

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
September 29, 2015

Commissioners

Present: William Earley, John Peckham, and James Wiederrich

Commissioners

Absent: Jeremy Keckler and James Beddow

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Lisa Bartell,
Donna Rollag, and Paul Hess

CALL TO ORDER/ROLL CALL

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

APPROVAL OF MINUTES OF AUGUST 25, 2015

Chairperson Earley called for a motion to approve the minutes of the August 25, 2015 meeting. Commissioner Peckham made a motion to approve the Minutes. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 3, Noes, 0.

FINANCIAL REPORT

Vernon presented the Financial Report for the month ending August 31, 2015. Vernon said the Mod Rehab shows a \$4,800 payback owed to HUD. We received funding greater than what was paid out. All other accounts are current and collected. The income statement for the miscellaneous programs shows the administrative fees are ahead by \$7,000. There is a Y-T-D gain of \$2,519 mainly due to the Mod Rehab program. We receive half of any collection loss that is recovered.

Vernon reviewed the Public Housing program. We are under budget in the maintenance wages, benefits, materials and contracts accounts because we have not yet hired a maintenance technician. We do have a positive gain of \$25,267.

Vernon said we continue to have one vacancy for South Sycamore Estates. Total revenue is on target but we are over budget at 108% for total expenses. There is a Y-T-D gain of \$29,772 and a negative cash flow of \$5,934 due to replacement reserve and mortgage payments.

Vernon reviewed the financials for the Housing Choice Voucher program. He noted the (Due To)From SFHRC in the amount of (\$255,076) which is the amount the program owes to the general fund. The income statement shows we are at 89% of the budget for revenue. The shortfall is represented by a fund transfer which came out of the net restricted assets. There is a Y-T-D loss in the amount of \$66,106 which is less than what was budgeted.

Vernon reviewed the income statement for the FSS program. Total expenses are under budget because we did not have an FSS Coordinator in place.

Vernon reviewed the general operating financials. The income statement shows total revenue and total expenses are below budget. There is a Y-T-D gain of \$86,940.

Vernon reviewed the income statement for the Consolidated account. We are \$78,000 ahead of budget with a Y-T-D gain of \$111,714. Discussion followed.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said we have issued 145 vouchers from the beginning of the year as of yesterday. There are 39 voucher holders still searching for units. They are having a tough time finding an apartment because the market is tight and rents have escalated. She is processing 15 applications for Dakotabilities clients as their voucher can provide rental assistance in group homes. For the VASH program, we can lease up to 114 tenants. We have four vacancies in Public Housing which includes the house which had the fire and another house that was abandoned. Also, there are two other vacancies. South Sycamore Estates has one vacancy.

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

FISCAL YEAR 2016 BUDGET

Vernon presented the Fiscal Year 2016 Budget. He reviewed the budget assumptions: revenues and expenses. He noted changes in the budget for next year. Vernon then reviewed individual budgets for each program.

There is a Y-T-D loss of \$18,219 in the Consolidated budget. This is due to the Housing Choice Voucher program and repairs to Public Housing Units. Reserves will be used to cover the Public Housing deficit.

Commissioner Wiederrich made a motion to approve the Fiscal Year Budget for 2016. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

TRAVEL REQUESTS

Shireen is requesting approval for two travel requests:

The first request is for Lisa Bartell, FSS Coordinator, and Theresa Lucas, FSS Administrative Assistant, to attend the Family Self-Sufficiency training in Springfield, Illinois, on November 17-19, 2015. Estimated costs were discussed.

The second request is to approve for up to four Housing Specialists to attend the Housing Choice Voucher training in either Denver, Colorado, on October 26-30, 2015 or in Atlanta, Georgia on November 16-20, 2015. The location depends on air fare costs and the timing of getting the three new hires on board. Estimated travel costs were discussed. Commissioner Wiederrich made a motion to approve both requests as amended. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

PUBLIC HOUSING BIDDING STATUS

The bid opening for the Public Housing repairs is this morning at 10:00 a.m. Once we have the bids, the architect will review them. Shireen will then contact the Commissioners with a list of the contractors and their bids with a recommendation. We want to get started on the repairs right away with the house with fire damage taking priority. We have an approximate cost of \$186,000 for all repairs. Discussion followed.

Shireen gave an update on the house at 2023 S. Grange Avenue. She met with the Property Maintenance Appeals Board and asked for an extension to the previous extension deadline of August 31. The Appeals Board denied the extension. Discussion followed.

HOUSING CHOICE VOUCHER ADMIN STUDY

Dianne was one of the 8 members of the Housing Choice Voucher Administrative Fee Study advisory group. The main purpose of the study was to measure the costs of operating a high-performing and efficient HCV program and to develop a new administrative fee formula. Dianne explained the primary research questions and results. The study looked at 60 authorities including two in South Dakota, Brookings and Aberdeen. Discussion followed.

STRATEGIC PLANNING UPATE

The consultants from The Organizational Leadership Edge, Stan Quy and Carol Brower, will be in Sioux Falls on October 7, 8, and 9. Appointments are being made for SFHRC and AHS Board members to be interviewed. Mr. Quy will also interview ten community leaders. Surveys will be given to staff, and mailed to tenants of SFHRC and AHS owned properties along with randomly selected voucher holders. The planning process will take at least five months with the consultants coming to Sioux Falls every month. Discussion followed.

EXECUTIVE DIRECTOR'S REPORT

Staffing Update: Lisa Bartell will work part time as the FSS Coordinator and part time as a Housing Specialist until the new Housing Specialists are hired. Shireen received 30 applications for these three positions and will start interviewing next week. The maintenance technician position was advertised previously but the wages were too low. The job description has been revised and she will re-advertise now that the wage has increased. Discussion followed.

Shireen said the SDHDA Annual Housing Conference will be held on October 27 and October 28 in Pierre. Commissioner Wiedderich suggested changing the date of our next meeting to Monday, October 26, 2015. This was approved.

OTHER BUSINESS

The next meeting is scheduled for October 26, 2015.

The meeting was adjourned.