

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
September 21, 2005
5:30 p.m.**

Members Present: Gary Olds
Ida Leupold
Bruce Snead
Randy Stitt
Carol Gould

Members Absent: Katherine Burgess

City Commission Liaison: Bruce Snead

Staff Present: JoAnn Sutton, PHM, Acting Executive Director
Mandy Thomas, Acting Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Michael Wilhoite, Facilities Supervisor
Michelle Speicher, Resident Services Coordinator
Megan Bockus, KSU Work Study Office Assistant

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.
- b. New Comments/Concerns: Deirdre Gregory was introduced as the newest FSS Graduate. She received her escrow check for \$860.00

III. COMMISSIONER COMMENTS

Ida commented on attending the Resident Social held Saturday, September 17, 2005 at the City Park Pavilion. She stated there was a good turn out and she heard positive comments from residents.

IV. MINUTES

It was moved and seconded to approve the August 17, 2005 meeting minutes as presented. Motion carried 4-0. At this time Randy joined the meeting.

V. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. Two new employees were introduced to the Board. Michelle Speicher, Resident Services; and Megan Bockus, KSU Work Study Office Assistant. Ashley Weise was not able to attend. She is a Social Work Volunteer that is performing her thirty required hours of volunteer work for the Social Work Program at K-State. Darren Keith was also hired as KSU Work Study Maintenance Assistant. He was hired just today, and was not able to make it here this evening.
- b. Melanie Glasscock, Social Work Practicum, worked with the Youth and Older adults at Carlson over the summer in a Youth Mentoring Program. Hopefully she will be able to report on her program after she returns from her relief efforts in Louisiana.
- c. The Housing Authority received their Graduation Incentive. The amount was greater than expected, a little over \$36,000.
- d. The Resident Social was a success, and there were approximately 55 residents in signed up to attend, with about 75% of those in attendance.
- e. There is Commissioner training in October and November for the new Project Based Accounting System that will be put in place. Any Commissioners interested in attending are to contact the office.

Gary questioned the Executive Director report, and requested that the formulas be corrected. Gary also asked who was running the ROSS program and when the money had to be drawn down. JoAnn commented that the Cash balance will look better after the draw downs next month due to the availability of 2005 Capital Funds.

VI. OLD BUSINESS

- a. Update on the Gardens at Flint Hills: HUD and the Special Application center are working on the approval of the application for the disposal of property . They are requesting a letter of support from the Mayor and also a sign-in sheet from the Public Hearing. We should be receiving an answer by the end of this month.
- b. Helping Hands Program: Last month it was brought to the attention of the Board that there may be a need for a cap on the amount of funds that can be used for one person. After discussion, there was a motion from the Board. Bruce moved to recommend not be more than 10% of the budget used per homeowner for emergency repairs within 30% of the total budget with discretion of the staff and board guidance. Randy seconded. Motion carried 5-0.

VII. NEW BUSINESS

- a. Public Housing Admissions and Continued Occupancy (ACOP) Plan Amendment: JoAnn explained the HUD guidance regarding the housing of victims of Hurricane Katrina. The suggestion from HUD was for Housing Authority's to amend their ACOP Plan to establish a Local Preference for victims of federally declared disasters. JoAnn did not feel there would be much of an impact on our individuals that are already on the list because of the minimal amounts of calls we have gotten. Carol moved to approve Resolution No. 092105-A, adopting an Amendment to the Public Housing Admissions and Continued Occupancy Policy, establishing a Local Preference for victims of federally declared disasters. Ida seconded. Motion carried by roll call vote 3-2.

- b. Section 8 Administrative Plan Amendment: The same situation as the Public Housing Amendment. Carol moved to approve Resolution No. 092105-B, adopting an Amendment to the Section 8 Administrative Plan, establishing a Local Preference for victims of federally declared disasters. Ida seconded. Motion carried by roll call vote 3-2.
- c. 2005 Operating Budget: JoAnn explained that there will be a few changes at the end of the year. Administrative Expenses and Employee Benefit Contributions decreased. Also, the Housing Authority was only funded at 85% of their operating subsidy eligibility for 2005. Gary moved to approve Resolution No. 092105-C, adopting the proposed 2005 Operating Budget for the Manhattan Housing Authority. Carol seconded. Motion carried by roll call vote 5-0.
- d. Recess into Executive Session until _____ p.m. for the purpose of discussing personnel matters on non-elected personnel pertaining to the Six-month Evaluation of the Acting Executive Director. Bruce moved to recess into Executive Session until 7:15 p.m. for the purpose of discussing the evaluation of JoAnn Sutton. Randy seconded. Motion carried 5-0.

The Commissioners recessed out of executive session at 7:15 p.m. and reconvened into open session. Bruce moved to appoint JoAnn Sutton to the Permanent Executive Director of Manhattan Housing Authority at a level 6 pay from the salary administration plan effective immediately. Carol seconded. Carol and Bruce commented on a job well done. Motion carried 4-1.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:25 p.m.

Respectfully Submitted,

Bruce Snead, Chair

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