

CERTIFICATE OF APPROVAL OF MINUTES

MINUTES OF: June 23, 2015

APPROVED ON: August 25, 2015



Chairperson

ATTEST:



Secretary

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
June 23, 2015

Commissioners

Present: Jeremy Keckler, John Peckham, James Wiederrich and James Beddow

Commissioner

Absent: William Earley

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Donna Rollag,
Les Kinstad and Paul Hess and Stanley Quy

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:30 a.m. by Vice-Chairperson Keckler.

APPROVAL OF MINUTES OF MAY 19, 2015

Vice Chairperson Keckler called for a motion to approve the minutes of the May 19, 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

Vernon presented the Financial Report for the month ending May 31, 2015. Vernon said the balance sheet for the miscellaneous accounts are all current. He then reviewed the income statement for the miscellaneous programs. The administrative fee account is ahead of budget at 72%.

Vernon explained the amount of \$96,701 listed in the balance sheet for Public Housing is the restricted cash for the insurance proceeds for the hail damage. In the income statement, the Y-T-D gain is \$34,566.

Vernon said the balance sheet for South Sycamore Estates is on target. The income statement shows a variance of \$394 in total revenue. Total expenses are over budget at 80% due to maintenance materials and contracts. The Y-T-D gain shows an amount of \$20,795 with a cash decrease of \$3,677.

Vernon briefly reviewed the Housing Choice Voucher balance sheet. He explained the (Due To) From SFHRC at a negative amount of \$(215,485). This is due to the accumulated loss for administration of the Housing Choice Voucher program. Vernon then explained the income statement. Total revenue is listed at 63%. Total expenses are at 67%. There is a Y-T-D loss of \$63,174.

Vernon said the balance sheet for Family Self-Sufficiency is on target. The Administrative Salaries and Administrative Benefits are both under budget. There is a Y-T-D gain in the amount of \$19,045.

Vernon reported that the balance sheet for the General Operating Fund is on target. In the income statement, total revenue is slightly below budget at 66% and total expenses are at 61%. However, the Y-T-D gain is at \$67,986.

Vernon reviewed the income statement for the Consolidated account. Total revenue is at 64% of the budget and total expenses are on budget at 67%. There is a Y-T-D gain in the amount of \$81,263.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said so far this year there have been 90 vouchers issued. Thirty individuals have leased up and two have expired. There are still 58 individuals searching. We have 19 VASH vouchers available. On May 28, 2015, there were 324 letters mailed to applicants who have applied through December 31, 2011, 100 responded to remain on the waiting list. Discussion followed.

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

TRAVEL REQUESTS

Shireen had sent a travel request by email to the Commissioners for four employees to attend training on "Managing Emotions Under Pressure" in Omaha, Nebraska on June 12, 2015. The request was approved by electronic vote.

PAY INCREASE FOR EMPLOYEES

Shireen stated the AFSCME members ratified the Housing Commission's proposed wage increase of 2½% retroactive to October 1, 2014 with another 2½% increase effective October 1, 2015. This increase covers non-exempt employees. Commission action is needed to provide the same wage increase to the exempt employees which include the Executive Director, the Deputy Director, the Finance Director and the FSS Coordinator. Commissioner Wiederrich made a motion to give the same pay increase to exempt employees. Commissioner Bedow seconded the motion. The motion passed, Yeses, 4, Noes, 0.

EXECUTIVE DIRECTOR'S REPORT

Shireen informed the Commission that United Way approved the requested amount of \$61,164 for FSS for 2016.

Shireen said she received notice from HUD that the administrative fee for housing choice vouchers will increase from 74% to 79%. We will receive an additional \$34,000 for the first quarter of the year.

Shireen and Dianne gave their report on the recent Regional NAHRO conference held in Bozeman, Montana, on June 9-11. SFHRC received an award for "Program Innovation" for the Lease-Up Extravaganza conducted last year. We have also been nominated for a national award.

Shireen presented the PHA Certifications of Compliance with PHA Plans Related Regulations Board Resolution. This resolution is required for submittal of the 5-Year Plan. A public hearing was held but no one attended. Commissioner Wiederrich made a motion to approve the Certification Resolution. Commissioner Beddow seconded the motion. The motion passed, Yeses, 4 and Noes, 0.

Shireen explained she had sent a Request For Proposal to four architect firms to repair the hail damage for the Public Housing units. Two responded with a proposal – Falls Architecture Studio & RS Architects. Shireen recommends accepting the proposal from Falls Architecture Studio, LLC due to cost and experience with similar projects. Discussion followed. Commissioner Peckham made a motion to

approve the bid from Falls Architecture Studio. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 4, Noes, 0.

PRESENTATION AND DISCUSSION WITH CONSULTANT

Stan Quy, the President of The Organizational Leadership Edge (TOLE) from Omaha, Nebraska, gave a presentation about the consulting services he can provide. Discussion followed.

The meeting was adjourned.