

MINUTES
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONER'S MEETING
SDHDA CONFERENCE ROOM
Telephonic
December 18, 2018

Board Members Present: David Pummel, Chairman
Bill Hansen, Treasurer
Brent Dykstra, Vice-Chair
Rick Hohn, Commissioner
Steve Kolbeck, Commissioner
Mark Puetz, Commissioner

Board Members Absent: Scott Erickson, Commissioner

Staff Present: Mark Lauseng, Executive Director
Brent Adney, Director of Homeownership Programs
Mike Harsma, Director of Single Family Development
Todd Hight, Director of Finance and Administration
Tasha Jones, Director of Rental Housing Management
Lorraine Polak, Director of Rental Housing Development
Amanda Weisgram, Director of Marketing and Research
Sheila Ricketts, Marketing/Executive Assistant
Doug Mahowald, Network Administrator
Chas Olson, Housing Development Officer
Scott Rounds, Housing Development Officer
Mary Stewart, HERO State Coordinator

Guests Present: Dixe Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to SDHDA
Rob Schlimgen, CREMS Development
Del Bartels, Capital Journal

I. CALL TO ORDER/CONFLICTS OF INTEREST

The meeting was called to order at 10:01 a.m. and roll was called. Chairman Pummel called for conflicts of interest and none were noted.

II. APPROVAL OF AGENDA

The distributed Agenda was amended to add Resolution No. 18-12-I under New Business.

It was moved by Commissioner Dykstra and seconded by Commissioner Kolbeck that the Agenda be adopted as amended but, reserving the right to make further changes during the meeting.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.

Excused: Commissioner Erickson.

III. APPROVAL OF MINUTES

It was moved by Commissioner Hohn and seconded by Commissioner Puetz that the Minutes of the Board of Commissioners' Meeting held on November 20, 2018, be adopted as presented.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.

Excused: Commissioner Erickson.

IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lauseng mentioned SDHDA was not awarded the HUD Housing Counseling grant for FY2018. Staff met with HUD officials for a debriefing this week and it was determined that there were two attachments that were prepared but were not uploaded into the grant submission. He stated he met with the transition team, but did not get a definite confirmation he was being reappointed. Executive Director Lauseng said he was going to contact Tony Venhuizen with the Governor's Office to see if he could get an answer. He stated the January Board meeting is scheduled for January 22, 2019 at 10:00 a.m. and the March Board meeting is scheduled for March 5, 2019 at 10:00 a.m. A February meeting has not been scheduled at this time.

V. NEW BUSINESS

A. Resolution No. 18-12-106: Resolution to Conditionally Commit HOME Program Funds under the Security Deposit Assistance Program for Brookings County Housing and Redevelopment Commission

After review and discussion, it was moved by Commissioner Hansen and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received for the Security Deposit Assistance Program (SDAP) set-aside; and

WHEREAS, the required documentation has been reviewed and evaluated, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a conditional commitment of HOME funds from the SDAP set-aside for the following:

<u>APPLICANT</u>	<u>SECURITY DEPOSIT ASSISTANCE PROGRAM AMOUNT</u>
Brookings County Housing and Redevelopment Commission	\$18,000

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.
Excused: Commissioner Erickson.

B. Resolution No. 18-12-107: Resolution to Conditionally Commit HOME Program Funds under the Security Deposit Assistance Program for Mobridge Housing and Redevelopment Commission

After review and discussion, it was moved by Commissioner Hohn and seconded by Commissioner Puetz that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received for the Security Deposit Assistance Program (SDAP) set-aside; and

WHEREAS, the required documentation has been reviewed and evaluated, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a conditional commitment of HOME funds from the SDAP set-aside for the following:

<u>APPLICANT</u>	<u>SECURITY DEPOSIT ASSISTANCE PROGRAM AMOUNT</u>
Mobridge Housing and Redevelopment Commission	\$18,000

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.
Excused: Commissioner Erickson.

C. Resolution No. 18-12-108: Resolution to Amend the SDHDA Employee Handbook

After review and discussion, it was moved by Commissioner Hohn and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the Board has reviewed the proposed changes to the Employee Handbook as presented;

NOW, THEREFORE, BE IT RESOLVED that the SDHDA Employee Handbook be amended to reflect the changes presented.

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.
Excused: Commissioner Erickson.

D. Resolution No. 18-12-109: Resolution to Conditionally Commit Community Housing Development Program Funds for Lead Schoolhouse Apartments

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Hansen that the above Resolution be adopted as follows:

WHEREAS, the following application has been reviewed and evaluated in accordance with the Community Housing Development Program Administrative Plan; and

NOW, THEREFORE, BE IT RESOLVED that based on information provided in the application, letters offering a Reservation of Community Housing Development Program funds be forwarded to the following Applicant, and that upon satisfaction of all conditions, Community Housing Development Program funds be allocated to:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/ LOCATION</u>	<u>COMMUNITY HOUSING DEVELOPMENT PROGRAM FUNDS</u>
CREMS Development, LLC	Lead Schoolhouse Apartments Lead, SD	\$756,371

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.
Excused: Commissioner Erickson.

E. Resolution No. 18-12-110: Resolution Approving a Re-allocation from the Homeownership Education Resource Organization (HERO) to the Housing and Urban Development (HUD) Housing Counseling Grant Sub-grantees

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Kolbeck that the above Resolution be adopted as follows:

WHEREAS, Staff has been informed that SDHDA's HUD Housing Counseling Grant for \$271,000 has been denied for FFY2018;

WHEREAS, HUD Housing Counseling Sub-Grantees are dependent upon financial support from HUD to provide counseling activities statewide;

WHEREAS, in FY2018, the SDHDA Board agreed to financially support HERO Partners up to \$436,283 to deliver homebuyer education in South Dakota.

WHEREAS, approximately \$151,000 was not utilized by HERO Partners for homebuyer education in FY2018;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to re-allocate un-utilized funds from HERO in the amount of \$151,000 from FY2018 and provide an additional funding of \$120,000, if needed, for FY2019, to Sub-Grantees: Consumer Credit Counseling Services of the Black Hills (CCCS-BH), Consumer Credit Counseling Service - Lutheran Social Services (CCCS-LSS), NeighborWorks Dakota Home Resources (NWDHR), Northeast South Dakota Community Action Program (NESDCAP), Sioux Empire Housing Partnership (SEHP), and Inter-Lakes Community Action Partnership (ICAP); and

BE IT FURTHER RESOLVED that the allocations will be based on HUD approved services provided by Sub-Grantees during FFY2018 (October 1, 2017 thru September 30, 2018) and unused allocation of funds will not carry over.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.

Excused: Commissioner Erickson.

VI. DATE OF NEXT MEETING AND ADJOURNMENT

The next Board of Commissioners' Meeting is scheduled for Tuesday, January 22, 2019. It was moved by Commissioner Hohn and seconded by Commissioner Kolbeck that the meeting adjourn. The meeting adjourned at 10:33 a.m.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Hansen, Hohn, Kolbeck and Puetz.

Excused: Commissioner Erickson.

Respectfully submitted,

Mark Lauseng
Secretary