

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
MARCH 16, 2022**

**ROLL CALL**

**PRESENT:** Commissioners Hadcock, Halbert, Little Bear, and Rossknecht

**ABSENT:** Commissioner Eisenbraun

**ALSO PRESENT:** Bryan Achbach – Executive Director, Robert Slanina – Controller, Troy Fenenga – I.T., Jonathon Hinton – Construction/Modernization Coordinator, Mike Andrews\* – Structure, and Jonathan McCoy - Attorney

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

Chairman Hadcock entertained a motion for approval of the agenda; Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**APPROVAL OF MINUTES**

Chairman Hadcock entertained a motion for approval of the minutes of the regular Board meeting of February 16, 2022. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**ITEMS FROM THE PUBLIC**

No items from the public

**APPROVAL OF EXPENDITURES**

Commissioner Little Bear asked the Executive Director to clarify for the Board two larger expenditures. The Executive Director advised that one of the payments was a progress payment to a contractor and the other was a final payment. Chairman Hadcock entertained a motion for approval of expenditures; Commissioner Rossknecht so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**REVIEW OF FINANCIAL AND INVESTMENT REPORTS**

The Board reviewed the financial reports for all projects and programs.

## MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

The Executive Director advised the Board that he had been notified by the attorney for the Operating Fund lawsuit that we are now waiting for the U.S. Department of Justice to send money to the Judgment Fund for distribution to the Housing Authorities.

The Executive Director stated that he was notified by UpperDeck Architects that 20% of the full plans for the 70 unit development was completed.

The Executive Director advised that he had hired a Section 8 Supervisor and two Caseworkers.

## DISCUSSION ITEMS

**(A) Public Housing Repositioning for Pennington County Housing and Redevelopment Commission presented by Mike Andrews, Structure** –Mr. Andrews presented to the Board the second of two talks. Board members were provided presentation materials and he continued to give them an overview of the program. Mr. Andrews established a national context for why a Housing Authority would reposition. He finished by presenting Board members preliminary details on the Housing Authority’s portfolio. Board members engaged in a back-and-forth conversation with Mr. Andrews.

**(B) Approve Fiscal Year End March 31, 2023, Operating Budgets – Black Fox Manor, Section 8 Housing Choice Voucher, Memorial Park Apartments, Harney View Apartments, Hillyo Manor Apartments, Public Housing AMP 11, Public Housing AMP 16, and Central Administration** – The Executive Director stated to the Board that after having two prior opportunities to consider project and programs budgets for the next fiscal year, he was asking the Board for approval. Chairman Hadcock entertained a motion to approve Fiscal Year End March 31, 2023, Operating Budgets – Black Fox Manor, Section 8 Housing Choice Voucher, Memorial Park Apartments, Harney View Apartments, Hillyo Manor Apartments, Public Housing AMP 11, Public Housing AMP 16, and Central Administration. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(C) Resolution No. 929 – Approval of Public Housing Operating Budgets** – The Executive Director stated that with the Board’s determination to approve annual budgets, HUD requires a resolution whereby the housing authority certifies compliance with HUD-52574. Chairman Hadcock entertained a motion to approve Resolution No. 929 – Approval of Public Housing Operating Budgets. Commissioner Rossknecht so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

**(D) Approval of Job Classifications – Accounting Assistant, Caseworker, Program Supervisor, Work Order/Inventory Specialist, and Accountants** - The Executive Director advised the Board that these classifications were a continuation of a process to approve all Job Classifications by the end of the fiscal year. He further stated that he was grateful for the work of individual employees who have participated in the development of these Job Classifications. Chairman Hadcock entertained a motion for approval of Job Classifications - Accounting Assistant, Caseworker, Program Supervisor, Work Order/Inventory Specialist, and Accountants. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(E) Approval of Compensation Scales – Wage/Salary and Longevity** – The Executive Director stated that with the Board’s previous decision to approve Job Classifications, he is presenting to them a Wage and Salary scale that is more reflective for those employees in those Job Classifications. He advised that the Housing Authority’s tradition of giving a Christmas bonus would have to end because program funds needed to be based on something measurable. For this reason, he was also asking for approval of a longevity pay scale. Chairman Hadcock entertained a motion for approval of Compensation Scales – Wage/Salary and Longevity Pay. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(F) Approval of Juneteenth as a paid holiday** – The Executive Director advised the Board that the housing authority offers to its employees ten paid holidays. The holidays observed are the Federal holidays. Due to the new Federal holiday, Juneteenth, added during the past year, the Executive Director asked the Board to consider offering this day as an additional paid day off for the employees. Chairman Hadcock entertained a motion for approval of Juneteenth as a paid holiday. Commissioner Little Bear so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(G) Discussion and Decision on disposition of undeveloped land** – The Executive Director advised that he had been approach about the housing authority’s openness to sell a piece of undeveloped land. He stated that he was of the opinion that the housing authority would have to follow certain state statutes in selling real property. He further advised that if it was the desire of the Board to selling the land, he would seek a legal opinion on the best course of action. Commissioner Rossknecht made a motion to sell the housing authority’s undeveloped land because it has been determined that it is no longer suitable for the purpose for which it was acquired. The was seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

#### **OLD BUSINESS**

No Old Business.

**NEW BUSINESS**

Commissioner Little Bear shared with the Board that she had been notified that she will be given a full term on the Housing Commission. Board members and staff congratulated Commissioner Little Bear on her appointment.

**EXECUTIVE SESSION PER SDCL 1-25-2**

Chairman Hadcock entertained a motion to enter Executive Session pursuant to SDCL 1-25-2(1) to discuss personnel issues. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

The Board remained in Executive Session from 6:45 p.m. until 7:00 p.m. Moved by Commissioner Rossknecht and seconded by Commissioner Little Bear to come out of Executive Session. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

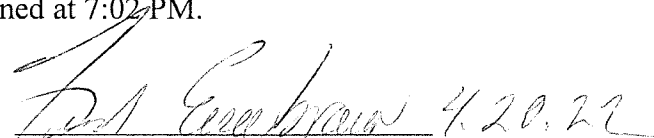
**MOTIONS FROM EXECUTIVE SESSION**

Moved by Commissioner Rossknecht and seconded by Commissioner Little Bear to approve the Executive Director’s recommendation of having Rebecca Eisenbraun serve as the Deputy Director in addition to her existing duties and responsibilities and establish as her compensation a salary of \$65,784.03. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**


Moved by Commissioner Rossknecht and seconded by Commissioner Halbert to approve the Executive Director’s recommendation of increasing Monique Brave’s hourly wage to \$18.49. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**ADJOURNMENT**

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 7:02 PM.

  
Fred Eisenbraun, Vice-Chairman

(SEAL)  
ATTEST

  
Bryan Achbach, Executive Director