

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL MEETING
Apartment Towers Community Room
300 N 5th Street
Manhattan, KS 66502
January 12, 2005
5:30 p.m.**

Members Present: Ida Jane Leupold, Chair
Randy Stitt
Bruce Snead
Gary Olds
Jerry Lowenstein
Katherine Burgess

Members Absent: David Craft

City Commission Liaison: Bruce Snead

Staff Present: Jai Johnson, PHM, Executive Director
JoAnn Sutton, PHM, Asst. Executive Director

I. CALL TO ORDER

Ida Jane Leupold, Chair, called the meeting to order at 5:37 p.m.

II. OPEN FORUM

- a. New Comments/Concerns: Jai provided a letter to the Board regarding a notice of lease violation request for a hearing from a tenant regarding an unauthorized pet. The tenant has requested to withdraw the request for hearing and will vacate the unit.

Gary inquired about how it worked out with the Housing Authority closed due to the bad weather with maintenance personnel. Jai responded explaining the snow removal procedure and problems encountered that have since been resolved..

- b. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.

III. NEW BUSINESS

- a. Move into Executive Session to Discuss the Evaluation of the Executive Director: Gary requested to move into executive session to discuss matters of non-elected personnel until 6:30 p.m. Bruce seconded. Motion carried.

The board moved out of executive session at 6:30 p.m. Bruce requested to move back into executive session to discuss matters of non-elected personnel until 6:47 p.m. Randy seconded. Motion carried.

The board reconvened into regular meeting at 6:47 p.m.

- b. Take Action of Executive Director Evaluation: Ida stated the evaluation will be revised to reflect revisions and comments from this meeting's discussion, and will submit the evaluation to Jai by Monday January 17, 2005. The Board will then meet on January 19, 2005 to discuss the evaluation with Jai.

The board agreed to move the February regular meeting to February 9, 2005 to accommodate the timely submission of the Management Assessment Sub System.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Ida Jane Leupold, Chair

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