

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL MEETING (TELEVISED)
CITY HALL
CITY COMMISSIONERS CHAMBERS
1101 Poyntz Ave, Manhattan, KS 66502
March 15, 2006
5:30 p.m.**

Members Present:

Ida Jane Leupold
Bruce Snead
Carol Gould
Randy Stitt
Phil Anderson
Andy Carson

Members Absent:

Gary Olds

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
Tabatha Neubert, Public Housing Manager
Janine Straw, Customer Service Representative
Jason Smith, Program Assistant
Michelle Speicher, Resident Services Coordinator
Billye Guliford, Section 8 Coordinator
Patrick O'Neil, Program Coordinator
Megan Bockus, Office Assistant
Matthew Bobian, Contract Officer/ Maintenance Worker II
Pat Anzel, Maintenance Worker II
Travis Jensen, Maintenance Worker II
Eli Schwindt, Maintenance Worker I
Marvin Rhodeman, Maintenance Worker I
Julius Beall, Custodian
David Laster, Custodian
Francis Nelson, Housing Technician
Dustin Nelson, Housing Technician

I. CALL TO ORDER

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

The meeting began with introductions of the Board members and Management staff at the Manhattan Housing Authority.

II. ELECTION AND INSTALLATION OF OFFICERS

Chair Bruce Snead opened the floor for nominations for Board Chair. Randy Stitt moved to re-appoint Bruce Snead to Board Chair. Phil seconded. Bruce stated he was willing to serve another year as Chair. Hearing no further nominations, Bruce closed the floor for nominations. Motion carried roll call vote 6-0.

Chair Bruce Snead opened the floor for nominations for Vice-Chair. Phil moved to nominate Randy Stitt as Vice Chair. Andy seconded. Hearing no further nominations, Bruce closed the floor for nominations. Motion carried by roll call vote 6-0.

III. OPEN FORUM**a. New Comments/Concerns:**

Resident Sandra Spickelmier introduced herself as the new President of Carlson Plaza Tenant Association and presented revised By-Laws to the Board of Commissioners.

Sandra introduced the newly elected Sergeant of Arms of the Carlson Plaza Tenant Association, Ronald Goering. Mr. Goering presented several concerns regarding Manhattan Housing Authority policy, procedures and staff. Bruce suggested that Mr. Goering follow the Grievance Procedure that is adopted by the Manhattan Housing Authority, and assured Mr. Goering his concerns will be taken under advisement and addressed appropriately

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

c. Housing Authority Recognitions: JoAnn Sutton and Bruce Snead presented awards and recognitions to the following:

1. Resident of the Year – Marcella Maly
2. Volunteer of the Year – Linda Wiley
3. Above and Beyond the Call of Duty – Carol Bearden
4. Employee of the Year – Janine Straw
5. Resident Appreciation Awards:
 - a. Groundskeepers: Carol Bearden, Bracha Arieli, Lisa Aguliar, and Edith and Alan Massey
 - b. Resident Volunteers: Sherry Theis and Victoria Manning.
 - c. Computer Lab Monitors: John Hawks, Jordan Guzman, Linda Wiley, James Jester, and Amanda Martinez.
 - d. Host/Hostess: David Moberly, Linda Rose, Camelia Owens
6. Certificates of Appreciation were given to Board members for their dedicated service to the Manhattan Housing Authority.
7. Patrick Andel – 15 Year Service Award

IV. APPROVAL OF MINUTES

Phil moved to accept the minutes for February 15, 2006 and February 27, 2006 as written. Motion was carried by roll call vote 6-0.

V. EXECUTIVE DIRECTOR REPORT**a. Updates**

1. The Gardens at Flint Hills: The Manhattan Housing Authority has partnered with the Manhattan Area Housing Partnership (MAHP) in the construction of the Gardens, which is located on the Northwest lot of Flint Hills Place. The slabs and retaining walls are all poured and the Clubhouse is in the process of being framed. Michael Wilhoite, Jill Jacoby, and JoAnn Sutton met with the new site superintendent to review colors for the foundation of the units. All of the site inspections have gone well to date. Bruce asked about meetings with residents, and JoAnn informed the Board that there are meetings on the fourth Tuesday of every month at Flint Hills Place to address safety concerns, provide updates to residents, and answer resident questions; this opportunity is also utilized to discuss proposed improvements to the existing units.
2. Flint Hills Place Improvements: The tax credit application was submitted to the State. Jim Moore, of R&J Investments, LLC and JoAnn have been working on getting all of the appropriate paperwork to HUD to facilitate disposition of the property. Bruce asked if JoAnn was aware of a time frame, and JoAnn informed the Board that the Public Hearing will be held April 19, 2006, and they were hoping to be close to an approval by then.

JoAnn informed the board of the following:

- a. On March 11, 2006 staff participated in the Bowl for Kids' Sake and knocked down 2,227 pins between ten staff members.
- b. The Resident Opportunities and Self Sufficiency (ROSS) Grant debriefing will be held with the Grants Management Center on March 16, 2006 via telephone.
- c. The Super NOFA (Notice of Funding Availability) has been published, and the Manhattan Housing Authority is planning to apply for two (2) grants: one for a Self Sufficiency Coordinator for the Section 8 Program, and one (1) for the Public Housing Program, in lieu of ROSS Coordinator funds.
- d. On March 17, 2006 Scott Grubbs, Executive Director of Junction City Housing Authority, JoAnn, and a representative of the Riley County Housing Authority will be meeting with a representative from the Governmental Accountability Office regarding military housing concerns and issues. Bruce stated that there were housing issues brought up in Washington D.C. when he visited last week. Bruce explained that there is a housing allowance for soldiers, and if it is counted as part of their income, it disqualifies many of them based on income from assisted housing, and this is a key issue since the goal is to provide affordable housing to everyone and address the influx of military troops scheduled to return to the area.
- e. The audit, originally scheduled for April, was rescheduled due to the fact that JoAnn and Mandy will be attending Project Based Accounting training in Arkansas. The audit was rescheduled for May 16-17, 2006.

Phil asked JoAnn how the percentage of occupancy could be above 100% on the Section 8 Occupancy Report. JoAnn explained that the Housing Authority is allowed to over lease, in anticipation that next month it may not be 100%. At the end of the year, the average must be at or below, with the goal to be 100% utilization. Phil also asked how staff time was calculated in the Helping Hands Grant. JoAnn stated that the actual hourly rate of the staff member was used to calculate the amount of salaries and benefits charged to the grant.

VI. COMMISSIONERS COMMENTS

Carol expressed her appreciation to JoAnn in her efforts to work with the surrounding area Housing Authorities, and the time she took to give her leadership and expertise to the smaller Housing Authorities that are struggling with many of the same issues that the Manhattan Housing Authority is dealing with.

Phil commended the staff for all of their hard work and reports, and Ida commented on the attractiveness of the Annual Report.

Bruce commented on the housing situation in the community, and the pressure that has been put on the community for the construction of new apartments and homes, and that there will be some difficult situations for those that rent, and those that are moving into the community. Bruce stated that in January and February there were more single family housing permits issued by the City of Manhattan than there were in all of 2005.

VI. OLD BUSINESS

- a. Draft By-Laws Revision: JoAnn explained that the staff reviewed the by-laws and found only some minor grammatical issues. The changes have been reviewed by legal counsel. Bruce pointed out that this meeting would be the first reading of the by-law revisions, and the formal acceptance would be at the April meeting. Phil suggested that the word *Less* be changed to *Fewer* at the top of page 3. Randy moved to approve the first reading of the revised by-laws as presented in order to ensure accuracy and clarity in this official document of the Manhattan Housing Authority. Carol seconded. Motion was carried by roll call vote 6-0.

- b. Goal Setting for 2006: JoAnn explained that she added the two additional goals under the Manhattan Housing Authority goals as requested by the Board at the February meeting. Randy asked JoAnn if there was a way to track the number of landlords, so that there was evidence that the landlord outreach was in fact increased. JoAnn explained that she could show a report of the landlords, and it was agreed upon by the Board that a report would be nice. Phil suggested that it would be very helpful if there was a register of rental properties within the City of Manhattan. Phil made the recommendation that Bruce carry the suggestion to the City Commission. Bruce agreed that he would take the issue to the City Commission. JoAnn asked if this was more of a Housing Authority goal or a Board goal. Carol suggested that it become a Board goal. The Board agreed to explore and make recommendations to the City Commission.

The following changes were requested by Board members:

BOARD OF COMMISSIONERS GOALS

11. Explore the implications of rental registration for Section 8 Housing expansion.

Carol moved to approve the 2006 Goals as modified. Andy seconded. Motion was carried by roll call vote 6-0.

VII. NEW BUSINESS

- a. Approval of the 2005 Annual Report: Resolution No. 031506-A: JoAnn explained that the report is in a slightly different format. The financial information is placed at the end of the report, and the last two pages are a combined balance sheet and a combined statement of revenues and expenses. JoAnn pointed out that there was \$11,852 added to operating reserves. This is the first year in several that money has not been taken out of reserves. The Section 8 Program will also be putting in \$2,000. Carol commented on the nice presentation and good analysis of the year. Phil moved to approve the 2005 Manhattan Housing Authority Annual Report. Randy seconded. Motion was carried by roll call vote 6-0.
- b. Fair Market Rents (Pottawatomie County): Resolution No. 031506-B: JoAnn explained that the Manhattan Housing Authority has never adopted Pottawatomie County payment standards. There are several Section 8 units that exist in Pottawatomie County. HUD has been contacted and they advised the Pottawatomie County standards should be adopted and implemented at the next Annual Recertification time for those in Pottawatomie County, and utilized immediately for new units. Randy moved to approve Resolution No. 031506-B: Adopting the Pottawatomie County Fair Market Rents and Payment Standards for the Section 8 Housing Choice Voucher Program, effective April 1, 2006. Carol seconded. Motion was carried by roll call vote 5-0. Phil Abstained.
- c. Revised Income Limits for 2006: Resolution No. 031506-C: JoAnn explained that this is an Annual housekeeping agenda item. The guidelines have increased slightly from 2005. These guidelines are used to determine eligibility for the Public Housing and Section 8 units. Carol moved to approve Resolution No. 031506-C: Adopting the Revised Income Limits for Fiscal Year 2006 for the Public Housing and Section 8 programs. Ida seconded. Motion was carried by roll call vote 6-0.

VIII. ADJOURNMENT

There being no further business, it was moved and seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Bruce Snead, Chair