

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
FLINT HILLS PLACE COMMUNITY ROOM  
Manhattan, KS 66502  
September 19, 2007  
7:30 p.m.**

**Members Present:**

Randy Stitt  
Ida Jane Leupold  
Gary Olds  
Torry Dickinson  
Eileen Meyer

**Members Absent:**

Bruce Snead, Jayme Morris-Hardeman

**City Commission Liaison:**

None

**Staff Present:**

JoAnn Sutton, PHM, Executive Director  
Mandy Thomas, Assistant Executive Director  
Patrick O'Neil, Special Projects Manager  
Michael Wilhoite, Facilities Supervisor  
Tabatha Neubert, Public Housing Manager  
Billye Guliford, Section 8 Coordinator

**I. CALL TO ORDER**

Randy called the meeting to order at 7:30 p.m.

**II. OPEN FORUM**

- a. New Comments or Concerns: There were no New Comments or Concerns
- b. Adjournment Time: Adjournment time was set to be at the meetings conclusion.
- c. Five Year Service Award-Tabatha Neubert, Public Housing Manager:  
JoAnn introduced Tabatha and gave a brief presentation of Tabatha's work history with the Housing Authority. Ida commended Tabatha for her work and pursuit of college degree.
- d. FSS Graduate Presentation: Billye introduced Lisa Fischer, and presented her with a Certificate of Completion and Escrow Check; Billye also provided a brief report of the goals Ms. Fischer completed in order to graduate from the FSS program. Lisa spoke about the support she received through the FSS program.

**III. MINUTES**

Gary moved to approve the minutes of the August 15, 2007 Regular Meeting as presented. Ida seconded. Motion carried 5-0.

**IV. EXECUTIVE DIRECTOR'S REPORT**

- a. JoAnn gave an update on cooperation with Riley County Police Department. JoAnn and Jason met with Brian Swarington, Riley County Police Department Community Policing Officer, and discussed concerns and possible solutions for allowing more police presence on Housing Authority properties. JoAnn stated that the RCPD stated one of their biggest concerns was having access to properties, especially Apartment Towers and Carlson Plaza where the entrance doors are locked after hours. Key boxes have now been installed at these two sites to allow access to the buildings only, not individual units. Officer Swarington stated that he would check with his supervisor regarding the Housing Authority providing office space for officers at Flint Hills Place, but that he was not sure this would be approved.
- b. Interviews were held for the part time position of Assistant Property Manager/Relocation Coordinator for the Flint Hills Place redevelopment project, and an announcement should be made soon.
- c. JoAnn and Michelle will be attending Low Income Housing Tax Credit training in Salina on September 20<sup>th</sup> and 21<sup>st</sup>.
- d. Leases for rooftop space have been sent to Alltel and are pending execution of the contracts by Alltel. JoAnn and Michael met with a representative from U.S. Cellular regarding the leasing of additional rooftop space. This will be dependent upon the roof being inspected and approved for additional equipment to be installed. All costs of any inspections needed will be paid by U.S. Cellular.
- e. JoAnn will attend the national NAHRO conference in San Diego and will proceed from this conference to Los Angeles for a conference on mixed-finance and tax credit properties.
- f. JoAnn gave an update on the Housing Authority's Public Housing Assessment System (PHAS) score for 2006. Due to problems with a system contractor, HUD will utilize resident survey scores from 2005 to determine PHAS scores for 2006. This will allow HUD to release scores in the near future.
- g. Gary asked about the Section 8 Occupancy Report showing a decrease in usage. JoAnn responded that there are many moves at this time of year and that there had been offer letters sent to applicants on the waiting list, with several briefings scheduled.
- h. A question was asked regarding the "Reason Vacated" portion of the Public Housing Occupancy Report. JoAnn explained that several of the units listed on the report were repeated from previous months, as units at Flint Hills Place have not been re-leased due to the redevelopment.
- i. Randy asked if there would be a decrease in revenue due to the change of ownership for Flint Hills Place. JoAnn stated that there would be a decrease in rent revenue, but there would also be an increase in revenue from management fees for management of the Flint Hills Place units for MAHP.
- j. Ida asked about the number of Lease Violations due to unreported income. JoAnn explained that many were found during the recertification process and that if there are monies owed to the Housing Authority the resident must enter into a repay agreement. Residents are reminded about the need

to report income changes at time of lease-up, at Tools for Tenancy class, during recertification, and through the monthly newsletter. The EIV system is also used to find unreported income. Randy asked if the Set-Off program could be used to re-claim this rent. JoAnn stated that the program cannot be used for active tenants.

**V. COMMISSIONER'S COMMENTS**

- a. Gary asked about the outcome of an incident where a resident had contacted Board members regarding a grievance. JoAnn stated that the resident had requested a private conference to discuss the matter, as per the Grievance Procedure and the matter has been resolved.

**VI. OLD BUSINESS**

- a. An update on The Gardens was given. There is one unit currently vacant. Minor punch list items are still being corrected. A weed mat and sprinkler system will be added to the slope near Building 3. The retaining wall near Building 3 is in need of repair. Larry Snyder has sent a letter to the contractor requesting repairs. If the contractor does not respond another contractor will be found to complete the repairs and paid out of contractor retainage.
- b. An update of the Flint Hills Place redevelopment was given. Closing took place on August 30, 2007. The deeds were transferred on September 5, 2007. The first phase of relocation was completed on September 13 and 14. Covan Moving Company completed 11 moves for Phase I. Staff was on hand during the relocation process. Dave Osborne Construction is the contractor for the project and began work on September 17<sup>th</sup>. The estimated time for each phase is 6-8 weeks. Randy asked who would be overseeing the project. JoAnn stated that the contractor is supposed to have someone on site to ensure work is being completed. The contractor will be required to pay Davis-Bacon wages for the project, and a person will have to be selected to ensure compliance with this law. Gary asked why this was required if the project no longer belonged to the Housing Authority. JoAnn stated that since the project will still receive operating subsidy for the public housing units, Davis-Bacon is still required.
- c. 2008 Annual and 5 Year Plan Public Hearing: JoAnn gave an overview of the need for the Public Hearing. The first Public Hearing was conducted at the August Regular Meeting. There has been a change in Capital Fund tables included in the plan since HUD has released the final amount, which will be \$368,403. Ida suggested that the Resident Association members list be updated. This will also be corrected on the approved plan. Randy opened the Public Hearing and asked for comments from the public. There were no comments from the public and Randy closed the Public Hearing. Gary moved to approve Resolution No. 091907-A, adopting the 2008 Annual and 5 Year Plan. Torry seconded. Randy asked if there were any further comments or discussion. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 5-0.

**VII. NEW BUSINESS**

- a. Employee Benefit Discussion (IRA): JoAnn stated that it had been suggested that the Housing Authority allow employees the option of a payroll deduction for contribution to an IRA. Randy had asked if there would be any contribution from the Housing Authority to the IRA. JoAnn spoke with Brian Ismert of Northwestern Mutual regarding this possibility. JoAnn stated that employees would be vested immediately, regardless of length of service, but that there may be a requirement for length of service before contributions would begin. Gary asked if there was a current retirement benefit for employees. JoAnn answered that employees currently contribute to Kansas Public Employees Retirement System (KPERS) and that currently the length of time to become vested is 10 years. Gary asked how the IRA contribution would be funded and if there were any numbers as to what the cost would be. JoAnn stated that it would be funded through operating subsidy and other revenues and that it would have to be figured in the annual budget. After further discussion, it was agreed that there would have to be a cost analysis completed to determine the costs of the benefit before it could be approved. Torry stated that it would be important to find the cost of the benefit before approving it, but that this benefit should not be seen as a substitute for increases in salary. Randy proposed having a presentation by a financial advisor at a future Board meeting.
- b. Contribution to MESI: Gary moved that the Housing Authority set aside \$10,000 from the Special Purpose Account to be available at the end of 2008 as an incentive match for non-governmental contributions to the Manhattan Emergency Shelter, Inc. (MESI). Randy seconded the motion. Randy called for discussion of the motion. Gary stated that there was an important relationship between the Housing Authority and MESI in that they serve similar clientele and that this seemed like an appropriate use of funds. JoAnn suggested that the issue should be discussed next month after the board has the opportunity to review the 2008 Annual Budget. Torry suggested that the Board should consider other agencies as well and may want to visit these agencies before making a decision. Torry moved to table the motion until the October Regular Meeting. Eileen seconded. Randy asked for further comment or discussion. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 5-0.

**VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 8:50 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair