


**CERTIFICATE OF APPROVAL OF MINUTES**

**MINUTES OF:** May 19, 2015

**APPROVED ON:** June 23, 2015

*the* **Chairperson** 

**ATTEST:**

**Secretary** 

Sioux Falls Housing and Redevelopment Commission  
630 S. Minnesota, Sioux Falls, SD  
Regular Meeting  
May 19, 2015

Commissioners

Present: William Earley, John Peckham, James Wiederrich and James Beddow

Commissioner

Absent: Jeremy Keckler

Others

Present: Shireen Ranschau, Dianne Hovdestad, Donna Rollag, Les Kinstad 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 FEBRUARY 24, 2015**

Chairperson Earley called for a motion to approve the minutes of the April 28, 2015 meeting. Commissioner Peckham made a motion to approve the Minutes. Commissioner Beddow seconded the motion. The motion passed, Yeses, 4, Noes, 0.

**FINANCIAL REPORT**

Shireen presented the Financial Report for the month ending April 30, 2015. In the cash report, the general operating fund decreased and the money market account increased. The insurance proceeds from the hail damage were moved to the restricted funds money market fund.

In the balance sheet for the miscellaneous program, Shireen noted two amounts for Accounts Receivable Other-HOPWA and CD HOME. These are amounts for two months, and we are waiting to receive the funds. The pre-paid annual contribution in the amount of \$955 is money due to HUD. The income statement for these other programs shows we collected 100% for CD HOME fees. Tenant services, services-wages and services-benefits are below budget due to changes in the way HOPWA is billed. Total revenue and total expenses are on target. There is a Y-T-D gain of \$1,899 from Mod Rehab which is money owed to HUD.

The balance sheet for the Public Housing program shows restricted cash in the amount of \$96,696. This amount is insurance proceeds for the public housing unit that had the fire. Other current liabilities are listed at \$45,571 for insurance proceeds from hail damage. Shireen then reviewed the income statement. Total expenses are under budget at 50%. There is a Y-T-D gain of \$31,988 as we pulled down 100% of capital funds.

Shireen said there were no significant changes to the South Sycamore Estates balance sheet. She then reviewed the income statement. There is one vacancy. The utilities account and the maintenance accounts are over budget due to water, plumbing and electrical issues. We have a Y-T-D gain of \$17,516 but there is a negative cash decrease of \$3,898.

Shireen reviewed the balance sheet for the Housing Choice Voucher program. The total net restricted position amount is \$23,550. Discussion followed regarding the unrestricted net position and the current

year loss. The income statement shows we are below budget at 55%. Total expenses are at 59%. Y-T-D we have a loss of \$67,646.

Shireen stated the Family Self-Sufficiency balance sheet is on track. Revenue is at 59% and total expenses are at 49% primarily due to the vacant coordinator position with a Y-T-D gain of \$17,457.

Shireen said there is \$1,114,693 in unrestricted cash in the balance sheet for the General Operating Fund. We are behind in revenue at 57%. Total expenses are also behind at 52%. Tenant services – wages are over budget by \$4,713. The Y-T-D gain is \$61,630.

Shireen reviewed the balance sheet and income statement for the Consolidated account. The income statement shows revenue at 55% and 58% for total expenses. The Y-T-D gain is \$70,229.

### **OCCUPANCY REPORT**

Dianne presented the Occupancy Report. SFHRC held a mini leasing extravaganza for four days the week of May 11-15. We contacted 275 applicants from the waiting list, made 96 appointments and issued 36 vouchers. Discussion followed. Many applicants have trouble obtaining a certified copy of birth certificates.

VASH program: Dianne said we received the 14 additional VASH vouchers effective May 1, 2015. The VA has identified people for the vouchers.

The Public Housing house located on Landsdown has now been rented by a person with a disability who needs a wheelchair-accessible unit.

Shireen talked about the tight housing market in Sioux Falls. The vacancies are low and rents are going up. Discussion followed.

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

Shireen did not have a Family Self-Sufficiency Report.

A motion was made by Commissioner Wiederrich to accept the monthly reports. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **BANK RESOLUTION**

Shireen presented the Resolution for Sioux Falls Housing & Redevelopment Commission (SFHRC) to Establish Bank Accounts and Signatories for Accounts. This Resolution is needed because of the new officers elected. Commissioner Beddow made a motion to adopt the Resolution. Commissioner Wiederrich seconded the motion. The motion passed, 4 Yeses, 0 Noes.

### **APPROVAL OF NEW AHS DIRECTORS**

Shireen stated the By-Laws of Affordable Housing Solutions require that any new Director appointed by AHS must also be approved by the Sioux Falls Housing & Redevelopment Commission. On March 5, 2015 the AHS Board of Directors appointed three new directors to the Board. The new Directors are: Carrie Ensz, Darrel Bartell, and Brian Jans. Commissioner Wiederrich made a motion to approve the appointment of the three new Directors. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4 and Nos 0.

### **TRAVEL REQUESTS**

Shireen presented two travel requests; one for Lavonne Van Hove, the Housing Programs Coordinator, to attend the annual HUD HOPWA meeting scheduled for June 24 and 25 in Missoula, Montana. Estimated travel costs were discussed. The entire travel cost will be reimbursed through the HOPWA grant funds.

Shireen said the other request is for her and Dianne to attend the National NAHRO Conference scheduled for July 30-August 1 in Austin, Texas. An application has been submitted for SFHRC to receive an award of merit for the Housing Choice Voucher lease-up extravaganza so Shireen would like to attend the conference also. Estimated travel costs were discussed. Also, budgeted staff training/travel costs were discussed. Commissioner Earley made a motion to approve the two travel requests. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 4, Noes, 0.

### **EXECUTIVE DIRECTOR'S REPORT**

Shireen updated the Board about AHS projects: Field of Dreams and Pettigrew Manor. She also explained land trusts.

Shireen passed out two different proposals she received from consultants to do strategic planning. She had information from the Organizational Leadership Edge and from Sage Project Consultants. Discussion followed. It was suggested to have a representative from the Nebraska firm attend our next meeting.

### **OTHER BUSINESS**

The next labor negotiation meeting is scheduled for Thursday, June 4, 2015.

The next meeting is scheduled for June 23, 2015.

Commissioner Beddow made a motion to adjourn the meeting. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 3 (Commissioner Peckham left the meeting early), Noes, 0. The motion passed and the meeting was adjourned.