

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
September 11, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held September 11, 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 Tonna Horsley
Michael Leier

ABSENT

Ken Krajsa

FHRA STAFF PRESENT

Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coord.
Heather Struxness, Administrative Assistant
Michelle Greening, Finance Manager
Meliha Cavkusic, Project Manager/Safety Coord.
Darla Belyea, Program Manager
Kayla Evenson, Office Specialist

ABSENT

Lynn Fundingsland, Executive Director

ADDENDUM TO AGENDA

N/A

CONSENT AGENDA

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

REPORTS

Financial statements

Ms. Greening reported on the August Financials. On the Balance Sheet; under Low Rent, the asbestos settlement check was received for the High Rise. Under General Fund; home sale proceeds were received. No significant activity was reported under Business Activities, Section 8 or Grants. On the Operating Statement; Low Rent had budgeted \$95,360 income and actual income is \$200,998; due to the Maintenance Expense coming in under budget. General Fund had budgeted \$7,704 income and actual income is \$113,546; due to Maintenance Expense being under budget. In Business Activities, income was budgeted at \$26,420 and actual income is \$55,062; due to the Maintenance Expense being under budget. Section 8 had budgeted -\$3,055 and actual income is -\$44,661; due to the HAP Expense coming in over budget and the Admin Expense being under budget.

Workforce Safety Update

Ms. Cavkusic 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. No new injuries have been reported.

OLD BUSINESS

Lashkowitz High Rise

Mr. Eickhoff reported that a new hot water system and boiler have been installed and are running properly and all the valves have been replaced. Due to a low vacancy rate in Fargo, the building may need to remain populated during renovation, which would add one additional year to the construction period. Commissioner Johnson asked that Mr. Fundingsland produce a letter for all the Commissioners to sign in support of the Governor earmarking a percentage of HIF funds for the eastern part of North Dakota, which would then be brought forward in the coming legislative session for consideration. In addition to the joint letter, Commissioners also agreed to generate individual letters of support.

M/S/P Johnson/Jefferson To produce both joint and individual letters of support to the Governor regarding earmarking a percentage of HIF funds for eastern North Dakota.

HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
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Page 2

Strategic Planning

The FHRA has acquired a consultant for the Strategic Planning session, which was anticipated to be held in October. After discussion, the suggested dates were not viable for all members. It was asked that the training be changed to November and to notify members once available dates have been identified.

Discrimination Complaint

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

NEW BUSINESS

Commissioner Jefferson and Commissioner Johnson Reappointment

Ms. Elliott notified Commissioner Jefferson and Commissioner Johnson that their terms are set to expire on September 30th and, that the Mayor will be contacting them on reappointing each of their positions for another 3-year term.

Staffing

Ms. Struxness has accepted the full-time Administrative Assistant position with Beyond Shelter, Inc., which will begin October 1st. Nazar Habib has been hired as the new Eligibility Specialist/Program Manager; Krista Stone has resigned from her position and Ebonee Ronningen will be transferring to the High Rise as the new Resident Service Coordinator. The vacated positions for HR/Administrative Assistant and the ROSS PH Coordinator have been posted and applicants will be interviewed by the end of the month.

Building Addition

Beyond Shelter, Inc. is needing additional office space, the HRA is looking at the architectural and cost feasibility of expanding the addition on the garage to accommodate. Mr. Eickhoff has contacted Ken Anderson Architecture to see if the building is structurally stable to hold additional offices and, if so, to provide a cost estimate.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held October 9, 2012.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary