

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
February 20, 2008
5:30 p.m.**

Members Present: Ida Jane Leupold
Gary Olds
Torry Dickinson
Eileen Meyer
Jim Sherow

Members Absent: Randy Stitt

City Commission Liaison: Jim Sherow

Staff Present: JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Assistant Executive Director
Michael Wilhoite, Facilities Supervisor
Patrick O'Neil, Special Projects Manager/HR

I. CALL TO ORDER

Ida Jane called the meeting to order at 5:40 p.m.

II. OPEN FORUM

- a. New Comments or Concerns: Bruce Snead, former Board member, addressed the Board. Bruce thanked Jim Sherow, new Board member, for volunteering to fill the City Liaison position on the Board, and offered to be of assistance in the future as necessary. JoAnn and the Board thanked Bruce for his service and dedication to the Housing Authority. Board members and staff introduced themselves to Jim.
- b. Adjournment Time: Adjournment time was set for 7:30 p.m.

III. MINUTES

Eileen moved to approve the minutes of the January 16, 2008, Regular Meeting as presented. Torry seconded. Motion carried 3-0, with 1 abstention.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn gave an update of personnel vacancies. Interviews have been conducted for the Resident Services Coordinator and Assistant Property Manager positions. Candidates have been selected and are pending verification of background checks and references.
- b. JoAnn reported that she participated in a poverty panel at Kansas State University on February 20, 2008. JoAnn will also present to a Kansas

- State housing and community development class on March 11, 2008 and has also agreed to speak before the Kiwanis Club later this spring.
- c. The Housing Authority received an invitation from the Manhattan Landlord Association for a meeting to be held February 21, 2008. JoAnn stated that staff will attend the meeting in an effort to network, recruit and improve relations with area landlords.
 - d. The Housing Authority will be undergoing a Fair Housing review by HUD personnel. Staff has sent all requested information to reviewers, who will be on site during the week of February 25, 2008 through February 29, 2008, to interview staff and review files and other documentation.
 - e. The Kansas NAHRO Resident and Legislative Conference will be held February 26th and 27th, 2008, in Topeka. Six residents will be attending, as well as Commissioner Leupold and Michelle Speicher, Property Manager for The Gardens. The conference will include a legislative session where area legislators are invited to attend and hear resident and staff concerns followed by a legislative reception.
 - f. JoAnn reminded the Board of the Annual Board Meeting, which will be held on March 19, 2008 in the City Commission room. The meeting will be televised and will include the election of Board officers and staff and resident recognitions. JoAnn would also like to recognize Meadowlark Hills and the Red Cross for their assistance with residents during the recent ice storm.
 - g. JoAnn stated that staff will once again be participating in the annual Muscular Dystrophy Association fundraiser and in the Bowl for Kids Sake fundraiser for Big Brothers Big Sisters. The Housing Authority will also be participating in the St. Patrick's Day parade on March 15, 2008.

V. COMMISSIONER'S COMMENTS

- a. Ida Jane stated that her son had agreed to accept Section 8 participants in his properties located in Topeka. JoAnn added that she planned to speak to the Manhattan Landlords Association and area realtors about free internet services for posting Section 8 properties to encourage more participation in the program.

VI. OLD BUSINESS

- a. An update of the Flint Hills Place improvements was given. JoAnn reported that construction was moving into Phase III, the final phase of the rehab. Eleven tenants will be relocated from March 12, 2008 through March 14, 2008. JoAnn met with the contractor for the project and it is expected that the project will be completed by May 1, 2008. There are twenty applicants currently on file for the tax credit units. There should be an increase in revenue soon due to units being able to be leased up. Jim asked about a citizen concern brought to City Commission regarding police presence at Flint Hills Place. JoAnn stated that she had spoken with a concerned citizen by the name of Stan Herman in regards to Flint Hills Place. JoAnn explained to Mr. Herman that Flint Hills Place was managed locally and that the Housing Authority does cooperate with

RCPD as much as possible to address concerns of citizens within the community. JoAnn added that she believed the Housing Authority's relationship with RCPD had greatly improved over the last two years. Officers often stop in the office after responding to a call at a unit. The lockbox at Apartment Towers has also helped greatly to allow quicker access to the building to respond to calls. Ida Jane asked if a lock box was installed at Carlson Plaza. JoAnn stated that Carlson Plaza also had a lock box to allow RCPD access to the building. JoAnn added that staff is still awaiting a response from RCPD on the use of site offices for officer workspace.

- b. JoAnn gave a brief overview of the discussion of Board reports from the January Regular meeting. Gary asked which reports are required to be provided to the Board. JoAnn stated that financial reports are required to be provided monthly. These include monthly income and monthly expenses and variances. This information is included in monthly budget progress reports for Public Housing, Section 8 and grant funds, including Capital Funds, ROSS and FSS funds. Gary suggested that pages 9, 10, and 15 of the financial reports and the program activities portion of the Executive Director's report be removed. JoAnn stated that the Complaint and Notice of Lease Violation reports are not required. Jim stated that he would like to see these reports at least for a while to provide some insight as to what staff is dealing with. Eileen stated that she reviewed all information provided and felt it was all helpful. JoAnn suggested that these items could be included with the Executive Director's update, although some reports would not be available on the first of each month. Gary stated that sending the report electronically would be fine. Jim agreed with sending the reports electronically. JoAnn stated she could provide her Monthly Update electronically on the first of each month and follow up with other reports being submitted electronically by the tenth of each month, which Board members could retain at their discretion. It was the consensus of the Board to provide the above information electronically, while Board packets will contain only the required financial data and occupancy reports, as well as other information previously sent with Board packets (Agenda, Memos, Resolutions, and other necessary information).

VII. NEW BUSINESS

- a. Independent Audit Contract—Resolution No. 022008-A: Gary moved to approve Resolution No. 022008-A, authorizing the Executive Director to enter into contract for independent audit. Torry seconded. Gary asked which funds in the revenue report were federal funds. JoAnn explained that Operating Subsidy, Capital Funds, ROSS, TBRA, FSS and Section 8 subsidy are federal funds. Gary asked about the cost of the audit proposal. JoAnn stated that the cost was the same as the last audit completed. The Housing Authority received only one Independent Audit proposal. Gary stated that he was pleased that there was no increase in cost from the previous year, but that he would still like to see the cost of the audit reduced. JoAnn reported that a small portion of the expense will be

charged to FHI, as the audit will cover these units also. There is a two year option in the contract proposal which would lock in the cost for the next two years. JoAnn stated that previous auditors had provided service at a lower cost, however the quality of the audit and services provided were not as high as they should have been. Jim asked if the audit provided a detailed statement of hours billed. JoAnn stated that she was sure this could be provided if asked for. Gary asked if the Housing Authority had ever compared audit costs with other agencies. JoAnn replied that agencies in the area have used the same auditor in the past. Gary asked if the move to a smaller agency would affect cost. JoAnn stated that although the number of Housing Authority units has decreased, there is still the same number of programs to be audited so that would not be a factor. Torry asked what the effect of possible budget cuts might be if the Housing Authority was locked into the cost in the proposal for the next two years. JoAnn stated that regardless of funding levels the audits would still have to be completed. Gary suggested that the resolution be amended to award the maximum allowable years. JoAnn stated that a contract could be awarded for up to five years with HUD approval. Michael stated that in order to do so the Housing Authority would have to send out new requests for proposals. JoAnn stated that she did not want to go through the process again at this point. Mandy added that the actual contract will be for three years total, with the initial year and options for two additional years. Ida Jane asked if there was any further discussion. There were no further comments of discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.

- b. 2007 MASS Certification-Resolution No. 022008-B: Gary moved to approve Resolution No. 022008-B, adopting the 2007 MASS Certification. Eileen seconded. JoAnn gave a brief explanation of the MASS certification process. The MASS (Management Assessment Subsystem) certification is one component of the PHAS score received by housing authorities. Other components are Physical Assessment Sub-System (PASS), Financial Assessment Sub-System (FASS) and Resident Assessment Sub-System (RASS). HUD then scores housing authorities based on these component sub-systems and assigns a designation of High Performer, Standard Performer, or Troubled Agency. JoAnn explained that in recent years it has become more difficult to achieve High Performer status. JoAnn said she expects to maintain Standard Performer status, but that the MASS score may be lower due to the Flint Hills Place rehab project causing longer turnaround times for units. Ida Jane asked if there was any further discussion. There were no further comments or discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- c. Revised Ceiling Rents—Resolution No. 022008-C: Torry moved to approve Resolution No. 022008-C, adopting the Revised Ceiling Rents. Gary seconded. JoAnn explained the rent options available to Public Housing residents. Residents may choose between an Income Based rent

or a Flat Rent. There is a maximum rent which can be paid by Income Based residents, which is Ceiling Rent. HUD regulations published in 1999 required that these Ceiling Rents must be adjusted to the amount of Flat Rents after a period of three years. JoAnn stated that she had spoken with HUD and they had advised the Housing Authority to adjust the Ceiling Rents in accordance with the regulations. JoAnn said that a future step may be to revise the Flat Rents in accordance with current market conditions. Gary asked why rent amounts varied by site. JoAnn explained that a variety of factors were considered when the Flat Rents were originally established, including amenities, location and cost of operating the site. Gary asked what effect the change will have on revenue. JoAnn stated that the change will not be in effect for current residents until their time of annual recertification. Ida Jane asked if there was any further discussion. There were no further comments or discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.

- d. Revised Transfer Policy—Resolution No. 022008-D: Gary moved to approve Resolution No. 022008-D, adopting the Revised Transfer Policy. Eileen seconded. JoAnn explained that the Transfer Policy had not been revised since 1999. The policy is included in the Admission and Continued Occupancy Plan. JoAnn stated that Carlson Plaza and Apartment Towers can no longer be referred to as elderly or disabled sites. This change occurred in 1995, however the current policy does not reflect this change. Torry asked how often transfers occur. JoAnn stated that transfers generally occur as a result of an emergency or reasonable accommodation or because the household has had a change of household composition and requires a different bedroom size. Ida Jane asked if there was any further discussion. There were no further comments or discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- e. Limited English Proficiency (LEP) Policy—Resolution No. 022008-E: Jim moved to approve Resolution No. 022008-E, approving the Limited English Proficiency (LEP) Policy. Torry seconded. JoAnn explained that an executive order had mandated all federally funded programs to implement LEP policies and procedures to serve LEP persons. JoAnn said she had determined that Spanish was the most common non-English language in the community. The Housing Authority will have language cards for LEP persons to identify their language on and a telephone hotline to connect with an interpreter once the language is established. Jim asked how often the Housing Authority had LEP persons seeking assistance. JoAnn stated that it was not a common occurrence but that it does happen occasionally. Ida Jane asked if there were any further comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- f. 2008 Income Limits—Resolution No. 022008-F: Jim moved to approve Resolution No. 022008-F, adopting the Revised Income Limits for Fiscal

Year 2008 for the Public Housing and Section 8 programs. Eileen seconded. JoAnn stated that the Income Limits had just been issued and that this item had been added as an amendment to the original agenda. Ida Jane asked if there were any comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:05 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair