

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
January 17, 2007
5:30 p.m.**

Members Present: Bruce Snead
Gary Olds
Torry Dickinson
Ida Jane Leupold

Members Absent: Randy Stitt
Carol Gould

City Commission Liaison: Bruce Snead

Staff Present: JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Michael Wilhoite, Facilities Supervisor
Jason Smith, Resident Services Coordinator
Patrick O'Neil, Program Coordinator
Billye Guliford, Section 8 Coordinator

I. CALL TO ORDER

Bruce called the meeting to order at 5:40 p.m. without a quorum.

II. OPEN FORUM

- a. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m. Torry Dickinson joined the meeting at this time.

III. MINUTES

Gary moved and Torry seconded to approve the December 20, 2006 meeting minutes as presented. Motion carried 4-0.

IV. EXECUTIVE DIRECTOR REPORT

- a. JoAnn presented Patrick O'Neil with his five year service award. Patrick has served in many capacities at the Housing Authority, currently serving in the capacity of the Program Coordinator.
- b. Jason Smith presented the winners of the Fire Prevention Poster Contest winners. The theme of the contest was: *Preventing Cooking Fires: Watch what you're cooking*. There were four participants, with one attending to receive their cash award.
- c. JoAnn stated that she met with Cindy Gier, Fire Protection Engineer, who came to inspect Carlson Plaza. Cindy provided recommendations for the citation that was received from the State Fire Marshall at Carlson Plaza. Her suggestion was to install a fire rated door and frame on the south side of the building. The estimated cost will be approximately \$2,000. The cost of the

Engineer was \$1,000. JoAnn stated that she has submitted an answer to the State Fire Marshall's office, indicating the issue will be resolved by June 30, 2007.

- d. The grant application was submitted for Fire Protection and Safety funds in the amount of \$250,000 for installation of a sprinkler system at Carlson Plaza.
- e. JoAnn noted that budget revisions will be necessary in Capital Fund Programs, to accommodate expenses that exceeded estimates and Change Orders for the Baehr Place Improvements.

Gary asked what the dollar amount of the 76% Operating Subsidy was, and how it compared to other Housing Authorities. JoAnn stated that all Housing Authorities were funded at 76%. Gary also asked if the 2006 subsidy number was adjusted, and JoAnn said that it was increased by about 3%. Gary wanted to know if there were groups within Kansas NAHRO or National NAHRO that were lobbying for more funds, and JoAnn stated that the National is active in lobbying Congress for sufficient funding.

Gary asked if the purging of the Section 8 list included the Public Housing List. JoAnn stated that it did not, and the public housing list would not be purged unless the waiting list became longer than six to nine months.

V. COMMISSIONER COMMENTS

Ida Jane inquired about the usage of political signs in front of Public Housing units. JoAnn stated that there is not a policy against them, as long as signs are not offensive, and they are placed in the proper area. JoAnn also stated that this is not something that has come up or been problematic.

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place Update: As of January 17, 2007, there have been eighteen units leased up. There have been a few mishaps with appliances, and small items, but everything else has been running smoothly. The final architect's inspection that was scheduled for Tuesday will most likely be rescheduled due to the weather conditions. JoAnn is still waiting to set a ribbon cutting date. February 22, 2007 and February 27, 2007 are possible dates for the ceremony. Michelle is now working out of the clubhouse office, and the computers are up and running for the residents use.
- b. Rehabilitation of Flint Hills Place: Jim Moore will be in town on January 18th to work on materials for the final submission of the rental term sheet. Jim and JoAnn compiled a list of fifty-four documents that will be required during the process another issue has been the relocation plan for the residents. The original plan was to utilize the Gardens as temporary relocation units, but the State has said that it cannot be done due to the tax credit rules and regulations.
- c. Schedule Executive Director Evaluation: Bruce handed out the compiled summary of all input that was received from the other Commissioner Evaluation forms. Bruce also presented JoAnn's self evaluation to all Commissioners. The Executive Director Evaluation is scheduled for January 31, 2007 at 5:30 p.m.

- a. Dwelling Lease Revision – Resolution No. 011707-A: JoAnn informed the Commissioners that this was an item that Henry Otto, Housing Authority Attorney has suggested be revised. An example of clarification in the lease was late fees and when they were due. Torry asked if the check was mailed, if it had to be received by the due date. JoAnn stated that payments in the mail must be received by the due date unless there are circumstances or issues with the postal service. Gary asked why the Housing Authority does not use calendar days rather than working days. JoAnn explained that the provision was made for those who want to get their receipts and also those who may not be able to get their checks within the first five days of the month. Bruce suggested that JoAnn take it under advisement and ask staff what would be their preference. Gary also asked that JoAnn consider increasing the late fee and the returned check charge. Torry asked if JoAnn had a sense for what other Housing Authorities used for their late fees and charges. Gary suggested that JoAnn ask what the dollar amount is in late fees that a tenant can reach before they are in violation state law. Ida Jane stated that she would like to see the fees remain unchanged since the population that cannot pay on time is obviously in a hardship already. Bruce suggested that JoAnn take the suggestions into account and bring the lease back as an item at the February meeting.
- b. Fraud Recovery Policy and Procedure – Resolution No. 011707-B: JoAnn explained that this was not a policy that the Housing Authority had, and explained the reasons for having a policy in effect. Ida asked if there was a statute of limitations for tenants. JoAnn stated that it can be enforced as far back as necessary. Gary moved to approve Resolution No. 011707-B, adopting the Fraud Recovery Policy and Procedure as presented. Ida Jane seconded. There were no further comments. Role call vote was carried 4-0.
- c. Cash Management / Receipts Policy and Procedure Revision – Resolution No. 011707-C: JoAnn stated that this policy has been revised to address acceptance of payment if a client was under termination or eviction. The policy revisions have been made at the advice of legal counsel based on recent court cases for eviction. Gary moved to adopt resolution No. 011707-C, adopting the revised Cash Management/Receipt Policy and Procedure as presented. Torry seconded. There were no further comments. Role call vote was carried 4-0.
- d. Write –Off Policy Revision – Resolution No. 011707-D: JoAnn explained that this is a policy the Board approved in November; however, the policy incorrectly stated the processing fee that would be charged to tenants when accounts were sent to the State Set-Off Program. This revision will ensure the Housing Authority recovers all funds including the Processing Fee. Gary moved to approve resolution No. 011707-D, adopting the revised Write-Off Policy as presented. Torry seconded. There were no further comments. Role call vote was carried 4-0.
- e. Radon Results: Bruce informed that Board that all of the radon results for Flint Hills Place were below the EPA guidelines, and as the units stand they do not to contain radon.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:00 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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