

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
May 21, 2008
5:30 p.m.**

Members Present:

Randy Stitt
Ida Jane Leupold
Gary Olds
Torry Dickinson

Members Absent:

Eileen Meyer
Jim Sherow

City Commission Liaison:

None

Staff Present:

JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Assistant Executive Director
Patrick O'Neil, Special Projects Manager/HR
Billye Guliford, Section 8 Coordinator
Kelly Reed-Harkness, Resident Services Coordinator

I. CALL TO ORDER

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

II. OPEN FORUM

- a. New Comments or Concerns: There were no new comments or concerns.
- b. Billye Guliford 15 Year Service Award: JoAnn introduced Billye Guliford, Section 8 Coordinator, and presented a Certificate of Appreciation for 15 years of service, along with a 15 Year Service Award check. Billye stated that she loved her position with the Housing Authority and working with participants of the Section 8 program.
- c. Adjournment Time: Adjournment time was set for when all Agenda business was completed.

III. MINUTES

Ida Jane moved to approve the minutes of the April 16, 2008, Annual Meeting as presented. Torry seconded. Motion carried 4-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn stated that several Staff and one Commissioner, Ida Jane, attended the Spring NAHRO conference in Salina. JoAnn presented two sessions at the conference, including one on Board Packet information and one on How

to Prepare for a Fair Housing Review. JoAnn stated that both sessions had gone very well and resulted in many questions and answers from other conference attendees. JoAnn also sat in on a session on setting Flat Rents for Public Housing, which provided information for a process that the Housing Authority will be completing at a later date. JoAnn also reported on awards received by the Housing Authority at the conference, including Best Annual Report presented to the Manhattan Housing Authority and Special Achievement Award presented to Tabatha Neubert, Public Housing Manager. Tabatha will also receive the Special Achievement Award for Southwest NAHRO, which will be presented at the Southwest conference being held June 22-26, in Lafayette, Louisiana. JoAnn and Tabatha will attend the conference.

- b. JoAnn and Kelly Reed-Harkness, Resident Services Coordinator, presented information on Housing Authority programs to Flint Hills Job Corps on May 20, and to Family Connections on May 21. JoAnn stated that presentations to other service agencies was an item she wanted to increase for 2008 in order to better publicize Housing Authority programs.
- c. JoAnn presented information on a life insurance policy which is being offered to Commissioners through the Housing Authority Insurance Group (HAIG), which is the Housing Authority's insurance carrier. JoAnn stated she would gather more information about the policy and provide it to Board members at the next Regular Meeting. A representative from HAIG also presented JoAnn with a dividend check at the NAHRO conference. Gary asked what the annual premiums were for the Housing Authority. Mandy stated that the total annual premiums are approximately \$70,000.
- d. JoAnn reported that the Housing Authority had received a check for two months rent from Alltel for the leasing of rooftop space for cell phone equipment. The Housing Authority is still discussing the possibility of flush mount installation on the side of the Apartment Towers building. JoAnn had asked Alltel if the equipment installed would accommodate other cell phone providers. Alltel responded that their equipment would not interfere with other providers, but could not be used by them. JoAnn informed the Board that she is still in negotiations with U.S. Cellular for another contract. Gary asked if the cell phone equipment contracts being entered into have a clause that states equipment is removed by the cell phone company, at the company's expense, if the contract is ever terminated. JoAnn stated that she believed this clause was included in the contracts, however she would check to be sure the clause was included. JoAnn stated she is also still considering a contract proposal from AT&T.
- e. Gary asked about the April Rent Revenue report being below past levels. JoAnn stated that this was attributable to the Flint Hills Place redevelopment. Gary asked where Security Deposits are placed when they are received. JoAnn stated that these are deposited into a bank account, which earns interest.
- f. JoAnn gave an update on the disposal of old appliances, which had been discussed at previous meeting. Habitat for Humanity picked up the ones being donated to Restore. Staff researched the possibility of taking old appliances for salvage. It was determined that the cost of hauling the

appliances and removal of Freon would negate any potential revenue. Gary asked if there was any press release for the donation to Restore. JoAnn stated that there had not been, but that it would be a good idea for future donations.

- g. Randy asked if it is required to report grant funds to the Board and why there are funds carried over from previous years. JoAnn stated that it was a requirement to report on these funds since they reflect financial activity, and that some are carried over to be added to other years to complete large projects. Gary asked if the Operating Subsidy would increase later in the year. JoAnn responded that it would be unlikely to see increased funds this year.
- h. Randy asked about the status of a resident who had jumped from a third floor window at Apartment Towers. JoAnn stated that she did not know if the resident has been released from the hospital yet, but that the resident did not sustain any serious injury. Torry asked what steps Staff took in such a case and if the resident would be allowed to continue occupancy. JoAnn stated that the resident does have a case manager from Pawnee Mental Health who communicates with Staff. It is not yet known if the resident will be able to continue their occupancy without further information. Gretchen, Apartment Towers Host, stated that EMS personnel did not know where emergency medical information was posted in the resident's apartment. JoAnn stated that most personnel knew where the information was posted, but that Staff would communicate to EMS to be sure all personnel were aware of the placement of resident's emergency medical information.

V. COMMISSIONER'S COMMENTS

- a. Randy commented that Staff had done a good job on the Housing Authority's Annual Meeting.
- b. Gary asked about indoor furniture being placed outside on Housing Authority property. JoAnn stated that only outdoor furniture is to be placed on patios, and that Staff does check sites periodically for violations. Staff will also be checking that grounds are mowed as needed in accordance with the mowing contract with Complete Outdoors.
- c. Ida Jane reported that she had attended the Spring NAHRO conference and had gone to several very informative sessions. Ida Jane encouraged other Board members to attend the Fall conference, which will be held in Manhattan. Ida Jane also stated that she had attended the last Resident Advisory Board meeting. Ida Jane said that there were some resident's unhappy with a past eviction, but that she tried to point out to residents that the eviction did not occur from just one incident, but from repeated incidents that were not corrected.

VI. OLD BUSINESS

- a. Paint Policy and Procedure—Resolution No. 052108-A: JoAnn reported that she had talked again with the office of Fair Housing and Equal Opportunity (FHEO) and explained that the proposed Paint Policy and Procedure had not been approved by the Board at the April Board Meeting.

Curtis Jackson of FHEO again strongly suggested that the Board approve the policy to protect from any future fair housing complaints. Gary asked what else might be a FHEO complaint. JoAnn stated that one example would be the Grievance Procedure, which would not be effective if there was no policy and if the policy was not followed consistently. Gary stated that eventually everything could be considered a FHEO complaint and felt that the policy was HUD overreaching. Gary moved to approve Resolution No. 052108-A under protest, in order to fulfill the recommendation of FHEO, adopting the Paint Policy and Procedure. Ida Jane seconded. Randy asked if there was any further discussion. JoAnn stated that it is usually in the best interest of the agency to accept recommendations received from HUD. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 3-1.

- b. Amendment to Administrative Plan and Admissions and Continued Occupancy Policy—Resolution No. 052108-B and 052018-C: JoAnn explained that the resolution combined the previous resolution presented at the April Board Meeting with an existing resolution authorizing Local Preferences for those displaced due to economic development. The resolution being presented includes preferences for those being displaced due to economic development or government action, as requested by the Board at the April Board Meeting. All residents at Flint Hills Place who would have been affected by the resolution have either been Tax Credit certified or transferred to another MHA site. Ida Jane asked if any other residents at Flint Hills Place would be affected by the resolution. JoAnn responded that all residents had either been Tax Credit certified or have moved from the property. Ida Jane asked if this might affect residents in the future if any other sites undergo a similar rehabilitation. JoAnn stated that this would be a possibility if another similar project were undertaken. Torry stated that “government action” was very broad and could be considered government at any level. After discussion, it was the consensus of the Board to have the resolution revised to specify local government action, as defined as local city and county governments included within the Housing Authority’s jurisdiction. The revised resolution will be presented at the June Regular Meeting.
- c. Goal Setting for 2008: JoAnn stated that she had not changed the goals from the previous meeting, but that the resolution memo included the goals recommended by Torry. JoAnn also sent a series of e-mails which Torry had initiated as the result of a grievance hearing which had been held. Torry stated that in regards to the grievance hearing, she was not sure the resident in question was capable of making decisions on her own behalf, and that there might be a need for an outside professional to evaluate the resident’s ability to make informed decisions. JoAnn stated that the Housing Authority does make referrals and asks residents in such cases if they feel they need outside assistance, but that the Housing Authority cannot make a resident accept these recommendations or outside help. Torry stated that if a resident is not responsive to these suggestions, the Housing Authority should contact Adult Protective Services (APS) or another source to assist. This would be in the best interest of the Housing Authority so that Staff are

not responsible for making this determination. Ida Jane stated that it would be the same situation if the resident refused to work with APS, and that the Housing Authority was not responsible for residents' mental health. Torry responded that she believed the Housing Authority did have a responsibility to at least make contact with APS if Staff believed the resident was in need of the services. Randy asked who worked with residents in these cases. JoAnn responded that Tabatha Neubert, Public Housing Manager, brings evictions to JoAnn, at which time, if there is an informal hearing requested, the resident's case manager usually attends, and often times is agreeable to a move if they consider it to be in the best interest of the resident. JoAnn stated that the resident in this case had agreed to meet with the Resident Services Coordinator to discuss services and resources available in the community. Gary stated that with 232 Public Housing units and approximately 500 residents, the Housing Authority only has resources to provide housing, and cannot make a determination as to who needs help and who doesn't. Torry stated that there is a difference between those who can make decisions for themselves and those who can't, and that if there are repeated instances of lease violations or lack of good judgment on the part of the resident, Staff should know which residents need to be referred to APS or other resources. JoAnn stated that if Staff feels that a resident is a danger to themselves or others, Staff will contact APS. Ida Jane noted that grants may be available to provide additional services, but that these services cannot be maintained when grant funding is exhausted if the program is not re-funded. JoAnn stated that Kelly had attended a recent community forum and that the top concerns were the need for transportation and that agencies do not apply for programs that already exist. Torry suggested that it might be possible to coordinate with other agencies so that services are not duplicated. JoAnn stated that the Housing Authority tries to do all that it can do to assist residents. Gary asked if there were any new goals on the list given to the Board. JoAnn responded that "Review Personnel Policy/Compensated Absences" was a new item, and that this and "Review and Revise, as necessary, Flat Rents established in 2000" were goals which needed to be accomplished this year. Randy suggested that Torry's goals may be more related to a revised Mission Statement, which can be presented to the Board at a later date. Gary suggested that "Explore Rental Registration with City" on the Board of Commissioners Goals should be removed. Randy stated that he would like to see more measurable goals which could be used as incentives. Gary stated that he thought there may be too many goals listed. Ida Jane suggested that one goal to work towards could be creating an endowment for the Housing Authority. Gary stated that he was not sure the Housing Authority could create an endowment without 501(c) 3 status, but that it might be possible to create a foundation. JoAnn suggested that Staff could look into the specifics of creating an endowment or foundation if the Board would like to place this on the 2008 Goals. Torry added that 501(c) 3 status is needed for a donor to receive a tax deduction. After more discussion, it was the consensus of the Board to have JoAnn revise the goals listed and add objectives which could be achieved as steps

towards accomplishing these goals. The revised Goals for 2008 will be presented to the Board at the June Regular Meeting.

VII. NEW BUSINESS

- a. Fair Market Rents and Payment Standards for Manufactured Home Space Rental—Resolution No. 052108-D: Torry moved to approve Resolution No. 052108-D, adopting the Fair Market Rents and Payment Standards for Manufactured Home Space Rental. Gary seconded. Gary asked if there had ever been a Fair Market Rent for Manufactured Home Space Rental. JoAnn explained that there had not been a previous Fair Market Rent established for Mobile Home Space Rental, but that the Housing Authority had been informed by HUD that one was needed in order to assist owners of mobile homes who otherwise qualify for Section 8. 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 4-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:55 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair