

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
CARLSON PLAZA COMMUNITY ROOM
Manhattan, KS 66502
September 23, 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 5:35 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

Jan moved to approve the minutes of the August 19, 2009, Regular Meeting as presented. Jim seconded. Motion carried 6-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn informed the Board that October was Fire Prevention Month and that the Housing Authority would again be hosting a fire prevention poster contest for resident children. The contest is held annually and is sponsored by the Housing Authority Insurance Group, which provides award money for contest winners.
- b. October is also "Housing America" month, which is a campaign to raise awareness across the country of the need for affordable housing. The Housing Authority may request the City Commission to pass a Housing America proclamation, which it has not done in recent years.
- c. JoAnn informed the Board that a staff committee had been formed to organize the Housing Authority's 40th anniversary celebration. The committee will also include Ida Jane Leupold, Board member. The date of

November 10, 2009 has been selected for the day of the celebration. An open house will be held at Apartment Towers with displays of the Housing Authority's activities and a showing of an Apartment Towers unit. A tour of Housing Authority properties will be conducted if any RSVP's are received from the public. The event will be publicized through public service announcements, public notices, invitations and other methods. JoAnn stated that she is also planning on doing radio interviews on area stations for publicity. Randy volunteered to take part in interviews with JoAnn as a representative of the Board.

- d. JoAnn stated that the Housing Authority had once again received the Housing Authority Insurance Group's Low Loss Ratio award for having a low number of claims filed for the period 2005-2007.
- e. The Housing Authority will be participating in a HUD satisfaction survey, which is designed to help HUD better understand how to serve housing authorities.
- f. JoAnn informed the Board that the Housing Authority was still awaiting the release of competitive stimulus fund grant award announcements for the category under which the Housing Authority applied. JoAnn stated that the Topeka Housing Authority had been awarded \$10 million under another funding category.
- g. JoAnn stated that she would be out of the office on September 24, 2009 and also on October 2-5, 2009 to attend the National NAHRO legislative conference. JoAnn has been appointed to the Housing Committee and the Emerging Leaders Committee of National NAHRO.
- h. JoAnn informed the Board that HUD staff would be conducting an on-site review of ARRA contract files on October 20, 2009.

V. COMMISSIONER'S COMMENTS

- a. Phil asked how old the sidewalks were at The Gardens which need to be replaced. JoAnn replied that they were part of the original construction, which was finished in 2006. The warranty on the project has expired and the company which completed the work is now out of business. Phil asked if a local contractor would be used for the repairs. JoAnn stated that a local contractor would be used.
- b. Randy asked if the Housing Authority had received any notice from Verizon in regards to their purchase of Alltel. JoAnn stated that notification had been provided. JoAnn added that there had been some recent issues with a subcontractor damaging the lawn at Apartment Towers while installing new fiber optic equipment. Proper notice was not received and repairs to the yard were not made in a timely manner. JoAnn stated that she had spoken with a Verizon representative and had resolved the issues. There has also been some delay in receiving the utility payment from Verizon; this issue is also in the process of being resolved.

VI. OLD BUSINESS

- a. Board Appointment Policy: No update on the Board Appointment Policy was given.

VII. NEW BUSINESS

- a. Revised Community Service Policy—Resolution No. 092309-A: JoAnn explained that the Community Service requirement mandates Public Housing residents to complete 8 hours of community service each month, unless they meet certain criteria. The requirement was implemented in 2000, then briefly repealed, but later re-enacted. Those who are elderly, disabled or blind, or who are primary caregivers for someone who is elderly, disabled or blind are exempt from the requirement, as are those who are enrolled in qualifying self-sufficiency programs or “working”. HUD guidelines suggest that residents should be required to work 30 hours per week to be exempt; however the actual number of hours worked to be exempt is discretionary and must be established by each housing authority. The Housing Authority’s current policy requires 30 hours. JoAnn stated that the 30 hour requirement can be burdensome for residents who work between 20-30 hours a week but also have to complete community service. The task of verifying that all community service hours have been worked is also an administrative burden. There are currently 58 residents required to complete community service. The proposed policy changes would reduce the amount by at least 18. Eileen asked how the requirement affects families in Public Housing. JoAnn stated that it is difficult for some residents to find childcare in order to be able to complete the community service. Some residents may also have difficulty because they lack transportation. Phil moved to approved Resolution No. 092309-A, approving the Revised Community Service Policy. Jim seconded. 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. Authorization to Enter Into Legal Services Contract: JoAnn explained that the Housing Authority had reviewed all legal services contract proposals and determined that Henry Otto, the Housing Authority’s current legal counsel, provided the best contract proposal. JoAnn stated that the Housing Authority had been very happy with Mr. Otto’s services and that his proposal also included the lowest rate of all the proposals received. Jan moved to authorize the Housing Authority to enter into a Legal Services Contract with Henry Otto. Ida Jane seconded. 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.
- c. Authorization for Banking Services: JoAnn explained that HUD does not require that a procurement process be used for selecting the Housing Authority’s banking services provider; however, it is recommended that a procurement process be used. United Bank & Trust, Sunflower Bank, and Kansas State Bank submitted proposals for banking services. A fourth bank, Community 1st, submitted a proposal which was received after the deadline date. JoAnn stated that, although the Housing Authority is not required to submit requests for proposals for banking services, since this method was used in this case the Housing Authority must follow the Procurement Policy and reject the late proposal. JoAnn added that since a

current Board member is also an employee of Community 1st, there may be the appearance of a conflict of interest if the Community 1st proposal was considered. JoAnn stated that even if the proposal had been submitted prior to the deadline, the Housing Authority would need to submit a request for a conflict of interest waiver to HUD before accepting the proposal, to avoid any appearance of a conflict of interest. Jim suggested that although the Board would not be considering the Community 1st proposal due to the missed deadline, it would be in the best interest of the Housing Authority to request a conflict of interest waiver for the Board member in the event Community 1st submitted any other proposals to the Housing Authority. After reviewing the three proposals received before the deadline date, staff determined that Kansas State Bank's proposal was the most suitable to the Housing Authority's needs. Jan moved to authorize the Housing Authority to receive banking services from Kansas State Bank for a period of one year, at which time the Housing Authority will again submit requests for proposals for banking services to area banking institutions. Phil seconded. Randy asked if all accounts must be kept in the same bank. Mandy responded that accounts can be kept in different banks, however it is a complication for accounting and auditing purposes. 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 4-1-1.

- d. Authorization to Enter Into Fee Accounting Services Contract: JoAnn explained that Lindsey and Co., the Housing Authority's current fee accounting services provider, was the only company which submitted a proposal for fee accounting services. JoAnn added that the Housing Authority had been satisfied to date with the services received from the company. Jim moved to authorize the Housing Authority to enter into a Fee Accounting Services Contract with Lindsey and Co. Phil seconded. 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.
- e. Authorization to Enter Into Computer Network Services Contract: JoAnn informed the Board that the Housing Authority had received and reviewed three proposals for computer network services. JoAnn explained that one of the proposals received was from a family member of a Housing Authority employee; however, because the employee did not review the proposals and was not a member of the policy making body (the Board) there was no conflict of interest present. After reviewing the proposals, staff determined that the proposal most suitable to the Housing Authority's needs was received from Joe Prockish, an independent contractor, who is the Housing Authority's current network services provider. JoAnn stated that the Housing Authority has been satisfied with the services provided and the working relationship it has with Mr. Prockish. Mr. Prockish's proposal also included the lowest hourly rate for services. Randy asked if the Housing Authority had experienced any major issues with its computer network and if any of the Housing Authority's budget was directed toward computer upgrades. JoAnn stated that the Housing Authority had not

experienced any major issues with its computer network, but that Capital Funds for equipment could be used to upgrade Housing Authority computers when needed. Jim moved to authorize the Housing Authority to enter into a Computer Network Services Contract with Joe Prockish. Jan seconded. 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.

- f. Approve 2009 Annual Statement (Capital Fund Program)—Resolution No. 092309-B: JoAnn explained that there had been one error made on the Annual Statement in that \$202,273 reflected in the budget line item for Management Improvements should reflect in Operations; however this had already been corrected and submitted to HUD. Phil moved to approve Resolution No. 092309-B, adopting the 2009 Annual Statement (Capital Fund Program). Ida Jane seconded. 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.
- g. Approve 2010 Annual Plan, 2010 Annual Statement and 2010-2014 Five Year Action Plan—Resolution No. 092309-C: JoAnn explained that the Annual Plan has been required since the enactment of the Quality Housing and Work Responsibility Act was enacted in 2000. JoAnn stated that the format has changed to be greatly condensed from previous years. Regulations have also been enacted to separate between Qualified and Non-qualified housing authorities. The Housing Authority is a Qualified agency based on being under 400 units of Public Housing and not being in Troubled status under PHAS or SEMAP reporting. The Housing Authority anticipates \$307,273 in Capital Funds for 2010, based on its 2009 allocation. The 2010 Annual Statement projects to draw Capital Funds under operations. This can be changed at a later date to reflect projects the Housing Authority decides undertake. HUD is currently revising regulations for Physical Needs Assessments, which will help the Housing Authority identify which projects to undertake in 2010. The Five Year Action plan provides HUD with information about what projects the Housing Authority intends to complete in the next five years and approximate costs. Many of these are done in phases, based on expected funds for each year. JoAnn stated that some items, such as window replacement, will stay on the Five-Year Action Plan, even if funding may not be available, to be completed in phases. Jim moved to approve Resolution No. 092309-C, approving the 2010 Annual Plan, 2010 Annual Statement and 2010-2014 Five Year Action Plan. Phil seconded. 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 7:25 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair