

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL TOUR AND REGULAR MEETING
1337 FLINT HILLS PLACE
Manhattan, KS 66502
September 20, 2006
6:30 p.m.**

Members Present:

Bruce Snead
Gary Olds
Ida Jane Leupold
Torry Dickinson
Randy Stitt

Members Absent:

Andy Carson
Carol Gould

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

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

Torry moved and Randy seconded to approve the September 20, 2006 meeting minutes. Motion carried 5-0.

IV. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. The Kansas National Association of Housing and Redevelopment Officials (NAHRO) Fall Conference is going to be held in Manhattan November 6-9, 2006. The first two days are focused on maintenance, and Thursday, November 9th is the date the Commissioner Sessions are scheduled to take place, but Commissioners are welcome to attend any of the sessions throughout the week. A tentative agenda was presented to the Commissioners.
- b. Carlson Plaza Resident Association President has resigned. There will be a meeting held on September 21, 2006 that will include staff from the Housing Authority to help residents in the process of appointing a new President.

- c. The Fire Protection and Safety Grant applications were supposed to be due October 6, 2006; however, the grant applications are not yet available, and not expected to be available until at least October 1, 2006.
- d. Representatives from the Housing Authority Insurance Group were in town last week all the way from Connecticut to say hello and make sure that everything was going smoothly. They did not have time to visit the sites, but stopped by at the Main Office.
- e. The Junction City Housing Authority is starting to do well, and the Manhattan Housing Authority will probably wrap up their help sessions within the next couple of weeks. The Housing Authority has generated about \$5,000 as a result of their efforts at Junction City. Bruce commented that he has heard very positive things from Junction City in the support that they have received.
- f. JoAnn also mentioned that a spreadsheet was handed out to show the amount that has been collected from the State Set-Off Program as requested by Gary at the August meeting. JoAnn explained that if the monies are not received within two tax periods, the amounts will then be written off of the books.

V. COMMISSIONER COMMENTS

Bruce asked for clarification of the Financial Paragraph in the Executive Director's report, and what the numbers meant for the Operating Fund calculations. JoAnn explained that under the new formula for Operating Subsidy, which resulted from the Harvard Cost Study, some Housing Authorities gained money and some of them lost money. The Manhattan Housing Authority gained \$165,784, referred to as Transition Funding. Half of that amount will be funded in 2007, with the other half being funded in 2008. Under the new calculation, the funding level could be anticipated at the equivalent of the 2006 funding level, or 85.5%.

Bruce mentioned that the Emergency Shelter is overcapacity and has been turning away about 10-12 people in need per week. The influx of people is affecting both the health and social services in Manhattan. There have been several programs step forward to help and assist with these issues.

Gary inquired about the use of charts and spreadsheets by the Housing Authority to determine goals and demographics. JoAnn explained that the Lindsey software enables the Housing Authority to chart many different types of demographics that can be done either per site, program or to reflect the overall demographics of the Housing Authority overall. Gary also asked how we use this data to determine if the Manhattan Housing Authority is achieving their "goal" of using public housing as transition housing. JoAnn explained that tracking residents who move out would be difficult, the Occupancy report included in board packets describes general reasons on why a tenant moved out.

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place: Michelle Speicher, Property Manager, has approximately 62 applications on file, and has been processing for approval. Approval for two of the applications has been sent back from the Midwest Housing Equity

Group, which means that we potentially have at least two of the units leased up. The September 27th completion date will not be met. Twenty-five (25%) lease up was not scheduled until the end of January, so even if the units cannot be occupied until November 1st, the Housing Authority is still okay on the Management end. Contractors are working with the Housing Authority to be sure that there is a place to store all of the furniture that is being delivered for the Clubhouse. Randy asked what the turn around time was on the applications that were sent into Midwest Housing Equity Group. Michelle said that they have 48 hours to get back to her with a response but has so far received a response within 24 hours. Gary asked if all tenants would have Section 8 Vouchers. JoAnn said that they would not all have vouchers, and there was no way to tell what the exact percentage would be that would have vouchers.

The tax credit application has been submitted for the Rehabilitation of the existing units and a decision should be made in November. Meanwhile, Jim and JoAnn are working on documents to have prepared for HUD in the event that the tax credit application is approved.

Gary asked when the PILOT is due to the city. JoAnn said that the check is usually not written until after the Independent Audit is complete and accepted; the 2005 PILOT check was written today in the amount of approximately \$30,000, which was about \$3,000 less than last year.

- b. 2007 Agency and Five Year Plan – Resolution No. 092006-A: Bruce opened the Public Hearing for the 2007 Annual and Five-Year Plan. There were no comments, and Bruce closed the Public Hearing. It was then opened to the Board of Commissioners for comments. Gary asked a question pertaining to page 21 of the plan that addressed the General Funds. He wanted to know if HUD would ask how the non-federal monies (i.e. funds from cell towers) were going to be spent, and JoAnn said that they would not. Torry asked if there would be any room for changes, and what the process would be to make changes to the plan. JoAnn directed the Board to the “Substantial Deviation” section of the Annual Plan, and explained that the change must have a major impact on the services provided by the Manhattan Housing Authority or the solvency of the agency. An example of that type of a change would be the disposal of land or discontinuance of a program. Gary asked what the privacy fences were at Hudson and Pottawatomie Court that were contained in the Five-Year Plan. JoAnn said that they were the patio fences around the units. Gary moved to approve Resolution No. 092006-A, adopting the 2007 Agency and Five Year Plan. Randy seconded. There were no further comments. Role call vote was carried 6-0.

VII. NEW BUSINESS

- a. Network Services Contract: JoAnn informed the board that procurement for network services had been completed; the current contract expires September 30, 2006. The memo was explanatory in the cost of services. Joe Prockish has provided network services for the Manhattan Housing Authority for the past two years, and is once again recommended by staff of the Manhattan Housing Authority. JoAnn did state a conflict issue came up last time since Joe Prockish is related to a staff member. Bruce asked who processed the procurement, and JoAnn stated that Pam completed the procurement process. Gary asked how much money has been spent on network

services in the past two years. JoAnn said that she did not know that number tonight, but could provide that amount at the next meeting. It was also acknowledged that grant funds paid part of the cost for Mr. Prockish due to the time he spent at the Computer Labs. Gary moved to authorize the Executive Director to enter into a Contract with Joe Prockish for monthly Network Services for a period of two (2) years with the option to renew for another two years if both parties agree. Carol seconded. There were no further comments. Role call vote was carried 6-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:45 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair