


CERTIFICATE OF APPROVAL OF MINUTES

MINUTES OF: July 22, 2014

APPROVED ON: August 26, 2014

President 

ATTEST:


Secretary

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
July 22, 2014

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

Others

Present: Shireen Ranschau, Dianne Hovdestad, Ramona Muirhead, Donna Rollag,
Les Kinstad and Paul Hess

CALL TO ORDER/ROLL CALL

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

APPROVAL OF MINUTES OF JUNE 24, 2014

Chairman Keckler called for a motion to approve the minutes of the June 24, 2014 meeting. Commissioner Earley moved to approve the Minutes. Commissioner Peckham seconded the motion. The motion passed, Yeses, 5, Noes, 0.

FINANCIAL REPORT

Commissioner Keckler reviewed the Financial Report. He asked if the other Commissioners had any questions or comments; otherwise, the Financial Report could be approved as is.

OCCUPANCY REPORT

Dianne said there were 148 appointments scheduled during the Lease Up Extravaganza. Out of the 148 appointments, 85 vouchers were issued and as of yesterday, 24 voucher holders are leased up. There are also 10 port in vouchers issued. 71 voucher holders are searching and 5 port ins are being processed. There is the one vacant Public Housing unit that had the fire. Dianne has asked questions of HUD about how to proceed with repair and getting bids since we are using the insurance money.

FAMILY SELF-SUFFICIENCY REPORT

Ramona reported that FSS is going to have new software installed. During installation, it was discovered that our numbers from the old system are wrong so staff have been busy making corrections. The installation should be done the end of August.

Ramona reported on future workshops. Next week a class is being scheduled by Consumer Credit Counseling on home ownership! There will be a CPR class tonight for the childcare workers. Another workshop is going to be offered on "How to Get a Job." There is a support group that meets on Tuesday nights.

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

LEASE UP PLAN

Shireen gave an update on the lease up plan to get more vouchers out on the street. It was decided to have three Housing Specialists concentrate on conducting initial interviews with applicants. The other Housing Specialists will continue working on the annual recertifications. Shireen said 400 culling letters were sent to the next year's applicants on the list. This was done to determine how many were still interested in being on the waiting list and also to update our files. The next step is to send out 50 letters every week and schedule appointments. Each Housing Specialist will see 15 appointments each week. If it is determined that the applicants do qualify, they will attend a video briefing in the FSS computer lab and their voucher will be issued all in one appointment. Dianne will be keeping track of the number of interviews, the number of vouchers issued and the number of lease ups. Discussion followed.

PROPERTY DAMAGE UPDATE

Shireen gave a damage report on the properties owned by SFHRC. Many of the Public Housing units had roof damage. There was also gutter, siding window, downspouts and other damage. Since there was no major damage, the repairs can be done next Spring when the contractor prices should be lower. After the insurance adjuster made their estimates, we received a check for \$53,596.73. Discussion followed. Dianne reported on the water damages. Five houses had damage, four have been repaired. Two houses needed corners re-caulked. We are waiting to see if the repairs hold up after the next hard rain. Three sump pumps were also installed. Discussion followed.

2014 HOME TENANT BASED ASSISTANCE AGREEMENT

Shireen presented the 2014 HOME Tenant Based Assistance Agreement to continue with the the Bright Futures Program. The 2013 program year funding ends July 31, 2014. The 2014 Agreement is the same as the 2013 Agreement. A total of \$193,000 is available. Up to \$180,000 is available for the rental assistance and up to \$13,000 is available for administrative costs, contingent upon receipt of the funds from HUD. Discussion followed. Commissioner Wiederrich made a motion to sign the Tenant Based Assistance Agreement. Commissioner Earley seconded the motion. The motion passed, Yeses, 5, Noes, 0.

PROPERTY OPERATIONS MANAGER POSITION

Shireen stated because of job responsibilities changing substantially in the past year due to the increase in properties owned/managed by SFHRC and the need to make operational changes, she is requesting the development of a new position, Property Operations Manager. Because of the higher level of responsibilities and required skills for this position, it would be at a higher pay level than the Housing Manager position. If approved, the current Housing Manager, Mia Dummermuth, would be moved to the Property Operations Manager position and the Housing Manager position would be left vacant. Discussion followed regarding wage scales. Shireen is requesting approval to create a new position and to approve the wage scale for this new position. Commissioner Wiederrich made a motion to approve the creation of this new position and wage scale. Commissioner Earley seconded the motion. The motion passed, Yeses, 5, Noes, 0.

EXECUTIVE DIRECTOR'S REPORT

Affordable Housing: Shireen passed out part of the Sioux Falls Tomorrow Vision report and reviewed the areas that address the need for affordable housing. She also provided copies of a "white paper" written by Dale Froehlich. Discussion followed.

Les Kinstad would like to meet monthly with the Board to talk about housing opportunities in Sioux Falls. He talked about bringing together the Board, the City and other social service representatives to determine how many and what type of affordable housing units are needed. Discussion followed.

OTHER BUSINESS (as needed)

Dianne gave a report on the NAHRO conference she attended in Tampa. She said major discussion items were pursuing furthering fair housing and mobility opportunities for voucher holders. Due to sequestration in 2013, the number of units leased across the country dropped by 61,000 vouchers. PHA's ratcheted back their programs and are now trying to get them back up. Dianne also highlighted items she learned about utilizing the voucher program.

The meeting was adjourned at 8:30 a.m.

Next Meeting Date: August 26, 2014.