

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
MARCH 18, 2020**

ROLL CALL

PRESENT: Commissioners Scudder, Halbert, Eisenbraun, Podhradsky, and DuBray.

ABSENT: None.

ALSO PRESENT: Doug Wells – Executive Director, Robert Slanina – Controller, Alice Bentley – Resident Advisory Panel Liaison, Sergeant Darren Soucy – Rapid City Police Department.

Chairman Scudder presented a plaque to former Commissioner Sherry Nalls in appreciation of her fifteen years of service.

Chairman Scudder welcomed newly appointed Commissioner, Joyce Halbert, to the Board. Commissioner Halbert introduced herself and gave a brief summary of her background.

APPROVAL OF AGENDA

Chairman Scudder entertained a motion for approval of the agenda. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, 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 February 19, 2020. Hearing none, she entertained a motion for approval. Commissioner DuBray so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, 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 additional questions on the expenditures. Hearing none, she entertained a motion for approval. Commissioner Podhradsky so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

Financial reports. The Board reviewed the financial reports. Controller Slanina gave an explanation of the investment transactions.

ITEMS FROM THE RESIDENT ADVISORY PANEL

Chairman Scudder welcomed Alice Bentley, Resident Advisory Panel liaison. Ms. Bentley reported that staff and four Panel members attended the last meeting. She stated that the Executive Director gave Panel members a copy of the proposed Capital Fund Program Five-Year Plan and reviewed the items in that plan. She stated that he also reviewed major work items in

progress and the Panel brought up various issues which would be addressed by staff. Chairman Scudder thanked Ms. Bentley for her report.

DISCUSSION ITEMS

(A) FYE March 31, 2020 Operating Budget Revisions – Chairman Scudder asked if there were any questions on the proposed budget revisions. Hearing none, she entertained a motion for approval of the budget revisions. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(B) FYE March 31, 2021 Operating Budgets – The Executive Director stated that the budgets included an aggressive list of maintenance projects this year. He noted that a few of budgets did not cash-flow for the year, but funds were available to do the proposed work. He stated that, as in the past, a few of the projects might require some input of cash from the PCHRC Central Office. Chairman Scudder asked if the budgets included rent increases. The Executive Director state that small rent increases were included for Harney View, Hillyo Manor, Black Fox and Memorial Park Apartments. He explained that many residents at Harney View, Black Fox and Memorial Park received Section 8 assistance and would not see an increase in the amount of rent they pay. Controller Slanina explained a few budget items that were out of the ordinary. Chairman Scudder entertained a motion for approval of the proposed budgets. Commissioner DuBray so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(C) Capital Fund Program Five-Year Plan – The Executive Director explained that staff prepared a needs assessment for all Public Housing properties, and from that, the five-year plan was developed. He stated that the plan reflected the priorities of the needed work, however work items may be moved between years to reflect changing priorities and annual funding levels. He stated that input on the five-year plan was received during the annual PHA Plan comment process. Chairman Scudder entertained a motion for approval of the proposed five-year plan. Commissioner Eisenbraun so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(D) Bulk Cable Contracts – The Executive Director explained that the PCHRC had negotiated bulk rate cable tv contracts for several multifamily projects. He stated that the rates are considerably below regular cable rates, but the PCHRC is required to pay for all units in the buildings. He stated that initially most residents participated and the PCHRC set the rates charged at a break-even level. He explained that over time, fewer and fewer residents are purchasing cable and that rates would need to be increased substantially for the PCHRC to break even. He noted that Memorial Park Apartments was the exception, and the bulk contract still worked at that location. He stated that he feared that even more residents would discontinue service, requiring even further increases to break even. He stated that in addition, the cable company wants a five-year contract. Discussion of the issue followed. The Board instructed the Executive Director to discontinue the bulk cable contracts unless he was able to negotiate a feasible deal with the current or other cable companies.

OLD BUSINESS

None

NEW BUSINESS

(A) COVID-19 Virus Precautions – The Executive Director informed the Board of precautions being taken in response to the COVID-19 virus. He stated that building lobbies had been closed, extra cleaning was being done, client contact was being minimized and maintenance was only entering units for high priority work orders. He stated that he was hoping for HUD waiver of requirements for Section 8 inspections and other requirements. He stated that the PCHRC Personnel Policy prohibited use of sick leave in advance of it being earned. He stated that the Personnel Policy also stated that an employee who received unpaid leave during a month, did not accrue leave for that month. He stated that the PCHRC had some new employees, and a few other employees who had very little accrued sick leave. He asked the Board to temporarily waive both of these clauses in order to avoid discouraging an employee who was sick or exposed to the virus from coming to work. Chairman Scudder entertained a motion to allow advancing of up to one month of sick leave and allowing accrual of leave even if an employee had unpaid time off during the month. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

The Executive Director informed the Board that applications for the first Foster Youth Vouchers had been processed by HUD and funding for four units should be received soon.

ITEMS FROM THE PUBLIC

None

EXECUTIVE SESSION – PERSONNEL MATTERS

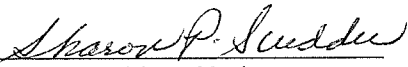
Chairman Scudder entertained motion to enter into Executive Session to discuss personnel matters. Commissioner DuBray so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

The Board entered into Executive Session at 4:50pm. The Board returned from Executive Session and resumed the regular meeting at 4:55pm.

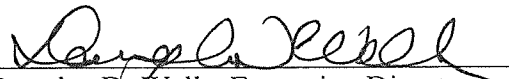
Chairman Scudder entertained a motion to approve annual wage and salary increases for PCHRC employees, including those currently at the top of the wage scale, not to exceed 4%. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

ADJOURNMENT

With no further action before the Board, Chairman Scudder entertained a motion for adjournment. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners Halbert, Eisenbraun, DuBray, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:57 PM.


Sharon Scudder, Chairman

(SEAL)
ATTEST


Douglas D. Wells, Executive Director