

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
June 17, 2009
5:30 p.m.**

Members Present:

Eileen Meyer, Board Chair
Randy Stitt, Board Vice Chair
Ida Jane Leupold
Jim Sherow
Phil Anderson
Jan Galitzer

Members Absent:

None

City Commission Liaison:

Jim Sherow

Staff Present:

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

I. CALL TO ORDER

Eileen called the meeting to order at 5:32 p.m.

II. OPEN FORUM

- a. New Comments or Concerns: There were no new comments or concerns.
- b. Dru Thomas Scholarship Award: JoAnn informed the Board that Kala Raglin, a Public Housing resident, had received a Kansas NAHRO Dru Thomas Scholarship award in the amount of \$300.00. Ms. Raglin was unable to attend the meeting.
- c. FSS Graduate Presentation: JoAnn gave the Board a brief description of the goals and accomplishments of Yvette Spears, a recent graduate of the Section 8 Family Self Sufficiency (FSS) program. A Certificate of Completion and a check for the escrow funds that were accumulated during Ms. Spears time of participation was mailed to her, as she was unable to attend the meeting due to her work schedule.
- d. ROSS Graduate Presentation: JoAnn presented a Certificate of Completion and escrow check to Wendy Gibbs for completing the goals of her ROSS program contract. Ms. Gibbs thanked the Board and MHA for the opportunity to participate in the program and for the assistance she had received while residing in Public Housing. Jan suggested that Ms. Gibbs submit her story to the Manhattan Mercury as an example of the benefits of Public Housing and its programs. Ms. Gibbs stated she would be

interested in doing this and will work with JoAnn and Sara Yarpezeskan, Resident Services/ROSS Coordinator, on completing and submitting an article to the paper.

- e. Adjournment Time: Adjournment time was set for the conclusion of Agenda items.

III. MINUTES

Jim moved to approve the minutes of the May 18, 2009, Regular Meeting as presented. Ida Jane seconded. Motion carried 6-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn informed the Board that she had been contacted by the Norton (Kansas) Housing Authority to provide training to the NHA Board of Commissioners. JoAnn stated that she had agreed to do the training, and would probably schedule it for an upcoming weekend.
- b. JoAnn informed the Board that the Housing Authority will be hosting youth volunteers from the Diocese of Salina, who will complete clean up and site beautification projects for 2-3 weeks at MHA's Public Housing sites. A BBQ is planned for July 2, 2009 at Flint Hills Place to show appreciation and thanks for the volunteers, with all staff and Board members invited to attend.
- c. Jim asked if any MHA properties had been damaged by the recent storm. Michael stated that property damage was minor and included a few downed limbs, some damage to old fencing at Hudson Circle and a few damaged downspouts at FHI.
- d. JoAnn informed the Board that the Housing Authority had recently received dividend checks from the Housing Authority's insurance company in the amount of \$1,500.00. JoAnn stated that these funds are placed in the Housing Authority's cash account for general expenses.
- e. JoAnn informed the Board that her work as a member of the Rental Inspection Committee formed by the Manhattan City Commission was completed. Two draft proposals were presented to the City Commission work session on June 16, 2009. The first option would include inspections done using the International Property Maintenance Code. The second option would include an expanded fire-safety inspection only. Jim stated that the City Commission had requested the City Manager to present a checklist of exactly what items would be inspected for each option so the City Commissioners can have a better idea of what each option includes. The issue will continue to be discussed and voted on at a later City Commission meeting.
- f. Randy asked about a variance of \$13,000 in the Section 8 funding allocation. JoAnn explained that this was due to over leasing this year to utilize reserves and offset under leasing from the previous year.
- g. JoAnn informed the Board that she would be out of the office on June 23, 2009 and that from June 26 to July 1, 2009, JoAnn and Ida Jane would be attending a Southwest NAHRO conference in St. Louis, MO.
- h. JoAnn updated the Board on the status of Capital Fund Competitive Funds application for funding available through the American Recovery and

Reinvestment Act (ARRA) of 2009. JoAnn stated that the Housing Authority will apply for approximately \$4 million for the replacement of windows and HVAC equipment at Carlson Plaza and Apartment Towers. The Housing Authority will not be eligible for the first round of funding awards due to not meeting threshold requirements, but will be able to apply for funding during the second round of funding awards when threshold requirements will be lifted. JoAnn stated that the Housing Authority may still have to follow additional reporting requirements if funds are received. This is due to the Financially Troubled designation that the Housing Authority currently has. It is believed that the appeal of the Financially Troubled designation will be approved in the near future; however, for purposes of the available grant funds, only a housing authorities' status at the time of the grant's announcement is considered.

V. COMMISSIONER'S COMMENTS

- a. Ida Jane informed the Board that Jerry Lowenstein, a former MHA Board member, had passed away recently.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- a. Capital Fund Stimulus Grant Procurement Policy—Resolution No. 061709-A: Jan moved to approve Resolution No. 061709-A, adopting the Capital Fund Stimulus Grant Procurement Policy. Phil seconded. Eileen asked if there was any further discussion. JoAnn explained that HUD had issued guidelines that required housing authorities to, at a minimum, adopt revisions to their procurement policies to ensure that the “Buy American” provision of the American Recovery and Reinvestment Act (ARRA) of 2009 be utilized for all projects using ARRA funds. Also included in the proposed policy is an increase in the small purchase threshold from \$50,000 to \$100,000. This applies to ARRA-funded projects only. JoAnn stated that this would allow the Housing Authority to award contracts quicker for upcoming ARRA projects. There were no further comments or discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.
- b. Schedule Annual Tours: The Board discussed the Annual Tour that is usually held each September. JoAnn stated that the tour had originally been designed to provide the public with an opportunity to view Public Housing sites and to combat misperceptions of Public Housing. However, after initially having sufficient turnout from the public to justify an Annual Tour, there had been very low public attendance in recent years. Jan suggested that the tour could be advertised with a request for RSVP, so that if no members of the public were interested in attending there would be no tour held. After more discussion, it was the consensus of the Board to forgo the Annual Tour for 2009, as the Housing Authority will be holding a 40th Anniversary celebration in November. The Board also discussed the scheduling of Regular Board meetings at different Public

Housing sites. JoAnn explained that in previous years a Regular Board meeting had been held at Flint Hills Place, Pottawatomie Court and Carlson Plaza as a way to better involve residents. However, the Flint Hills Place community room and the Pottawatomie Court computer lab where the meetings were held are very small and are not ideal locations to conduct the meetings. Resident attendance has also been low when meetings have been held at these locations. After more discussion, it was the consensus of the Board to hold only one Regular Board meeting at an alternate site. The September Regular Meeting will be held in the Carlson Plaza Community Room, which provides adequate meeting space and usually enjoys the highest resident attendance.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:54 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair