

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
APARTMENT TOWERS COMMUNITY ROOM  
Manhattan, KS 66502  
October 18, 2006  
5:30 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 Manhattan Housing Authority will be featured in Radio spots promoting an alcohol free holiday season. Listeners can hear the radio spots on 96.3 FM on October 30<sup>th</sup>, November 1<sup>st</sup>, and November 3<sup>rd</sup> between the hours of 3:00 and 4:00 p.m.
- b. A conference call was scheduled with HUD for October 19, 2006 to discuss the Flint Hills Place rehab, but was rescheduled until word was received on whether the project was funded.
- c. The NAHRO Conference will be held November 6-9, 2006. Commissioners can let JoAnn know if they are interested in attending.

- d. The Section 8 Department will hold a mass briefing for Section 8 participants on October 26-27 to ensure all HAP funds are expended by the end of the fiscal year.
- e. An excel spreadsheet was presented as a follow-up from the last board meeting regarding expenses for Network Services.
- f. The Housing Authority received a follow-up letter from HUD regarding the 2005 Audit. JoAnn will have a copy of the response letter back to HUD by the next Board Meeting. JoAnn also explained each of the findings and how the Manhattan Housing Authority plans to correct them.

## V. COMMISSIONER COMMENTS

Gary asked why the Housing Authority has seen such a drop off in the usage of the computer labs at all of the sites. Gary also requested the amount that was spent on the computer lab monitors and how they were funded. JoAnn explained that the drop-off in usage was due to school being back in session, in addition to software being temporarily limited with the recent upgrade. The Resident Opportunity and Self Sufficiency Grant (ROSS) was used to pay stipends to computer lab monitors, but with the completion of the ROSS grant the stipends are now paid out of resident services funds. JoAnn explained that the labs will remain in existence as long as there is usage of the labs for homework and self sufficiency reasons.

Gary inquired about the storage of tenant's items in the units rather than taking the belongings to a separate storage facility to make the turn around time of the units quicker. JoAnn explained that it did not always affect the turn around time since unit prep could begin while belongings were in the unit; additionally, the vacated tenant is charged rent for the following unit, and may not be economical to rent a storage facility. Staff will research this. Gary suggested looking into the cost of a separate storage facility vs. current practice to ensure the units could be ready more quickly, allowing new tenants to move in a little bit sooner.

Gary wanted to know if there was any way that the Manhattan Housing Authority could track the number of tenants that are moving out of housing due to better opportunities, versus the number of tenants that are moving out due to evictions, violations, etc. This information could be used to get a better idea of how many individuals the Housing Authority is actually assisting residents on the path to self sufficiency. JoAnn explained that this would be hard to track since tenants are not required to let the Housing Authority know their reason for moving. It would also be hard to track tenants that move out of the City of Manhattan for follow-up. JoAnn explained that in the Section 8 program, once the tenant's rent dictates they pay full contract rent, they would come off the program, and this could be easily tracked. Gary suggested it would be helpful if there was a chart that could show the annual turnover ratio for all residents.

Gary asked why the HAP Administrative Expenses were so low in August, and then they went back up again in September. JoAnn explained that there was a redistribution of expenses to the Public Housing Department after a cost analysis of the expenses that had been charged to the Section 8 Department that caused the decrease in August. In September, there were three pay periods which caused the amount to increase.

Ida thanked the staff for all of the snacks that they provided for the Board Members during the meetings, but also requested that the audience receive snacks as well.

Ida also informed the Commissioners that NAHRO will have elections, and will need a new Commissioner to serve a term as VP of Commissioners. She invited all Board members to learn more about NAHRO, and how to become involved as a Commissioner.

Torry stated that she felt the community was in need of more types of other assistance since there was essentially no more welfare available to the population like there has been in the past. Torry felt it was more important for Public Housing to take a larger role in assisting the community, and that many residents may not ever be able to reach self sufficiency. JoAnn also reminded the Commissioners that if residents are not working, attending school, or meet other exemption requirements, they are obligated to serve eight hours of community service each month to give back to the community that is essentially assisting them with their housing.

## **VI. OLD BUSINESS**

- a. Gardens at Flint Hills Place: JoAnn informed the board that the project manager was relieved of his duties with the construction company. Larry Snyder Construction Company said that it was not a quality issue, but a personnel issue. The first walk through is scheduled to begin October 20, 2006 for the Clubhouse. October 27, 2006 will be building #1. The final walk through is scheduled for November 10, 2006. Jim Moore is working to see if Certificates of Occupancy can be issued building by building so that tenants can begin moving in as soon as possible.

The Housing Authority is currently researching the possibility of property insurance for the Gardens. Although it will not be a cost to the Housing Authority, the same company that carries insurance for MHA, would also be able to carry insurance for the tax credit units.

Ida asked if there were any handicapped units, and JoAnn said that there are four that are all in building #1, and are two bedroom units.

The next site inspection is scheduled for Wednesday, November 1, 2006 at 2:00 p.m.

## **VII. NEW BUSINESS**

- a. 2007 Fair Market Rents – Resolution No. 101806-A: JoAnn informed the board that the Housing Authority was notified in September that the Fair Market rents were going to be changing. The payment standards are set according to the local market, and do not exceed 110% of the Fair Market Rent. Gary moved to approve Resolution No. 101806-A, adopting the Revised Fair Market Rents and Payment Standards for Riley and Pottawatomie Counties, effective October 19, 2006. Torry seconded. There were no further comments. Role call vote was carried 6-0.
- b. 2007 Merit and Cost of Living Increases – Resolution No. 101806-B: JoAnn explained that the Housing Authority chose to mirror the city in both the cost of living increases

and the merit increases; with cost of living being a 3% increase and merit as follows: 4% for Distinguished, 2% for Exceeds, and 1% for Satisfactory. Bruce asked if the city had included information about the pay classification study that could have possibly had ramifications on the merit award increases. JoAnn stated that the information came directly from the city Human Resources Department, but the request from staff would still remain to mirror the city's decision. Gary asked if there were only COLA and Merit increases that were available to staff. JoAnn explained that those were the only two increases at the end of the year, and that COLA was given to every employee, and merit was given only to those who were past their probationary period and received at least a satisfactory rating. Randy asked JoAnn if the increases were budgeted into the planning for the upcoming year. JoAnn explained that because there was no way to know the exact number, there was an estimate based on a 5% increase per person. Ida moved to approve Resolution No. 101806-B, approving the 2007 Merit and Cost of Living Increases as requested by staff. Torry seconded. Gary stated that he felt there should probably be more research done to try and find a more comparable number, than using the city alone. Bruce informed the Board that they city does extensive research each year that gives all of the COLA and Merit awards a firm basis. Torry said she felt it was critical to give good pay increases to keep staff motivated to do their jobs and go to work with a more positive attitude. Randy asked JoAnn for a breakdown of all of the benefits that employees receive upon employment with the Housing Authority. Bruce asked JoAnn if she wanted to provide any other justification for the increases, and JoAnn said that the increases do give the employees the incentive to work harder and work smarter, and there are many times when the work environment can be stressful and difficult. Gary suggested that COLA be put on a future agenda to discuss the validity and necessity of offering the increase every year to employees. Bruce and Torry both provided comments to support the increases as requested by staff. Role call vote was carried 4-1.

- c. Award Contract for Baehr Place and Carlson Place Improvements: JoAnn explained the improvements that were included in the contract, and confirmed that Ron Fowles Construction Management had the lowest bid; the Manhattan Housing Authority has used them in the past for construction projects, and was more than satisfied with the work they completed. Randy asked if Manhattan Housing Authority had to be bonded and JoAnn said that the construction company had to be bonded. Gary asked what happens to all of the old appliances and cabinets when they are replaced. JoAnn said that some of it could be donated to Habitat Restore, and the appliances that were in working order could be taken out to Purple Wave Auction. Gary moved to authorize the Executive Director to execute a Contract with Ron Fowles Construction Management Services in the amount of \$110,000 for the improvements at Carlson Plaza and Baehr Place. Ida seconded. There were no further comments. Role call vote was carried 4-1.
- d. Executive Director Evaluation (Review Process and Schedule): JoAnn presented a sample evaluation form to the Commissioners as a guideline for her annual evaluation. Commissioners were encouraged to review the form and be ready to make any suggestions for improvement at the next meeting. At the November meeting JoAnn will have her evaluation packet ready based on feedback from the Board, and then at the December meeting the evaluation will be performed. Bruce requested that JoAnn send

the Commissioners the 2006 Goals, the proposed evaluation form and Current Job Description electronically.

- e. Radon Testing: Bruce informed the Board that Manhattan Housing Authority has the opportunity to test for Radon at Flint Hills Place before the redevelopment would take place. If the levels of radon came back below the guidelines, there would be no additional concerns. If the radon levels came back elevated, the Manhattan Housing Authority would have the opportunity during renovation to address the issue. Bruce made a recommendation to the board that the Housing Authority conduct the Radon testing, and if necessary take the steps to reduce the levels of radon with Capital fund monies that are available to the Housing Authority. Bruce also stated that with the resources he had, he would be able to provide test kits at a reduced cost, train maintenance staff to perform the testing, and be willing to provide additional assistance as needed. At the November meeting Commissioners can decide if this is something that should be accomplished by the Manhattan Housing Authority.

### **VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 7:20 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair