

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
MARCH 15, 2023**

**ROLL CALL**

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

**ABSENT:** Commissioner Eisenbraun and Rossknecht

**ALSO PRESENT:** Bryan Achbach – Executive Director, Rebecca Eisenbraun – Deputy Executive Director, Robert Slanina – Controller, Jonathon Hinton – Construction/Modernization Coordinator, and Troy Fenenga – I.T.

\* 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, and Little Bear. 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 15, 2023. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**ITEMS FROM THE PUBLIC**

Residents Marlene Althaus and Susan Farr from Memorial Park Apartments asked the Board for clarification on the modernization of the elevator. The Executive Director presented that clarification.

**APPROVAL OF EXPENDITURES**

Following an opportunity for Board members to inquire about expenditures on the list, Chairman Hadcock entertained a motion for approval of the expenditures; Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**REVIEW OF FINANCIAL AND INVESTMENT REPORTS**

The Board reviewed the financial reports for all projects and programs with the Controller and Executive Director.

## MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

The Executive Director advised Board members that he had met with representatives of Dominion Due Diligence concerning Phase I. He stated that they were making good progress and that they were close to offering options to the housing authority.

The Executive Director stated that a number of Section 8 caseworkers passed the HCV certification with NAHRO and were recognized in NAHRO's publication, the Monitor.

## DISCUSSION ITEMS

- (A) **Fiscal Year End March 31, 2024, Operating Budgets – Section 8 Housing Choice Voucher Program, Memorial Park Apartments, Harney View Apartments, Black Fox Manor, Hillyo Manor Apartments, Sunny Haven 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, 2024, Operating Budgets – Black Fox Manor, Section 8 Housing Choice Voucher, Memorial Park Apartments, Harney View Apartments, Hillyo Manor Apartments, Sunny Haven Apartments, Public Housing AMP 11, Public Housing AMP 16, and Central Administration. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**
- (B) **Resolution No. 939 – 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. 939 – Approval of Public Housing Operating Budgets. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. RESOLUTION PASSED.**
- (C) **Approval of Compensation Scales – Wage and Salary Scale** – The Executive Director advised that it was his recommendation to approve a scale adjustment of 2%. He further stated that raises are based on merit following employee evaluations. Chairman Hadcock entertained a motion to approve the Wage and Salary Scale. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**
- (D) **Award of Contract – Video Surveillance Installation and Domestic Water Service Upgrades – Curtis Street Townhouses** – The Executive Director stated that it was the recommendation of staff that the contract be awarded to the low bidder, MAC Construction.

Chairman Hadcock entertained a motion to award the contract for video surveillance installation and domestic water service upgrades at Curtis Street to MAC Construction. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

- (E) **Approval of Project Based Voucher Policy** – The Executive Director advised that following the Board’s decision to consider project basing vouchers, he was asking for approval of the Project Based Voucher Policy. Chairman Hadcock entertained a motion to approve the Project Based Voucher Policy. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

### **OLD BUSINESS**

No Old Business.

### **NEW BUSINESS**

Commissioners acknowledged that Commissioner Fred Eisenbraun had resigned from the Board of Commissioners.

Commissioner Little Bear requested that Executive Director provide her a copy of the housing authority’s By-laws to begin an analysis of areas where changes need to be made.

### **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 Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

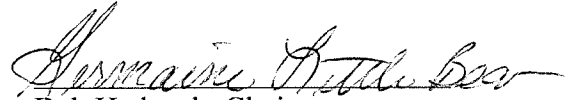
The Board remained in Executive Session from 4:45 p.m. until 4:50 p.m. Moved by Commissioner Little Bear and seconded by Commissioner Halbert to come out of Executive Session. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

### **MOTIONS FROM EXECUTIVE SESSION**


Moved by Commissioner Halbert and seconded by Commissioner Little Bear to authorize the Executive Director to give wage/salary increase to employees exceeding the approved scale. **VOTING AYE; Commissioners Hadcock, Halbert, and Little Bear. 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, and Little Bear. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:51 PM.

  
Deb Hadcock, Chairman

(SEAL)  
ATTEST

  
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Bryan Achbach, Executive Director