

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING**

**APARTMENT TOWERS COMMUNITY ROOM
300 N 5TH STREET, Manhattan, KS 66502**

June 15, 2005

5:30 p.m.

Members Present:

Gary Olds
Ida Leupold
Bruce Snead
Katherine Burgess
Jerry Lowenstein
Carol Gould

Members Absent:

Randy Stitt

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Acting Executive Director
Mandy Thomas, Acting Asst. Executive Director
Michael Wilhoite, Facilities Supervisor
Matt Bobian, Contract Officer
Camelia Owens, ROSS Coordinator

I. CALL TO ORDER

Bruce called the meeting to order at 6:35 p.m. Each commissioner introduced themselves and welcomed Carol Gould aboard as a new Board Member.

II. 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 Matt Bobian, Contract Officer, with a Five (5) Year Service Award.

III. COMMISSIONER COMMENTS

Gary questioned staff if the Habitat for Humanity's ReStore Program would help supply materials for the Helping Hands Program. JoAnn stated it would be possible and the Housing Authority could also donate unused items to the program.

Ida stated another letter was received by Bob Johnson in regards to the computer labs. JoAnn stated staff has already taken care of the concern by setting new hours for the computer lab usage.

IV. MINUTES

It was moved and seconded to approve the April 20, 2005, May 11, 2005 and May 24, 2005 meeting minutes as presented. Motion carried 5-1 with Commissioner Gould abstaining.

V. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. Melanie Glasscock started a youth mentoring program at Carlson Plaza and will continue until August 10, 2005; there were 7 children and 5 elderly in attendance at this week's activity.
- b. The Housing Authority has received notification from the Kansas State Work Study Program that the Housing Authority will acquire one administrative and one maintenance (engineering or horticultural) work study student.

Ida stated her concerns regarding the Housing Authority not filling the vacant position of the ROSS Grant Coordinator. JoAnn stated due to the uncertainty of receiving ROSS funds for 2006-2008 she decided to redistribute those job responsibilities to fulfill the requirements until the end of the grant year (2005); however, should the Housing Authority be re-funded for ROSS, those job responsibilities will be assigned to a Coordinator.

Ida questioned JoAnn if the grant needs to have a licensed social worker for case management. JoAnn stated the grant only specifies the staff member to have at least two years program experience.

Gary questioned staff on the progress of the Helping Hands Program. JoAnn stated due to lack of volunteers it has taken away many staff hours for the Housing Authority. Gary suggested contacting the local churches to solicit for volunteers. Kathy suggested writing a Letter to the Editor and placing it in the Manhattan Mercury.

VI. NEW BUSINESS

- a. Volunteer Reimbursement Policy: Gary moved to approve Resolution NO. 061505-A, Volunteer Reimbursement Policy as presented. Carol seconded. JoAnn explained the reimbursement policy and answered commissioner questions. Motion carried by roll call vote 6-0.
- b. Manhattan Area Housing Partnership (MAHP) Property Maintenance Agreement: Gary moved to approve Resolution NO. 061505-B, Manhattan Area Housing Partnership Property Maintenance Agreement as presented. Kathy seconded. JoAnn explained the Property Maintenance Agreement and answered commissioner questions. Gary questioned staff if they are considering subcontracting some of the maintenance work. Michael stated the Contract Officer is currently researching the possibilities of contracting lawn care. Bruce stated the board would appreciate staff updates regarding the maintenance agreement. Motion carried by roll call vote 6-0.
- c. Schedule Tour and Site Meetings: The board agreed to allow staff to schedule the location and dates for the site meetings. The board agreed upon September 21, 2005 at 3:30 p.m. for the tour date.

VII. OLD BUSINESS

- a. The Gardens at Flint Hills Place: JoAnn stated the Housing Authority finally received a letter from the Department of Housing and Urban Development regarding the property ownership. There is a conference call scheduled for 11:00 a.m. on June 16, 2005 between the Department of Housing and Urban Development and City of Manhattan. JoAnn stated the Housing Authority will need to do a letter of support and approval for the Acquisition Agreement. Gary questioned staff if the land is transferred to the Housing Authority does Kansas State University have the right to say what happens to the easement after the transfer or after the 15 year agreement. JoAnn requested commissioner forward any concerns regarding the letter of support and approval by June 30, 2005.
- b. Gary moved to recess into Executive Session until 7:10 p.m. for the purpose of discussing personnel matters of non-elected personnel pertaining to compensation of the Acting Executive Director. Carol seconded. Motion carried by roll call vote 6-0.

The commissioners came out of Executive Session at 7:10 p.m.

Gary moved to recess into Executive Session until 7:25 p.m. for the purpose of discussing personnel matters of non-elected personnel pertaining to compensation of the Acting Executive Director. Carol seconded. Motion carried by roll call vote 6-0.

The commissioners came out of Executive Session at 7:25 p.m.

Bruce moved to recess into Executive Session until 7:40 p.m. for the purpose of discussing personnel matters of non-elected personnel pertaining to compensation of the Acting Executive Director. Kathy seconded. Motion carried by roll call vote 6-0.

The commissioners came out of Executive Session at 7:40 p.m.

- c. At the close of the Executive Session, the Board will reconvene and take action as deemed appropriate. Bruce moved to have JoAnn Sutton, Acting Executive Director remain at a salary level 3 and review the salary at the six month evaluation in August. Kathy seconded. Motion carried by roll call vote of 6-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting.

Respectfully Submitted,

Bruce Snead, Chair