

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
POTTAWATOMIE COURT COMPUTER LAB
Manhattan, KS 66502
August 16, 2006
5:30 p.m.**

Members Present:

Bruce Snead
Gary Olds
Andy Carson
Ida Jane Leupold
Carol Gould
Torry Dickinson
Randy Stitt

Members Absent:

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
Squeak Nelson, Housing Technician

I. CALL TO ORDER

Bruce called the meeting to order at 5:35 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.

III. MINUTES

Gary moved and Andy seconded to approve the June 21, 2006 and July 19, 2006 meeting minutes. Motion carried 5-0.

IV. EXECUTIVE DIRECTOR REPORT

Housing Authority Recognitions:

JoAnn Sutton and Bruce Snead presented Squeak Nelson, Housing Technician, with a twenty-five (25) Year Service Award.

JoAnn Sutton and Billye Guliford presented Desiree Martin with her Family Self-Sufficiency (FSS) Escrow funds that she earned while on the program. Desiree successfully completed her FSS Contract and goals.

At this time Torry Dickinson joined the meeting.

JoAnn informed the board of the following:

- a. The Tenant Based Rental Assistance (TBRA) grant was submitted to Kansas Housing Resources Corporation (KHRC) in the amount of \$300,000 which is the maximum amount allowed per grant. If funded, the grant funds will be available in 2007.
- b. There will be a meeting of the Tri-County Congress of Geary, Pottawatomie and Riley Counties held at Fort Riley on Thursday, August 17th to discuss social services, and how the agencies will be affected by the incoming troops.
- c. There is also a luncheon at the Holiday Inn on August 22nd with Congressman Ryun. His guest speaker is Macy Houston, Regional Director for the Department of Housing and Urban Development (HUD). She will be discussing the Building Homes Initiative, which is the new initiative to help qualify soldiers for low income housing.
- d. An e-mail was received that informed the Housing Authority that grant applications would be available on September 6, 2006 for Fire Prevention and Safety funds, provided by the Department of Homeland Security. The Housing Authority is going to look into the grant in hopes of applying for funds to install a sprinkler system in the Carlson Plaza building. This project is on the 5 Year Plan, and would take several years of Capital Fund monies due to the cost of this project.
- e. The Kansas State University Job Fair is on August 24, 2006 on campus. The Manhattan Housing Authority was awarded a Work Study student again this year, and will use this opportunity to recruit and hire a new office assistant that will be assisting Patrick and Billye in the TBRA and Section 8 Departments.
- f. The Network Neighborhoods grant that expires in December of this year will be using the remaining funds to purchase new computer equipment in the Computer Labs. The new equipment will not require as much technical support because it will run off of a server, rather than having hard drives for every machine. The server will also be shared with the Gardens, therefore the initial cost of the server will be shared between the two projects.
- g. The Kansas NAHRO Conference will be held November 6-10, 2006 in Manhattan. The Commissioner Sessions will be held on Thursday, November 9th. JoAnn and Ida are working on a session that will include a tour of the Gardens, and how Housing Authorities, local agencies, developers, and CHDO's can work together to expand affordable housing in the community.

V. COMMISSIONER COMMENTS

Carol inquired about dates and details on the meetings that JoAnn mentioned in the Board report to be sure of the correct times.

Gary asked about the Helping Hands grant, and when it would be completed. JoAnn explained that it was a calendar year grant, and the Housing Authority would be done with the program when the funds were all exhausted. Gary asked if the program was going to continue; JoAnn stated that the Housing Authority declined to apply for 2007 funds, however Habitat for Humanity had applied for funds to continue the program. Bruce stated that the Social Services Advisory Board elected to no longer fund the program, and use the monies for another program.

Gary wanted to know how fraud recovery worked in the Section 8 Department. JoAnn explained the spreadsheet and that the most common area of fraud is unreported income. The Housing Authority retains 50% of fraud recovery funds.

Gary also inquired about the increase in rent revenue from 2005 to 2006. JoAnn explained that it could have happened due to the clients having more household income, or a better collection record by the Housing Authority. Gary requested that staff assemble a spreadsheet that would explain why there is an increase in rent revenue. JoAnn stated that it may be hard to see exactly what caused the increase, but that staff could look into the issue. Mandy clarified that one reason why rent increased is due to the rent collected from vacated accounts utilizing the State Set-Off Program.

Gary asked if staff was still assisting the Junction City Housing Authority. JoAnn said that staff is working with JCHA on an as-needed basis. .

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place: JoAnn informed the Commissioners that the anticipated lease-up date will be October 1, 2006 with everything running smoothly, and weather cooperating. JoAnn also reported that there had been some small vandalism done to on site that cost the project in both some time and money. Other than those minor incidents, the rest of the construction has been running smoothly. Furniture has been ordered for the Clubhouse, and it is still being decided who is going to go through with procurement services. If the developer does the hiring of contractors, they do not have to follow HUD procurement rules, but if MHA does the procurement, they must follow the established procurement policies in accordance with HUD guidelines. There would be pro's and con's to both scenarios, and it will be decided by the end of the week or next. JoAnn also reported that the application for the rehabilitation is going very well, and HUD was happy to hear that the project had been expanded to include more exterior work on the existing units. Torry wanted to know how we were dealing with future tenants to give them a move-in date. JoAnn explained that we are telling them that it is only an anticipated date, and we are letting them know up front that the Housing Authority cannot make any promises on a move-in date. JoAnn also informed the Board that the units have to be completed, with the exception of the punch list by September 27th. A tentative ribbon cutting date will be either September 22nd or 25th. Gary asked if there was any more on the right-in, right-out exit onto Kimball Avenue. JoAnn said that she had a conversation with Jim, and he had decided not to pursue the issue.

At this time Randy Stitt joined the meeting.

JoAnn added that Michelle Speicher officially started her position as Property Manager on August 15, 2006. There are currently 30 applications that have been turned in for the Gardens at Flint Hills housing. Randy asked who was replacing Michelle at the Housing Authority and JoAnn said that Jason Smith has taken over the Resident Services Coordinator position, and that it is going well.

VII. NEW BUSINESS

- a. Agency and 5 Year Plan: JoAnn explained that the proposed plan is for Commissioner review only, and that action to approve the plan will be taken at the September meeting. The plan will also be open to public comments, and those comments will be included in the plan when it is submitted to HUD.
- b. 2005 Independent Audit – Resolution No. 081606-A: JoAnn informed the Board that the audit that was presented in July has been submitted to REAC (Real Estate Assessment Center), and since then been approved. Staff has had conversations with the Financial Analyst at HUD, which was a very good conversation. There have been some documents prepared to be ready for an audit from HUD, should it take place, and precautionary measures have been taken to ensure that the Housing Authority is ready for a HUD audit. JoAnn also explained that of the findings, the property issue was considered a “non-issue” due to the fact that it had been recorded in that manner in past years. Also, the deficit in the Section 8 budget has also been a cumulative problem and the issuance of funds in Public Housing to pay for a Section 8 employee’s salary was justified; this has been a matter that has been discussed with both the auditors and HUD. The Quality Control Inspections were completed, but the paperwork could not be located to document, and therefore was a finding simply due to staff error. Bruce commented that it is not completely unusual to have findings when you use a new auditor for the first time, and Ida Jane also commented on the new staff that has taken new positions in the last year, and that it has been a year full of learning for everyone. Carol moved to approve the 2005 Audit Report as presented. Torry seconded. There were no further comments. Role call vote was carried 7-0.

The September meeting will begin at 5:00 p.m. at Apartment Towers and continue with the tour that will conclude at Flint Hills Place, where the meeting will be held.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:40 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair