

Sioux Falls Housing and Redevelopment Commission  
630 S. Minnesota, Sioux Falls, SD  
Regular Meeting  
September 27, 2016

Commissioners

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

Commissioner

Absent: Jim Beddow

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Lisa Bartell,  
Wayne Wagner, Les Kinstad, Brent Tucker, and Pat Anderson

**CALL TO ORDER/ROLL CALL**

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

**APPROVAL OF MINUTES OF AUGUST 23, 2016**

Chairperson Earley called for a motion to approve the minutes of the August 23, 2016 meeting. Commissioner Peckham made a motion to approve the Minutes. Commissioner Keckler seconded the motion. The motion passed, Yeses, 4, Noes 0.

**OCCUPANCY REPORT**

Dianne reviewed the Occupancy Report. We have 83 voucher holders out looking. We have issued 138 vouchers. There are 16 vouchers pending and we have 26 signed HAP contracts. She said we are working with the VA medical center to issue 11 available VASH vouchers. Discussion followed. There is one vacant public housing unit. South Sycamore Estates had two vacancies; one was rented, but there is still one open. The waiting list was discussed.

**FAMILY SELF SUFFICIENCY REPORT:**

Lisa said FSS was approved for a Delbridge Family Endowment grant for \$2,281. The grant is to be used for financial assistance for participants working on a GED or in technical school or college. She said several participants graduated from the program. She handed out a letter written by one of the graduates. The United Way activities have started.

**FINANCIAL REPORT**

Vernon briefly reviewed the financial report for August 31, 2016. There is a net change of \$116,000 in cash. The General Operating fund has a Y-T-D gain of \$27,926. He explained that the maintenance technician's service is a new source of revenue. The hours that the maintenance technician spends at various AHS properties are being billed directly to each property at a fee per hour. Consolidated has a Y-T-D gain. Discussion followed.

A motion was made by Commissioner Wiederrich to accept the Financial, Occupancy and FSS monthly reports. Commissioner Keckler seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **FY 2017 BUDGET**

Vernon reviewed the budget assumptions. This year the format was changed. Instead of comparing this year to last year, he took the actual amounts for 2014, 2015 and projected 2016. The budget was then prepared with expected income. A 3% increase was not automatically built in but adjustments were made, as needed.

Vern explained the sources of revenue. Discussion followed.

Vernon reviewed expenses. Health insurance will have a 19.6% increase, without plan changes, effective January 1, 2017. Discussion followed. We budgeted a new executive director to start November 1, 2016. Staff training was also increased. Membership dues will increase. Professional services and strategic planning and recruiting fees have not been paid, yet. The AS400 system will no longer receive any support after October 2017. A new system will need to be installed or a switch made to another type of system. Discussion followed.

The Consolidated budget shows a \$23,080 Y-T-D gain.

Commissioner Wiederrich made a motion to approve the FY 2017 Budget as presented. Commissioner Keckler seconded the motion. The motion passed, Yeses 4, Noes, 0.

### **FY 2017 ADMINISTRATIVE AGREEMENT WITH AHS**

Shireen presented the FY 2017 Administrative Agreement with AHS. Currently SFHRC receives \$3,000 per month from AHS to provide administrative services. This amount was last adjusted July 2013. She said the actual costs are now \$4,000 per month. The AHS Finance Committee is agreeable to paying \$4,000 per month. They will recommend that to the AHS Board. Discussion followed. Commissioner Wiederrich made a motion to approve the new Administrative Services Agreement to increase the administrative service fee from \$3,000 to \$4,000 per month. Commissioner Keckler seconded the motion. The motion passed, Yeses, 4 and Noes, 0.

### **DISPOSITION POLICY**

At the May 2016 Commission meeting there was discussion about revising the Commission's Disposition policy and providing the Executive Director with authorization to dispose of property that has little or no value. Shireen had a copy of the current policy which was adopted in 1987. She provided a proposed revised policy which she is recommending for the Board's consideration and adoption. Discussion followed. Commissioner Keckler made a motion to approve the new, revised Disposition Policy. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **EMPLOYEE PERFORMANCE EVALUATIONS**

A motion was made by Commissioner Keckler to approve the proposed employee merit increases. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 4, Noes, 0.

## **EXECUTIVE DIRECTOR'S REPORT**

Shireen informed the board about the NAHRO annual conference scheduled for October 14-16 in New Orleans. Any commissioners interested in attending, should let Shireen know. Also, the National Law Institute conference will be running concurrently with the NAHRO conference with housing related sessions.

Shireen said she and Lavonne Van Hove were in Pierre on September 14, 2016 for the South Dakota Housing for the Homeless Consortium meeting. Shelter Plus Care funding comes through this statewide consortium. Discussion followed.

Shireen passed out information about Homes for South Dakota. Discussion followed.

Sioux Falls Thrive: Shireen provided an update. A governing board is being organized. The board will set up action groups. Affordable Housing will be the first action group.

Shireen passed out an article from the NAHRO Journal of Housing. Discussion followed.

Dianne has been asked to join an education group through NAHRO.

AHS is looking at their budget also. Requests have been sent out for proposals for property management. The only bid they received was from Costello Properties. SFHRC's fees are more than Costello but Costello has additional costs SFHRC doesn't have. Costs for the two options are still being reviewed. Discussion followed. When checking the AHS Bylaws, the Commission has to approve any changes in property management. Discussion followed.

## **OTHER BUSINESS**

The next Commission Board meeting is scheduled for Tuesday, October 18, 2017 at 7:30 a.m.

The meeting was moved into Executive Session at 8:38 a.m. to discuss labor negotiations, a personnel matter and a legal matter. The meeting was moved out of Executive Session at 8:52 a.m.

A motion was made by Commissioner Wiederrich and seconded by Commissioner Keckler to increase Dianne Hovdestad's and Vernon Kreun's salaries by 6% effective October 1, 2016. The motion passed, Yeses, 4, Noes, 0.

Chairperson Earley moved the meeting into Executive Session at 8:56 a.m. to discuss a personnel matter.

The meeting was moved out of Executive session at 9:10 a.m.

A motion was made by Commissioner Wiederrich and seconded by Commission Keckler to adjourn. The motion passed, Yeses, 4, Noes, 0.