

# FORT BERTHOLD Housing Authority

Volume 2 / Issue 9

## SEPTEMBER 2020

Lease Compliance and Inventory With the help of some Admin workers handed out COVID-19 supply buckets to our Tenants who were home August 19,20, and 21.

If you were not home and did not receive a bucket please contact our main office at 701-627-4731 and our new receptionist Brandy will take your information and give it to our Lease Compliance Department who will then get contact will you to set up a time.



We are open at our regular hours at 8:00am to 4:30pm **by appointment only due to COVID-19**. We are taking Rent Payments by mail. Please send to:

**Fort Berthold Housing  
Authority PO Box 310 New  
Town, ND 58763**

If you want to contact lease compliance regarding rent or application to our units please call/text 701-421-1249

If you are a tenant and have a Maintenance Emergency please call 701-627-3045 or call /text 701-421-8585 or call/text 701-421-1249

For more information go to our website at [www.fbha.org](http://www.fbha.org) or Facebook/Instagram and like us!

## Recommended Safety Tips

Please go to look up useful information we all can use.

<https://www.ready.gov/september>

[WWW.FBHA.ORG](http://WWW.FBHA.ORG)

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BILL JACOBS, INSURANCE MANAGER

# National Preparedness Month

Since its inception in 2004, National Preparedness Month is observed each September in the United States of America. Sponsored by the Federal Emergency Management Agency within the Department of Homeland Security, National Preparedness Month encourages Americans to take steps to prepare for emergencies in their homes, businesses, schools, and communities. FEMA's Ready Campaign, the correlating public education outreach campaign, disseminates information to help the general public prepare for and respond to emergencies, including natural disasters and potential terrorist attacks.

[FBHA NOW HAS FACEBOOK AND INSTAGRAM!!!](#)



## Apple Cider Doughnut Cake

Our Apple Cider Doughnut Cake is flavorful and moist with

apple cider glaze and cinnamon sugar to top it off.

an

AUTHOR: **Jennifer Fishkind** PREP TIME: 15 minutes COOK TIME: 45 minutes TOTAL TIME: 1-hour COURSE: Dessert

CUISINE: American SERVINGS: **12 Ingredients**

- Yellow cake mix
- 3/4 cup apple cider
- 1 tbsp brown sugar
- 1/2 cup apple sauce
- 1 tsp vanilla
- 1/4 cup cinnamon
- 1/4 cup sugar
- 1 cup powdered sugar
- 1/4 cup melted butter



### Instructions

1. Prepare box cake mix as instructed in a large bowl.
2. Add 1/2 cup apple cider, brown sugar, apple sauce, and vanilla and whisk until well blended.
3. Pour mix into a well-greased 7" Bundt pan.

### Instant Pot

1. Add 1 1/2 cups of water to the instant pot. Cover Bundt pan with foil and lower into the instant pot using a sling. Seal, and set on manual high pressure for 45 minutes. Allow natural release for 15 minutes. Remove from the instant pot and let cool.

### Oven

1. Preheat oven to 350 degrees. Place Bundt pan on center rack and bake for 45 minutes. Test with a toothpick by sticking into the middle of the cake, if it comes out clean it is ready. Remove from heat and allow to cool on a wire rack for 20 minutes.

### Apple Cider Glaze

1. While the cake is cooking, prepare apple cider glaze. Add powdered sugar and remaining apple cider to a small bowl and whisk to desired consistency
2. In a separate bowl. Mix cinnamon with sugar.
3. Once the cake has cooled, brush the entire surface with melted butter. Rub cinnamon sugar mixture until evenly coated.
4. Serve warm with apple cider glaze dip and enjoy!

### Nutrition per serving

Calories: 117kcal | Fat: 4g | Saturated fat: 2g | Cholesterol: 10mg | Sodium: 36mg | Potassium: 44mg | Carbohydrates: 22g | Fiber: 3g | Sugar: 17g | Protein: 1g | Vitamin A: 133% | Vitamin C: 1% | Calcium: 52% | Iron: 1%

Keyword: Apple, cake, Cake Mix, donut, doughnut, Instant Pot

**JOB ANNOUNCEMENTS -August – September  
,2020**

**Administration**

Contract Officer - \$Salary, DOQ/DOE.

**Maintenance Dept.**

Maintenance Manager- Starting, Full Time \$  
DOQ/DOE

Maintenance Worker(s)-starting, Full-Time  
\$17.00 per hour

(White Shield, Twin Buttes, Four Bears, Mandaree,  
New Town, Parshall)

LIHTC Custodian/Grounds Keeper(s)- starting, Full-  
Time \$16.00 per hour

Custodian-starting, Part-Time \$16.00 per hour

**Modernization/Renovation Dept.**

Modernization/Reno Clerk-starting, Full-Time \$16.00  
per hour

Carpenter Helper(s)-starting, Full-Time \$18.00 per  
hour

**Lease Compliance Dept.**

Lease Compliance Manager- Starting, Full Time \$  
DOQ/DOE

Lease Compliance Specialist-starting, full-Time  
\$16.00 per Hour

(New Town, Parshall and Four Bears, Mandaree)

**Environmental Dept.**

(2) Technician-starting, Full-Time \$17.00 per  
hour

**Excellent Benefits Free Employee  
Medical/Dental/ Vision/ Life Insurance  
Matching 401 (k) Plan**

**Contact: Human Resources or  
Executive Director**

**Important Notice:**

In effort to mitigate the community spread of COVID-19 Fort Berthold Housing Offices have opened to the Public **by appointment only**, as of June 29, 2020.

We are still here and ready to help you.

We want you to know that the safety of our tenant and employees are our top concern.

We have taken several steps to safely serve our community.

- Our lobby, offices and public spaces are being given an additional level of cleaning.
- We've asked employees to take added measures in prevention by keeping their hands and work stations clean. Wearing mask at all times using hand sanitizer or wearing of gloves
- We have instructed employees to stay home if they exhibit any signs of illness.
- We have limited travel for our employees as well as large gatherings and trainings.

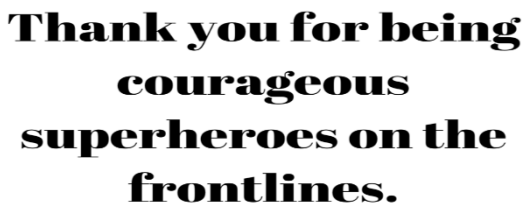
Our doors are open, we want everyone to follow our guidelines when coming into the building.

- Everyone must wear mask
- Use hand Sanitizer with entering before signing in at the reception desk.
- Do not bring any extra persons with you if not necessary.
- Please don't come in if you have been sick, or are sick, or be around anyone who is sick with COVID-19 symptoms
- Please do not enter if you have traveled within the last two weeks or been around someone who has traveled.

Thank you for your time and if you have any question please feel free to contact us.

Please contact Lease Compliance at 701-421- 1249  
Maintenance 701-627-4730

Administrative 701-421-0479



**Thank you for being  
courageous  
superheroes on the  
frontlines.**





FBHA August Leadership Award goes to Nicole Chavez – Executive Assistant. “Thank you”.

**New FBHA Employees**

- Carol Burr – Has transferred to Lease Compliance Manager
- Brandy Crows Heart – Receptionist
- Questa Bold Eagle- Data Entry
- Aaron Thomas- Modernization Dept

**Contact us**

Compliance in each Segment:

Lease Compliance Manager, **Open**  
Office.701.627.4731

New Town LC, **Open**  
Office.701.627.4731

Four Bears LC, **Open**  
[fourbears@fbha.org](mailto:fourbears@fbha.org) Office.701.627.4731  
cell.

Parshall LC, **Open**  
[parshall@fbha.org](mailto:parshall@fbha.org) Office.701.862.3342  
cell.

Mandaree LC, **Open**  
[Mandaree@fbha.org](mailto:Mandaree@fbha.org) office.701.759.3117

White Shield LC, Clemen Perkins  
[clemen@fbha.org](mailto:clemen@fbha.org) Office.701.743.4455  
cell.701.421.1249

Twin Buttes LC, Hope Crows Heart  
[twinbuttes@fbha.org](mailto:twinbuttes@fbha.org) Office.701.938.4771  
cell.701.421.9776

Hidatsa Homes Manager, Carol Villa  
[hidatsahomes@fbha.org](mailto:hidatsahomes@fbha.org) cell.701.421.9605

Brooks Heights Manager, Sarah Bruce  
[sarah@fbha.org](mailto:sarah@fbha.org) Office.701.627.4461  
cell.701.421.1516

**BE READY DURING CORONAVIRUS**

# Pack face coverings and disinfectants in your emergency kit

## COVID-19 UPDATE

### ITEMS TO STOCK UP ON:

<p><b>DRY INGREDIENTS:</b></p> <ul style="list-style-type: none"> <li>- CANNED GOODS</li> <li>- PASTA, RICE, OATS, BARLEY</li> <li>- STOCK OR BROTH</li> <li>- BREAD</li> </ul> <p><b>REFRIGERATED FOODS:</b></p> <ul style="list-style-type: none"> <li>- MILK</li> <li>- EGGS</li> <li>- BUTTER/MARGARINE</li> <li>- SANDWICH MEAT</li> <li>- HARD CHEESES</li> </ul> <p><b>CONDIMENTS:</b></p> <ul style="list-style-type: none"> <li>- MUSTARD</li> <li>- KETCHUP</li> <li>- MAYONNAISE</li> <li>- COOKING OIL</li> </ul> <p><b>FROZEN FOODS:</b></p> <ul style="list-style-type: none"> <li>- BEEF</li> <li>- CHICKEN</li> <li>- PORK</li> <li>- FROZEN FRUIT</li> <li>- FROZEN VEGGIES</li> </ul> <p><b>FRUITS &amp; VEGETABLES:</b></p> <ul style="list-style-type: none"> <li>- APPLES</li> <li>- ORANGES</li> <li>- ONIONS</li> <li>- POTATOES</li> <li>- CARROTS</li> <li>- LEAFY GREENS</li> </ul>	<p><b>BAKING ESSENTIALS:</b></p> <ul style="list-style-type: none"> <li>- YEAST</li> <li>- FLOUR</li> <li>- SUGAR</li> <li>- SALT</li> <li>- BAKING POWDER</li> <li>- BAKING SODA</li> </ul> <p><b>CLEANING SUPPLIES</b></p> <ul style="list-style-type: none"> <li>- MULTI-PURPOSE CLEANER</li> <li>- BLEACH</li> <li>- LAUNDRY DETERGENT</li> <li>- DISH SOAP</li> <li>- PAPER TOWEL/RAGS</li> <li>- GLOVES</li> </ul> <p><b>HYGIENE:</b></p> <ul style="list-style-type: none"> <li>- HAND SOAP</li> <li>- HAND SANITIZER</li> <li>- BODY WASH</li> <li>- SHAMPOO/CONDITIONER</li> <li>- TOOTHBRUSH/ TOOTHPASTE</li> <li>- DEODORANT</li> <li>- TOILET PAPER</li> </ul> <p><b>OTHER:</b></p> <ul style="list-style-type: none"> <li>- FACE MASKS</li> <li>- BABY SUPPLIES (DIAPERS, FORMULA, ETC.)</li> <li>- FEMININE HYGIENE PRODUCTS</li> <li>- MEDICATIONS (TYLENOL/ADVIL, COUGH SYRUP, ETC.)</li> </ul>
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# SEPTEMBER

## 2020

FBHA Maintenance Office open 8:00am to 4:30pm

Phone #701-627-3045

Maintenance Emergency's Please call

Clemen Perkins at 701-421-1249

### What Qualifies as a Maintenance Emergency Request?


- Loss of heat
- Loss of water /water leak
- Loss of use of appliance
- Loss of use of Toilet
- Loss of electricity in your unit
- Any life -safety matters

Integrity. Excellence. Honesty. Diversity.  
Respect. Responsibility. Compliance



If anyone in your House hold is sick or has been sick in the last 14days, please Notify us at the time you place your Request!

Only Emergency Request will be addressed at this time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
	<b>RENT DUE 1<sup>st</sup> Of Every Month</b>			<b>Project Plan / MTG Zoom Cancelled</b>		
6	7	8	9	10	11	12
<b>AP week</b>	Labor Day Observed		<b>Board Reports Due</b>	TBC  Project Plan / MTG Zoom		
13	14	15	16	17	18	19
		<b>BOC MTG ZOOM</b>	<b>Project Plan / MTG Zoom</b>			
20	21	22	23	24	25	26
<b>AP week</b>	Justin Many  Ribs			<b>Project Plan / MTG Zoom</b>		
27	28	29	30			
		Voting for September Employee Leadership Award	End of Fiscal Year 2020 <b>Project Plan / MTG Zoom</b>			