

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL MEETING (TELEVISED)
CITY HALL
CITY COMMISSIONERS CHAMBERS
1101 Poyntz Ave, Manhattan, KS 66502
April 20, 2005
5:30 p.m.**

Members Present:

Gary Olds
Ida Leupold
Bruce Snead
Jerry Lowenstein
Randy Stitt

Members Absent:

Katherine Burgess

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Acting Executive Director
Mandy Thomas, Acting Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Michael Wilhoite, Facilities Supervisor
Lucy Ann Gregorio, PHM, Public Housing Manager
Tabatha Neubert, Program Assistant
Camelia Owens, ROSS Coordinator
Billye Guliford, Section 8 Coordinator
Patrick O'Neil, Program Coordinator
Matthew Bobian, Contract Officer/ Maintenance Worker II
Pat Anel, Maintenance Worker II
Travis Jensen, Maintenance Worker II
Brian Fronce, Maintenance Worker II
Eli Schwindt, Maintenance Worker I
Thom Fryer, Maintenance Worker I
Keith White, Maintenance Worker I
Francis Nelson, Custodian
Dustin Nelson, Housing Technician

I. CALL TO ORDER

Ida Jane Leupold, Chair, called the meeting to order at 5:45 p.m.

II. INSTALLATION OF OFFICERS

Ida presented the gravel to Bruce Snead to serve as the board chair.

III. OPEN FORUM

- a. New Comments/Concerns: None.

- 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 Sutton and Bruce Snead presented awards to the following:
 1. Employee of the Year – Dustin Nelson
 2. Resident of the Year – David Moberly
 3. Honorary Resident of the Year – Brad Gfeller
 4. Volunteer of the Year – Sherry Theis
 5. Above and Beyond the Call of Duty – Lt. Kurt Moldrup
 6. Resident Appreciation Awards:
 - a. Groundskeepers: Carol Bearden, Bracha Areili, Victor and Lisa Aguliar, and Edith and Alan Massey.
 - b. Resident Volunteers: Sherry Theis, Victoria Manning, and Julius Beall.
 - c. Computer Lab Monitors: Linda Wiley, Joshua Krause, James Jesster, and Kirk Phillips
 - d. Host/Hostess: David Moberly, Maxine Miller, Camelia Owens, Hildy Hurren and Lucy Ann Gregorio
 7. Certificates of Appreciation were given to Board members for their dedicated service to the Manhattan Housing Authority.

IV. COMMISSIONER COMMENTS

Ida attended the Resident Conference in Topeka and explained the training sessions.

Gary questioned JoAnn if the Housing Authority lease states anything about the peaceful enjoyment of others. JoAnn stated the lease does contain provisions to address peaceful enjoyment of others, and explained that if individuals including residents and community members have complaints they are requested to put it in writing in order for the Housing Authority to follow-up on the matter.

Bruce informed the public regarding the vacancy on the Board and explained if individuals are interested who they should contact.

V. MINUTES

Bruce stated the date on the minutes was incorrect. Gary stated the double if in the Executive Directors report should be deleted. Gary moved to approve the minutes of March 16, 2005 as presented with the noted corrections. Ida seconded. Motion carried

VI. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board on the following upcoming items:

- a. Landlord Social will be held May 24, 2005; Henry Otto will be the keynote speaker.

- b. The Housing Authority will plan to hold a Resident Appreciation Day in September of 2005
- c. The Housing Authority will have a social work student from Kansas State University who will work with Camelia Owens, ROSS Coordinator
- d. The Social Services Advisory Board site visit will be held on Monday, April 25, 2005 to review the Helping Hands funding application; the public hearing will be held on May 12, 2005 at 7:30 p.m. at City Hall.

Gary requested staff add the number of participants who came off of the ROSS program on the Executive Director report.

Gary suggested staff try and work with the City to obtain forgiveness of water charges since the Housing Authority pays an annual PILOT and property insurance.

Gary questioned JoAnn if the board could establish a policy stating the Housing Authority will not allow Section 8 participants to utilize portability. JoAnn stated she would have to look at the regulations to be sure this is allowable under HUD regulations.

Gary requested to see a copy of the ViewPoint Technologies contract for the computer labs and administrative staff.

VI. OLD BUSINESS

- a. Draft By-Laws: The following changes were requested by Board members:
 1. Clarify the eligibility of a board member; with in the city limits of Manhattan or the service area of the Manhattan Housing Authority.
 2. Article IV, Part 6-A, change to "Recommendation for removal of a commissioner will be voted by majority rule and the recommendation forwarded to the City of Manhattan for"Randy moved to approve the By-Laws as presented with the noted changes. Ida seconded. Motion carried.
- b. 2005 Goals: The following changes were requested by Board members:

Manhattan Housing Authority Goals

1. Replace the word work with partnership
2. Add Social Service Advisory Board Helping Hands and Special Alcohol Funds under number 4.
3. Number 5: the goal is too vague, add through maintenance and management opportunities
4. Number 6: delete A-C and have special purpose fund separate from the general fund account.
5. Change 100% to 98% under number 7.

Board of Commissioners Goals

1. Add number 8: Publish Budget in the local newspaper
2. Add number 9: Perform a salary comparability study and staffing size study
3. Add number 10: Staff report on the implication of smoke free properties.

Bruce requested the adjournment time be extended. Randy moved to approve the goals as presented with the noted changes. Gary seconded. Motion carried.

VII. NEW BUSINESS

- a. 2004 Annual Report, Resolution No. 042005-A: Gary moved to approve Resolution No. 042005-A, Annual Report, as presented. Randy seconded. JoAnn explained the Annual Report and answered commissioner questions. Motion carried.
- b. Reschedule May Regular Meeting: The Board agreed to reschedule the May meeting to May 11, 2005 at 5:30 p.m. in the community room of Apartment Towers due to a conflict in staff schedules.

VIII. ADJOURNMENT

There being no further business, it was moved and seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Bruce Snead, Chair

G:/Bd Commisisoners/Minutes/2005/042005/Annual Meeting