

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
July 15, 2009
5:30 p.m.**

Members Present:

Eileen Meyer, Board Chair
Randy Stitt, Board Vice Chair
Ida Jane Leupold
Jim Sherow

Members Absent:

Phil Anderson
Jan Galitzer

City Commission Liaison:

Jim Sherow

Staff Present:

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. Adjournment Time: Adjournment time was set for 6:00 p.m.

III. MINUTES

Randy moved to approve the minutes of the June 17, 2009, Regular Meeting as presented. Jim seconded. Motion carried 4-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. Mandy informed the Board that Sara Yarpezeshkan, Resident Services Coordinator, was resigning her position with the Housing Authority effective July 24, 2009. Randy asked if there were any known potential replacements for the position. Mandy replied that the position will be discussed in the coming week to determine if there are available funds to re-fill the position or if duties would be re-assigned.
- b. Mandy reported that Department of Housing and Urban Development (HUD) staff had contacted JoAnn about the possibility of Housing Authority staff assisting the Garden City Housing Authority with financial and Public Housing until an Executive Director was hired by the agency. Mandy stated that two housing authorities closer to Garden City had been contacted and that Manhattan Housing Authority was the third option if the other two agencies were unable to assist.

- c. The Housing Authority received a letter on June 30, 2009, from D. F. Osborne regarding leaks in unit windows. The apparent reason for the leaking has been identified and the sub-contractors notified that repairs are needed by July 17, 2009.
- d. The City of Manhattan has requested that a Housing Authority staff member serve as a representative of the Housing Authority on the city's Complete Count Committee. The committee will meet to discuss means of increasing participation in the 2010 Census. Patrick O'Neil will serve as the Housing Authority representative.
- e. Mandy informed the Board that the Housing Authority had received notification from HUD that all contracts involving American Reinvestment and Recovery Act (ARRA) Capital Funds must have Board approval before they can be entered into by MHA. This will require the Board to hold a Special Meeting to approve the contract for engineer services for the replacement of heating, ventilation, air conditioning (HVAC) and water heating equipment at Hudson Circle and Pottawatomie Court and replacement of electrical panels at Baehr Place. The Board agreed to hold the Special Meeting on Tuesday, July 21, 2009 at 12:00 p.m. in the Apartment Towers Community Room. Copies of the proposed contract will be sent to Board members for review prior to the meeting.

V. COMMISSIONER'S COMMENTS

- a. Eileen congratulated staff on the completion of ARRA Competitive Grant funds application.
- b. Ida Jane informed the Board that she and JoAnn had attended the Southwest NAHRO Annual Conference in St. Louis, Mo., on June 25th and 26th. JoAnn and Ida Jane will also be providing training to the Norton Housing Authority Board of Commissioners on August 15, 2009.
- c. Randy asked about the variance of \$34,000 in the Budget Progress Report for Public Housing. Mandy explained that this was a result of a combination of cost cutting and other factors.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

None

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 5:45 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair