

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
November 16, 2005
5:30 p.m.**

Members Present:

Katherine Burgess
Ida Jane Leupold
Bruce Snead
Carol Gould
Gary Olds
Phil Anderson

Members Absent:

Randy Stitt

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Matt Bobian, Contract Officer
Michelle Speicher, Resident Services Coordinator

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. COMMISSIONER COMMENTS

Bruce welcomed Phil Anderson to the Housing Authority Board of Commissioners. Phil was appointed to fill out Kathy's unexpired term.

Gary stated that he thought the trees out front needed to be trimmed so that the branches were not tattering the flag on the pole.

Ida commented on attending Kansas NAHRO in Topeka November 7-10. She took that time to thank the Housing Authority for allowing her to attend.

Bruce explained to the Board the Warm Homes Project. The State of Kansas has put together approximately 10,000 warm home kits for conservation on heating bills this winter. They cost around \$25 a piece, and will be distributed at the National Guard, and various other agencies.

Bruce found it appropriate that the Helping Hands program could help in getting some of these kits put into homes of people that needed them the most.

IV. MINUTES

It was moved and seconded to approve the October 19, 2005 meeting minutes as presented.
Motion carried 5-0.

V. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. Michelle Speicher, Resident Services Coordinator, presented the Fire Safety & Prevention Week poster contest winners with their cash prizes. The theme of the contest was Using Candles With Care. Andrew Osborn, Anthony Toliver, and Clarissa Hall were all 1st Place winners in their age group. Truth Wilson was the 2nd Place Winner in his age group.
- b. Written verification was received from HUD that the SEMAP Appeal was approved. The Housing Authority went from an 87% to 95%, which now enabled the Section 8 Department as high performing agency.
- c. The Resident Holiday Social will be held on Saturday, December 3rd from 5:00 p.m. – 8:00 p.m. at the Senior Citizens Center. Food and fun will be provided.
- d. At the recent NAHRO Conference there was a lot of discussion of prisoner re-entry into Public Housing.
- e. JoAnn will be out of the office November 23rd and 28th. The Office is closed on November 24th and November 25th for Thanksgiving.

Gary requested that there be a more informative table for the usage of the computer labs. He also pointed out the numbers in the revenue report were the same, and they should not be. Also, the question was raised on where the unspent Helping Hands grant money went to at the end of the grant year. It was stated it went back to the City of Manhattan SSAB.

Ida asked if it the Section 8 program is supposed to have an Advisory Board similar to Public Housing. JoAnn stated that this was an issue that was also brought to many Housing Authorities attention at the conference last week.

VI. OLD BUSINESS

- a. Update on the Gardens at Flint Hills: Jim Moore, the developer for the Gardens at Flint Hills was introduced to the Board. At this time Friday, December 9, 2005 at 12:00 p.m. was the date set for the Groundbreaking Ceremony. Jim told the board that from start to finish the project should take about nine to ten months.

Carol requested that a special page be linked to the MHA website that follows the progress of the Gardens project.

VII. NEW BUSINESS

- a. 2005 Operating Budget Revision: JoAnn explained the reasons for the budget revision. Gary asked if the Board could have a summary of how much was in reserves at the next meeting. Gary moved to approve Resolution No. 111605-A, adopting the 2005 Operating Budget Revision for the Manhattan Housing Authority. Ida seconded. Motion carried by roll call vote 6-0.
- b. 2006 Merit and Cost of Living Increases: JoAnn informed the actions taken by both Riley County and the City of Manhattan for Cost of Living. It was explained to the Board the distribution of the merit increases based on the evaluation rating. Board recommendations were that the distributions were weighed to heavily at the top of the scale. It was also the consensus that the increases should be given at the discretion of the Executive Director. Bruce moved to approve Merit and Cost of Living Increases for 2006 with the amendment that the distribution for merit will be at Executive Director's discretion, as not to exceed 3%. Carol seconded. Motion carried by roll call vote 5-1.
- c. 2005 Merit Awards: JoAnn stated that there was no record of this item being brought to the attention of the Board in the past three years. In the past awards have been given based on employee evaluation rating. It was decided by consensus of the Board that the most equal distribution would be the give awards based on the number of years of service. It was left to the discretion of the Executive Director on the amounts of the awards. Bruce moved to leave the matter at Executive Discretion. Kathy seconded. Motion carried by roll call vote 6-0.
- d. Discussion regarding appointment of Board Member(s) and Waiver of Conflict of Interest: There was no memo attached with the resolution and JoAnn explained that because the new appointment to the Board was a Section 8 Landlord, there needed to be a Conflict Waiver signed. It was also uncovered that every Board member should probably be filling out a waiver form. The form presented at the meeting was possibly outdated, and a new form will be available for all Board Members to sign. Carol moved to approve Resolution 111605-C Authorizing a Conflict of Interest Waiver for the Appointment to the Board of Commissioners. Kathy seconded. Motion carried by roll call vote 5-1.
- e. Flint Hills Place Rehabilitation: Once again, Jim Moore, the developer for the Gardens at Flint Hills was introduced to the Board. At this time Jim discussed plans for a rehab of the existing units at Flint Hills Place. Jim explained that there is Housing in Omaha, NE that has retained funds through the same source that he would initially apply for funding. The funds would come from a State Agency that wants to spend monies to rehabilitate existing Housing units. It would be a \$3 Million project that would include interior and exterior work, landscape, sidewalks, etc. There has been a plan designed to income target individuals as they move in and out of Flint Hills, as not to displace any families that are currently living there. The project would leave thirty of the existing units as Public Housing, and the other thirty would become tax credit units. The date for submitting the application is January 2006. The Board requested more information on the Financials of the project, the impact on families that are currently participants in the Public Housing Program, a list of steps that need to be taken before January and beyond, and also how the Housing Authority plans to target certain income groups. The information will be provided upon the next meeting.

At this time (8:10) the Board took a restroom / drink break.

- f. Executive Director Evaluation: It was explained to the Board members that were not present at the last meeting that at this time the Board would put a rating on JoAnn's six month evaluation so that she would be on the same evaluation cycle as the rest of the staff. Bruce moved to move into Executive Session until 8:35 p.m. for the purpose of discussing personnel matters of non-elected personnel pertaining to the Annual Performance Evaluation of the Executive Director. Ida seconded. Motion carried by a roll call vote 6-0.

- g. Reconvene for Action on Executive Session: Bruce moved to award JoAnn with a satisfactory evaluation rating including only a Cost of Living Increase. Phil seconded. Motion carried by a roll call vote 6-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 8:40 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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