

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
April 18, 2007
5:30 p.m.**

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

Members Absent: None

City Commission Liaison: Bruce Snead

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

- I. CALL TO ORDER
Randy called the meeting to order at 5:27 p.m.

- II. OPEN FORUM
 - a. Adjournment time was set for 7:30 p.m.
 - b. Elsa Causey, Public Housing resident, commented on language contained in the Notice of Non-Payment. Gary and Randy commented on language. JoAnn explained that the language contained in this notice is required for legal reasons.

- III. MINUTES
Bruce moved and Gary seconded to approve the March 21, 2007 meeting minutes as presented. Motion carried 6-0.

- IV. EXECUTIVE DIRECTORS REPORT
 - a. JoAnn updated the Board on new staff hires. Betty Ball was hired as Housing Inspector. Tina Leonard was hired as part time Custodian. Both staff members will be introduced at May Regular Meeting.
 - b. JoAnn informed the Board that the Kansas Housing Resources Corporation will be conducting their annual TBRA Compliance Visit on April 20, 2007.

- c. JoAnn updated the Board on the results of the Confirmatory Review conducted April 4-6, 2007. No official report has been received, and information provided at this meeting was based on the Exit Interview on April 6, 2007.
- d. The Spring 2007 NAHRO conference will be held May 15-18 in Topeka. Commissioner training will be held on May 17th only. JoAnn encouraged Board Members to attend if possible.
- e. JoAnn informed the Board that she would be out of the office on April 19th.
- f. JoAnn informed the Board of an incident at Flint Hills Place regarding solicitation from a local church organization. A meeting has been requested with the church pastors to explain the Housing Authority's policy on solicitation at Public Housing sites.
- g. The Meeting Agenda was amended to include Special Alcohol Funds request under New Business.

V. COMMISSIONERS COMMENTS

- a. Gary asked about the Revenue Report for March 2007 versus March 2006. JoAnn explained there could be a difference due to change in tenant rents and also higher vacancies due to redevelopment.
- b. Gary inquired about the term "bug-out" being used on Occupancy Report. JoAnn explained this meant the tenant moved without notice.
- c. A question was asked about the number on port-outs currently under the Section 8 program.
- d. Gary asked about vehicles being parked on lawns at Baehr Place. JoAnn stated efforts had been made in the past to prevent this.

VI. OLD BUSINESS

- a. An update on The Gardens was given. A final walk through was completed on April 18th. There are currently 32 units leased. Randy asked about the relationship between The Gardens and Flint Hills Place residents. JoAnn stated that for the most part the relationship seemed to be good. Maintenance had met with fire department representatives to discuss emergency entry to The Gardens. The gates which were damaged will be re-installed further into the driveway and signage will be posted.
- b. An update on the Flint Hills Place redevelopment was given. The Housing Authority's HUD representative will be presenting the Rental Term Sheet to a HUD panel in Washington, D.C. on either April 19th or 26th. Letters will be sent to residents on April 19th to gauge interest in type of movement method preferred by residents (i.e. self-move vs. professional move).

VII. NEW BUSINESS

- a. Collaboration with Riley County Police Department: JoAnn talked about collaboration efforts with RCPD. Staff met with Karen Franklin of RCPD to discuss possible office space at Flint Hills Place and a Neighborhood

Watch program. Gary asked about utilizing computer lab space. Randy asked what the purpose of the office space would be. Carol asked about evidence indicating that giving office space would be effective. JoAnn stated that from her conversations with RCPD it would be an effective way for residents to build a positive relationship with the police and encourage more community action and involvement in preventing and reporting crime. A key box for RCPD at Apartment Towers and Carlson Plaza was discussed. Torry expressed concern regarding the potential for racial profiling and tenant's reaction to increased police presence. Torry asked staff for opinion on the issue. Staff agreed increased presence would be a good development and was wanted by residents. Carol asked how effectiveness would be measured. Bruce stated that the incident at Flint Hills Place was the current focus, but in the future all sites should be included. Carol stated she would be in favor of parking space over office space at this time. After much discussion, it was decided that JoAnn will proceed with an arrangement with RCPD to accommodate police presence on the property through providing office space as needed.

- b. Sex Offender Policy-Resolution No. 041807-A: JoAnn explained the current Sex Offender Policy and the proposed changes. Gary asked about current guidelines for criminal background. Torry asked for an explanation of crimes which would be included. After more discussion, Bruce moved to approve Resolution No. 041807-A, adopting the Sex Offender Policy. Ida seconded. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 5-2.
- c. Schedule of Tenant Charges-Resolution No. 041807-B: JoAnn explained the need for a revision to the Schedule of Tenant Charges. After a brief discussion of changes to the charges, Gary moved to approve Resolution No. 041807-B, adopting the Revised Schedule of Tenant Charges. Bruce seconded. Elsa Causey, Public Housing resident, commented regarding charges. There were no further comments of discussion. Randy called for a roll call vote. Roll call vote carried 7-0.
- d. 2007 Income Guidelines-Resolution No. 041807-C: JoAnn explained that no changes had occurred to the Income Guideline from the previous year. Bruce moved to approve Resolution No. 041807-C, adopting the 2007 Income Guidelines. Gary seconded. There were no further comments or discussion. Randy call for a roll call vote. Roll call vote carried 7-0.
- e. Revised Rent Collection Policy-Resolution No. 041807-D: JoAnn briefly explained the need to revise the Rent Collection Policy due to changes in the lease agreement. Gary moved to approve Resolution No. 041807-D, adopting the Revised Rent Collection Policy. Bruce seconded. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 7-0.
- f. Revise May Regular Meeting Date: JoAnn explained the need to revise the May Regular Meeting date due to a conflict with the Spring NAHRO conference. After discussion it was agreed to re-schedule the May Regular Meeting for Wednesday, May 23 2007 at 5:30 p.m.

- g. Special Alcohol Funds Grant: JoAnn gave a brief overview of the grant application. After a brief discussion, Carol moved to approve the FY 2008 Special Alcohol Funds grant application be submitted. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 6-0, with 1 abstention.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:19 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair