

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
October 28, 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
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

Jim moved to approve the minutes of the September 23, 2009, Regular Meeting as presented. Jan seconded. Motion carried 6-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn reminded the Board of the Kansas NAHRO Fall conference being held in Lawrence, KS, November 16th – 18th. Commissioners' sessions will be held on November 18th, with all Commissioners encouraged to attend.
- b. JoAnn asked the Board to discuss rescheduling the November regular Board meeting, originally scheduled for November 18, due to the fact that the NAHRO conference did not conclude until late afternoon of that day. The Board agreed to reschedule the November regular meeting to Monday, November 23, 2009 at 5:30 p.m. in the Apartment Towers Community Room.
- c. JoAnn reminded the Board of the Housing Authority's 40th Anniversary Open House being held on Tuesday, November 10, 2009. JoAnn stated that she and Randy would be interviewed on KMAN's "In Focus" radio program on Friday, October 30, 2009, to promote the event.

- d. Jim stated that staff from the City of Manhattan may be contacting JoAnn about upcoming funding opportunities under the Community Development Block Grant program. JoAnn indicated that upgrades to the Apartment Towers fire alarm system may be considered if funding were available.
- e. JoAnn informed the Board that she had sent a letter to the Manhattan Area Housing Partnership (MAHP) indicating that the Housing Authority would not be renewing the Maintenance Agreement for MAHP's Six Units and Six Units II developments. The maintenance agreement will end on December 31, 2009.
- f. JoAnn stated that the winners of the annual fire safety poster contest would be announced at the November Board meeting.
- g. Randy asked about the budget progress report. Mandy stated that the Housing Authority should be within budget when additional Capital Funds are drawn down, which is anticipated to happen in the coming weeks.
- h. Phil asked which staff members conducted Annual Inspections. JoAnn stated that these are done by the Housing Inspector, along with maintenance staff.
- i. Randy inquired about the average turnaround time for preparing a Public Housing unit for occupancy following a move out. JoAnn stated that the average time is 14-28 days, depending on the condition of the unit and if the Housing Authority is required to store any of the previous tenant's belongings. Phil asked if it would help to have storage available to move belongings to so that unit turnover could begin sooner. JoAnn stated that this had been explored but was not cost effective to the cost of storage and labor to move the belongings.
- j. JoAnn updated the Board on the replacement of doors at Hudson Circle and Pottawatomie Court. The project will begin at Hudson Circle on November 9, 2009, with completion of the entire project expected by December 10, 2009.

V. COMMISSIONER'S COMMENTS

- a. Ida Jane asked the Board to consider scheduling a time to complete the Executive Director's annual evaluation. Last year's evaluation was conducted at a Special Meeting in December. The Board agreed that this would also be the best way to proceed for this year's evaluation. The Board Chair will distribute evaluation forms to other Board members and collect the evaluation forms prior to the Special Meeting. The Special Meeting date and time will be set at the November regular Board meeting.
- b. Ida Jane asked all Board members to attend the NAHRO conference if their schedules allowed.

VI. OLD BUSINESS

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

VII. NEW BUSINESS

- a. 2010 Fair Market Rents and Payment Standards—Resolution No. 102809-A: JoAnn informed the Board that Riley County is now designated a Metropolitan Statistical Area (MSA) based on the most recent population data. The MSA includes Riley, Pottawatomie and Geary counties. This designation requires the Housing Authority to have only one Fair Market Rent and Payment Standard for all participants, rather than different ones for participants living in Riley & Pottawatomie counties, which are the two counties in the Housing Authority's service area. The Housing Authority's FMR's and Payment Standards will decrease for 3 & 4 bedroom vouchers in Riley County. However, these will not be effective for current participants until the second annual recertification after the decrease in the FMR becomes effective. JoAnn stated that this should minimize the impact of the decrease for current participants. However, the decrease may make it more difficult for new participants with 3 or 4 bedroom vouchers to find suitable housing. Randy asked where the information used to determine the FMR's is from. JoAnn stated that the information is gathered by HUD through surveys. Randy asked if the changes would require changes to be made to the budget. JoAnn responded that there would be no revisions to the budget, as Section 8 funding is based on past usage of funds and the housing authority's baseline number of units, not on what the FMR for the area is. JoAnn also explained to the Board that the Housing Authority currently has several Section 8 participants who have ported out to other housing authorities, but whose HAP is reimbursed to the administering housing authority by the Manhattan Housing Authority, which removes assistance dollars from the Manhattan community. Phil moved to approve Resolution No. 102809-A, approving the 2010 Fair Market Rents and Payment Standards. 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. 2010 Fair Market Rents and Payment Standards for Manufactured Home Space Rental—Resolution No. 102809-B: JoAnn explained that the Section 8 program could assist owners of manufactured homes with lot space rental if the owner of the home was otherwise eligible for Section 8. In order to provide such assistance, the Housing Authority is required to establish a Payment Standard for manufactured home space rental. This is calculated at 80% of the 2-bedroom Fair Market Rent (FMR) Randy moved to approve Resolution No. 102809-B, adopting the 2010 Fair Market Rent and Payment Standard for Manufactured Home Space Rental. 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. Revised Public Housing Flat Rents and Ceiling Rent—Resolution Nos. 102809-C & 102809-D: JoAnn explained that the Quality Housing and Work Responsibility Act of 1998 (QHWRA) required housing authorities to establish Flat Rents and Ceiling Rents for Public Housing units. The Housing Authority's current Flat Rents were established in 2000 and have not been increased since that time. Residents must choose between income based rent and flat rent at their time of recertification. Residents may change the method used to determine their monthly rent once per year

prior to their next recertification, or more often if it is determined that a hardship exists that would be alleviated by a change in rent determination method. The Ceiling Rent must be equal to the Flat Rent after utility allowance is deducted, and represents the maximum amount of rent a resident would pay on the income-based method. Jan asked what percentage of residents elected the flat rent option. JoAnn stated approximately 80% of Apartment Towers residents in efficiency units utilize the flat rent option because the current flat rent is only \$150. The percentage of other residents choosing the flat rent method is much lower. The earliest any current resident would be affected would be March 2010, when annual recertifications for Apartment Towers and Carlson Plaza become effective. Randy asked if residents would receive notice of the changes. JoAnn answered that because the proposed resolution would change the resident's lease the Housing Authority must provide 30 days notice before the change can go into effect. Phil moved to approve Resolution Nos. 102809-C & 102809-D, Revising the Public Housing Flat Rents and Ceiling Rents. Jan seconded. Eileen asked if there were any further comments or discussion. JoAnn added that in the future the Flat Rents and Ceiling Rents would be reviewed more frequently. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

- d. Authorization for the Write-off of Outstanding Checks—Resolution No. 102809-E: Jan moved to approve Resolution No. 102809-E, Authorizing the Write-off of Outstanding Checks. Phil seconded. Randy asked why several of the checks to be written off were in the amount of \$1. Mandy explained that most of the checks to be written off were utility reimbursements to residents whose utility allowance exceeded their total tenant payment when their rent was calculated. The Housing Authority is required to make these payments, but many residents do not ever cash the checks because they are such small amounts. 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 6:45 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair