



MANHATTAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS REGULAR MEETING

**(VIA ZOOM & FACEBOOK LIVE)
February 23, 2022 - 5:30 P.M.**

NOTE: Due to precautions associated with the COVID-19 pandemic, all MHA Offices have limited open hours to the public. This meeting will be held via video conference with Board Members, staff, and presenters participating remotely. Agenda items are available on MHA's website at www.mhaks.com.

Live public comment during the meeting will also not be permitted; however, written public comments may be submitted by emailing the Executive Director at Estabrook@mhaks.org or calling the Executive Director at (785) 776-8588 Ext. 308. Public comments must be submitted by 5:00 pm on Tuesday, Sept 21, 2021, to be communicated to the Commission prior to the meeting for their consideration.

You may access the board meeting utilizing the following:

Facebook Live:

<https://www.facebook.com/ManhattanHousingAuthority/>

Access Zoom Meeting:

<https://us02web.zoom.us/j/82043252142?pwd=amI5Y0ZySEtoRXVCMk90ZGxpMm1RZz09>

Meeting ID: 820 4325 2142

Passcode: 486056

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 820 4325 2142

Passcode: 486056

Find your local number: <https://us02web.zoom.us/u/k1QZvJoFX>

A recording will be made available on MHA's YouTube and website after the meeting.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a reasonable accommodation, we ask that you request what assistance is desired by contacting the Manhattan Housing Authority, 300 North 5th Street (P.O. Box 1024), Manhattan, Kansas, 66505-1024, or call (785) 776-8588 (or 1-800-766-3777 TTD Kansas Relay Center). We are here to assist you.

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Regular meeting: Feb 23, 2022 - 5:30 P.M.

Zoom Link:

<https://us02web.zoom.us/j/82043252142?pwd=am15Y0ZySEtoRXVCMk90ZGxpMm1RZz09>

TOPIC	<u>AGENDA</u>	Approx. Time
1.	<u>CALL TO ORDER</u> 1.1. Roll Call	- 5:30PM
2.	<u>PUBLIC COMMENT</u> 2.1 Open Forum	- 5:35PM
3.	<u>APPROVAL OF MINUTES</u> 3.1 Board Meeting Minutes – Jan 2022	
4.	<u>EXECUTIVE SESSION</u> 4.1. Intelligent Integration Systems (IT Update)	- 5:45PM
5.	<u>FINANCIAL REPORTS</u> 5.1 Executive Summary 5.2 December Financials (update from Fee Accountant)	- 6:00PM
6.	<u>EXECUTIVE DIRECTOR REPORT</u> 6.1 Executive Summary – Program Updates 6.2 Staff Changes / Promotions 6.3 Occupancy Update 6.4 HUD Recovery Agreement Progress 6.5 Outreach and Community Partners 6.6 COVID / Pandemic Update 6.7 Co-Developer Status Update 6.8 SPARK Grants (\$12.7M requested) 6.9 Operating Subsidy Increased (\$70K) 6.10 State Housing Office - Request (Statewide Afghan Resettlement)	- 6:15PM
7.	<u>COMMISSIONER COMMENTS</u>	- 6:30PM
8.	<u>NEW BUSINESS</u>	- 6:35PM
9.	<u>ADJOURNMENT</u>	

Open Forum

The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Manhattan Housing Authority.

The Public Comment Policy must be adhered to by anyone wishing to comment. To review the Policy, visit www.mhaks.com or contact the Manhattan Housing Authority at (785) 776-8588.

Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Manhattan Housing Authority management.

Minutes

4.1 Board Meeting Minutes – Jan 2022

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
Remotely via Zoom and Facebook Live
Manhattan, KS 66502
JANUARY 19, 2022
5:30 p.m.**

Video Recording of Meeting

Members Present: Janis Clare Galitzer, Chair (Remotely)
Livie Olsen, Vice Chair (Remotely)
John Matta (Remotely)
Brad Claussen (Remotely)
Ace Hall (Remotely)

Members Absent: Kennedy Clark
Vacant Resident Commissioner

Staff Present: Aaron Estabrook, Executive Director (Remotely)
Patrick O’Neil, Assistant Executive Director (Remotely)

Guest: No guests present

I. CALL TO ORDER

Chairperson Galitzer called the meeting to order at 5:34 p.m.

II. ROLL CALL

Chairperson Galitzer – present
Vice Chair Olsen – present
Commissioner Matta – present
Commissioner Clark – absent
Commissioner Claussen – present
Commissioner Hall - present
Five (5) commissioners present during roll call

III. OPEN FORUM - Mr. Estabrook stated there were no public comments submitted prior to the meeting.

IV. APPROVAL OF MINUTES

Vice Chair Olsen moved to approve the December 22, 2021, Regular Meeting minutes. Seconded by Commissioner Claussen.

There being no further discussion, motion carried by roll call vote 4-0, with 1 abstention.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta			X	
Clark				X
Claussen	X			
Hall	X			

V. FINANCIAL REPORTS

Mr. Estabrook explained that December 2021 financial reports had not yet been received from the fee accountant. The Housing Authority has received notification from HUD that Housing Choice Voucher (HCV) funding has been approved for January 2022 and February 2022 at 98.5% for housing assistance payments and 84% for administrative fees. Mr. Estabrook provided a review of Bridges to Housing Stability (BHS) utilization through December 31, 2021.

As there were no financial reports received from the fee accountant as of the date of the meeting, no further action was taken.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer				
Olsen				
Matta				
Clark				
Claussen				
Hall				

VI. EXECUTIVE DIRECTOR REPORT

Mr. Estabrook updated the Board on maintenance activities. Maintenance staff has been working very hard with snow removal and preparation for REAC inspections. The high winds which occurred on December 15, 2022, resulted in many downed branches at the scattered sites and some roof damage. FHI Apartments suffered the most roof damage. Maintenance staff has been in communication with contractors for estimates.

Mr. Estabrook explained the Executive Director report and answer questions from the Commissioners.

Mr. Estabrook explained the following items to the Commissioners:

- a. Training
 - i. Romeo Vega is preparing for Housing Quality Standards (HQS) training to become a certified inspector for the HCV program.
 - ii. Jeremy Meek, Housing Manager, is completing on-line rent calculation training.
 - iii. Ace Hall will be completing Commissioner Fundamentals training
- b. Occupancy Report update
- c. RFQ for Carlson Plaza project developer was extended to January 23, 2022
- d. Outreach and Community Partners
- e. HUD Recovery Agreement Progress update
- f. Pandemic/COVID update

VII. COMMISSIONER COMMENTS

Mr. Estabrook and the Board recognized Linda Morse for her six years of service to the Housing Authority as a Commissioner. The Board also recognized and welcomed John Matta as Commissioner.

VIII. DISCUSSION ONLY

- a. REAC Inspections (January 24 – 25, 2022): Mr. Estabrook explained that HUD had denied a request to re-schedule inspections due to high volume off COVID cases. The REAC inspection will

be conducted; however, the inspection score will only serve as a baseline for future inspections and will not affect the Housing Authority’s status.

- b. FHI – Faircloth to RAD “Notice of Anticipated RAD rents letter”: Mr. Estabrook continues to communicate with owners off FHI Apartments, Inc. regarding conversion process.
- c. Carlson Plaza Off-line Units Submission: Units have not been taken off-line at this time. Staff is communicating with HUD regarding the timing of removing these units from inventory.
- d. Co-Developer RFP Update: One proposal has been received. A review committee including Commissioner Hall, Commissioner Claussen, Jim Bowman (National Church Residences), and Sheila Jackson (HUD consultant), as well as staff, will meet to review proposal.

IX. NEW BUSINESS

Disposal of Obsolete Property – Resolution 011922-A

Mr. Estabrook explained that two maintenance trucks were being replaced with vehicles that will better meet the maintenance department’s needs. The current vehicles will either be traded or sold. Vice Chair Olsen moved to approve Resolution 011922-A. Commissioner Matta seconded.

There being no further discussion, motion carried by roll call vote 5-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark				X
Claussen	X			
Hall	X			

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:38 p.m.

Respectfully Submitted,

Janis Clare Galitzer, Chair

Aaron Estabrook, Executive Director

Executive Session

Recess into Executive Session

Closed (executive) sessions may be called for certain reasons.

The most common topics are the following:

- Personnel matters of non-elected personnel;
- Consultation with attorney on matters deemed to be of attorney-client privilege;
- Data relating to financial affairs or trade secrets of second parties;
- Preliminary discussions about acquisition of real estate;
- Discussions about security matters; and
- Other lawful purposes pursuant to the Kansas Open Meetings Act.

The motion to recess to executive session shall be made as follows:

"I move to recess to executive session for (Discussion about security matters related to new technology acquisition) and reconvene the open meeting here at _____: _____ p.m.."

The motion may also state who is to be present in the executive session. This motion must be made, seconded and carried, and the complete motion shall be recorded in the minutes of the meeting.

Upon returning from executive session, the Board Chair (or another member) reports the time returned and that no binding action was taken

Financial Reports

- 4.1 Executive Summary
- 4.2 Public Housing Accounting
- 4.3 Housing Choice Voucher Accounting

Executive Director Report

- 6.1 Executive Summary – Program Updates
- 6.2 Staff Changes / Promotions
- 6.3 Occupancy Update
- 6.4 HUD Recovery Agreement Progress
- 6.5 Outreach and Community Partners
- 6.6 COVID / Pandemic Update
- 6.7 Co-Developer Status Update
- 6.8 SPARK Grants (\$12.7M requested)
- 6.9 Operating Subsidy Increased (\$70K)
- 6.10 State Housing Office - Request

Commissioners Comments

The Commissioners Comments item is an opportunity for Commissioners to share community information and/or provide relevant public comments.

New Business

ADJOURNMENT

**The Next Regular Meeting is
scheduled for 5:30 pm on the
3rd Wednesday of next Month*