

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
CARLSON PLAZA LOBBY
Manhattan, KS 66502
July 19, 2006
5:30 p.m.**

Members Present:

Randy Stitt
Ida Jane Leupold
Carol Gould
Torry Dickinson

Members Absent:

Bruce Snead
Gary Olds
Andy Carson

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

I. CALL TO ORDER

Randy called the meeting to order at 5:40 p.m.

II. OPEN FORUM

- a. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.
- b. The Carlson Plaza residents invited the Board to a surprise farewell party for Maxine Miller, a resident who is moving out of Carlson Plaza after more than 20 years.

III. MINUTES

There were not enough Board members from the June meeting present to approve the minutes. Action on the June minutes was tabled until the August Board Meeting.

IV. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. The Section 8 List will be closed effective July 31, 2006. There are currently over 400 people on the waiting list, and during the time the list is closed it will be purged.
- b. JoAnn reported that there has been good news reported from National NAHRO. The appropriation of operating funds will likely be funded at a pro-ration greater than 78% as stated in the original proposal. Randy asked if this would require a budget adjustment, and JoAnn stated that it would be a future Board agenda item.

- c. The Quit-Claim deeds have finally all been correctly filed at the Courthouse for the transfer of the Manhattan Housing Authority property.
- d. A Property Manager was hired on Wednesday, July 19th. Michelle Speicher, the Resident Services Coordinator, will assume the position as the Property Manager of The Gardens, and her position will be filled either from within the organization, or be advertised and filled.
- e. The 5 Year and Annual Plan will be an upcoming Board Agenda item.
- f. JoAnn will be attending a meeting with the Riley County Police Department on Friday July 21 to obtain information about getting more security options for the new units at Flint Hills Place, and also our other existing six housing sites.

V. COMMISSIONER COMMENTS

Carol inquired about the roles that our legislatures are playing in aiding with the allotment of more funding for the Housing Authorities. JoAnn stated that she was not positively sure how they felt, but said there was a report that she could print off for the Board to let them know how our delegates are voting.

Randy asked why a resident would get a utilities violation , and JoAnn explained that the family sites were all responsible for maintaining their own utilities, and if any of them were disconnected or not carried in the tenants name, the Housing Authority issued a lease violation.

Ida Jane thanked everyone for the flowers, card, and support with the death of her sister, Mary Moyer. Ida also encouraged the Board members to attend the Kansas NAHRO training that is going to be in Manhattan this Fall; since there was not enough interest to hold a repeat of the Spring Conference training session for the surrounding Housing Authorities, it will be scheduled for the Fall Conference.

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place: The Gardens project is still on schedule despite the heat over the past week. There is currently a marketing strategy in place, and there have been 13 applicants since the ad was put in the Mercury and the Junction City Daily Union on July 12, 2006. There is also a draft for a sign that will sit at the corner of Manhattan and Kimball. The new property manager will attend tax credit training on August 15, 2006.

VII. NEW BUSINESS

- a. Utility Allowance Review/Revision: JoAnn gave a brief summary of the memo and explained that the allowance does not apply to Apartment Towers and Carlson Plaza residents because they do not pay utilities. The last review was completed in 2002, and Housing Solutions Alliance of Dallas, Texas made their new recommendations based on the Utility Allowance review. The Public Housing Allowances are remaining the same. The explanation for this was that the last recommendations considered air conditioning, which is not an allowable expense. Section 8 Allowances increased slightly due to the increasing prices in utilities and the variables that are involved with

units on the Section 8 program. Carol moved to approve Resolution No's. 071906-A and 071906-B, adopting the Revised Utility Allowances for the Public Housing and Section 8 Rental Assistance Programs. Torry seconded. There were no further comments. Roll call vote was carried 3-1 with Commissioner Leupold abstaining.

- b. Fee Accounting Contract: JoAnn explained the purpose of hiring a Fee Accountant, and the tasks that they perform on a monthly and yearly basis. Although Lindsey & Company was not the lowest cost proposal, it is a convenience having Lindsey software, and also knowing their practices, having worked with them since January of 2004. It would not be cost effective to transfer to books to a new Fee Accountant at this time based on the services provided and the minimal difference in cost of services provided by other proposals. Ida Jane moved to authorize the Executive Director to enter into a contract with Lindsey & Company of Searcy, Arkansas for Fee Accounting services for a period of two years with the option to renew the contract if both parties agree. Carol seconded. There were no further comments. Role call vote was carried 4-0.
- c. 2005 Independent Audit: JoAnn gave a brief summary of the audit that was performed by Niewedde and Wiens, CPAs, LLC of York, NE. This was the first year for this firm to conduct an audit for the Housing Authority and JoAnn explained how helpful it was, and that some of the concerns and recommendations should have been brought to the attention of management and corrected in past years. JoAnn informed the Board that she has had several good conversations with HUD regarding the audit and how to operate more efficiently in balancing the Public Housing and Section 8 budgets Randy asked if HUD was concerned with the findings, and JoAnn stated that the conversations she has had with HUD have been very positive . JoAnn said that the final audit would be here by the August Board meeting for further discussion if needed.
- d. Petty Cash Policy: JoAnn explained the purpose of having petty cash is for small expenditures, generally less that \$20, that are not processed through the accounts payable system such as postage, car washes, etc. JoAnn also explained that the policy would reflect current practice of the Housing Authority, and that a policy was needed rather than a procedure. The purpose of a policy is to ensure more efficient Internal Control policies are in place. Carol moved to approve Resolution No. 071906-C, adopting the Petty Cash Policy. Torry seconded. There were no further comments. Role call vote was carried 4-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:50 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair