

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
POTTAWATOMIE COURT COMPUTER LAB  
Manhattan, KS 66502  
November 14, 2007  
5:30 p.m.**

**Members Present:** Bruce Snead  
Gary Olds  
Torry Dickinson  
Eileen Meyer  
Jayme Morris-Hardeman

**Members Absent:** Randy Stitt  
Ida Jane Leupold

**City Commission Liaison:** Bruce Snead

**Staff Present:** JoAnn Sutton, PHM, Executive Director  
Patrick O'Neil, Special Projects Manager  
Michael Wilhoite, Facilities Supervisor

- I. CALL TO ORDER**  
Bruce called the meeting to order at 5:30 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 7:30 p.m.
- III. MINUTES**  
Torry moved to approve the minutes of the October 17, 2007 Regular Meeting as presented. Jayme seconded. Motion carried 4-0.
- IV. EXECUTIVE DIRECTOR'S REPORT**
- a. JoAnn informed the Board that Ida Jane Leupold had received a plaque for Commissioner of the Year from Southwest NAHRO at the Kansas NAHRO conference. The Housing Authority was also awarded the Best Annual Report for Southwest NAHRO.
  - b. JoAnn introduced Kyra O'Brien, Work Study, who was recently hired by the Housing Authority.
  - c. JoAnn reported that she had attended the National NAHRO conference in San Diego, where she attended sessions on mixed-finance projects. JoAnn also attended a conference on low-income tax credit projects in Los Angeles following the NAHRO conference. Torry asked if other housing authorities in the area were participating in mixed finance projects. JoAnn

stated that at this time the Housing Authority was the only agency in the state to have participated in such a project; however Salina Housing Authority and Junction City Housing Authority were currently considering such projects. Torry asked how many agencies nation wide were participating in mixed-finance. JoAnn stated that there were several throughout the country and that she expected the number to increase in the future. Torry asked about the possibility of hosting a conference for agencies who may be interested in mixed-finance projects. JoAnn said she thought this may be a goal that could be set for the Housing Authority, with the possibility of finding a sponsor such as NAHRO to underwrite the conference.

- d. JoAnn gave an update on the Memorandum of Agreement (MOA) which the Housing Authority has entered into with HUD. Several of the targets set in the MOA have been accomplished. Items not yet accomplished are anticipated to be completed by the end of the year. JoAnn stated that the units at Flint Hills Place have not yet been removed from the PIC system. Once this is completed, the Housing Authority will be designated a small housing authority. The Housing Authority will be assessed by HUD every other year once it is designated a small housing authority.
- e. Gary asked about the number of participants in the FSS and ROSS programs. JoAnn stated she would check on this information to be sure it was accurate.
- f. Gary asked about the amount of HAP funds available for 2007. JoAnn explained that part of the large amount is the result of the 2004 settlement which was received from HUD this year. JoAnn stated that offer letters had been sent to attempt to place more participants on the program; however, there has been a very low response rate from applicants. The Housing Authority is continuing efforts to issue vouchers and increase the number of leased units under the program. Gary asked whose salaries are paid from Administrative Fees earned from the Section 8 program. JoAnn stated that only employees with work responsibilities related to the Section 8 program are funded from administrative fees.
- g. Torry asked how training needs included in the MOA were established. JoAnn responded that as part of the initial review assessors made recommendations for staff training. Needs were also determined by reviewing past audit reports, receiving staff input, and Executive Directors input. Training needs are also discussed at staff retreats and during staff meetings.

**V. COMMISSIONER'S COMMENTS**

- a. There were no Commissioner comments.

**VI. OLD BUSINESS**

- a. An update on The Gardens was given. The final walk through inspection has been completed. All major items have been corrected at this time.
- b. An update of the Flint Hills Place redevelopment was given. Carpeting and interior painting has begun. A walk-through inspection was conducted on October 26. There have been some delays with receiving

materials; however, this is not anticipated to adversely affect construction. Changes have been made to the relocation plan, as the developer and the state would prefer that the first six buildings be filled as soon as possible. JoAnn stated she was concerned about “clustering” public housing residents in one area of the complex. Staff is currently attempting to schedule a conference call with the developer and the state to discuss this issue.

- c. Contribution to MESI Building Fund (Discussion): JoAnn reported that she had not yet received a response from HUD regarding the usage of Special Purpose Account funds. The issue will be discussed once a decision from HUD is received.

## **VII. NEW BUSINESS**

- a. 2007 Operating Budget Revision-Resolution No. 111407-A: JoAnn gave a brief overview of the proposed budget revisions. The original 2007 Operating Budget anticipated that \$52,000 would be available to be placed into reserves. However, the Operating Subsidy received from HUD was \$100,000 less than expected. JoAnn stated that the auditor had informed the Housing Authority that salaries could not be allocated out of grant funds which had not yet been received, which had been the previous practice. This has caused the Housing Authority to utilize \$57,453 from the Operating Reserve to pay salaries. Gary asked what percentage of the Operating Reserve this represented. JoAnn stated that she was not sure of the percentage, but that the Operating Reserve will be less than \$100,000. The Public Housing department will be paid back \$43,000 from the Section 8 program. This amount will be added to the Operating Reserves. Gary moved to approve Resolution No. 111407-A, adopting the 2007 Operating Budget Revision. Eileen seconded. Bruce asked if there was any further discussion. There were no further comments or discussion. Bruce called for a roll call vote. Roll call vote carried 5-0.
- b. 2008 Operating Budget-Resolution No. 111407-B: JoAnn gave an overview of the 2008 Operating Budget. The 2008 Operating Budget was helped by having a more accurate estimate of the operating subsidy which will be received. JoAnn stated that the Housing Authority had been forced to utilize funds from the Operating Reserve for the past several years. In order prevent this from happening again the Housing Authority is eliminating one Part-time Custodian position and one Temporary Maintenance Worker I position, both of which are currently vacant. In addition, one Maintenance Worker II position will be eliminated. JoAnn stated that other positions will be reviewed as necessary. Grant funded positions which do not receive additional grant funds may also be eliminated when the grant funds are expended. The Housing Authority will continue to assess the needs of the organization and which positions could be combined or eliminated if necessary. JoAnn stated that resident services, such as computer labs, may have to be eliminated if funding cannot be found for them. Eileen asked how the decision of which

positions were eliminated was reached. JoAnn stated that all positions were reviewed. It was anticipated that properties such as the Gardens and Flint Hills Place, due to rehabilitation, should require less maintenance in the future, which allowed for a reduction in maintenance staff. Administrative positions are also under consideration for elimination if necessary. Jayme asked if HUD funding was decreasing nation wide. JoAnn responded that funding levels were currently at an all-time low. Gary asked what the net effect on funding was. JoAnn stated that some years there is a dollar amount increase, but that the amount does not match increases in costs. Some years will also result in a net decrease. JoAnn stated that the goal of the Housing Authority is to increase Operating Reserves to three months. The 2008 Budget will allow for 1.27 months of reserves. Bruce moved to approve Resolution No. 111407-B, adopting the 2008 Operating Budget. Gary seconded. Bruce asked if there was any further discussion. There were no further comments or discussion. Bruce called for a roll call vote. Roll call vote carried 4-0. (Jayme left the meeting prior to vote being called)

- c. Write-Off of Uncollectible Accounts-Resolution No. 111407-C: Gary moved to approve Resolution No. 111407-C, adopting the Write-Off of Uncollectible Accounts. Torry seconded. Bruce asked if there was any further discussion. JoAnn explained that it is necessary to clear these accounts from the books each year. There were no further comments or discussion. Bruce called for a roll call vote. Roll call vote carried 4-0.
- d. Disposal of Obsolete Property-Resolution No. 111407-D: Torry moved to approve Resolution No. 111407-D, adopting the Disposal of Obsolete Property. Gary seconded. Bruce asked if there was any further discussion. JoAnn explained that the items listed were not usable or able to be re-sold. There were no further comments or discussion. Bruce called for a roll call vote. Roll call vote carried 4-0.
- e. Scheduled Executive Director Evaluation: Bruce explained the evaluation process. It was agreed that evaluation forms will be turned in to Randy by December 7, 2007. Randy will compile the comments and scores and distribute these to Board members by December 12<sup>th</sup>. The Board agreed on December 19 as the date for the Executive Director's evaluation.

### **VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 6:38 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair