

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
November 18, 2015

Commissioners

Present: William Earley, John Peckham, James Wiederrich and James Beddow

Commissioners

Absent: Jeremy Keckler

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Donna Rollag,
Les Kinstead, Paul Hess and Stan Quy

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:30 a.m. by Chairperson Earley.

APPROVAL OF MINUTES OF SEPTEMBER 29, 2015

Chairperson Earley called for a motion to approve the minutes of the September 29, 2015 meeting. Commissioner Beddow made a motion to approve the Minutes. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

FINANCIAL REPORT

Vernon presented the Financial Report for the month ending September 30, 2015. The general ledger is now closed. The Schedule of Investments and Cash show a small increase in cash.

Vernon reviewed the financials for the Miscellaneous Programs. The administrative fees are at 106% of the budget. Discussion followed about the operating transfer in the HOPW program. There is a Y-T-D gain of \$2,686.

Vernon reviewed the financials for the Public Housing Program. The restricted cash is in the amount of \$96,728 and other current liabilities total \$96,667 which are insurance proceeds. We are under budget in the maintenance wages, benefits, materials and contracts accounts because we have not yet hired a maintenance technician. We do have a Y-T-D loss of \$7,162.

Vernon reviewed the balance sheet and the income statement for South Sycamore Estates. There is one vacancy. We are over budget in the maintenance accounts. Discussion followed. South Sycamore Estates did well despite the maintenance and replacement issues.

Vernon reviewed the income statement for the Housing Choice Voucher program. The budget is at 102% for administrative fees. He noted the tenant services wages which are overtime paid out. Discussion followed. Y-T-D, we had a loss of \$80,912 which is \$35,048 better than what was anticipated.

Vernon presented the FSS income statement. Total revenue is on budget. Total expenses are at 76% due to the vacancy of the Coordinator position. Discussion followed. There is a Y-T-D gain of \$29,369.

In the General Operating Account balance sheet, Vernon noted Accts. Receivable Other, (Due To)From SFHRC, accrued payroll, and accrued vacation and sick leave. Total revenue was 106% of the budget and expenses were at 97%. There is a Y-T-D gain of \$92,348.

Vernon reviewed the financials for the Consolidated account. Total revenue is at 99% and total expenses are 101%. There is a Y-T-D gain of \$42,786.

The auditors will be in the office the week of December 7.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said 170 vouchers have been issued, 11 voucher holders are still looking and 18 vouchers have expired. We have an 82% success rate for the voucher program. The VASH program has 105 under lease. We have issued all 114 VASH vouchers.

The Public Housing program is at 88%. Discussion followed.

There is one vacancy pending for South Sycamore Estates. Discussion followed.

FAMILY SELF-SUFFICIENCY

Shireen presented the Family Sufficiency Report. A small orientation session was held last week. During the month of December Family Self-Sufficiency will be the recipient of funds from Hy-Vee's Helpful Smile Program. This money is used for the Special Needs program. Discussion followed.

A motion was made by Commissioner Beddow to accept the monthly reports. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

SEMAP CERTIFICATION RESOLUTION

Dianne presented the annual Section 8 Management Assessment Program (SEMAP) Certification. We do meet the 14 HUD performance requirements, and we may be able to keep our high performer Status. A motion was made by Commissioner Wiedderich to approve the Resolution and Commissioner Beddow seconded the motion. The motion passed, Yeses, 4, Noes, 0.

STRATEGIC PLANNING UPATE

Stan Quy was present at the meeting and provided a status report. His main focus was about the survey completed by random non-management employees and the results. He also discussed his meetings with community leaders. Discussion followed. Stan said the next step is to meet again after the holidays and review the surveys completed by the Board Members.

HEALTH INSURANCE RENEWAL

Shireen and Vernon met with an agent from Howalt McDowell. Shireen explained the new health insurance options to the Board. To keep the same plan, there will be a 17.76% increase in premium; we budgeted a 10% increase. Discussion followed. The Board wants input from the staff with a recommendation. The Board will then vote by email.

PUBLIC HOUSING CONSTRUCTION UPDAT

Shireen provided an update on the public housing construction work and repair of the unit at 2023 S. Grange. The original bid was \$100,000 higher than the estimates. Change orders reduced the cost by \$80,000. The contractor started work last week. Discussion followed.

PROPOSED FAIR MARKET RENTS

Shireen provided a handout showing fair market rents for the past five years. Discussion followed.

EXECUTIVE DIRECTOR'S REPORT

Staffing Update: Three new Housing Specialists were hired and Monday, November 23, 2015 is their start date.

OTHER BUSINESS

Shireen has not heard from SDHDA regarding the requested audit requirements for South Sycamore Estates.

The Board approved closing the office at Noon on December 24, 2015.

The meeting was adjourned.