

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
FEBRUARY 21, 2024**

ROLL CALL

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

ABSENT: Commissioner Rossknecht

ALSO PRESENT: Bryan Achbach – Executive Director, Rebecca Eisenbruan – Deputy Executive Director, Robert Slanina – Controller, Troy Fenenga – I.T., Jenise Higaki - Accountant, Jonathon Hinton – Construction/Modernization Coordinator, and Jonathan McCoy – Costello and Porter

* 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 Jones. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, 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 January 17, 2024. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

ITEMS FROM THE PUBLIC

No Items from the Public. The Executive Director introduced the Board to Jenise Higaki who will be working to learn the Controller position over the next year in preparation for Robert Slanina's impending retirement.

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 Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, 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.

DISCUSSION ITEMS

(A) Award of Contract – Annual Audit Services – The Executive Director stated that the Audit Services contract had expired with the completion of the 2023 audit. A Request for Proposal was utilized to solicit information from firms interested in providing audit services to the housing authority. He stated that a legal advertisement was placed in the Rapid City Journal over a two-week period to notify interested parties. Three firms submitted proposals. He advised that based on evaluation factors, the selection committee recommended Casey Peterson, LTD. Commissioner Little Bear expressed her concern regarding the cost of the annual audit and her frustration with not being able to get a clear answer as to why a local firm would cost more than a firm doing the work remotely. The Board discussed with the selection committee the scope of work as well as each firm’s audit approach. Chairman Hadcock entertained a motion to approve Casey Peterson, LTD. Commissioner Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

(B) Fiscal Year End March 31, 2025, Operating Budget – Sunny Haven Apartments – The Executive Director stated that the budget being presented to the Board for approval reflects a negative cash flow because management desired to complete further modernization work at the property. He further advised that the project has reserves to support the negative cash flow. Chairman Hadcock entertained a motion for approval of the Fiscal Year End March 31, 2025, Operating Budget – Sunny Haven Apartments. Commissioner Little Bear so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

(C) Resolution 950 – Section 18 Application – The Executive Director stated that the Section 18 application was close to being completed and one of the last items needed was a resolution from the Board granting him permission to submit the application to the HUD’s SAC office. Chairman Hadcock entertained a motion to pass Resolution 950 – Section 18 Application. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. RESOLUTION PASSED.**

(D) Approval of Wage and Salary Scale Effective April 1, 2024 - The Executive Director advised that it was his recommendation to approve a scale adjustment of 7% based on the action taken by the state in the past legislative session. 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 Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

OLD BUSINESS

No Old Business.

NEW BUSINESS

No New Business.

EXECUTIVE SESSION PER SDCL 1-25-2

Moved by Commissioner Little Bear and seconded by Commissioner Jones to go into Executive Session pursuant to SDCL 1-25-2(3) to consult with legal counsel. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

The Board remained in Executive Session from 5:28 p.m. until 6:12 p.m. Moved by Commissioner Little Bear and seconded by Commissioner Jones to come out of Executive Session. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

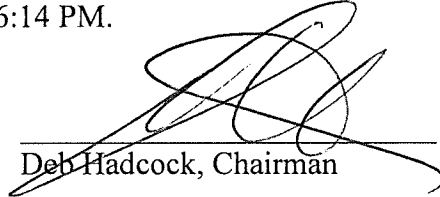
MOTION FROM EXECUTIVE SESSION

Moved by Commissioner Jones and seconded by Commissioner Halbert authorizing the Executive Director and Chairman of the Board to sign the "Waiver of Potential Legal Conflict of Interest and Consent", after changing the word will to the work may in the second paragraph. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

Moved by Commissioner Jones and seconded by Commissioner Little Bear to write a letter to the City of Wall that communicates the housing authority's response to the concerns brought by local officials. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**


ADJOURNMENT

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 6:14 PM.



Deb Hadcock, Chairman

(SEAL)
ATTEST



Bryan Achbach, Executive Director