

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL MEETING
CITY COMMISSION CHAMBERS
1100 Poyntz Avenue
Manhattan, KS 66502
March 21, 2007**

5:30 p.m.

Members Present:

Bruce Snead
Gary Olds
Torry Dickinson
Ida Jane Leupold
Randy Stitt
Carol Gould
Eileen Meyer

Members Absent:

None

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Asst. Executive Director
Patrick O'Neil, Special Projects Manager
Michael Wilhoite, Facilities Supervisor
Jason Smith, Resident Services Coordinator
Billye Guliford, Section 8 Coordinator
Tabatha Neubert, Public Housing Manager
Michelle Speicher, The Gardens Manager
Jolynn Colberg, Customer Service Representative
Sara McClanahan, Work Study
Matt Bobian, Contract Officer
Dustin Nelson, Housing Technician
Pat Andel, Maintenance
Brian Fronce, Maintenance
Marvin Rhodeman, Maintenance
Travis Jensen, Maintenance
Julius Beal, Custodian

I. CALL TO ORDER

Bruce called the meeting to order at 5:37 p.m.

II. ELECTION AND INSTALLATION OF OFFICERS

- a. New Board member: Bruce welcomed Eileen Meyer as a new Board member. Eileen gave a brief introduction, as did other board members.
- b. Board Elections: Bruce opened the floor for Board Chair nominations. Carol nominated Randy. Ida seconded. Hearing no discussion or comment, Bruce called for roll call vote. Roll call vote carried 7-0. Randy assumed Board chairmanship at this time. Randy then called for nominations for Vice-Chair.

Bruce nominated Ida. Carol seconded. Hearing no discussion or comment, Randy called for roll call vote. Roll call vote carried 7-0.

III. OPEN FORUM

- a. Scott Grubbs, Executive Director of Junction City Housing Authority, presented the Manhattan Housing Authority with an award of appreciation for their assistance. JoAnn accepted the award on the Housing Authority's behalf.
- 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 presented annual Housing Authority recognitions to staff and residents. Recipients were as follows:
 1. Employee of the Year-Dustin Nelson
 2. Resident of the Year-Catherine Robare
 3. Volunteer of the Year-John Hawks
 4. Resident Appreciation Awards-Sherry Theis, Toshiko Broomfield, Eli & Amanda Martinez, Linda Rose, David Moberly, Norman & Pat Spain, Tasha Klein, Catherine Pearl, Carol Bearden, Amy Price, Lisa Cruz, Allen & Edith Massey, Lauren Muse, Brachi Arieli, Linda Wiley, Jordan Guzman, John Hawks, Amanda Martinez, Elvia Sanchez, James Jester.
 5. Board Appreciation: Bruce, Gary, Torry, Ida, Randy, Carol
 6. 5 Year Service Award-Dustin Nelson

IV. MINUTES

Gary asked for explanation of Confirmatory Review. After discussion, Gary moved and Bruce seconded to approve the February 21, 2007 meeting minutes as presented. Motion carried 6-0, with 1 abstention.

V. EXECUTIVE DIRECTOR REPORT

- a. JoAnn presented a letter of gratitude to the HA from a previous resident and a thank you for the Baehr Place improvements from a current resident.
- b. Notification has been given to the HA of additional Capital Funds of \$10,518 to be awarded to the HA as part of HUD funds that had not been previously released.
- c. Verification was received of dates for the Confirmatory Review (April 4-6, 2007) and a list of items to be reviewed was provided. Verification was also received for the Independent Audit, which will begin April 2, 2007.
- d. Information was received from the National Chapter of NAHRO of a campaign to raise awareness of the importance of local housing agencies to communities. Bruce and JoAnn will be working on a proclamation to be presented at the next City Commission meeting.
- e. Staff changes include the transfer of Patrick O'Neil, Program Coordinator to the position of Special Projects Manager. Twelve applications have

been received for the position of Housing Inspector. Interviews have been scheduled. Three applications have been received for Custodian position. The Maintenance Worker II position has been advertised, but no applications received. At this time, Gary inquired about the funding authorization referenced at the February meeting. JoAnn stated this authorization had been signed and that the HA was funded at 82.9%.

- f. Selective Site Consultants were contacted regarding the proposed Alltel contract. The increase to \$1,200/month with a 10% increase at renewal time was agreed to. The contract was sent to legal counsel for review and then forwarded to Selective Site Consultants. Randy asked if any other rooftop space was available. JoAnn stated that the space would have to be reviewed to be sure there would be no structural damage from further installations. Gary asked if any information had been acquired about electrical sub-metering. JoAnn stated she had not spoken with Westar, but that legal counsel had advised that current practice was legal and common.
- g. JoAnn presented a spreadsheet comparing the HA's budget for the last three years, as previously requested.
- h. An update on The Gardens was given. There have been numerous issues with plumbing and contractor leaving stove burners on. Some water damage occurred due to the plumbing problems. Gary asked if the problems were supply or drainage problems. JoAnn stated they were issues with the water heaters. Bruce asked if the issues were caused by installation or equipment failure. JoAnn stated the issue was installation. Randy asked about the repair responsibility. JoAnn informed the Board that damages were the contractor's responsibility and that the contractor had been notified.
- i. An update was given on the Flint Hills Place redevelopment. The relocation plan is almost complete. Letters and a standard notification will be sent to residents. It is anticipated that formal HUD approval will be issued soon.
- j. Gary asked about the Section 8 Occupancy Report. JoAnn explained that the number of leased units can decrease while utilization increases due to differences in unit size, HAP size, and portability.

VI. COMMISSIONER COMMENTS

Gary inquired as to what would happen if a City Commission Liaison were not re-elected. Bruce explained that another liaison would be appointed to serve on the Housing Authority board in that seat.

VII. OLD BUSINESS

- a. Goal Setting: JoAnn amended goals to include participating in Landlord Association. Also added were income targeting for new admissions to Public Housing program and a review of the Flat Rent policy, which has not been revised since 2000. An increase in resident associations was also added as a goal. Carol stated that seventeen goals seemed like to many

and asked that the goals be prioritized. After some discussion Gary asked if goals could be prioritized and sent to the Board. JoAnn agreed that they would be. Bruce moved that the goals be adopted. Torry seconded. Randy called for a roll call vote. Roll call voted carried 7-0.

VIII. NEW BUSINESS

- a. Revised Fair Market Rents and Payment Standards-Resolution No. 032107-A: JoAnn gave a brief explanation of the need to revise the Payment Standards due to rounding up rather than down when calculating. After some discussion, the Board agreed that the resolution should be adopted. Gary moved to approve Resolution No. 032107-A, adopting the Revised Fair Market Rents and Payment Standards. Bruce seconded. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 7-0.

- b. Approval of 2006 Annual Report-Resolution No. 032107-B: JoAnn gave a brief explanation of changes to this years report. Randy asked if the report would be submitted for awards. JoAnn stated that it would be submitted to NAHRO for Best Annual Report. Torry asked about the percentage of residents moving to homeownership. JoAnn explained a few of the ways the HA can assist residents moving toward homeownership. Gary asked for a number of people moving rather than a percentage. JoAnn stated this could be provided at a later time. Torry asked about non-wage income for Section 8 participants. JoAnn gave a brief explanation of this category of income. There were no further comments or discussion. Ida moved to approve Resolution No. 032107-B, adopting the 2006 Annual Report. Bruce seconded. Randy called for a roll call vote. Roll call vote was carried 7-0.

IX. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:30 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair