

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
MARCH 20, 2019**

ROLL CALL

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

ABSENT: None

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

Vice-Chairman Scudder presented a plaque to retiring Commissioner J.P. Duniphan in appreciation of her twenty-four years of service to the PCHRC.

Vice-Chairman Scudder introduced and welcomed newly appointed Commissioner William Podhradsky.

CONSENT AGENDA

Vice-Chairman Scudder entertained a motion for approval of the consent agenda. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

Approval of minutes. Vice-Chairman Scudder asked if there were any additions or corrections to the minutes of the regular board meeting of February 20, 2019. Hearing none, she entertained a motion for approval. Commissioner Nalls so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

Approval of expenditures. Commissioners asked for, and received clarification on various expenditures. Vice-Chairman Scudder entertained a motion for approval of the expenditures. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

Financial reports. The Board reviewed the financial reports.

ITEMS FROM THE RESIDENT ADVISORY PANEL

Vice-Chairman Scudder welcomed Alice Bentley, the Resident Advisory Panel liaison. Ms. Bentley stated that five Panel members were present at their last meeting. She stated that the Executive Director reviewed the major projects in progress. She reviewed the items brought up by the Panel, included questions on the appointment process for the Panel. The Executive

Director explained the process for recruiting and appointing Panel members. Vice-Chairman Scudder thanked Ms. Bentley and the Panel for their service.

DISCUSSION ITEMS

(A) Rapid City Police Department Contract – Vice-Chairman Scudder noted that Sergeant Darren Soucy of the Rapid City Police Department was in attendance, and asked if he had any input or comments on the proposed contract for services. Sergeant Soucy stated that the Police Department had no concerns with the contract. The Executive Director stated that the proposed contract had no changes from the current year's contract. Vice-Chairman Scudder entertained a motion for approval of the Police Department Contract. Commissioner DuBray so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(B) Property Insurance Proposals – Vice-Chairman Scudder noted that two proposals were received. She asked for clarification on the deductible proposed by Housing Insurance Services, Inc. The Executive Director explained that in addition to the deductible requested by the PCHRC, this policy included an additional deductible for wind and hail damage in the amount of 1% of the property's value. He explained that in addition to the higher exposure to the PCHRC, this did not meet the bid specifications. He stated that even though they presented the lowest cost, their bid could not be accepted. Vice-Chairman Scudder entertained a motion for award of property insurance contract to State Farm Insurance. Commissioner Eisenbraun so moved; seconded by Commissioner Nalls. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(C) Personnel Policy Revision – Health Savings Accounts – The Executive Director explained that the PCHRC contributes to Health Savings Accounts (HSAs) for eligible employees. He stated that HSAs were established at a local bank for each employee and an electronic deposit was made to each employee's account each pay period. He stated that the bank had closed the account for one employee due to a violation of the bank's policies regarding HSAs. He stated that this situation was not covered in the PCHRC Personnel Policy and that he was requesting a revision to the Policy to clarify that maintenance of an account by the employee was required for eligibility for the contribution by the PCHRC. He reviewed the details of the proposed revision. Vice-Chairman Scudder entertained a motion for approval of the proposed policy revision. Commissioner Podhradsky so moved; seconded by Commissioner Nalls. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(D) Operating Budget Revisions – Fiscal Year End March 31, 2019 – Vice-Chairman Scudder stated that she felt the proposed revisions were explained well in the narrative provided. She asked if there were any questions from Commissioners. Hearing none, she entertained a motion for approval of Operating Budget Revisions. Commissioner DuBray so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(E) Operating Budgets – Fiscal Year End March 31, 2020 – Vice-Chairman Scudder asked for and received clarification on a specific budget item. The Executive Director stated that HUD had not yet finalized funding levels and that staff had prepared the budgets based on their best estimates of what funding would be. He noted that a few of the properties did not have adequate

funding and would continue to be subsidized with other PCHRC funds, but overall the budgets reflected a positive cash flow. He reviewed several budgeted line items that he felt warranted additional explanation, including transfer of Public Housing Operating Subsidy to the Capital Fund Program as allowed by program regulations. Vice-Chairman Scudder entertained a motion for approval of the Operating Budgets and the related certifications; Resolution No. 899 (Discussion Item F). Commissioner Eisenbraun so moved; seconded by Commissioner Nalls. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

(F) Resolution No. 899 –Approval of Fiscal Year End March 31, 2020 Public Housing Operating Budgets – Approved with Operating Budgets.

(G) Annual Employee Wage Increases – Vice-Chairman Scudder elected to move this item to an Executive Session at the end of the meeting.

OLD BUSINESS

None

NEW BUSINESS

(A) PCHRC Officers – Vice-Chairman Scudder noted that with Commissioner Duniphan’s departure from the Board, the office of Chairman was vacant. It was discussed that the Board could elect a new Chairman to fill the office until the regular annual election in July, elect a slate of officers to serve the remainder of this term year and next year, or wait until July to elect new officers with the current Vice-Chairman acting as Chairman until then. The Executive Director noted that officers of the Commission are authorized signers for PCHRC bank accounts, and action to remove former Commissioner Duniphan from these accounts should also be taken. Commissioner Nalls made a motion to defer elections until July, leaving Vice-Chairman Scudder as acting Chairman until then, and authorizing removal of former Commissioner Duniphan as an authorized signature on PCHRC accounts. Commissioner DuBray seconded the motion. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

EXECUTIVE SESSION

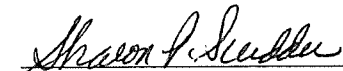
Vice-Chairman Scudder entertained a motion to enter into Executive Session to discuss personnel matters. Commissioner DuBray so moved; seconded by Commissioner Eisenbraun. The Board entered into Executive Session at 4:40pm. The Board ended Executive Session and resumed the Regular Board Meeting at 4:47pm. No action was taken in Executive Session.

Vice-Chairman Scudder asked the Executive Director to review the list of employees who were at the top of the PCHRC pay scale and for whom Board approval of any pay increase was required. The Executive Director presented the list. Commissioner Eisenbraun made a motion to

authorize pay increases for those employees, not to exceed 4%; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**


ADJOURNMENT

With no further action before the Board, Vice-Chairman Scudder entertained a motion for adjournment. Commissioner Nalls so moved; seconded by Commissioner DuBray. **VOTING AYE; Commissioners Nalls, DuBray, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:50 PM.



Sharon Scudder, Vice-Chairman

(SEAL)
ATTEST



Douglas D. Wells, Executive Director