

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
November 8, 2016**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held November 8, 2016 at 1:30 PM in the Main Conference Room, 325 Broadway, and Fargo, North Dakota.

**FHRA STAFF PRESENT**

Lynn Fundingsland    Jill Elliott  
Steve Eickhoff        Amy Rissmann  
Scott Noeske         Meliha Cavkusivic  
Sherri Denne

**FHRA BOARD MEMBERS PRESENT**

Tonna Horsley        Bryce Alme-Johnson  
Ken Krajsa            Karen Moore

**OTHERS PRESENT:**

Jenn Lambert Kilbourne Group

**CONSENT AGENDA**

October Board Meeting Minutes did not include board members present. This information will be added. Employee Training for Tax Credits for up to six employees is requested.

Motion to approve the Consent Agenda amendments  
BE IT RESOLVED, the Consent Agenda is approved

Alme-Johnson/Krajsa

**REPORTS**

**Financials**

Mr. Noeske presented the financial reports. He reviewed the income statement actual to budget and discussed the differences. Mr. Noeske also reviewed the balance sheet actual to last month and discussed the changes in cash position.

**Capital Projects**

Mr. Eickhoff explained that existing remodel projects continue in scattered sites and that no large projects are plan till RAD projects are finalized. 2017 Capital Fund will be submitted when ACC amendments are released in early 2017.

**Deputy Director**

Ms. Elliott reported that the 2017 Annual Plan had been submitted to HUD. The Housing America Celebration to honor the "What Home Means To Me:" Poster Contest Winners was held at Crossroads .Featured Speakers were Kathy Coyle and Commissioner John strand. Fargo had a National winner this year that is featured in the 2017 National NAHRO Calendar. Fargo also had two state winners that went to Regional. The ROSS Coordinators hosted a

Pumpkin painting party with Our Madison area children and residents from the High Rise which was a great success.

Continuum of Care grants were awarded for the 2017 grant season. All grants were renewed with the exception of the Sisters Path Grant with Share House which targeted Chemical Dependency. However, the FHRA and YWCA coauthored a new grant for Sisters Path with a Domestic Violence Target. This Grant was funded for Supportive Staff through the YWCA at Sisters Path.

Our Limited English Proficiency Documents with written translation in three languages is almost complete. The Housing Authority has provided free Oral translation continuously. The FHRA is nearing the 5% point at which point HUD requires written translation also. The three languages are Somali Arabic and Nepali.

### **OLD BUSINESS**

Progress with RAD projects – New Horizons has been conditionally awarded Low Income Housing Tax Credits. A partnership is expected to close by March and construction started no later than August.

### **High-Rise re-visit**

Our development consultant suggests we re-visit the possibility of rehabbing the high-rise rather than selling it. The value of credits has gone up considerably since we last looked at the project. Too, we are going to run a pro-forma doing a 'rolling' rehab rather than fully vacating the building during construction. These changes may make a rehab financially feasible after all. We expect to have a good idea of feasibility by the end of the year.

### **Land Acquisition**

Land was purchased from Gate City Bank. FHRA obtained three quotes from area banks. Mr. Fundingsland requested approval to do the financing with Bell Bank.

Motion to approve financing with Bell Bank  
BE IT RESOLVED, the motion is approved.

Alme-Johnson/Horsley

### **Energy houses demonstration project**

The City is exploring the idea of turning the project over to Beyond Shelter. This would allow injection of HOME funds to the project, which need to flow through a qualified CHDO, which BSI is.

### **Core Values progress**

Ms. Rissmann explained that recruitment for the employee cultural committee to incorporate the Core Values has started with the application closing date 11/18/16. The senior management team also met with John Trombley from The Village to discuss ideas for a framework of implementing Core Values.

## **Staffing Update**

Ms. Rissmann explained that FHRA has filled the Homeless Coordinator position and is in the final stages of filling the Director of Development position. FHRA has also started to utilize staffing companies to assist in filling some maintenance and janitorial positions, which are difficult to fill.

Ms. Rissmann also explained that the internal job postings for three Department Portfolio Managers were communicated with an application deadline of 11/18/16.

Ms. Rissmann explained that she is revising job descriptions which will result in re-classifying some present exempt positions into non-exempt positions. This will result in more employees filling out a time card.

Ms. Rissmann and Mr. Noeske are in the final stages of recommending a software to electronically track time, attendance, employee benefits, ACA reporting, and payroll.

## **2015 Audit**

Motion to approve audit

Krajsa/Alme-Johnson

BE IT RESOLVED the motion to approve the 2015 audit is approved.

## **NEW BUSINESS**

### **ND WSI Audit**

Motion to approve a luncheon award for passing the audit.

Alme-Johnson/Horsley

BE IT RESOLVED the motion to approve a luncheon for passing the audit.

## **Recap of State NAHRO Conference**

State NAHRO has been fairly active meeting jointly with NDHFA, and Rural Housing. FHRA invited Cody Schuler, to present on Homeless issues and get more involvement in the state Continuum of Care. FHRA staff also reported on the National Conference.

## **Recap of National NAHRO Conference**

National NAHRO Highlights included Jill's work on CRD committee: the Homeless Task Force white paper Part II was published and disseminated. A task force on screening policies will be writing a white paper on best Practices. HUD has went on record that Housing Authorities should not use arrest records as a screening tool and they encourage Housing Authorities to give applicants with less than stellar record a second chance.

San Antonio Housing Authority requested a meeting with FHRA staff and Board to request permission to "copy" our Medical Respite Program. They attended the Medical Respite session in Portland and were impressed with the common sense approach and community cost savings. Several Board Members and staff met with their Board and Staff over a productive lunch

**Employee Christmas Party**

Motion to allow staff to take the afternoon of the Christmas party off. Krajsa/Horsley  
BE IT RESOLVED the motion to approve the afternoon of the Christmas party is approved.

There being no further business, the meeting adjourned. The next meeting is scheduled for December 13, 2016.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary