

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
August 19, 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, 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 5:34 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 no later than 7:30 p.m.

III. MINUTES

Jim moved to approve the minutes of the July 15, 2009, Regular Meeting and the July 21, 2009 Special Meeting as presented. Jan seconded. Motion carried 6-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn informed the Board that the Housing Authority had received a letter from a local citizen regarding the handling of water usage being temporarily shut off in the Apartment Towers building. An article was published in the Manhattan Mercury which staff did not feel accurately reflected the situation and which also prompted the letter from the citizen. JoAnn explained that the Housing Authority had received notice on August 10, 2009 that water would need to be temporarily turned off in the building on August 14, 2009, so that repairs could be made to sewer lines. The article indicated that the Housing Authority offices would be closed on this day for a staff retreat, which gave the impression that the office

was being closed in response to the water being shut off. JoAnn explained that the retreat was held annually by the Housing Authority and was scheduled well in advance of receiving the notice that the water would be shut off on that day. A flier was sent to all residents explaining that water would be temporarily turned off and that toilets could be used but not flushed during this time. JoAnn stated that port-a-potties were rented and placed at Apartment Towers on the day the water was shut off. Repairs were completed and water was restored to the building at 10:00 a.m. on the same day.

- b. JoAnn informed the Board that several Requests for Proposals were currently being issued. These include Fee Accounting services, Legal services, and Banking services. Invitations for Bids have also been issued for the replacement of entry doors, storage closet doors and door locks at Hudson Circle and Pottawatomie Court. Randy asked if this work would be completed by maintenance staff. Michael answered that the entire project would be completed by the contractor. The project will complete the obligation and expenditure of 2007 Capital Fund grant funds.
- c. JoAnn updated the Board on Competitive Capital Fund grant funds from the American Recovery and Reinvestment Act (ARRA). JoAnn expressed concern that much of the funding may go to larger housing authorities with larger projects to complete. There are also some thresholds that are required to be met during the first round of funding which may affect the Housing Authority's application.
- d. Resident Appreciation day was held on Saturday, August 8, 2009 at Pottorf Hall. JoAnn informed the Board that turnout was not as high as expected and seems to be decreasing each year. This may result in a change to holding the event only every other year, which will be discussed by staff.
- e. The annual staff Summer Retreat was held on Friday, August 14, 2009 at Rock Springs Ranch. JoAnn stated that this retreat is more family oriented and may be changed to a voluntary event in coming years that would be held outside of work hours.
- f. JoAnn informed the Board that she had provided Board of Commissioner training for the Norton Housing Authority on August 15, 2009, which was very beneficial to the Commissioners present.
- g. A planning conference call took place on August 18, 2009 for Kansas NAHRO. The Fall conference will be November 16-18, 2009 in Lawrence, with Commissioner's training probably being held on August 17th. Kansas NAHRO will also host the Southwest NAHRO Annual Conference in 2012.

V. COMMISSIONER'S COMMENTS

- a. Ida Jane asked if the Housing Authority was still performing maintenance for Manhattan Area Housing Partnership (MAHP) units at Six Units, LLC and Six Units II, LLC. JoAnn replied that the Housing Authority was still doing this maintenance, but would probably end the contract at the end of the year.

- b. Jim asked if the Housing Authority was currently running a deficit, based on the Budget Progress Report. Mandy answered that for the month of July there was a deficit, probably due to the occurrence of three pay periods during the month. Randy stated that it appeared the Housing Authority was ahead of budget currently, but that this would change. JoAnn stated that due to various factors, such as move-outs, staff turnover, and lower than expected income from rents, the Housing Authority would probably not stay ahead of budget as it currently is. Phil asked how the Housing Authority tried to recoup losses from residents who move without notice. JoAnn answered that the Housing Authority uses normal legal means, such as filing with the courts, and also uses the Kansas Set Off program to recover balances owed from past resident's state income tax returns. JoAnn informed the Board that HUD was also implementing a system for tracking residents who owe housing authorities so that names can be checked when a resident moves into a new unit to ensure they do not owe another agency.

VI. OLD BUSINESS

- a. Board Appointment Policy: JoAnn informed the Board that she had researched the issue of Board appointments and found that the current City of Manhattan ordinance states that Commissioners must reside within City limits. Any changes to the ordinance must be presented to the City's Board of Commissioners for approval. JoAnn stated that she had been informed that municipal state law indicated appointees could reside within five miles of city limits; however, JoAnn will check to verify if this is the actual state law. After more discussion it was decided to table the issue until more information is obtained.

VII. NEW BUSINESS

- a. Independent Audit Report for FYE 12/31/08—Resolution No. 081909-A: Randy moved to approve Resolution No. 081909-A, adopting the Independent Audit Report for FYE 12/31/08. Jim seconded. Randy asked about the Accounts Receivable held at year end. Mandy stated that many of these were more than 90 days old but must be kept on the books. Mandy explained that if the accounts are written off they can no longer be sent to the state Set Off program for collection. Although the Housing Authority showed that it did not lose money in 2008, it probably will during 2009. Randy asked if this would result in another Financial Substandard rating. JoAnn answered that it would not necessarily result in such a rating, as several factors are considered when ratings are established. Phil stated that he was pleased there were no findings in the audit report. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.
- b. Procurement Policy Revision—Resolution No. 081909-B: Jan moved to approve Resolution No. 081909-B, adopting the Revised Procurement Policy. Eileen seconded. JoAnn explained that HUD had recommended that the Housing Authority's small purchase threshold be increased from

\$50,000 to \$100,000 in order to expedite the procurement process for small contracts. This change was recently made by the Board, but applied only to ARRA funded projects. The proposed revisions would apply to all projects. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

VIII. ADJOURNMENT

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

Respectfully Submitted,

Eileen Meyer, Board Chair