

reunites families and works in partnership with Cass County Child Protective Services, as well as youth aging out of foster care that are at risk of homelessness.

Financials

Tom Keller, Finance Manager for Programs and Grants, and Jill Liebelt, Finance Manager for Affordable Housing and Development, presented their report as submitted. Mr. Keller reported there are no causes for concern. The Finance team is progressively working through the financial portfolio and are nearing a clear and comprehensive grasp of Fargo Housing's financial outlook. Mr. Keller and Ms. Liebelt continue to work in partnership with Brady Martz and Eide Bailly to complete the audit. Upon inquiry, Mr. Keller acknowledged that Fargo Housing will not be penalized for the late audit. Upon inquiry, Mr. Keller noted he aims to provide an update regarding the process for gathering information regarding projected expenses as well as the impact of the 2.5% COLA through the fiscal year, at the next board meeting.

Facilities

Matt Sheppard, Facilities Manager, presented his report as submitted. Mr. Sheppard reported progress on the capital fund. The team is now moving units at the Lashkowitz High Rise on an average of three to four units per week. Mr. Sheppard is working on multiple RFPs to procure a new group of contractors, including plumbing, carpentry, and electrical services, for work on scattered sites homes. Mr. Sheppard is working on budgets for University Drive Manor. Upon inquiry, Mr. Sheppard reported he will research the income generated from antennas housed on the Lashkowitz roof.

Human Resources

Amy Rissmann, Human Resources Manager, presented her report as submitted. Ms. Rissmann reported that in the fourth quarter of 2019, Fargo Housing amended five employment policies. Ms. Rissmann is in the process of communicating how those changes will impact the employees and has planned Lunch and Learn sessions to provide opportunities for the staff to ask questions about the amended policies. Ms. Rissmann will be planning and coordinating several staff-wide trainings in the upcoming months, including emotional intelligence, workplace etiquette, and harassment in the workplace training. There are several positions open, due to organizational growth.

Assets and Compliance

Nazar Habib, Assets and Compliance Optimization Manger, presented his report as submitted. Mr. Habib noted that January remains a significant reporting and compliance month, due to the end of the fourth quarter, as well as the renewal of all memberships. Mr. Habib reported the primary focus is to complete the New Horizons project, with conversion to permanent debt financing. The project will wrap up soon, with only an outstanding insurance clarification to resolve. In partnership with Ms. Elliott, Mr. Habib secured online payment capabilities for residents through Yardi, which will be launched through the new Fargo Housing website.

OLD BUSINESS

Lashkowitz update

The Board of Commissioners will be voting on an updated resolution for submission of the Section 18 Disposition application.

New Horizons update

An update on the New Horizons project was provided during the Assets and Compliance report.

Elliott Place update

BlueLine Development will attend the February Board of Commissioners meeting to present the Elliott Place deal.

NEW BUSINESS

Lashkowitz High Rise Section 18 Disposition Application

RESOLUTION #2020-01-03

Jefferson/Leier

BE IT RESOLVED; the proposed resolution is approved.

Multifamily update

An update on the Multifamily project was provided during the Deputy Director’s report.

The next meeting is scheduled for January 14, 2020, at 1:30pm.

Karen Moore
Chairperson

G. Matthew Pike