

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Apartment Towers Community Room
300 N 5th Street
Manhattan, KS 66502
March 16, 2005
5:30 p.m.**

Members Present: Ida Jane Leupold, Chair
Bruce Snead
Gary Olds
Katherine Burgess
Jerry Lowenstein

Members Absent: David Craft
Randy Stitt

City Commission Liaison: Bruce Snead

Staff Present: JoAnn Sutton, PHM, Acting Executive Director
Mandy Thomas, Administrative Assistant
Michael Wilhoite, CMM, Facilities Supervisor
Camelia Owens, Special Needs Coordinator
Lucy Ann Gregorio, Public Housing Manager
Matt Bobian, Contract Officer

I. CALL TO ORDER

Ida Jane Leupold, Chair, called the meeting to order at 5:45 p.m.

II. OPEN FORUM

- a. New Comments/Concerns: None.
- b. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.

III. COMMISSIONER COMMENTS

Kathy apologized to the board for not attending last months meeting due to illness.

Ida stated she received another letter from Robert Johnson, a resident at Carlson Plaza, stating his concerns regarding the Housing Authority. JoAnn stated she spoke with Mr. Johnson during pest control this month and he sated there were no problems of pests in his unit. JoAnn stated there are some units on the 2nd floor of Carlson Plaza that do have pest issues but the Housing Authority is working on resolving the problem.

IV. MINUTES:

Bruce moved to approve the minutes of February 9, 2005 as presented. Kathy seconded.
Bruce moved to approve the minutes of February 21, 2005 as presented. Kathy seconded.
Motion carried.

V. EXECUTIVE DIRECTOR REPORT

JoAnn gave an oral report on the following:

1. Riley, KS Housing Authority: The Housing Authority was contracted by Doug Martin, attorney for the City of Riley to see if the Housing Authority would be interested in administering or merging the units located in Riley, KS. The Housing Authority contacted Bob Summers with the Department of Housing and Urban Development to check the financial and management status of the Riley units. Mr. Summers stated the Riley Housing Authority is an uninsured FHA project which does not require audit or financial report submissions, however if there was a management grade card for the Riley Housing Authority they would be considered a troubled agency. The Department of Housing and Urban Development suggested to the Riley Housing Authority that they solicit Section 8 project based consulting groups for management of the units.
2. Flint Hills Area Agency on Aging: The Housing Authority was contacted by the Flint Hills Area Agency on Aging to see if the Housing Authority was interested in contracting with them to perform Housing Quality Standards (HQS) inspections of their local units. The Housing Authority responded that this endeavor would need to be discussed further with their agency staff involved and approved by our Board of Commissioners. It was the consensus of the Board that this was likely a workable endeavor, however, more information was needed to authorize a contract.
3. Cellular Tower Contracts: The Housing Authority has not heard anything from either company regarding lease agreements and is working on getting a copy of the signed contracts and to find out the status of the required zoning applications with the City
4. Six Units LLP Contracts: The Housing Authority is no longer in a management contract with Six Units LLP, however, a maintenance contract will be executed for the first six units and the newly built units which are nearing completion.
5. Annual Meeting: The annual meeting will be held on April 20, 2005 at City Hall. This will be a televised meeting.
6. Property Insurance: JoAnn stated that as a follow-up to the property issue, the only other Kansas Housing Authority that has separated from the City was the Topeka Housing Authority; at the time of its' separation, the City transferred the property to the Housing Authority. Ida questioned JoAnn on the background of why the Housing Authority separated from the City of Manhattan. JoAnn stated the Housing Authority separated from the City of Manhattan due to implementation of the Quality Housing and Work Responsibility Act (QWHRA) of 1998, which mandated that the governing body fill one seat with a housing participant.

VI. OLD BUSINESS

- a. By-Laws Revisions: The Board completed their review of the By-Laws, and requested they reviewed by the Housing Authority's attorney.

VII. NEW BUSINESS

- a. Revised Income Limits, Resolution No. 031605-A: Gary moved to approve Resolution No. 031605-A, Revised Income Limits, as presented. Kathy seconded. JoAnn explained the revised income limits and answered Commissioner questions. Motion carried.
- b. 2006 SSAB Helping Hands Grant (Continuation of the Helping Hands Grant): Gary moved to authorize the Acting Executive Director to submit an application to the City of Manhattan for 2006 Social Service Advisory Board to fund continuation of the Helping Hands program in the amount of \$35,000.00. Kathy seconded. Bruce stated his vote on the Housing Authority commission does not reflect any action he may take on the City Commission. JoAnn explained the grant application and answered Commissioner questions. Gary requested staff compose a monthly financial report for the Helping Hands program. Motion carried.
- c. Goal Setting for 2005: After brief discussion, the commissioners agreed to table this issue until the annual meeting in April.
- d. Election of Chair and Vice Chair: Ida moved to nominate Bruce Snead as Chair. Kathy seconded. Bruce stated he was willing to serve as Chair due to the issues with the City and the transition of the Executive Director. Ida closed the floor for nominations. Motion carried.

Kathy moved to nominate Ida Leupold as Vice Chair. Bruce seconded. Ida closed the floor for nominations. Motion carried.

- e. Staff Reorganization: JoAnn explained the staff reorganization for the Housing Authority and answered commissioner questions. Gary suggested JoAnn consider reducing the number of hours for the temporary part-time Administrative Assistant position to 20-25 hours instead of 30 hours a week.

Gary stated the Housing Authority should consider setting up a special purpose fund once the contracts have been signed by the wireless providers, and consider ways these funds could be spent.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Ida Jane Leupold, Chair