

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL MEETING
Apartment Towers Community Room
300 N 5th Street
Manhattan, KS 66502
February 21, 2005
5:30 p.m.**

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

Members Absent: David Craft
Katherine Burgess

City Commission Liaison: Bruce Snead

Staff Present: Jai Johnson, PHM, Executive Director
JoAnn Sutton, PHM, Asst. Executive Director
Mandy Thomas, Administrative Assistant
Michael Wilhoite, Facilities Supervisor
Camelia Owens, ROSS Grant Coordinator
Matt Bobian, Contract Officer
Lucy Ann Gregorio, Public Housing Manager

I. CALL TO ORDER

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

II. OPEN FORUM

- a. Adjournment Time-7:30 p.m: Gary moved to set an Adjournment time of 7:30 p.m.
Bruce seconded. Motion carried
- b. New Comments/Concerns:
 1. Letter from Resident (Mr. Johnson): Ida explained the letter to the Commissioners regarding a complaint from Mr. Johnson who lives at Carlson Plaza. Mr. Johnson stated concerns regarding how the Housing Authority handles pest control inspections each month. Ida stated the Housing Authority did a great job when she lived in public housing. Michael stated baiting the apartments corrects the pest problem only if residents keep their units clean. Bruce questioned staff if the problem has been consistent for six months. Jai stated the last couple of times Mr. Johnson has requested staff check his apartment for pests and remove them. Ida questioned Jai if the board should respond to him in regards to the letter. Jai stated staff will review the last pest control inspection record and respond on behalf of the board to Mr. Johnson.

III. COMMISSIONER COMMENTS

Ida stated she had a new grandson born yesterday.

IV. EXECUTIVE DIRECTOR REPORT**a. Updates: Status of Major Projects**

Jai stated the following updates to the Board of Commissioners:

1. Manhattan Housing Authority Property: The Housing Authority is currently waiting for the letter from the Department of Housing and Urban Development regarding ownership of Housing Authority property and operation subsidy. The Housing Authority has made contact with the attorney to review the transition documents. Randy arrived at this time.
2. Manhattan Housing Authority Property Insurance: The letter from the Department of Housing and Urban Development should dictate how to proceed with the insurance issue.
3. Telecommunication Contracts: The Housing Authority has signed both telecommunication contracts for \$1000.00 a month and the contracts have been forwarded on the correct individuals. Both companies are required to perform the Planned Unit Development (PUD) process with the City of Manhattan Planning Board. Bruce requested the Commissioners take official action to approve the PUD before it is presented to the City Commissioners.
4. Maintenance Contract with Six Units LLP: The Housing Authority's management contract with Six Units LLP with terminate February 28, 2005. The Housing Authority will continue the maintenance contract part of the agreement. The Housing Authority will review increasing the maintenance fees since the year warranty on (6) of the units are to expire soon.
5. Development of vacant lot behind Flint Hills Place (The Gardens): The tax credit application has been submitted in the amount of 3.8 million dollars for 40 low income housing units. The Housing Authority will be the managing agent for the tax credit units.
6. Housing Opportunity for People Everywhere (HOPE) VI: The President budget request has no funding for the HOPE VI program. The Housing Authority does not know if funding will be restored in the 2006 Congressional Budget resolution process. Staff will continue to work on the application.
7. By-Laws: The Board of Commissioners are currently revising the By-Laws.
8. Goals for 2005: The Commissioners will need to set goals for Commissioners and Executive Director within the next couple of months.

V. NEW BUSINESS

- a. Adopt Resolution No. 022105-B, Certifying Annual Review of Fair Market Rents, Payment Standards and Area Exception Rents: Gary moved to adopt Resolution No. 022105-B, Certifying Annual Review of Fair Market Rents, Payment Standards and Area Exception Rents as presented. Bruce seconded. Jai stated the Housing Authority is required to have a resolution on file with the Department of Housing and Urban Development stating the Housing Authority will conduct an annual review of fair market rents, payment standards and area exception rents. Motion carried.

- b. Approval of Section Eight Management Assessment Program (SEMAP) Certification, Resolution No. 022105-A: Bruce moved to approve Resolution No. 022105-A, Section Eight Management Assessment Program (SEMAP) Certification as presented. Randy seconded. Jai explained the certification and answered Commissioner questions. Motion carried.
- c. Appointment of Interim Executive Director: Bruce moved to recess into Executive Session until 6:15 p.m. for the purpose of discussing personnel matters of non-elected personnel pertaining to the appointment of Interim Executive Director. Gary seconded. Motion carried.

The Commissioners recessed out of executive session at 6:15 p.m. Bruce moved to recess into to Executive Session to discuss non elected personnel issues until 6:35 p.m. Randy seconded. Motion carried.

The Commissioners recessed out of executive session at 6:35 p.m. Bruce moved to recess into to Executive Session to discuss non elected personnel issues until 6:45 p.m. Randy seconded. Motion carried.

The Commissioners recessed out of executive session at 6:45 p.m. Bruce moved to recess into to Executive Session to discuss non elected personnel issues until 7:00 p.m. Gary seconded. Motion carried.

The Commissioners recessed out of executive session at 7:00 p.m. Bruce moved to recess into to Executive Session to discuss non elected personnel issues until 7:15 p.m. Randy seconded. Motion carried.

The Commissioners recessed out of executive session at 7:20 p.m. Bruce moved to appoint JoAnn Sutton as the Acting Executive Director effective March 1, 2005 at a level 3 pay grade (\$28.37), after two months as Acting Executive Director the Commissioners will review the compensation with the potential for retroactive opportunity effective March 1, 2005. Gary seconded. Bruce expressed his appreciation to JoAnn Sutton for her willingness to serve and offered the board helps if needed. Randy thanked Jai for her service to the Housing Authority. Motion carried.

Discuss process to hire an Executive Director: The board requested the issue to hiring an Executive Director be tabled.

VIII. ADJOURNMENT

Gary moved to adjourn the meeting. Bruce seconded. Motion carried.

Respectfully Submitted,

Ida Jane Leupold, Chair