

**CERTIFICATE OF APPROVAL OF MINUTES**

**MINUTES OF:** May 27, 2014

**APPROVED ON:** June 24, 2014

  
**President**

**ATTEST:**

  
**Secretary**

Sioux Falls Housing and Redevelopment Commission  
630 S. Minnesota, Sioux Falls, SD  
Regular Meeting  
May 27, 2014

Present: Jeremy Keckler, William Earley, Harriet Scott and John Peckham  
Others  
Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun,  
Donna Rollag, Paul Hess and James Wiederrich

**CALL TO ORDER/ROLL CALL**

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

Introductions were made to James Wiederrich, the incoming Commissioner.

Shireen said there is a change in the Agenda. Item #5 – Capital Improvements – Public Housing & SSE, will be replaced with a Travel Request

**APPROVAL OF MINUTES OF APRIL 23, 2014**

Chairman Keckler called for a motion to approve the Minutes of the April 23, 2014 meeting. Commissioner Earley moved to approve the Minutes. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

**FINANCIAL REPORT**

Vernon presented the April 30, 2014 Financial Report. He noted the amounts for Unrestricted Cash and Restricted Cash. Effective June 1, 2014, HUD will draw down \$650,000 from restricted reserves. This amount will be held in HUD reserves.

Vernon explained the balance sheet and the income statement for the miscellaneous programs. Vernon said the administrative fees are running behind for HOPWA and CD HOME. For these two programs we receive a percentage of what we bill. The Mod Rehab and New Construction are fixed amounts.

In the Public Housing balance sheet, Vernon explained the (Due To)From SFHRC and the Certificates of Deposit amounts totaling \$149,770 equal our reserves. He also explained the income statement for Public Housing. One vacancy has been filled, but another unit is going to be vacant. Also, the maintenance materials and contracts are over budget due to renovations. Total expenses are over budget at 64%; however, we are ahead of YTD budget by \$1,150.

Vernon said everything is on track in the balance sheet for the South Sycamore program. Vernon explained the income statement. We are at 61% of the budget for total revenue. We are 63% of the budget for total expenses. We had a cash increase of \$2,074 greater than what was budgeted.

Vernon reviewed the balance sheet for the Housing Choice Voucher program. We have \$1,166,771 in restricted cash. He noted the amounts in net assets. He said the income statement shows we are behind by \$2,599 for administrative fees, but we are at 58% of the budget. The Contract earned account shows a

variance of \$703,200. HUD gave us more cash than we needed and will be pulling it back. Total expenses are at 55%. We have a YTD gain of \$38,295. Discussion followed.

Vernon stated the balance sheet for Family Self-Sufficiency is on track. The income statement shows that we are over budget for tenant services. This is the expense for professional and counseling services. There is a YTD gain of \$8,565.

Vernon said the balance sheet for the General Operating Account shows the amount of \$1,201,767 in unrestricted net assets. This is what supports the loss in the HCV program. He said we are at 54% for total revenues in the income statement. The utilities account is over budget at \$1,621. This is a seasonal variance. Year to date, there is a gain of \$51,064 which is \$14,070 below budget.

Vernon reviewed the balance sheet for the Consolidated Account. There are no significant changes. The income statement shows we are at 64% for total revenues and 55% for expenses. The Y-T-D gain is \$63,025.

### **OCCUPANCY REPORT**

Dianne presented the Occupancy Report. She informed the Commission about the fire at 111 N. Cleveland Avenue. The fire affected seven voucher holders.

Dianne stated there is one vacancy that was filled in Public Housing; however, another tenant will be moving.

### **FAMILY SELF-SUFFICIENCY REPORT**

Shireen presented the Family Self-Sufficiency Report. Ramona has been meeting with new clients. The HUD coordinator grant application is being completed. It is due the end of this week. The grant is for 2014 funding to be used in 2015. We are limited to requesting the same amount as last year. Three clients recently completed the FSS program. They all had escrow accounts. Discussion followed.

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

### **FY2013 AUDITED FINANCIAL STATEMENT**

A telephone conference call was conducted with the auditor, Janelle Mulroy, of Brady, Martz & Associates.

Janelle briefly reviewed each section of the audited financial statements. She said they did not identify any area that would require adjustments. We had a clean audit. Janelle also reviewed the Management Report. There were two observation items. Discussion followed. A motion was made and seconded to approve the Audited Financial Statement. The motion passed, Yeses, 4, Noes, 0.

### **TRAVEL REQUEST**

Shireen presented the travel request. She is requesting approval for Mia Dummermuth and possibly, one other person to attend the annual regional AHMA (Affordable Housing Management Association) conference to be held in Denver on August 20-22, 2014. She provided the anticipated cost estimates per person. Director Earley made a motion to approve the travel request for Mia Dummermuth to attend the

conference and possibly, one other staff person. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **EMPLOYEE PERFORMANCE EVALUATION**

Commissioner Peckham made a motion to approve the Employee Performance Evaluation. Commissioner Scott seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **EXECUTOR'S REPORT**

Shireen updated the Commission about the Lease Up Extravaganza scheduled for Tuesday, June 10 and Wednesday, June 11. All staff people will be involved. The top 300 people on the waiting list were notified by letter about this event. As of Friday, May 23, we received 118 responses. On Monday, June 9, the office will close early to the public to prepare. The office will be closed to the public on June 10 and June 11 unless they have an appointment. Tuesday, June 10, the office will be open until 7:00 p.m. for appointments. The phone will be answered during the Extravaganza.

Shireen said the Section 8 Annual Plan is being updated. The final draft will be presented at the June meeting. The Admission & Continued Occupancy plan is also being updated. A public hearing is being held on June 13, 2014.

Shireen informed the Commission about a fire in one of our Public Housing units, 2023 S. Grange. The fire occurred on Saturday, May 24. A large family was living in the house; they are now staying in a motel. Shireen explained how the fire started. The fire is said to be "suspicious" and is being investigated. Discussion followed.

Shireen updated the Commission about Rod Fluth's properties sold at a Sheriff's sale that were taken over by a bank. There are 31 properties. We had 15 voucher holders living in these properties. Discussion followed.

### **OTHER BUSINESS**

Shireen updated the Commission about the KELO news story.

The next meeting date is Tuesday, June 24, 2014.

The meeting was adjourned.