

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL MEETING
CITY COMMISSION CHAMBERS
Manhattan, KS 66502
April 16, 2008
5:30 p.m.**

Members Present:

Randy Stitt
Ida Jane Leupold
Gary Olds
Torry Dickinson
Eileen Meyer
Jim Sherow

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
Tabatha Neubert, Public Housing Manager
Jolynn Colberg, Customer Service Representative
Michelle Speicher, The Gardens Property Manager
Betty Ball, Housing Inspector
Chalanda Huff, Assistant Property Manager
Kelly Reed-Harkness, Resident Services
Kyra O'Brien, Work Study
Dustin Nelson, Housing Technician
Matt Bobian, Contract Officer
Pat Andel, Maintenance Worker II
Marvin Rhodeman, Maintenance Worker I
Julius Beal, Custodian

I. CALL TO ORDER

Randy called the meeting to order at 5:35 p.m.

II. ELECTION OF OFFICERS

- a. Randy asked for nominations for Vice Chair. Randy nominated Ida Jane. Jim seconded. Randy asked if there were any other nominations or discussion. There were no other nominations or further discussion. Randy called for a roll call vote. Roll call vote carried 5-0.

- b. Randy asked for nominations for Board Chair. Ida Jane nominated Randy to serve as Board Chair. Torry seconded. Randy asked for any other nominations or discussion. There were no further nominations or discussion. Randy called for a roll call vote. Roll call vote carried 6-0.

III. 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. Meadowlark Hills recognition for assistance during December 2007 ice storm.
 2. American Red Cross recognition for assistance during December 2007 ice storm. (not present to accept)
 3. Employee of the Year-Michelle Speicher, The Gardens at Flint Hills Property Manager
 4. Resident of the Year-Yvonne Harold, Hostess, Carlson Plaza
 5. Special Achievement Award-Tabatha Neubert, Public Housing Manager
 6. Good Neighbor Award-Joe Mann
 7. Host/Hostess Recognitions-Elisteo & Amanda Martinez, Tasha Klein, Gretchen Esping, Yvonne Harold and Linda Rose
 8. Groundskeepers-Wendy Gibbs, Marvin Hitschman, Lauren Muse and Amy Price
 9. Computer Lab Monitors-John Hawks, Linda Wiley, Elvia Sanchez, Marisella Sanchez and Hyoungjin Jun
 10. Resident Volunteers-Catherine Pearl and Sherry Theis
 11. Bruce Snead-Recognition for service as Commissioner 2002-2008
 12. Board Members Recognition-Randy Stitt, Ida Jane Leupold, Bruce Snead, Torry Dickinson, Eileen Meyer, Gary Olds and Jayme Morris-Hardeman

IV. MINUTES

Torry moved to approve the minutes of the February 20, 2008, Regular Meeting as presented. Eileen seconded. Motion carried 6-0.

V. EXECUTIVE DIRECTORS REPORT

- a. JoAnn introduced Kelly Reed-Harkness, new Resident Services Coordinator, and Chalanda Huff, new Assistant Property Manager.
- b. JoAnn informed the Board of an upcoming Fair Housing conference in Topeka which will be held on April 29, 2008. JoAnn stated that several staff members will be attending and that Board Members are also welcome to attend.
- c. Fred Bentley and Brad Reiff of Kansas Housing Resources Corporation (KHRC) visited the Gardens at Flint Hills and FHI, Inc. developments. JoAnn informed the Board that two approvals of prospective tenant applications had been received and that eight additional files are now ready to be sent for approval.

- d. The Housing Authority recently received two letters from the Department of Housing and Urban Development (HUD). The first letter was an approval letter for the Final Evidentiary Binder submitted to HUD for the Flint Hills Place redevelopment. The Housing Authority also received a letter from HUD concerning the 2006 audit. Although there were no findings in the audit, HUD did make management recommendations. JoAnn informed the Board that two of the items have been corrected and closed. The final item is to consider development and implementation of a quality control system for Public Housing files. JoAnn stated that staff are in the process of developing the system.
- e. Kansas NAHRO will be held May 14-16, 2008 in Salina. JoAnn informed the Board that they should notify staff by April 18 if they are interested in attending the conference. Gary, Randy, Ida Jane and Jim indicated they would like to attend.
- f. JoAnn informed the Board that the Public Housing Assessment score had been released. The overall score for the Housing Authority was 74, which is designated as Standard Performer, however the financial score for the Housing Authority is Substandard. JoAnn stated she believes that the main reason for the low financial score is the disposition of Flint Hills Place, which is shown as a loss of assets by the Housing Authority. JoAnn stated that she did intend to contact HUD to discuss if the financial score could be adjusted due to the disposition being HUD approved. Jim asked what the ramifications of a substandard financial score would be. JoAnn explained that an Initial Review would be conducted by HUD and any recommendation made would be required to be corrected through a Memorandum of Agreement with HUD to correct the deficiencies.

VI. COMMISSIONER'S COMMENTS

- a. Torry stated that the Housing Authority should improve relations with other agencies in the community and be able to do a better job of helping to solve community problems. Gary suggested that this topic be included under New Business, 2008 Goal Setting. The Board agreed to discuss the topic during New Business.
- b. Ida Jane stated that she was very proud of the Housing Authority residents who attended the Legislative Conference in Topeka. Ida Jane also asked all Board members to attend the Spring NAHRO conference if possible.

VII. OLD BUSINESS

There was no Old Business on the Agenda.

VIII. NEW BUSINESS

- a. Approval of 2007 Annual Report—Resolution No. 041608-A: JoAnn gave a brief overview of the 2007 Annual Report. Gary asked what agencies or organizations the Housing Authority submitted the Annual Report to. JoAnn stated that the Annual Report is submitted to Kansas NAHRO and that if it wins at state level it is sent to Southwest NAHRO to

be judged in that awards competition. Gary asked if copies are sent to libraries, other agencies, etc. JoAnn replied that the cost of production is very high and that the Housing Authority does not order a large amount of extra copies of the report. JoAnn also mentioned that she had seen other agencies include their annual report on their website and that the Housing Authority could post the Annual Report on it's Web Site as well. Gary moved to approve Resolution No. 041608-A, adopting the 2007 Annual Report. Jim seconded. Randy asked if there was any further discussion. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 6-0.

- b. Painting Policy-Resolution No. 041608-B: JoAnn stated that one of the recommendations of the Fair Housing Review was to have a written policy regarding the painting of units by residents. Gary asked if there was any current policy. JoAnn replied that currently there is only a practice which has been followed by the Housing Authority for many years, however there is no written policy in place. JoAnn stated that the reasoning for recommending the policy was to eliminate the chance that different tenants be treated differently based on the staff member they had worked with. Gary stated he believed it was sufficient to have a practice rather than a policy. Jim asked how long the current practice had been used. JoAnn stated that the practice had been in place since before she began employment with the Housing Authority, which has been over twenty years. Jim asked how often the practice had been changed during this time. JoAnn stated that the practice had been consistent during this time. The maintenance plan also addresses cycle painting of units and the Schedule of Tenant charges addresses depreciation in costs to tenants. Jim stated that he did not see a great difference between having a policy and a practice, but that if it is recommended by Fair Housing then the Housing Authority should adopt the policy. Eileen asked if it is currently written that a tenant cannot paint a unit without approval. JoAnn answered that it was included in the lease agreement that the tenant cannot paint without approval. Randy suggested that the resolution should be adopted to avoid any potential discrepancies in paint practices in the future. Jim moved to approve Resolution No. 041608-B, adopting the Painting Policy. Ida Jane seconded. Randy asked if there was any further discussion. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote tied 3-3. After some discussion, it was decided to table Resolution No. 041608-B until it could be determined if a tie vote resulted in a failure of the Resolution.

- c. Disposal of Equipment—Resolution No. 041608-C: JoAnn gave a brief explanation of the need to periodically dispose of unusable or obsolete equipment. Some items will be donated to Habitat for Humanity ReStore program and others will be sold at auction. Unusable equipment will be discarded. Gary asked if the scrap metal from appliances would be worth selling. Michael replied that it does take manpower and time to remove Freon from refrigerators and that it may not be profitable to do so.

Michael stated that he could research the possibility of selling the items for scrap metal before disposing of the equipment. Gary moved to approve Resolution No. 041608-C, adopting the Disposal of Equipment. Eileen seconded. Randy asked if there was any further discussion. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 6-0.

- d. Amendment to Administrative Plan and Admissions and Continued Occupancy Policy (ACOP)—Resolution No. 041608-D and Resolution No. 041608-E: JoAnn gave a brief overview of the Administrative Plan and ACOP. JoAnn explained that previously housing authorities were required to maintain federal preferences for waiting lists. However, since 2000 housing authorities are not required to adopt federal preferences, but may adopt local preferences. JoAnn stated that there had been some residents of Flint Hills Place who will not qualify to live in FHI, Inc. units due to income guidelines. After speaking with HUD, it was recommended that the Housing Authority adopt a local preference for those displaced by government action so that those facing these circumstances would be eligible for Section 8. JoAnn stated that the policy would also apply to such government actions as condemnation of a unit, provided the tenant was not responsible for causing the unit to be condemned or for being displaced. Randy asked how many residents had been affected by these circumstances. JoAnn replied that two so far had been relocated to other public housing developments as they were over income to reside in FHI. Gary asked how the amendment would differ from the current local preferences. JoAnn stated that the amendment was not very different from the current preferences, however HUD recommended that a resolution be passed to include the phrase “by government action”. Gary asked for an example of “government action”. JoAnn responded that this would include use of eminent domain and condemnation of unit, among other things. JoAnn stated that another option for the Board to pursue would be to amend the current policy to include “government action”, rather than passing a separate resolution. Gary suggested tabling the resolution and placing it on the Agenda for the next Regular Meeting as an amendment to the current policy. Torry suggested that staff look into combining the amendment and the current policy and presenting at next Regular Meeting. The Board agreed with the suggestion and the item will be presented at the next Regular Meeting under Old Business.
- e. Goal Setting for 2008: Randy opened the floor for discussion of goals for 2008. Torry stated that she anticipated further budget cuts in the near term and that the Housing Authority would have to be innovative in utilizing the funds it had. Torry said she would like to see the Housing Authority think of ways to utilize funds to strengthen relationships with other local agencies and that the Housing Authority should consider revising its mission statement to include providing more supportive services to residents to minimize the number of evictions and terminations from Housing Authority programs. Torry also suggested that the Housing Authority apply for grant funds to create a social service position to assist

those in the greatest need. Torry stated she would also like to see the Housing Authority adopt a policy to further address economic self-sufficiency. Randy stated he would like to hear more of these goals and asked that Torry present them in a written format at the next Regular Meeting. Randy asked JoAnn if she had any suggestions or additions to the goals. JoAnn stated that the goals included in the packets were only a starting point and that she would like to open discussion from the Board of other goal ideas. JoAnn said she was not expecting the Board to adopt the goals immediately, but to present ideas at the next Regular Meeting so that they can be approved. Many of the goals will be on going, such as holding Annual Tours and televised Annual Meeting. Randy asked that all Board members consider the goals listed and any new goals they might have and present them at the next Regular Meeting for approval.

IX. ADJOURNMENT

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

Respectfully Submitted,

Randy Stitt, Board Chair