

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
APARTMENT TOWERS COMMUNITY ROOM  
Manhattan, KS 66502  
February 21, 2007**

**5:30 p.m.**

**Members Present:**

Bruce Snead  
Gary Olds  
Torry Dickinson  
Ida Jane Leupold  
Randy Stitt

**Members Absent:**

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  
Jolynn Colberg, Customer Service Representative

**I. CALL TO ORDER**

Bruce called the meeting to order at 5:35 p.m.

**II. OPEN FORUM**

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

**III. MINUTES**

Randy moved and Ida seconded to approve the January 17, 2007 and January 31, 2007 meeting minutes as presented. Motion carried 4-0.

**IV. EXECUTIVE DIRECTOR REPORT**

- a. JoAnn informed the Board of recent staff changes. Pamela Schreiber, Administrative Assistant has accepted a position with a local realtor; her last day will be February 22, 2007. Her position responsibilities and title will be modified, and advertisements will be sent out for a Special Projects Coordinator. Jolynn Colberg, Customer Service Representative was introduced to the Board; Jolynn began employment with the Manhattan Housing Authority on February 12, 2007 as Customer Service Representative. Francis Nelson, Housing Technician will retire as of April 1, 2007. We will be seeking to fill the positions of part-time custodian and a full time Maintenance Worker II.

- b. If the President signs the proper documentation by midnight on February 22, 2007 operating subsidy funding will be allocated at 82.9%, versus the previously funded level of 76%. In the Section 8 Program, there will also be a new funding formula based on leasing that that will be based on the entire year, rather than May, June, and July.
  
- c. JoAnn spoke with the Financial Analyst at HUD, who informed the Housing Authority that a confirmatory review for 2005 will occur; an independent contractor will be selected by HUD to perform the review, which will probably take place in late March or early April.
  
- d. JoAnn received a call today from the Clay Center Housing Authority; the Executive Director expressed interest in researching the possibility of forming a consortium to help the smaller area housing authorities.

Gary inquired about the percentage increase in rents that the Housing Authority has projected for 2007. JoAnn stated that they did forecast a percentage for the budget report, and that number could be found in the budget.

Torry Dickinson joined the meeting at this time.

**V. COMMISSIONER COMMENTS**

There were no Commissioner comments.

**VI. OLD BUSINESS**

- a. Gardens at Flint Hills Place Update: Ribbon cutting will be held on February 27, 2007 at 11:00 a.m. There will be a light lunch provided after the ceremony and open house from 12:00 – 4:00 p.m. There are currently twenty-five units leased up; the contractor and the Housing Authority are still working on some minor punch list items. The hold up has been with the contractor, and the high turnover in Site Superintendents. A concern currently under review is the design of the emergency access gate on Kimball Avenue.
  
- b. Rehabilitation of Flint Hills Place: The rental term sheet has been sent back from HUD for another review. HUD wants to see tax credit separated from the public housing units, versus the floating units that the state has planned for. It will take time to revamp some of the paperwork, and the April 1, 2007 deadline will probably not be met, but a May deadline is still hopeful.







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**VIII.** □□Ã□□□□□□□

It was moved and seconded to adjourn the meeting at 6:50 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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