

**CERTIFICATE OF APPROVAL OF MINUTES**

**MINUTES OF:** May 24, 2016

**APPROVED ON:** June 28, 2016

*N. Easley*  
**Chairperson**

**ATTEST:**

*James Whitworth*  
**Secretary**

Sioux Falls Housing and Redevelopment Commission  
630 S. Minnesota, Sioux Falls, SD  
Regular Meeting  
May 24, 2016

Commissioners

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

Commissioner

Absent: James Beddow and James Wiederrich

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Lisa Bartell,  
Donna Rollag, Les Kinstad and Brent Tucker

**CALL TO ORDER/ROLL CALL**

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

**APPROVAL OF MINUTES OF APRIL 26, 2016**

Chairperson Earley called for a motion to approve the minutes of the April 26, 2016 meeting. Commissioner Peckham made a motion to approve the Minutes. Commissioner Keckler seconded the motion. The motion passed, Yeses, 3, Noes 0.

**FINANCIAL REPORT**

Vernon presented a Financial Statement Summary for the month ending April 30, 2016. There were three large payouts in April which caused a small decrease in cash of \$60,000. All other programs are on target. Bright Futures earned 100% of its allowable administration of \$20,000. No administrative fees will be earned in May, June and July.

Public Housing – All income statements are at 58% of budget. Maintenance contracts are higher than budgeted. Snow removal exceeds the budget. There is a Y-T-D gain of \$104,921. When construction projects are completed, the Construction in Progress account will be analyzed to determine what needs to be capitalized vs. expensed.

South Sycamore Estates: We have a Y-T-D gain of \$17,404 which is \$88 off from what was budgeted.

Housing Choice Voucher: There is a Y-T-D gain of \$42,922. Discussion followed.

Family Self Sufficiency: There is a Y-T-D gain of \$12,176 which is surplus United Way grant funds.

General Operating: We are \$14,233 ahead of what was budgeted. Vernon noted the legal expense for a Greenway tenant's fair housing claim.

Consolidated: There is a Y-T-D gain of \$202,087. Vernon noted the Public Housing construction in progress account has expenses that have not been transferred to the income statement and the FSS Y-T-D gain of \$12,176 is not included in the Consolidated Income Statement.

Discussion followed regarding the Greenway resident's fair housing claim which is filed with the State. Also, a claim was filed by a South Sycamore Estates resident with the Denver office of Fair Housing.

## OCCUPANCY REPORT

Dianne presented the Occupancy Report. We received a notice from HUD in April about our annual budget. We could lease up to our baseline of 1,863 households. We are going to contact 50 individuals on the waiting list every two weeks. The first batch was mailed on May 6 and 38 responded. The second batch was mailed on May 20. Payment standards will be increased July 1, 2016. Discussion followed.

## FAMILY SELF-SUFFICIENCY

Lisa has started contacting new clients. She and Theresa Lucas attended training regarding new rules for childcare programs. Recertifications are now performed once a year instead of every six months. A survey was mailed to FSS participants, who have children, about the how often the childcare program is used and solicited input how it could be improved. Discussion followed. Lisa also said she is revising the Action Plan. It will be presented at the June meeting.

A motion was made by Commissioner Keckler to accept the monthly reports. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

## FISCAL YEAR 2015 AUDITED FINANCIAL STATEMENT

A teleconference call was conducted with Janelle Mulroy of Brady, Martz & Associates, Grand Forks, North Dakota. Janelle reviewed the Audited Financial Statements for the year ended September 30, 2016, which has already been approved by the State. There was one finding under Housing Choice Voucher eligibility. She then reviewed the Management Report. It was noted that invoices are not being sent to vacated tenants in a timely manner. Discussion followed.

Commissioner Peckham made a motion to approve the Audited Financial Statement. Commissioner Keckler seconded the motion. The motion passed, Yeses, 3, Noes, 0.

## TRAVEL REQUEST

Dianne presented a travel request. The National Association of Housing and Redevelopment Official's Committee meetings and Summer Conference is scheduled for July 14-16, 2016 in Portland, Oregon. Anticipated costs were discussed. Commissioner Peckham made a motion to approve the travel request. Commissioner Keckler seconded the motion. The motion passed, Yeses, 3, Noes, 0.

## REVISION TO SECTION 8 ADMINISTRATIVE PLAN

Dianne stated that HUD has issued a Final Rule that affects the administration of the Section 8 Housing Choice Voucher Program. She explained the revision regarding suspension and adding extra days at the end of voucher period. HUD requires a revision to SFHRC's Section 8 Administrative Plan to include language on Voucher suspensions. A motion was by Commissioner Peckham to approve the Resolution. Commissioner Keckler seconded the motion. The motion passed, Yeses, 3, Noes, 0.

## PROCUREMENT POLICY REVISION

Shireen informed the Board that SFHRC's current procurement policy is not in full compliance with the federal and state procurement regulations. We are in compliance with Federal standards, but not State regulations. She handed out a revised Procurement Policy showing the proposed changes. Discussion

followed. Commissioner Peckham made a motion to approve the proposed changes. Commissioner Keckler seconded the motion. The motion passed, Yeses, 3 and Noes, 0.

### **EMPLOYMENT PERFORMANCE EVALUATION**

Commissioner Keckler made a motion to approve the Employee Performance Evaluation as presented. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

### **DISPOSITION POLICY**

Shireen would like to revise the Disposition Policy. Under the current policy, personal property that has little or no value needs Commission approval before it can be disposed of. According to SDCL, the Commission has the power to dispose of personal property without specifying how this is to be done. Discussion followed. Shireen is recommending that the Executive Director be given approval to dispose of personal property that is valued below a prescribed amount. Discussion followed. Shireen will be getting further information and bring a proposed policy to the next meeting.

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

Shireen updated the Commission about the annual HOPWA meeting that SFHRC hosted in April. Discussion followed.

Shireen said two staff members from the Denver HUD office, will be here to review Public Housing and Housing Choice Voucher operations.

Public Housing unit on Grange (fire damaged): only the trim work is left. There is a detached single garage and there was talk about siding the garage; however, Shireen received an email and there is too much rotting wood damage to salvage the garage. She is waiting for quotes to build a new garage. We are looking for a tenant to rent the house.

Reminder: Stakeholder's Forum, Wednesday May 25, at 4:30. 100 invitations were mailed. We would like to have both Board chairs present at the meeting. Discussion followed.

Sioux Falls Thrive is doing group interviews. Shireen sent out emails to the Commissioners with information about these meetings.

### **OTHER BUSINESS**

The next meeting is scheduled for June 28, 2016.

Commissioner Keckler made a motion to adjourn the meeting. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.