

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
May 17, 2006
5:30 p.m.**

Members Present:

Ida Jane Leupold
Carol Gould
Bruce Snead
Randy Stitt
Andy Carson
Torry Dickinson
Gary Olds

Members Absent:

None

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Michael Wilhoite, Facilities Supervisor
Michelle Speicher, Resident Services Coordinator

I. CALL TO ORDER

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

II. OPEN FORUM

- a. The Board, Staff, and audience introduced themselves to the newest Board member, Torry Dickinson, who was appointed to fill the unexpired term of Phil Anderson.
- b. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.
- c. Gary suggested that the Maintenance staff look at the tree that was trimmed at Baehr Place, due to safety concerns.
- d. Sandra Spickelmier thanked the Board for the great job that they have done with helping the Carlson Plaza Resident Association, and also with everything else that they do throughout the year.

III. MINUTES

Gary asked if JoAnn had a response for the TBRA conflict of interest inquiry from the last meeting; JoAnn stated that she had read a couple of things, but would get Gary a final explanation in the next couple of weeks.

Gary moved and Randy seconded to approve the April 19, 2006 meeting minutes. Motion carried 4-0, with three members abstaining due to absences.

IV. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. JoAnn reported on the Awards that were presented to the Manhattan Housing Authority last week at the Kansas NAHRO Conference in Wichita. The first was for the Best Annual Report. The second was an Award for JoAnn, the Horses "Aft". It was given to her for making an error on the name badges at the last Spring Conference. The final award was one that the Housing Authority is very proud to present to Juvenal Higiroy. Juvenal completed the Resident Opportunity and Self Sufficiency (ROSS) Program, and reached every one of his goals; one of his goals was to graduate from Kansas State University in the Ph.D Program. Juvenal has been a perfect example of using the funds to their greatest potential to help him and his family become more self sufficient.
- b. A late fee comparison chart has been calculated and it was handed out solely as a follow-up, but the issue can be brought up for discussion and/or action at a later time if the Board wishes to do so.
- c. A grant was submitted to receive funding for a Family Self Sufficiency Coordinator; JoAnn stated that agencies who have active homeownership programs are usually the first to be awarded the funds.
- d. Several staff will be in "jail" by participating in the Muscular Dystrophy Association lock-up to raise funds for the Muscular Dystrophy Association!
- e. There was an error discovered with the Quit Claim Deed that was drawn up for the Housing Authority by the City. One of the legal descriptions was incorrect. The Senior Center parking lot was deeded, rather than the Apartment Towers building. All of the involved parties are aware of the error, and now it is just a matter filing Quit Claim Deeds to return the incorrect property back to the City and re-file a Quit Claim Deed with the correct legal description for the Apartment Towers.
- f. The Audit was completed on May 17, 2006. There were some questions that came up, and the biggest was probably why the property was not shown on the books, although the City owned the property and recorded it as an asset on their books. Because the issue affected the financial statement, it will have to be written as a finding. A formal draft report should be received in the next three to four weeks.
- g. JoAnn wanted to make the Board aware that she will be taking vacation May 19th thru May 26th.

V. COMMISSIONER COMMENTS

Gary asked if there has been any response from Westlink regarding the money that is owed to the Housing Authority. JoAnn informed the Board that Henry Otto has reviewed the contract, and has also stated that Westlink should still pay the money, regardless of whether or not construction has begun. Westlink is now needing JoAnn's signature to obtain zoning with the City, and JoAnn has advised them that payment must be made before signatures will be provided.

Ida asked if the Criminal Activity under the Notice of Lease Violations was a violation that was covered under the One Strike Policy. JoAnn stated that it was not a violation of that type.

Gary inquired about the Section 8 Voucher status, and if there was any way for the Housing Authority to obtain more vouchers. JoAnn said that at this time the only vouchers that the Manhattan Housing Authority could get would be ones that other agencies would be giving away.

JoAnn provided the Board with the letter from HUD that indicated that the Manhattan Housing Authority received High Performing Status in the Section 8 Department.

Gary asked for clarification for the funds spent in the Helping Hands grant. JoAnn explained that a client requested a hand rail be installed at her house. Maintenance estimated that it would cost about \$200-\$300 to install the hand rail. When the bill came in from the welding company, it was \$1,700. JoAnn has asked that the Program Coordinator and the Maintenance staff involved go back to the company and receive justification for the large expense.

Gary wanted the Housing Authority to look into possibly teaming up with the horticulture or landscape departments at K-State, in attempt to get some landscape at Baehr and the other sites. Bruce stated that he also has connections at the University, and it is something that can be looked into.

Ida commented on the Commissioners training held in Wichita, and suggested this training be provided to other area Housing Authorities , and any Board members that were not able to attend the Conference in Wichita. The training provided information on hiring, firing, and evaluating the Executive Director, and also Goal Setting. Bruce suggested that staff get an idea of how many people would be interested in attending a three to four hour presentation in Manhattan.

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place: JoAnn gave a brief update on the construction that has taken place. The crew can already begin doing interior work to the Club House, and the units should not be far behind that. The next site inspection will be held on June 7th at 2:00 p.m., and any Board member is welcome to attend. There have been no problems between any of the parties, and they are still following along nicely with the schedule. Andy asked if there was any more information in the Redevelopment of the existing units, and JoAnn stated that approval has not been granted from HUD yet to dispose of the property, and funding will probably not be allotted until that approval has been given. Gary asked if there was only parking in the front of the units at the Gardens, and JoAnn stated that was correct.

VII. NEW BUSINESS

- a. Check Signing Authorization Policy: JoAnn explained that the purpose of revising the policy is to reflect current practice, and also to have a policy stating the procedures that will be followed in the event that the Board Chair is unavailable for more than thirty (30) days. Gary moved to approve the Resolution No. 051706-A, adopting the Revised check Signing Authorization Policy for the Manhattan Housing Authority. Andy seconded. There were no further comments. Role call vote was carried 7-0.

- b. Banking Procurement: JoAnn explained that the Manhattan Housing Authority has used Landmark Bank (formerly known as First Bank) and Commerce Bank since it's separation from the City of Manhattan in 2000 and it was past due time for the Housing Authority to send out Requests for Proposals. There were five (5) proposals sent back to the Housing Authority, and after discussing them, it was decided that Community First National Bank could offer the Housing Authority the most reasonable rates, convenience services (i.e. free online banking, lock bags for after hours deposits, safety deposit box, extended hours, etc.), and customer service. Randy was asked to step out during the discussion due to conflict of interest. Gary asked how a repurchase account worked. JoAnn explained that account had a target amount in the checking account, and money was constantly *swept* in and out of the account as checks were written and deposits were made to a Certificate of Deposit. In the proposal process, the Housing Authority learned that a lot more could be earned on the money by doing those money transactions ourselves utilizing a checking and savings account. JoAnn felt that the Housing Authority could benefit from doing service with a smaller bank in town that knows the business of the Housing Authority. Ida commented that she liked the idea of doing business with a local bank versus a National Bank. Torry asked if the location would be an issue, and JoAnn said that there is a Community First location on Tuttle Creek, which would be very convenient. Andy also commented on the positive experience that his business has had in dealing with Community First. Gary moved to authorize the Executive Director to establish appropriate accounts and transfer all Manhattan Housing Authority funds to Community First National Bank. Ida seconded. There were no further comments. Role call vote was carried 6-1.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:30 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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