

Sioux Falls Housing and Redevelopment Commission  
630 S. Minnesota, Sioux Falls, SD  
Regular Meeting  
April 23, 2014

Commissioners

Present: Jeremy Keckler, William Earley, Harriet Scott and John Peckham

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun,  
Ramona Muirhead, Donna Rollag, and Paul Hess

**CALL TO ORDER/ROLL CALL**

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

**APPROVAL OF MINUTES OF MARCH 26, 2014**

Chairman Keckler called for a motion to approve the Minutes of the March 26, 2014 meeting. Commissioner Peckham moved to approve the Minutes. Commissioner Earley seconded the Minutes. The motion passed, Yeses, 4, Noes, 0.

**FINANCIAL REPORT**

Vernon presented the March 31, 2014 Financial Report. He handed out a corrected page 1 and noted the change. He said everything is current in the miscellaneous programs. We still have to collect the Shelter Plus funds. We are under budget by \$5,000 in the administrative fees and he explained the reason for this.

He noted two items in the Public Housing balance sheet. The (Due To)From SFHRC of \$64,007 plus the Certificates of Deposit of \$88,685 equals the cash reserve of \$152,692. In the income statement, Vernon noted the maintenance materials and maintenance contracts amounts. We are over budget for expenses at 56% due to maintenance materials and contracts for work done on units at turnover. There is a Y-T-D gain of \$17,943.

Vernon reviewed the balance sheet for South Sycamore Estates. South Sycamore owes the Commission \$15,000 in operating cash flows. Discussion followed. He then explained the income statement. Total revenue is at 52% of the budget. We are over budget in the maintenance contract due to snow removal costs. Expenses are at 55%. We are only \$2,136 off budget. There is a positive cash flow of \$1,879.

Vernon explained the balance sheet for the Housing Choice Voucher program. He said the cash restricted account is now reflecting the amount of our net restricted position as of the end of the previous month. This cash will fluctuate according to what our balance is in the net restricted account. This is the money used for housing assistance payments. In the income statement, Vernon said our admin fees are running behind 1%. For contract earned we are at 58% as we have received more cash for housing assistance than we anticipated. There is a Y-T-D loss of \$43,456. Discussion followed.

Vernon reviewed the balance sheet for Family Self-Sufficiency. In the allowance for doubtful account, there is a write off amount of \$1,123 for three participants who left the program. The income statement shows a Y-T-D gain of \$11,075.

Vernon reviewed the balance sheet for the General Operating fund. For the income statement, he said we are at 47% of the revenues. Tenant service wages are over budget by \$1,215 due to a shift in the allocation of wages. There is a Y-T-D gain of \$42,188.

Vernon reviewed the balance sheet for the Consolidated Account. In the income statement, total revenues are at 56% of revenues and we are at 47% of total expenses. There is a Y-T-D gain of \$47,916.

### **OCCUPANCY REPORT**

Dianne presented the Occupancy Report. We have plans to increase the lease up. We fixed the windows on the Public Housing unit that had the mold issues. South Sycamore Estates is 100% leased up.

### **FAMILY SELF-SUFFICIENCY REPORT**

Ramona presented the Family Self-Sufficiency Report. The United Way Impact team was here the end of March; the meeting went well. She passed out information which was given to the Impact Team. Childcare was inspected by the State. The only deficiency noted was that too much bleach was used in the water for cleaning; this has been remedied. Child Care Services also came and checked the files to make sure everyone had the proper training. Everything was in order. Ramona said she has invited 32 individuals for orientation next week. Discussion followed explaining the Special Needs fund.

Commissioner Scott made a motion to approve the monthly reports. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **COLLECTIVE BARGAINING AGREEMENT**

Shireen stated there were three items that were negotiated for the April 2013-April 2014 Collective Bargaining Agreement. She reviewed these items. This is the final version. Commissioner Peckham made a motion to approve the Collective Bargaining Agreement. Commissioner Scott seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **TRAVEL REQUEST**

Dianne stated the National NAHRO's Committee meetings, Summer Conference, will be held July 16-19, 2014 in Tampa, Florida. She serves on the Housing Committee and the Legislative Network. She noted the anticipated costs and is requesting Commission approval to attend the meetings and conference. Commissioner Earley made a motion to approve the travel request. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **EMPLOYEE PERFORMANCE EVALUATION**

A motion was made and seconded to approve the Employee Performance Evaluation as presented by Shireen. The motion passed, Yeses, 4, Noes, 0.

### **SDHDA'S APPLICATION FOR 811 PRA FUNDS**

Shireen has received information from the South Dakota Housing Development Authority (SDHDA). They are submitting an application to HUD to receive Section 811 Project-Based Rental Assistance (PRA) funding to be utilized statewide. This funding will be targeted to persons with developmental

disabilities with priority given to those with a co-occurring disorder. SDHDA will have a stronger application if they are able to show there is a commitment from one or more public housing agencies to establish an admission preference for the targeted population. Discussion followed. Commissioner Earley made a motion to establish an admission preference for 20 Housing Choice Vouchers, if and when, SDHDA is awarded Section 811 PRA funding for the targeted population. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **2014 HOUSING CHOICE VOUCHER FUNDING**

Shireen said we have \$10.9 million available for Housing Choice Voucher funding this year. This is enough for us to fund 100% of our baseline vouchers. The first part of June, for two days, we are planning to hold a Lease Up Extravaganza. Shireen explained how the process will work to contact a number of the waiting list applicants and then do the certifications and the issuing of vouchers during the two days. Discussion followed.

### **CAPITAL IMPROVEMENTS PUBLIC HOUSING & SSE**

Dianne stated capital improvements need to be completed for the Public Housing units. The property insurance deductible is \$2,500 per occurrence per unit. SFHRC used approximately 75% of its Capital Fund for operations in FY13; therefore there would be approximately \$8,000 available for Capital improvements. Dianne passed out a list showing the needed improvements. We will be getting price quotes for these projects. For the future, when we receive capital funds each year, part of this funding should be designated for improvements. Discussion followed including how much reserve to maintain.

Dianne said there is \$27,008 in the replacement reserve for South Sycamore Estate capital improvements. South Sycamore has 16 units, nine of which are rented to Dakotabilities clients. The insurance deductible is \$2,500. She listed the improvements needed. Discussion followed regarding how much money to keep in reserve. Price quotes will be solicited for these projects.

The price quotes for both Public Housing and South Sycamore Estates improvements will be available for the May meeting.

### **5-YEAR AGENCY PLAN: GOALS & OBJECTIVES**

Shireen stated that HUD requires an Agency Plan be submitted every 5 years that addresses the PHA's Mission, Goals and Objectives and any changes to the Admission Plans for the Section 8 programs and Public Housing. The plan is due to HUD in July. Dianne handed out a rough draft of the 5-year plan. The final plan will need to be approved by the Commission at the June meeting.

### **EXECUTIVE DIRECTOR'S REPORT**

Shireen reported the Continuum of Care funding for the Shelter Plus Program has been renewed for another year.

Shireen stated a full-time receptionist will be hired. She and Vernon have been going through the resumes and will be doing interviews

Shireen stated the job description for the Property Manager will be revised. This will be presented at the May meeting.

Shireen said she will be out of the office from June 13 to June 27 so Dianne will be facilitating the June meeting.

**OTHER BUSINESS**

Vernon has heard from the auditors. All audit reports were approved by the South Dakota Dept. of Legislative Audit. They will be presented at the May meeting.

There was discussion about changing the meeting day. It was agreed to change from the 4<sup>th</sup> Wednesday of the month to the 4<sup>th</sup> Tuesday.

Chairman Keckler moved the meeting into Executive Session to discuss this year's Bargaining negotiations.

Chairman Keckler moved the meeting out of Executive Session.

The meeting was adjourned.

**CERTIFICATE OF APPROVAL OF MINUTES**

**MINUTES OF:** April 23, 2014

**APPROVED ON:** May 27, 2014

  
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**President**

**ATTEST:**

  
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**Secretary**