

CERTIFICATE OF APPROVAL OF MINUTES

MINUTES OF: March 26, 2014

APPROVED ON: April 23, 2014



President

ATTEST:



Secretary

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
March 26, 2014

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

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun,
Ramona Muirhead, Donna Rollag, Paul Hess and Michele Prestbo

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:45 a.m.

Michele Prestbo, a former Commissioner, attended the first half of the meeting. She was presented with a farewell gift for her many years of service on the Sioux Falls Housing & Redevelopment Commission's Board of Commissioners.

APPROVAL OF MINUTES OF FEBRUARY 26, 2014

Chairman Keckler called for a motion to approve the Minutes of the February 26, 2014 meeting. Commissioner Peckham moved to approve the Minutes. Commissioner Scott seconded the Minutes. The motion passed, Yeses, 4, Noes, 0.

FINANCIAL REPORT

Vernon presented the February 28, 2014 Financial Report. He added another Demand Deposit line to the cash report. This Demand Deposit line is restricted and makes up the Net Restricted Assets (NRA) for the Housing Choice Voucher program together with the voucher money market account.

There was nothing significant to report in the balance sheet for the miscellaneous programs. In the income statement for these programs, in the administrative fees, Vernon said we are running behind by \$4,500. There is a variance in the HOPWA and CD HOME programs.

Vernon noted Account #15622, (Due To)From SFHRC in the amount of \$72,385 in the Public Housing balance sheet which is cash surplus funds. The income statement for Public Housing shows that we are ahead of what we should be for total expenses. Vernon said the three major variances are tenant services-wages along with maintenance-materials, and maintenance contracts caused by vacancies. There is a Y-T-D gain of \$17,292 which is \$3,435 behind of what was budgeted.

Vernon said South Sycamore Estates owes the general fund \$16,802, but there is a positive cash flow. The Y-T-D gain is \$15,774 with a cash increase of \$538.

Vernon reviewed the balance sheet for the Housing Choice Voucher (HCV) program. If the cash was transferred from General to HCV to match the balance of the NRA, the Due To(From) SFHRC becomes a negative amount of \$28,960. Vernon noted the Accounts Payable HUD account which is interest owed to HUD. In the income statement, Vernon said we are running behind budget in the administrative fees revenue, but we are running ahead of budget in the contract earned that we received. There are variances with the administrative salaries, tenant services-wages, and tenant services-benefits. The Y-T-D loss is \$25,073 but we budgeted a \$51,549 loss so we are doing better than anticipated.

Vernon said there is nothing significant to report in the balance sheet for the Family Self-Sufficiency program. There is a Y-T-D gain of \$11,202 which is \$10,693 better than what we anticipated.

Vernon reviewed the income statement for the General Operating Fund. We are at 42% of the budget but revenues are only at 38%. The management fees are under budget by \$10,000. These are being caused by property management fees that we had hoped to get when leasing up the new buildings. There is also an auditing variance. An adjustment needs to be made in the tenant services-benefits account. We are at 43% of total expenses. Y-T-D, we are running behind budget by \$12,908.

Vernon explained the balance sheet for the Consolidated account. He said we have \$1,375,142 in the unrestricted net position account. We have a Y-T-D gain of \$52,812 which is \$30,000 better than budgeted.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. We have received the funding notice for calendar year 2014 for the voucher program, and we are in the process of analyzing it. Everything else is moving smoothly.

FAMILY SELF-SUFFICIENCY REPORT

Ramona presented the Family Self-Sufficiency Report. Ramona said the United Way Impact Team is coming to the office on Monday, March 31, 2014. She said the childcare numbers are up. Discussion followed.

Commissioner Scott made a motion to approve the monthly reports. Commissioner Earley seconded the motion. The motion passed, Yeses, 4, Noes, 0.

BANKING RESOLUTION

Shireen stated a new Resolution has been drafted to establish bank accounts with Sioux Falls financial institutions. The Resolution is an update of the authorized officers and staff. Discussion followed. Commissioner Earley made a motion to approve the signing of the Resolution. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

TRAVEL REQUEST

Shireen is requesting approval for Lavonne Van Hove or Bill Ziegler to attend the annual Tri-State HELP meeting for the HOPWA program. The meeting will be held in Bozeman, Montana on May 14 and 15, 2014. HOPWA funding can be used to pay the travel costs for the annual meeting. She discussed the estimated costs. Commissioner Peckham made a motion to approve the travel request. Commissioner Scott seconded the motion. The motion passed, Yeses, 4, Noes, 0.

2014 HOUSING CHOICE VOUCHER FUNDING

Shireen explained she had just received information yesterday on the 2014 Housing Choice Voucher funding. The amount of HUD-held reserves does not seem accurate. Staff will research this matter further to determine what will be available for vouchers. Discussion followed. Commissioner Earley asked about admin fees. Shireen said we have received final notice that admin fees will increase from 69% to 73%.

EXECUTIVE DIRECTOR'S REPORT

1. Dianne reported on the NAHRO conference held on March 7-12 in Washington, DC. She met with the staff for Kristi Noem and John Thune. The group also met with Senator Johnson. She said the meetings went well. Discussion followed.
2. Shireen said there is a regional NAHRO conference scheduled for June to be held in Deadwood. Some staff will be attending the meetings and Commissioners are invited also.
3. Affordable Housing Solutions: Shireen said things are going well with Wayne Wagner. Duluth Heights will be completed in April. Two apartments have been rented. Spring Pointe, a four-plex, is under construction. Highland Five, a five-plex is also under construction.

A house is being built at CTE – Career Technical Education Academy. When it is completed, it will be moved to a lot and finishing work will be done.

Governor's house: a 3-bedroom plan has been approved. The house will be moved on to the lot at 18th & Sherman. There is also a private individual who wants to buy one of our lots and move a Governor's house on the lot. Discussion followed.

4. RAM: Shireen said RAM, who is our software supplier, will not be increasing their costs. This is the fourth year in a row that our costs will remain the same, \$12,500 per year.
5. Union Bargaining contract: Shireen said at the last meeting, there was discussion about changes to be made in the Union contract. Our attorney reviewed the changes but has not received a response from the Union.

OTHER BUSINESS

There was general discussion about Spring Centre Apartments.

The next meeting date is April 23, 2014.

The meeting was adjourned.