

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
May 23, 2017

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

Others

Present: Karl Fulmer, Vernon Kreun, Lisa Bartell, Donna Rollag, Ruth Christopherson, 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 APRIL 25, 2017 – Regular Meeting

Chairperson Earley called for a motion to approve the minutes of the April 25, 2017 Regular Meeting. Commissioner Keckler made a motion to approve the Minutes. Commissioner Beddow seconded the motion. The motion passed, Yeses, 5, Noes 0.

FINANCIAL REPORT (Vernon Kreun)

Vernon presented the SFHRC financials for the period ending April 30, 2017. He reviewed the Cash & Investments. The net change is at a loss of \$85,555. The decrease in operating cash of \$85,555 resulted from receiving less HAP funds from HUD than disbursed.

Other Programs: Everything is running as budgeted. There is \$1,071 due to HUD for the Mod Rehab projects.

Public Housing: (Due To) SFHRC: (\$27,006) which is a decrease of \$3,718 from March 31, 2017. The majority of this amount is maintenance charges.

South Sycamore Estates: (Due To) (\$38,86) which is a decrease of \$367 from March 31, 2017.

Housing Choice Voucher-Net Assets: Net restricted position: the balance decreased by \$311,459 which resulted in a net restricted position of (\$87,471). We received \$186,000 in additional funds from HUD on May 8, 2017. The unrestricted net position has a balance decrease of \$47,843 (YTD loss).

Family Self-Sufficiency: There are no significant changes to report.

General Operating: The amount due from other programs is \$424,668 and there are no other significant changes to report.

General Comments: We are at 58% of the budget. Other Programs: The administrative fees collected of \$81,490 results in being \$3,730 over budget.

Income Statement-Public Housing: Total revenues are at 133% of the budget; expenses are at 42% of the budget. The YTD gain is \$61,267 with a YTD variance of \$44,502.

Income Statement-South Sycamore Estates: Revenues are at 55% of the budget; total expenses are at 71% of the budget. There is a YTD gain of \$1,883 with a variance of (\$12,391).

Income Statement-Housing Choice Voucher: Total revenues are at 55% of the budget and total expenses are right on budget at 58%. The YTD loss UNA is in the amount of (\$47,843), the YTD budget is at (\$14,813) and there is a variance of (\$33,030).

Income Statement: Family Self-Sufficiency: There is a YTD gain of \$5,212. The percentage of actual budget is 59% for total revenue and 55% for total expenses. The Special Needs Fund has \$1,569 cash available and the SF Community Foundation Grant fund has \$47 available.

Income Statement General Operating Fund: Total revenues are at 61% of the budget and total expenses are at 59%. The YTD gain is \$19,946 with a YTD variance of \$11,659. Vernon also reviewed the property management YTD loss, the admin and other YTD gain along with the total operating amount.

Income Statement – Consolidated Fund: The budget is at 179% of the actual budget. There is a consolidated gain of \$41,289 with a variance of \$27,828.

HCV OCCUPANCY REPORT (Karl Fulmer)

Karl reviewed the Occupancy Report for May 2017 and the April to May housing utilization. There will be \$186,000 coming out of reserves. We are issuing 60 letters twice a month and have received a good response to our mailings. However, if we do not receive a response, they are removed from the list. Discussion followed.

FAMILY SELF SUFFICIENCY REPORT (Lisa Bartell)

Lisa presented the FSS report. She reviewed the following charts: Program Inspection Compliance Plan, the Child Care Licensing Inspection Summary, the Average Number in Childcare Per Night, the Number of Participants Under Contract, the Percentage of Participants Working Each Month, the Fiscal Year Escrow Deposits and the Monthly Escrow Balances for Fiscal Years.

The smoke detectors were installed last week. The doorbell was changed. Clients come in the inside entry, ring the doorbell and someone from childcare will come downstairs to let them in.

FSS picnic: Monday, June 12 at Spellerberg Park from 5:30 p.m. to 8:30 p.m. Hygiene products will be given away to clients.

A motion was made by Commissioner Wiederrich to approve the monthly reports. Commissioner Keckler seconded the motion. The motion passed, Yeses, 5, Noes, 0.

AHS PROPERTIES REPORT (Karl Fulmer)

Karl presented the Affordable Housing Solutions monthly report. There are four projects under contract. Six projects have sales pending. Field of Dreams has had delays due to the weather. Greenway/South Sycamore Estates: There is a tax credit funded rehab project under development with Lloyd Companies. We have submitted a petition to the City of Sioux Falls for rezoning the Greenway property. South Dakota Housing has stated that AHS should spend more in upkeep.

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

HUD COMPLIANCE REVIEW - CHANGE - SEPTEMBER 2017

A. Update to SFHRC Policies

Revisions – SFHRC Investment Policy: Karl reviewed the revisions to the Investment Policy. Discussion followed.

Revisions – SFHRC Section 8 Administrative Plan: Karl reviewed the changes to the Plan. He noted pages 88 and 89 which cover the Violence Against Women Act. Section 37A should not be deleted but remain in the plan. Section 37B should be eliminated from the plan. Discussion followed.

B. Resolution for Adoption of Revised Investment Policy: A motion was made by Commissioner Keckler to approve the Resolution Adopting Revisions to the Sioux Falls Housing and Redevelopment Commissioner Investment Policy. Commissioner Beddow seconded the motion. The motion passed, Yeses, 5, Noes, 0.

C. Resolution for Adoption of Revised Admin Plan: A motion was made by Commissioner Keckler to approve the Resolution Adopting Revisions to the Sioux Falls Housing and Redevelopment Commission Section 8 Administration Plan. Commissioner Beddow seconded the motion. The motion passed, Yeses, 5, Noes, 0.

EXECUTIVE DIRECTOR'S REPORT

A. Update on Anticipated 2017 Section 8 Funding Levels: Karl noted the continuing resolution is at 94% and when it's settled, it will be 97%. HUD will not punish us if we get more money. The funds are budgeted at 78% but will be 75.7%. Discussion followed.

Karl stated Interlakes is working with SFHRC with the Rapid Rehab program. This is a separate program which we will administer for Interlakes. They will pay us full admin fees. Currently 36 units are involved. Discussion followed.

- B. Lease-Up Report (all properties): As of May 1 there are two vacancies at Spring Center #302, move in is scheduled for May 26. There was one move out at Duluth Heights; another move in next week. All other projects are 100% occupied. The apartment where the murder occurred is being decontaminated. There will be renovations made to the Public Housing units in the total amount of \$61,000. The worst houses will be remodeled on June 4-5.

TRAVEL REQUESTS

- A. Dianne Hovdestad, NAHRO Summer Conference: Karl presented Dianne's travel request to attend NAHRO's Summer Conference in Indianapolis, Indiana. She provided an estimate of travel costs of \$18,861; however, if there are issues at work that require her presence at the office, she will forgo attending this conference. Commissioner Peckham made a motion to approve the travel request. Commissioner Beddow seconded the motion. The motion passed, Yeses, 5, Noes, 0. Discussion followed.
- B. Lisa Bartell – FSS Training: Lisa has submitted a request to attend a Nan McKay Self-Sufficiency Service Coordination conference in Indianapolis, Indiana on July 18-20, 2017. This is the second part of the training; she completed the first part in 2015. Lisa provided estimated travel costs. Commissioner Beddow made a motion to approve Lisa Bartell's travel request. Commissioner Peckham seconded the motion. The motion passed.

OTHER BUSINESS

A new cleaning service has been hired for the AHS properties.

EXECUTIVE SESSION