

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
ANNUAL MEETING  
CITY COMMISSION CHAMBERS  
Manhattan, KS 66502  
April 13, 2009  
5:30 p.m.**

**Members Present:**

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

**Members Absent:**

None

**City Commission Liaison:**

Jim Sherow

**Staff Present:**

JoAnn Sutton, PHM, Executive Director  
Mandy Thomas, Assistant Executive Director  
Michael Wilhoite, Facilities Supervisor  
Patrick O'Neil, Special Projects Manager/HR  
Billye Guliford, Section 8 Coordinator  
Shauna Blankenship, Housing Inspector  
Crystal Borhani, Public Housing Manager  
Jolynn Colberg, Customer Service Representative  
Michelle Speicher, Property Manager  
Sara Yarpezeshkan, Resident Services  
Dustin Nelson, Housing Technician  
Pat Andel, Maintenance Worker II  
Rick Smith, Maintenance Worker II  
Timothy Boos, Maintenance Worker II  
Glenn Weaver, Maintenance Worker I  
Marvin Rhodeman, Maintenance Worker I  
Julius Beal, Custodian  
Eve Moore, Custodian

**I. CALL TO ORDER**

Eileen called the meeting to order at 5:32 p.m.

**II. OPEN FORUM**

- a. New Comments or Concerns: There were no new comments or concerns.
- b. Adjournment Time: Adjournment time was set for 7:30 p.m.

- c. Housing Authority Recognitions: JoAnn presented annual recognitions to staff, resident volunteers, computer lab monitors, site hosts and special recognitions as follows:
  1. Employee of the Year-Mandy Thomas, Assistant Executive Director
  2. Resident of the Year-Eve Moore, Carlson Plaza
  3. Volunteer of the Year – Wendy Gibbs, Groundskeeper, Flint Hills Place
  4. Host/Hostess Recognitions-Yvonne Harold and Linda Rose
  5. Groundskeepers-Wendy Gibbs-Flint Hills Place, Marvin Hitschman-Pottawatomie Ct., Lauren Muse-Hudson Circle, Amy Price-Baehr Place, and The Underwood Family-The Gardens
  6. Computer Lab Monitors-John Hawks, Linda Wiley, and Hyoungjin Jun
  7. Resident Volunteers-Eve Moore
  8. Board Members Recognition-Randy Stitt, Ida Jane Leupold, Jim Sherow, Eileen Meyer, Phil Anderson Jan Galitzer

### **III. MINUTES**

Jan moved to approve the minutes of the March 30, 2009, Regular Meeting as presented. Jim seconded. Motion carried 6-0.

### **IV. EXECUTIVE DIRECTORS REPORT**

- a. JoAnn informed the Board that MHA would be celebrating its 40<sup>th</sup> anniversary later in the year, with plans to commemorate the event to be announced at a later date.
- b. JoAnn reminded the Board of the upcoming Spring Kansas NAHRO conference being held in Wichita May 12-14, 2009. Commissioner training will be held all day on May 13<sup>th</sup>, and will be conducted by HUD staff. JoAnn will also be installed as President of Kansas NAHRO at the conference. The Housing Authority will submit its 2008 Annual Report and its Resident Newsletter for NAHRO awards, as well as submitting local media coverage of the FHI redevelopment process for a media relations award.
- c. Phil asked about the expenses incurred for the weep hole installation at The Gardens. JoAnn stated that the repairs were not paid for by the Housing Authority, but that The Gardens was required to use funds from its operating budget to pay for the repairs.

### **V. COMMISSIONER'S COMMENTS**

- a. Ida Jane complimented staff for the 2008 Annual Report.
- b. Eileen congratulated Jim Sherow, Board Member, for his re-election to the Manhattan City Commission.
- c. Randy stated that the budget report looked good at this time, but asked if JoAnn foresaw any major expenses in the near future. JoAnn responded that she did not, but that it was difficult to predict what expenses might arise throughout the year.
- d. Eileen asked if there had been any increase in Section 8 landlord participation in light of the rental inspection program being considered by the City of Manhattan. JoAnn stated that there had not been so far, but

that this may change if Section 8 units are exempted from the inspection process.

- e. JoAnn reported that un-audited financial statements had been submitted to HUD's Real Estate Assessment Center (REAC); however, PHA's are not being scored on this information this year due to the transition to a new scoring process. PHA's who feel that their designation would change if a Public Housing Management Assessment Program (PHMAP) score was assessed for FYE 2008 can request that the 2008 information be reviewed and the PHMAP score revised to reflect the status at FYE 2008. MHA will make this request in hopes of allowing the Housing Authority to come out of Financially Troubled status. JoAnn stated that she anticipated reaching High Performer status with the increased financial score. Randy asked if this was due to the increase in reserves. JoAnn responded that this was one factor, but that other factors included the re-classification of the Housing Authority to a small agency and more flexibility in the Capital Fund program.

## **VI. OLD BUSINESS**

- a. 2009 Goal Setting: JoAnn read the proposed 2009 Goals aloud for those viewing the meeting on television. JoAnn stated that the goals would also be posted on MHA's website, if approved. Phil asked JoAnn if she thought Manhattan was in need of more Public Housing units. JoAnn stated that she felt Manhattan was in need of more affordable housing of all types. However, development funds are not currently available to increase the number of Public Housing units. The first step would be to determine needs for affordable housing through market studies; the most recent study of affordable housing needs in Manhattan is from 2007 and was done as part of the Flint Hills Place redevelopment. JoAnn suggested that if the Housing Authority wants to build or add additional affordable housing in the future the Housing Authority should have a contingency plan in place to purchase land if it becomes available so that it can be built on at a later date. It would also need to be decided if the type of housing needed was elderly/disabled housing or more family housing. Phil commented on goal number seven, which is to complete a salary study for staff salaries. The salary schedule should reflect a reasonable wage which allows employees to live off of. JoAnn stated that the salary schedule has stagnated for some positions and needs to be reviewed to ensure that competitive wages are being offered. Randy stated that he would like for salary increases to be more closely tied to merit than it currently is. Randy asked if benefits would be decreased if the salary schedule was increased. JoAnn stated that she would like to avoid any reduction in benefits. Jan stated that the Housing Authority should always try to have an excellent benefit plan and be seen as an example for others in the community. Randy stated he would still like a target goal of a set amount of savings or reserves to be reached. Jim stated that it would be a good idea to focus on determining the needs and possibilities for increased housing and then work on establishing funding to achieve this goal. JoAnn stated that the

Board may also want to consider making a statement that the funds currently held in the Special Revenue Fund be set aside for future increases in Housing Authority housing stock. Jim stated that the Housing Authority should concentrate on reaching the recommended reserve level, then establish the need and cost for additional housing, and then establish a plan to achieve the goal of additional housing by raising the necessary funding. Jim suggested adding a subpart D to Goal #1, to develop a means of raising funds for additional housing when the need for such housing has been established. Eileen asked if there was any type of increased visibility in the community that could also increase funds. JoAnn stated that the Housing Authority has never gone on any type of public fund raising campaign and would have to check with HUD to see if there were any restrictions on fund raising. Jan suggested that if fund raising was a possibility the Housing Authority should work with the Manhattan Community Foundation in this regard. Ida Jane suggested that goals should be presented earlier in the year so that the Executive Director and staff have more time to accomplish goals. Randy moved to approve the 2009 Goals. Jim seconded with the addition of subpart D to Goal #1. Eileen asked if there was any further comment or discussion. There were no further comments or discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

**VII. NEW BUSINESS**

- a. Approval of 2008 Annual Report—Resolution No. 041309-A: JoAnn gave a brief overview of the 2008 Annual Report. The Annual Report is always submitted to Kansas NAHRO and Southwest NAHRO for award consideration, with the Housing Authority's report receiving recognition for the last several years. Jan moved to approved Resolution No. 041309-A, adopting the 2008 Annual Report. Ida Jane seconded. Eileen asked if there was any further discussion. There were no further comments or discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

**VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 7:00 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair