

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
November 15, 2010
5:30 p.m.**

Members Present:

Eileen Meyer
Ida Jane Leupold
Jan Galitzer
Phil Anderson
Lorenza Lockett

Members Absent:

Randy Stitt
Bob Strawn

City Commission Liaison:

Bruce Snead, City Commissioner (attended as non-voting representative of Bob Strawn)

Staff Present:

JoAnn Sutton, Executive Director
Mandy Thomas, Assistant Executive Director
Michael Wilhoite, Facilities Supervisor
Patrick O'Neil, Special Projects Manager

I. CALL TO ORDER

Eileen 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. Five Year Service Award: JoAnn presented Julius Beall, Custodian, with a Certificate of Appreciation and a Service Award check in recognition of five years of service to the Manhattan Housing Authority.
- c. Adjournment Time: Adjournment time was set for no later than 7:00 p.m.

III. MINUTES

Jan moved to approve the minutes of the October 20, 2010 Regular meeting as presented. Ida Jane seconded. Motion carried 5-0.

IV. EXECUTIVE DIRECTORS REPORT

- a. JoAnn reminded the Board that Housing Authority staff would be attending the Kansas NAHRO Fall Conference in Hutchinson on November 16-18, 2010. Three Commissioners (Ida Jane, Phil and Lorenza) will also be attending the conference.
- b. Phil asked about inspections conducted by the Housing Authority for Manhattan Emergency Shelter, Inc. (MESI) assisted properties. JoAnn stated that several of the units had failed the inspections and were awaiting re-inspection once repairs were completed; one unit has been re-inspected

and passed inspection. Bruce stated that the City of Manhattan would be interested in hearing of any problems or issues that are found with the new rental inspection program so that improvements can be made to the process. JoAnn added that she had spoken with Rick Berry of Code Services regarding Tenant Based Rental Assistance (TBRA) inspections which are conducted in order for the Housing Authority to provide one-time security and utility deposit assistance. JoAnn recommended that TBRA units not be considered exempt from inspection by the City, as the Housing Authority does not conduct any additional inspections on these units after the initial inspection has passed if they are not receiving any other type of rental assistance. MESI may have staff certified in HQS inspections so that they are able to conduct their own inspections in the future.

V. COMMISSIONER'S COMMENTS

- a. Eileen stated that she would distribute Executive Director annual evaluation forms to Board members; forms should be completed and returned to Eileen by December 2, 2010, so that all results can be consolidated into one report and distributed to Board members. JoAnn stated that the Executive Director's evaluation could be completed during an Executive Session at the December 15, 2010 Regular meeting, or the Board could choose to hold a Special Meeting for the purpose of completing the Executive Director's evaluation. The Board agreed to complete the Executive Director's evaluation during Executive Session at the December 15, 2010 Regular meeting. JoAnn will send all Commissioners copies of the Executive Director's monthly reports for review.

VI. OLD BUSINESS

No Old Business

VII. NEW BUSINESS

- a. Tenants Accounts Receivable Write-off – Resolution No. 111510-A:
JoAnn explained that, as an accounting procedure, it is necessary to write-off the outstanding balances of former tenants if the accounts have been deemed unable or unlikely to be collected. The accounts may be uncollectible due to death of the former tenant, the Housing Authority being unable to locate the former tenant or the former tenant being on a fixed income and unable to work. Former tenants owing the Housing Authority who are known to be employed are sent to the Kansas Set-off Program, which collects the accounts through garnishment of state tax returns. Mandy stated that \$40,000 - \$50,000 in outstanding balances had been collected through the program over the past three years. All outstanding balances written off remain valid and must be paid in full for the former resident to receive future assistance from any programs administered by the Manhattan Housing Authority. Jan asked if the amount included in the write-off was larger than usual. Mandy stated that the amount was larger than usual, and that the Housing Authority will

sometimes present two write-off resolutions during the year if the amount becomes too large. Ida Jane asked if there were any outstanding accounts from The Gardens or Flint Hills Improvements, Inc. Mandy replied that because these two properties were not owned by the Housing Authority, any outstanding balances for these properties could not be included as part of the Housing Authority write-off resolutions. Phil moved to approve Resolution No. 111510-A, adopting the Tenants Accounts Receivable Write-Off. Lorenza 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 5-0.

- b. 2011 Merit Increases – Resolution No. 111510-B: JoAnn stated that the Housing Authority was not recommending a Cost of Living Adjustment for 2011 due to low inflation rates; no COLA was recommended in the previous year, also due to low inflation. JoAnn added that the Housing Authority's Salary Administration policy had not been updated in several years. A salary review was conducted in 2010; however, the desired increase in salaries identified by the survey could not be accommodated by the Housing Authority's budget in a one year period. Phil suggested that staff develop a Salary Administration policy revision over the coming year. Jan suggested a 2-3 year period to phase in changes to the policy. Bruce stated that the proposed Merit increases were very generous in comparison to most public agencies. Jan asked if the proposed increases were included in the 2011 budget. JoAnn stated that the budget is always calculated based on a projected 5% increase in salaries; however, the increase in salaries are generally less than budgeted. Jan moved to approve Resolution No. 111510-B, adopting the 2011 Merit Increases. 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 5-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:55 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair