

PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
JUNE 17, 2020

ROLL CALL

PRESENT: Commissioners Scudder, Halbert*, and DuBray*.

ABSENT: Commissioners Podhradsky, and Eisenbraun.

ALSO PRESENT: Doug Wells – Executive Director, Robert Slanina* – Controller, Troy Fenenga – I.T. Specialist.

* Participated via GoToMeeting conference call.

APPROVAL OF AGENDA

Chairman Scudder stated that she would like to add an Executive Session to the agenda in conjunction with Agenda item 7(D), Annual Evaluation of Executive Director. She entertained a motion for approval of the agenda with this addition. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners DuBray, Halbert, and Scudder. VOTING NAY; None. MOTION CARRIED.**

APPROVAL OF MINUTES. Chairman Scudder asked if there were any additions or corrections to the minutes of the regular Board meeting of May 20, 2020. Hearing none, she entertained a motion for approval. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners DuBray, Halbert, and Scudder. VOTING NAY; None. MOTION CARRIED.**

APPROVAL OF EXPENDITURES. Chairman Scudder asked for and received clarification on an expenditure. She asked if there were any questions from other Commissioners on the expenditures. Hearing none, she entertained a motion for approval. Commissioner Halbert so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners DuBray, Halbert, and Scudder. VOTING NAY; None. MOTION CARRIED.**

Financial reports. The Board reviewed the financial reports. Controller Slanina stated that returns on new investments are still very low.

ITEMS FROM THE RESIDENT ADVISORY PANEL

No one was in attendance from the Resident Advisory Panel.

DISCUSSION ITEMS

(A) Appointment of Resident Advisory Panel – The Executive Director stated that only two applications were received for ten open positions. He stated that he felt the COVID-19 issue was possibly the reason for the lack of applications. He suggested appointment of the two applicants and additional outreach for new members in the coming months. Chairman Scudder noted that Marina Surratt and Sherry Nalls had applied. She entertained a motion to appoint both to the

Resident Advisory Panel. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(B) Flooring Replacement Bids – Valley View Apartments – The Executive Director stated that this project would replace the carpeting in the hallways at Valley View Apartments. Chairman Scudder entertained a motion for approval of the low bid of \$51,268.00 from Freed’s Floors. Commissioner Halbert so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(C) Personnel and Procurement Policy Revisions – The Executive Director stated that the proposed revisions to the Personnel Policy were to give employees more flexibility in the use of their vacation and sick leave. He stated that they would also eliminate penalizing employees who are must take unpaid time off beyond when they have no leave available. He stated that this would not apply to formal, extended unpaid leave of absence. He stated that the proposed revisions to the Procurement Policy were to reflect increases in the HUD thresholds for small purchases. He stated that the HUD thresholds were higher than what was being proposed, but South Dakota State law imposed stricter limits. Chairman Scudder entertained a motion for approval of the proposed policy revisions; to be effective July 1, 2020. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(D) Annual Evaluation of Executive Director – Chairman Scudder elected to move this item to the end of the agenda.

OLD BUSINESS

(A) Employee Health Savings Accounts – Chairman Scudder noted that during the discussion of employee health insurance at the last Board meeting, the possibility of increasing the PCHRC contribution to employee Health Savings Accounts was brought up. She asked if this was going to be done. The Executive Director stated that it was up to the Board. He explained that changes to the employee health insurance plan resulted in an increase in the deductible for the policy and a decrease in the cost to the PCHRC. He stated that if the Board choose to do so, they could use the savings to increase the PCHRC contribution to the employee Health Savings Accounts to help offset the increased deductible. The Executive Director was instructed to add this item to the agenda for the July Board Meeting.

(B) COVID-19 Funding from HUD – Chairman Scudder asked if HUD had provided guidance on eligible uses of the additional funding provided as a result of COVID-19. The Executive Director stated that HUD had clarified that the funds could be used for normal operating expenses, not just those directly related to COVID-19. He stated that applying the funding to large, normal operating expenses such as salaries was much simpler than tracking specific COVID-19 related items.

(C) Tenant Protection Vouchers – Chairman Scudder asked for clarification on the 34 vouchers the PCHRC would be receiving. The Executive Director stated that a privately owned apartment complex with HUD subsidy had opted out of their contract to provide subsidy to their

residents. He stated that HUD was providing the PCHRC with Vouchers to assist those residents.

NEW BUSINESS

No new business was brought before the Board.

MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

ITEMS FROM THE PUBLIC

None

EXECUTIVE SESSION

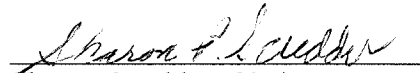
Chairman Scudder entertained a motion to enter into Executive Session. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.**

The Board entered into Executive Session at 4:22pm. The Board ended Executive Session and resumed the regular Board meeting at 4:26pm.

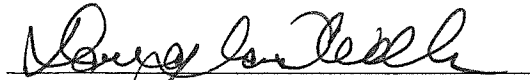
Chairman Scudder discussed the current salary of the Executive Director and stated that the PCHRC budget allowed for a 4% increase in salaries. She entertained a motion to increase the salary of the Executive Director by 4%. Commissioner DuBray so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.**

ADJOURNMENT

With no further action before the Board, Chairman Scudder entertained a motion for adjournment. Commissioner Halbert so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners Halbert, DuBray, and Scudder. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:30 PM.


Sharon Scudder, Chairman

(SEAL)
ATTEST


Douglas D. Wells, Executive Director

