

CERTIFICATE OF APPROVAL OF MINUTES

MINUTES OF: February 28, 2017

APPROVED ON: March 21, 2017

W. E. Early
Chairperson

ATTEST:

James McWhorter
Secretary

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
February 28, 2017 – 7:30 AM

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

Others

Present: Karl Fulmer, Dianne Hovdestad, Vernon Kreun, Lisa Bartell, Donna Rollag
Wayne Wagner, Les Kinstad, Brent Tucker, and Ruth Christopherson

CALL TO ORDER/ROLL CALL

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

APPROVAL OF MINUTES OF JANUARY 24, 2017

Chairperson Earley called for a motion to approve the minutes of the January 24, 2017 Regular Meeting. Commissioner Wiederrich made a motion to approve the Minutes. Commissioner Keckler seconded the motion. The motion passed, Yeses, 5, Noes 0.

FINANCIAL REPORT

Vernon presented the SFHRC financials for the period ending January 31, 2017. He reviewed the Cash & Investments. There were two decreases in cash in the amounts of \$954,628 and \$14,297. Vernon explained the reason for the decreased amounts. Discussion followed. He then stated there were no changes in the other programs.

There was discussion about South Sycamore Estates, the Housing Choice Voucher program and the FSS financials. Vernon then reviewed the income statements for the various programs. The FSS account shows there is a \$5,121 YTD gain and the Special Needs fund has \$2,023 cash available. He stated the General Operating account has a YTD gain of \$10,396 and the Consolidated account has a \$30,773 YTD gain. Discussion followed.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. There is little change from last month. The Voucher lease-up is at 96.52%. There are 36 individuals out searching for housing. VASH is all leased up except for one. We did have five individuals port here from Puerto Rico; Edgar Esquivel serves as our Spanish interpreter. Discussion followed.

FAMILY SELF SUFFICIENCY REPORT

Lisa presented the FSS report. The Childcare Center was inspected last October. The report stated FSS would need three more wired smoke detectors, although the Fire Marshall said four

are needed. Lisa stated we are waiting for estimates. FSS could receive a State grant for up to \$2,500, but it would only cover 75% of the cost. The additional smoke alarms would need to be installed by the end of May, but we could file for an extension.

Family Fun Night was held on February 13. Five families attended.

NAHRO is sponsoring a nationwide poster contest. Lisa hopes to have more entries submitted by program participants' children. FSS applied for the Barb Cook scholarship fund.

Lisa noted new hours and other changes for Childcare and distributed charts showing increases in attendance and participants

At the annual United Way Banquet for 2016-2017, Shireen Ranschau received the Larry Oppold Memorial Award and a \$200 gift which she donated to FSS. The annual United Way agency review will be held in April. We are requesting \$65,004. Discussion followed.

A motion was made by Commissioner Beddow to approve the Financial, Occupancy and Family Self-Sufficiency monthly reports. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 5, Noes, 0.

AHS PROPERTIES REPORT:

Wayne distributed his report dated February 28, 2017. He reported that all of the houses built last year have been sold. There are 10 houses approved for this year; Greenfield Construction has been awarded 7 bids. Wayne discussed the revolving fund from Community Development. Total home ownership under development in 2016 is \$3,109,800.

Wayne briefly explained the marketing for selling the houses. Houses are listed through a realtor. Prospects bring in their own mortgage. Discussion followed.

Greenway and South Sycamore Estates: AHS, SFHRC and Lloyd Construction are looking into the wholesale rehab of these properties. These will be tax credit rehab funded projects. Discussion followed regarding the major remodeling which will be conducted at both Greenway and SSE.

Field of Dreams bid opening. Vision Construction (owned by Jim Daniels) had the low bid; however, it was rejected due to poor performance record with AHS. Lloyd Companies had the second lowest bid and AHS will be working with them to adjust their numbers to come in line with 1.56 mm. Karl and Wayne met with Wells Fargo last week about construction loans. Discussion followed.

A motion to approve the AHS Properties report was made by Commissioner Wiederrich and seconded by Commissioner Peckham. The motion passed, Yeses, 5, Noes, 0.

STRATEGIC PLAN: Goals and Objectives for Annual Plan

Creation of Subcommittee: Karl stated a subcommittee needs to be set up to develop the plan more fully. Both Commissioner Wiederrich and Commissioner Beddow volunteered to serve on the Subcommittee. Karl will contact them later with a date and time before our March 21 Board meeting. We should have two more subcommittee meetings in April to have the plan in final form before May.

EXECUTIVE DIRECTOR'S REPORT

Departmentalization of Staff Oversight: Karl has pulled duties from certain executive members. He will now oversee property management, leasing and maintenance; this has been his main focus for the last two months. Also, he will be setting performance standards for employees. More details will be discussed in the Executive Session.

Karl stated Dianne's duties will focus more on managing the Section 8 vouchers and utilization.

Commissioner Wiederrich requested an updated organizational chart and Karl said he would draft a chart.

Conflict of Interest Policy Update: Dianne stated the Conflict of Interest policy was submitted to HUD last month. HUD did not approve the policy as there were no disciplinary actions listed. Dianne contacted the City Attorney's Office for their input. She will be making more revisions to the policy.

OTHER BUSINESS

Dianne provided an update on House Bill #1015. Discussions were held with Mark Lauseng and the language was changed so South Dakota Housing is the sole state-wide agency for the project based contract administration only. The Governor signed the Bill and turned it over to the Secretary of State's Office.

Dianne provided an update about the text from Charlotte with the Denver HUD office. Our voucher utilization rate is over 96%. We are now drawing down money from the reserves. Karl also had discussions with Charlotte regarding budget utilization and draw-down of HCV HUD-held reserves.

Vernon stated the audit reports from Brady Martz have been delivered to us. We will have a telephone conference call with Janelle Mulroy at our March 21 meeting to review the reports.

The next meeting is scheduled for Tuesday, March 21, 2017.

Chairperson Earley moved the meeting into Executive Session to discuss personnel matters at 8:31 a.m.

Chairperson Earley moved the meeting out of Executive Session.

Commissioner Beddow moved to adopt the job description and wage scale for the new position of Assistant FSS Coordinator. Theresa Lucas would be promoted to Step 5 of this new position as of March 6, 2017. Commissioner Wiederrich seconded. Motion passed unanimously.

Commissioner Beddow moved to adopt the job description of the Coordinating Maintenance Technician with the corresponding wage scale for that position. Tim Arcoren would be promoted to Step 5 of this position as of March 6, 2017. Commissioner Peckham seconded. Motion passed unanimously.

Commissioner Wiederrich moved to transition Nancy Kirwan from a half-time position as Accounting Specialist to the full-time position of Accounting Specialist effective March 1, 2017. Commissioner Beddow seconded. Motion passed unanimously.

The meeting was adjourned at 9:05 AM.