

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

Present: William Earley, Harriet Scott, and Wayne Wagner

Commissioner

Absent: Jeremy Keckler and John Peckham

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun,
Ramona Muirhead, and Donna Rollag

CALL TO ORDER/ROLL CALL

Commissioner Earley, as the only officer present, called the meeting to order.

OATH OF OFFICE/WELCOME NEW COMMISSIONER

Wayne Wagner was welcomed as a new Commissioner and signed the Oath of Office. He gave a brief report on his background.

ELECTION OF OFFICERS

Commissioner Earley recommended delaying the election of officers until next month. Commissioner Wagner moved to delay the election. Commissioner Scott seconded the motion. The motion passed, Yeses, 3, Noes, 0.

APPROVAL OF MINUTES OF NOVEMBER 13, 2013

Commissioner Earley called for a motion to approve the Minutes of the November 13, 2013 meeting. Commissioner Scott moved to approve the Minutes. Commissioner Wagner seconded the motion. The motion passed, Yeses, 3, Noes, 0.

FINANCIAL REPORT

Vernon presented the Financial Report dated December 31, 2013. He said we have unrestricted cash in the amount of \$1,651,522.12 and we have \$435,869.38 in restricted cash. Discussion followed. Vernon then reviewed the balance sheet for Shelter Plus Care, HOPWA, CD HOME, Mod Rehab and New Construction. He noted the amount of \$3,206 for the prepaid annual contribution in the Mod Rehab program. Vernon reviewed the income statement for these same programs. He explained the Administrative fees go directly to General Operations. All other program statements will show a budget variance for auditing as we have expensed 100% of the auditing costs.

In the balance sheet for the Public Housing program, Vernon explained the amount of \$74,300 in the (Due To)From SFHRC. This amount is due from the General Fund. He also talked about operating funds and capital funds in the Public Housing program. The income statement shows a YTD gain of \$21,312. Discussion followed.

In the balance sheet for South Sycamore Estates, Vernon noted the (Due To)From SFHRC in the amount of \$14,759; this amount has been steadily decreasing. The income statement for South Sycamore Estates shows we are off budget by \$922, but we have a cash increase of \$201.

Vernon then explained the balance sheet for the Housing Choice Voucher program. The amount of \$282,564 is due from the General Fund. He also noted he added a new line, Account #211800, Accounts Payable HUD in the amount of \$5,555. Because of a new HUD regulation, we are not allowed to keep the interest that is earned on the net restricted assets. It has to be identified and later HUD may recapture it. Discussion followed. Vernon then explained the new line, Account #911000, Fund Transfer Restricted in the income statement for the Housing Choice Voucher program. This is related to the revenue/expenses for the restricted net assets.

Vernon said the income statement for Family Self-Sufficiency is on track. He noted the FSS program is funded by two grants-a United Way grant and a HUD Coordinator grant. These two grants are both on budget for revenue. The expenses are under budget. There is a YTD gain of \$6,983.

In the General Operating balance sheet, Vernon noted the (Due To)From SFHRC, the Unrestricted Net Position amount of \$1,201,767 and the current year gain in the amount of \$19,207. Vernon then explained the General Operating income statement. There is a YTD gain in the amount of \$19,207. Discussion followed about management fees for managing the various Affordable Housing Solutions projects.

The Consolidated balance sheet shows \$1,322,330 in the unrestricted net position amount and the current year gain is at \$32,339. The Consolidated income statement shows we are at 27% of the budget for revenue and 24% of budget for expenses. There is a YTD gain of \$32,339 which is \$18,940 better than what was budgeted.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said last applicants for the waiting list were contacted in October 2013. Of the ones who were issued vouchers; 25% have found a place; the rest are still looking for an apartment. The VASH (Veterans Affairs for Supportive Housing) program is "taking one step forward and two steps back" as far as getting the applicants leased up. Dianne explained the issues with keeping the veterans leased up. Dianne also stated the last vacant Public Housing unit will be rented on February 1. Dianne also furnished information to the Board regarding CY 2013 funding for the Section 8 Voucher program. We spent over 100% of the funding and leased up at 95% of the baseline. We received \$9.6 million and used about \$500,000 from reserves. The average monthly housing assistance payment is \$460. The average for those who have ported is \$704.

FAMILY SELF-SUFFICIENCY REPORT

Ramona presented the Family Self-Sufficiency Report. She informed the Board that FSS received \$1,227 from the HyVee Helpful Smile program. This money goes into the Special Needs fund. Ramona said current projects include renewing the Childcare license application, the United Way application, and the Coordinator grant reporting. 81 participants were served last year.

Shireen also stated that FSS received the Coordinator grant from HUD. Everyone received 98.3% of eligible funding. FSS received \$72,622 which is about \$1,200 less than last year.

Commissioner Wagner made a motion to approve the monthly reports. Commissioner Scott seconded the motion. The motion passed, Yeses, 3, Noes, 0.

TRAVEL REQUEST

Dianne presented the travel request and anticipated costs to attend the National NAHRO Committee meetings and the 2014 Legislative Conference scheduled for March 8-12. Discussion followed. Commissioner Scott made a motion to approve the travel request. Commissioner Wagner seconded the motion. The motion passed, Yeses, 3, Noes, 0.

EMPLOYEE PERFORMANCE EVALUATION

Commissioner Scott made a motion to approve the Employee Performance Evaluation. Commissioner Wagner seconded the motion. The motion passed, Yeses, 3, Noes, 0.

FUNDING UPDATE

Dianne provided an update about funding. She said the 2014 Omnibus bill passed and was signed into law last week. There should be enough money for us to receive 100% of what we are eligible for in housing assistance payments. In 2013 we received 60% of the eligible administrative fees. In 2014 we should receive 70-75%. For Public Housing, the operating fund will be at approximately 88% pro ration. Discussion followed.

EXECUTIVE DIRECTOR'S REPORT

Shireen thanked the Commission on behalf of the staff for the early closing on Christmas Eve day.

Shireen report on the results of the Section 8 Management Assessment Program (SEMAP) scoring. We received a score of 96%, which is considered a high performer.

Shireen gave an update on Affordable Housing Solutions projects:

Duluth Heights – West 12th & Duluth: These apartments are scheduled to open March 2014.

Highland Five – 3rd & Highland: A five-plex for persons age 55 and older. These are scheduled to open possibly by May 2014.

Spring Pointe: two 2-bedrooms and two 3-bedrooms located by Hawthorne School.

AHS originally had 3 Committees that met regularly: Governance, Finance and Program/Marketing. The Program/Marketing Committee has now split in two separate Committees. The Committees will be meeting every other month.

Diane de Koeyer, the Housing Development Director, resigned in September. Commissioner Wagner had applied for the vacancy on the SFHRC Board of Commissioners. Later, after the job opening was posted, he applied for the Housing Development Director position. If he is offered the job by AHS, he will have to resign as a Commissioner. Shireen said she is meeting with the AHS Executive Committee today and interviews will be scheduled.

Shireen said she was asked to be involved in the Sioux Falls Tomorrow 2014 planning process. Discussion followed.

There was discussion about recognizing Michele Prestbo's service on the SFHRC Board.

UNITED WAY 2015 FUNDING APPLICATION

Shireen explained the application for United Way funding in 2015 due February 12. She reviewed the budget draft. We will not need to request an increase because we found another software program for case management and the escrow accounts which will save us money. Staff is recommending \$64,793 as the amount to request for 2015. A motion was made by Commissioner Scott to apply to United Way and request \$64,793. Commissioner Wagner seconded the motion. The motion passed, Yeses, 3, Noes, 0.

OTHER BUSINESS

Shireen stated the bank bought Rod Fluth's properties; however, he is conducting business as usual. There is a 180-day redemption period.

The next meeting is scheduled for Wednesday, February 26, 2014 at 7:30 a.m.

The meeting was adjourned.



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SIOUX FALLS HOUSING AND REDEVELOPMENT COMMISSION
REGULAR MEETING
630 S. MINNESOTA AVE, SIOUX FALLS, SD
WEDNESDAY, FEBRUARY 26, 2014 7:30 AM

AGENDA

1. CALL TO ORDER/ROLL CALL
2. ELECTION OF OFFICERS (Motion)
3. APPROVAL OF MINUTES OF JANUARY 22, 2014 (Motion)
4. MONTHLY REPORTS: (Motion)
 - a. Financial
 - b. Occupancy
 - c. Family Self-Sufficiency
5. 2014 HOUSING CHOICE VOUCHER FUNDING (Information)
6. PRESENTATIONS ON HOPWA, BRIGHT FUTURES & SHELTER PLUS CARE PROGRAMS
7. EXECUTIVE DIRECTOR'S REPORT
8. OTHER BUSINESS (as needed)

Next meeting date: March 26, 2014

NOTICE: Upon Request, accommodations for meetings will be provided for persons with disabilities. Please contact the office at 332-0704 (Voice) or 332-0256 (TDD) 24 hours in advance of the meeting.



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SIOUX FALLS HOUSING AND REDEVELOPMENT COMMISSION
REGULAR MEETING
630 S. MINNESOTA AVE, SIOUX FALLS, SD
WEDNESDAY, NOVEMBER 13, 2013 7:30 AM

A G E N D A

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES OF SEPTEMBER 25, 2013 (Motion)
3. MONTHLY REPORTS: (Motion)
 - a. Financial (FY 2013 final)
 - b. Occupancy
 - c. Family Self-Sufficiency
4. TRAVEL REQUEST (Motion)
5. 2013 CAPITAL FUNDS RESOLUTION (Motion)
6. APPROVAL OF COLA FOR EXEMPT EMPLOYEES (Motion)
7. GROUP HEALTH INSURANCE RENEWAL (Motion)
8. SEMAP CERTIFICATION RESOLUTION (Motion)
9. IMPACT OF CERTAIN PROPERTY OWNER ACTIONS (Information)
10. EXECUTIVE DIRECTOR'S REPORT
11. OTHER BUSINESS (as needed)

Next meeting date: December 18, 2013

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