

**SIOUX FALLS HOUSING AND REDEVELOPMENT COMMISSION**

Regular Meeting

**SFHRC Board Room**

630 South Minnesota Ave, Sioux Falls, SD

**Tuesday, January 23, 2024 - 7:30AM**

Commissioners Present: Jim Wiederrich, Suzy Smith, Steven Ruda, Randy Osterloo

Others Present: Larissa Deedrich, Lisa Bartell, Vernon Kreun, Brent Tucker, Jenny Basche, Hunter Burns, Travis Heiter, Larry Jennings

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:31 a.m. by President Wiederrich.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES of December 26, 2023 (January 2, 2024) – Regular Meeting**

*President Wiederrich called for a motion to approve the minutes of the January 2, 2024, regular meeting. Commissioner Ruda moved to approve the minutes of January 2, 2024, meeting as presented. Commissioner Smith seconded the motion. Ayes All, Nays None Motion Carries*

**MONTHLY REPORTS**

**FINANCE REPORT**

Finance Director Kreun reviewed the Financials for December 31, 2023. Mr. Kreun reported there was a decrease in restricted case \$38,759 due to a decrease of \$11,589 from EHV HAP/RNA and HUD withholding \$23,478 in 2023 Mod Rehab year end settlement.

Cash & Investments. Unrestricted cash has decreased by \$15,527 from first three months of FY2024.

Other Programs. Accounts Receivable of \$47,590 from Shelter + Care, and \$69,091 in HOPWA funds.

Public Housing. Public Housing has a \$8,390 operating gain.

South Sycamore Estates. SSE has an Operating Gain of \$15,883 and a positive cash flow of \$11,488.

Housing Choice Voucher. Financials reflect a YTD Gain of \$36,192 which is 57% of budget projections. There was a restricted-funds transfer of \$14,246 due to expenditures being greater than funds received. Results in a decreased Net Position from FY2023.

Emergency Housing Voucher. EHV financials show a YTD gain of \$1,008. There was a restricted-funds transfer of \$42,354 due to expenditures being greater than funds received. Results in a decreased Net Position from FY2023.

Family Self-Sufficiency. FSS shows a loss of \$5,823. YTD gain in Restricted Net Position by \$8.

Property Management. PM has a YTD loss of \$27,484 due to Professional Services of \$18,800. A compliance review was brought in to go through project files due to noncompliance. Revenue is \$1,400 ahead of budget.

General Operating. General Operating financials showed an operating gain of \$16,587 gain.

Consolidated. Consolidated financials reflected an operating gain of \$44,855 which is ahead of budget by \$11381.

## **HCV PROGRAM AND UTILIZATION REPORT**

Lisa Bartell presented the December 2023 utilization report, noting an increase in utilization for HCV to 1,819 vouchers under lease. VASH utilization increased by 4 to 123 (96.09 percent). Ms. Bartell stated that terminations still remain high which makes “net adding” vouchers difficult.

Ms. Bartell continued with the supplemental HCV report by stating that over the last 12-month period, SFHRC has mailed 818 waiting list letters and has received a 49% response rate. In November, no letters were sent out. Twenty-five HCV's were issued, and there were twenty five move ins and twenty-two move outs. Fifteen people have found a unit and are waiting for a lease and 90 voucher holders are currently looking for housing, and 67 households have paperwork pending. Ms. Bartell also noted that they have contacted individuals on the waiting list through 7/7/2023.

## **FSS PROGRAM REPORT**

Jenny Basche presented FSS' December 2023 report. Program participation at eighty-five (85).

Jenny reported that two families ended participation. One family ported out of the area and did not collect their escrow, whereas one family's contracts expired. No families were added FSS staff scheduled two personal growth workshops in October. The workshops are scheduled to continue monthly.

*President Wiederrich called for a motion to approve the monthly reports. Commissioner Ruda moved to approve the monthly reports as presented. Commissioner Smith seconded the motion. Motion passed; Yeses 3, Noes 0.*

### **AHS DEVELOPMENT REPORT**

Director Tucker presented the December 31, 2023, AHS Development Report.

Director Tucker stated that the houses that were under construction are complete and are ready for sale. He stated that one remaining Bahnson unit remains under contract and there are many units with interested parties looking at them. He expects several more units under contract by next meeting.

Director Tucker mentioned 428 and 430 South Williams are under construction. Director Tucker stated that he has heard from the state regarding the ARPA application for infrastructure funds, and it appeared that AHS would not be eligible for the funds as the state determined the ARPA funds could not be used.

*President Wiederrich called for a motion to approve the December 31,, 2023, Development Report. Commissioner Smith moved to approve the Development Report as presented. Commissioner Ruda seconded the motion. Ayes: ALL Nayes: None Motion Carries*

### **EXECUTIVE DIRECTOR REPORT: (Informational)**

Executive Director Deedrich reported that a Resident Advisory Meeting has been scheduled for February 22, 2024. The meeting will discuss the 2024 annual plan as well as the 2025 5-Year plan. Director Deedrich stated that the team is working on the Compliance Monitoring Review items from HUD and has scheduled a meeting with the HUD office to review the items and discuss the next steps.

Director Deedrich reported that the Property Management team is meeting weekly to discuss occupancy's collections., maintenance issues and compliance. The team has made great strides in improving the files, ensuring that everything is on order, and although the vacancy numbers are still higher than normal the waiting list is current and correct, and the team is ready to begin the process to fill the units. An additional Maintenance staff will be hired to assist with vacant unit turnovers and basic maintenance requests, and a more robust collection policy will be developed, to ensure that the TAR is within industry standards.

### **ADMINISTRATIVE ITEMS**

Employee Handbook. Director Tucker brought the employee handbook back to the board. It was discovered that the handbook referenced employee eligibility in handbook was incorrect. SFHRC needs to have it show that to be eligible for health insurance, an employee must work more than

30 hours per week and to be eligible for the Retirement Plan an employee must work 20 hours per week.

*President Wiederrich called for a motion to approve the November 30, 2023, amendment to employee handbook. Commissioner Smith moved to approve the amendment to employee handbook as presented. Commissioner Ruda seconded the motion. Ayes: ALL Nays: None Motion Carries*

MacArthur Foundation Grant. Director Tucker stated that the MacArthur for the Glory House project is moving forward with construction and the frame and roof are built. St. Francis House has indicated that they may want to utilize some remaining funds to acquire an apartment.

MRI Software Conversion - Website. Director Tucker stated that MRI continues to be bumpy as expected. The data entry continues to be added. Dual entry in the AS400 and MRI will continue until MRI matches what is being presented in AS400.

SFHRC Bd Vacancies. SFHRC has not been compliant with Board membership. The RAB meeting scheduled for 02/22/24 will determine any potential interest from the residents to sit on the board.

SFHRC Board Officers. SFHRC will need to update officers for SFHRC Board. The decision was to table the vote until the meeting on 02/27/2023 until it can be determined whose terms are up.

#### **The Meeting went into Executive Session at 8:41 AM**

#### **The Meeting came out of Executive Session at 9:10 AM.**

Members of the Board discussed hiring Brent Tucker as the Commission's Deputy Director. Mr. Tucker is currently the sole employee for Affordable Housing Solutions. With his promotion to Deputy Director AHS will reimburse Mr. Tucker's currently salary to the Commission so that the same amount of work and time can still be committed to AHS.

*President Wiederrich called for a motion to approve creating a Deputy Director position and offering that to Brent Tucker with the agreement that AHS will reimburse the current salary amount going forward to SFHC. Commissioner Osterloo made the motion, Seconded by Commissioner Ruda. Ayes: ALL Nays: None Motion Carries*

Members of the board also considered the contract with Vern Kreun and converting his monthly bonus into his salary for purposes of payment in to his retirement plan.

*President Wiederrich called for a motion to approve converting Mr. Kreun's monthly bonus to a salary basis. Commissioner Ruda moved to approve. Commissioner Smith seconded the motion. Ayes: ALL Nays: None Motion Carries*

#### **Meeting adjourned at 9:12 AM.**