

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
January 12th, 2016**

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, January 12th, 2016 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway N., Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore
Thomas Jefferson
Michael Leier

ABSENT

Tonna Horsley
Bryce Alme-Johnson
Ken Krajsa

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coordinator
Scott Noeske, Finance Manager

ABSENT

Sarah Jerome, HR Manager/Executive Assist.

NO QUORUM

REPORTS

Capital Projects

Capital Improvement Coordinator reported Capital for 2014 has been closed-Capital 2015 is now open.

Financials

Scott discussed- balance sheets. Discussed changes to balances for each fund. Money moved to RAD savings - Public Housing. General Balance Sheet - was presented mortgage has been paid off. Scott went over Operations Statement. Discussed if the General Fund account, Business account, and Section 8 were relatively close to the actual number.

Deputy Director's Report

HOME compliance passed in both September through December. There was one site that failed for the year. Ms. Elliot reported the compliance issue has been resolved. Ms. Elliot has been conducting staff evaluations. Staff has also been asked to fill out a Self-Appraisal. Offering a chance for staff input. FHRA have been selected for the Rent Reasonableness Audit by HUD. Reason for being pulled is due to our low rent. There was a tragic Suicide incident at 14-1 New High Rise. Tenants have been informed and are encouraged to utilize the provided support program. It was suggested by the board to provide additional resources to tenants. Jill Elliot would like to have information sent to Scott Noeske by Thursday, January 14, 2016. Respite program was launched this month. Ms. Elliot updated on how program has been going so far. The Board of commissioner has requested to have any false accusations be taken up directly with Commissioners.

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STAFF CHANGES/UPDATES

Chrissy Nguyen, Office Specialist/Eligibility- submitted Resignation notice to Human Resources January 4, 2016. Exit interview has been conducted and filed with HR department. Section 8 Manager has been out due to serious health condition. Ms. Elliot is confident we have enough staff willing to help out in the meantime. Miss Jerome has reached out to Temp Agency for a Data Entry employee to enter applications that were left from previous staff member. Ms. Elliot stated Sherry Pearson, now a Leasing Specialist for all South Side locations along with Public Housing, and Nazar Habib are both qualified to help out with Eligibility duties when needed. All staff has been working late hours and are overloaded. We are considering hiring another temporary employee to help out for roughly 10 hours per week to help out with our staff's general office duties. Finance Manager stated it would be too expensive to hire on full time employee. Jill Elliot has been conducting Staff Evaluations. An additional Annual Self Appraisal packet document was created and incorporated to ensure our staff is more involved in the evaluation process. Jill is still very involved with the prioritization and implementation committee which is taking up the majority of her time.

OLD BUSINESS

RAD

Move to New Business

NEW BUSINESS

RAD

RAD Reserves in 2016 budget
No Quorum- No action

Tenant A/R Write-Off's

No Quorum- No action

Adjourn

Time: 2:15PM

Meeting adjourned to Executive Session.



Karen Moore
Chairperson



Lynn Fundingsland
Executive Director