

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
March 30, 2009
5:30 p.m.**

Members Present: Randy Stitt
Ida Jane Leupold
Eileen Meyer
Jan Galitzer
Jim Sherow
Phil Anderson

Members Absent: None

City Commission Liaison: Jim Sherow

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

I. CALL TO ORDER

Randy called the meeting to order at 5:40 p.m. Board Members attention was directed to the Amended Agenda provided to each.

II. OPEN FORUM

- a. New Comments or Concerns: There were no new comments or concerns.
- b. Adjournment Time: No adjournment time was set. The Board agreed to adjourn at the conclusion of business on the Agenda.

III. ELECTION OF OFFICERS

Jan nominated Eileen Meyer for Chair. Ida Jane seconded. Randy asked if there were further nominations. Phil Anderson moved that nominations cease. Motion carried 5-0.

Ida Jane nominated Randy Stitt for Vice-Chair. Eileen seconded. Randy asked if there were further nominations or discussion. Phil moved that nominations cease. Motion carried 5-0.

At this time, Eileen Meyer assumed the position of Board Chair.

IV. MINUTES

Jan moved to approve the minutes of the January 28, 2009 Regular Meeting, the February 23, 2009 Regular Meeting and the February 26, 2009 Special Meeting as presented. Phil seconded. Motion carried.

V. EXECUTIVE DIRECTORS REPORT

- a. JoAnn advised the Board that she met with Mandy Chapman-Semple, Director of the Manhattan Emergency Shelter, Inc. (MESI), regarding a program MESI has been funded for to assist homeless families with obtaining permanent housing (Housing First). JoAnn stated that the Housing Authority may want to partner with MESI in the administration of this program by providing a limited number of units available for the program. This would require taking the units off-line, which would require HUD approval and at such time we would no longer receive subsidy for them. JoAnn further explained that MESI would assist in paying the rent on the units up to the 2007 Fair Market Rent amounts and provide case management. JoAnn also spoke with our field rep at HUD, who felt this would be a good program and would fall within the purview of Housing Authority programs. JoAnn stated that a similar program was in place several years ago with Pawnee Mental Health, and it worked out well; discussed during the meeting with Ms. Chapman-Semple was a variety of unit sizes. Jim encouraged JoAnn to discuss required timelines with MESI, as he had also discussed this program with Mandy in the recent past.
- b. JoAnn advised the board that a vehicle accident occurred at the Baehr Place property, causing damage to one of our buildings. The accident involved a resident's daughter, and no one was injured.
- c. JoAnn updated the Board regarding damages that occurred to the Apartment Towers building as a result of the recent property damage incident by a resident.
- d. Copies of the Kansas NAHRO Spring Conference agenda were provided to all Board Members; JoAnn and Ida encouraged all Board Members to attend this training on May 14, 2009 for an all-day board member training that would be provided by the Department of Housing and Urban Development (HUD). Board members were requested to advise by April 6, 2009 if they could attend.
- e. Randy inquired about the American Recovery and Reinvestment Act (ARRA), with regard to the amount MHA received and if these funds would fall under normal Capital Fund Program guidelines. JoAnn responded that we will be discussing the funds MHA received under New Business, but that there were special guidelines issued for the obligation and expenditure of the ARRA Capital Funds. JoAnn also stated that we are awaiting guidance from HUD regarding the process to apply for the \$1 billion in competitive funds, as we plan to apply for funds to replace all windows at Carlson Plaza and Apartment Towers.
- f. Randy asked where the cell tower income is reflected on the monthly Budget Progress reports. JoAnn explained that this is shown in 'other

income'; Randy stated that it appears we are behind anticipated budget amounts in this area. JoAnn stated that one company pays annually, and some companies pay different times of the month so that may be affecting that particular line item.

VI. COMMISSIONER'S COMMENTS

- a. Jim Sherow encouraged all Board members to attend the City Commission Work Session on March 31, 2009. The agenda item of Mandatory Rental Inspections will be an item of interest that will no doubt generate lots of discussion. JoAnn stated that she is an Ex-Officio member of the Rental Inspection Committee, and that it has been a very good experience, and that despite the mix of opinions and positions on the Committee all have worked together very well. JoAnn also stated that she has attended most all of the recent Landlords of Manhattan meetings since that organization began discussion of the issue of rental inspections; JoAnn has made it clear to that organization that MHA is not taking a position on the issue. All Rental Inspection Committee Meeting agendas, minutes and documents are posted on the City of Manhattan's web site.
- b. Jim also stated that during his meeting with the MESI Board they discussed areas we can collaborate, and suggested a joint meeting between MESI and MHA Boards to explore this idea further.
- c. Jim reported that he attended the National League of Cities meeting in Washington, D.C., and learned that many appointments are pending by President Obama's cabinet members, which may be affecting the delay in HUD announcing application procedures for the competitive ARRA Capital Funds.

VII. OLD BUSINESS

2009 Goals Discussion: JoAnn reported that staff held their annual spring Staff Retreat on March 13, 2009 to discuss goals for the Housing Authority as a whole and for individual departments and discussed 2008 goals to determine which were accomplished and which were on going. JoAnn asked the Board for any suggestions in addition to those presented in the Board packet. Randy stated he would like to see more concrete financial goals for the Housing Authority, perhaps in the form of being a certain amount under budget at the end of the fiscal year. JoAnn stated that the Housing Authority was able to add funds to the reserve account in 2008. Jan stated that it was more important to ensure the Housing Authority was accomplishing the things it needed to accomplish rather than trying to cut expenses to add to reserves. JoAnn stated that HUD used to recommend that housing authorities have three months worth of operating costs in reserves, but that HUD now recommends having six months in reserve. Jan asked what six months of reserves would be. JoAnn said she was not sure what the exact dollar amount would be. Phil asked if \$500,000 would be close. JoAnn stated that it would be. Jim stated that it was reasonable to try to achieve the HUD recommended level of six months worth of operating costs in reserve. Randy stated that he would like to see reserves in excess of six months put toward new projects, such as acquiring or building more housing units. JoAnn added that the Housing Authority would also have

the Replacement Housing Funds which are being received due to the disposition of Flint Hills Place which could be added to any new housing projects. Jan stated that the goal should be to add to the Housing Authority's housing stock to provide more affordable housing, and that increasing reserves should be a means to accomplishing the goals of increasing affordable housing, rather than a goal of its own. Eileen asked that Board members continue to think about possible goals and to suggest them to JoAnn so that they could be added to the final 2009 Goals. The Board agreed to add the goal of conducting a joint meeting of the Housing Authority Board of Commissioners and the MESI Board of Commissioners to discuss common interests and areas of collaboration.

VIII. NEW BUSINESS

a. 2009 Income Limits—Resolution No. 033009-A: JoAnn explained that revised income limits had been issued as they are on an annual basis and the Housing Authority was required to adopt them. Jan moved to approve Resolution No. 033009-A, adopting the 2009 Revised Income Limits, and Resolution No. 033009-B, adopting the Acceptance and Authorization of ARRA Capital Fund Formula Grant. Ida seconded. Eileen asked if there was any further discussion. Randy asked if any bids had been received for A&E services for the replacement of HVAC and electric panels at Pottawatomie Ct., Hudson Circle and Baehr Place. JoAnn replied that Requests for Proposals had been sent, but no proposals had been received yet. JoAnn stated that the ARRA did provide the ability for Housing Authority's to amend some procurement policies and public hearing requirements to expedite the use of funds. The funds must be spent on capital improvements only and housing authorities must track the number of jobs created or saved by the funds. There were no further comments or discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

IX. ADJOURNMENT

Jim moved to adjourn the meeting. Jan seconded. The meeting adjourned at 7:09 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair