming in over budget and the Admin Expense being under budget.

Workforce Safety Update

Mr. Fundingsland reported that the HRA has been awarded a \$20,000 grant from the Workforce Safety and Insurance Ergonomic Initiative/Grant Program. The purpose of the Ergonomic Initiative is to reduce or eliminate cumulative-type injuries at the workplace. WSI will pay up to 75% of any costs incurred to purchase the appropriate office equipment needed to correct ergonomic issues.

OLD BUSINESS

Lashkowitz High Rise

Mr. Fundingsland and Mr. Madler recently met with City Officials regarding possible funding sources for the High Rise renovation. The current gap is approximately \$4,000,000. It was indicated that a potential means of funding may be obtained through the Housing Incentive Fund (HIF) program, which is a loan fund made possible by contributions in exchange for credits against state income tax liability. Currently all of the HIF monies are allocated to western North Dakota. The Governor stated that he will consider earmarking a percentage of funds for the rest of the state and will bring the matter forward in the coming legislative session.

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Discovery Benefits Policy

Mr. Fundingsland reported that in the past the FHRA has had to compensate Discovery Benefits for drawdowns taken by past employees. After discussion, the Board decided to move forward with July's resolution to make it a standard operating policy to apply any monies that are not used towards admin fees rather than distribute to participating employees.

Strategic Planning

The FHRA is currently in the process of acquiring a consultant for the Strategic Planning session, which is anticipated to be held in October. Mr. Fundingsland will inform the Board when an exact date has been identified.

Lashkowitz High Rise Asbestos Lawsuit

Motley Rice LLC, the firm representing the HRA, has agreed to the transfer of compensation for the asbestos lawsuit settlement to the FHRA; to Southpaw Koufax who will assume the balance of the HA's entitlement in return for their current payment to the HRA.

NEW BUSINESS

Staffing

Mr. Fundingsland announced that Kayla Evenson has been hired as the new Office Specialist; Dianna Gagner has transferred to Assistant Project Manager and Sheree Spear has transferred to the Homeless Program Manager position. The vacant position for Eligibility Specialist has been posted and applicants will be interviewed within the next week.

Resident Advisory Board

Ms. Struxness gave an update of the Resident Advisory Board meeting held on August 9th. Members voted to approve the 2013 Capital Plan, adopt the Anti-Bullying Policy, and approve an amendment to the Domestic Violence Clause. The next meeting will be held in September.

Discrimination Complaint

A former client of the HRA has filed a discrimination lawsuit with the Department of Labor stating that they were removed unfairly from their former housing unit. Ms. Elliott has assembled supporting documents to appeal this suit. The Board will remain updated on any further information that arises.

Housing America Month

Commissioner Moore informed members that October is Housing America Month. Housing America is a year-long campaign to inform the public and decision makers about the need to meet the country's affordable housing and community development challenges. Staff will work on composing an article for The Forum to publish regarding the FHRA's latest accomplishments.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held September 11, 2012.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary