



Annual Report

Fiscal Year 2013

April 1, 2013 -- March 31, 2014

Michelle Orthaus
President

Patricia S. Tyus, MBA, PHM
Executive Director



A MESSAGE FROM THE EXECUTIVE DIRECTOR

We work in a profession that provides an essential humanitarian service to individual and families of our community. We have limited resources with which we must serve as many people in the community as possible. By making the most of what we have and serving as many individuals in need as we can, the Jackson Housing Commission (JHC) is positioned for more opportunities, resources, and partnerships.

The mission of the JHC is to assist low income families with securing safe, decent and affordable housing; create opportunities for resident and participant families to achieve self-sufficiency and economic independence; and assure fiscal and program integrity by all program participants.

JHC entered into an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD). HUD requires JHC to manage and operate affordable housing units in accordance with federal laws and regulations. The Michigan Housing Facilities Act 18 of 1933 delineates the legal rights of JHC. JHC is governed by a five-member Board of Commissioners appointed to five (5) year staggered terms by the Mayor of Jackson, with the consent of City Council. Board members volunteer their time and talents.

The commitment and hard work of our staff is our greatest assets. JHC has a team of employees that works daily to accomplish our mission, while providing exceptional service to our residents, clients, partners and customers in a focused environment where all are treated with dignity. In comparison to the number of individuals requesting service, the challenges of our work remains daunting. In spite of the overwhelming changes in the executive management staff, JHC's staff has remained focused on strong employee engagement ensuring accountability and effective communication. The staff has remained committed to the task of the mission to maintaining safe, decent, affordable housing, while providing excellent opportunities for residents and families to engage in fun and good learning experiences.

I am committed to leading the staff and their efforts with innovative approaches. I am committed making our developments an excellent place to live and play. I appreciate the outstanding work of our staff. Their genuine concern for our residents is essential to our success as our organization moves forward.

Patricia Tyus, MBA, PHM
Executive Director

COMMISSION TIMELINE

- **February 26, 1946**
Created by City Ordinance 196 under the Federal Public Housing Act and the State of Michigan's Public Act 18 of 1937.
- **August 23, 1949**
A Housing Committee consisting of 12 citizens was appointed to develop a comprehensive study of low rent housing needs in the City. The Committee recommended that the Commission develop low rent public housing.
- **June 27, 1963**
Executed the first Annual Contributions Contract with the Federal Government.
- **October 1965**
Completed construction of Chalet Terrace, a combination of 32 elderly and 68 family units.
- **October 1967**
Purchased an existing eleven-year old apartment building and converted it to low rent housing for elderly and disabled residents. It now stands as Building A in Reed Manor.
- **1969 to 1972**
Completed construction of six new buildings for elderly residents bringing the total to 295 units at Reed Manor. (Due to a severe fire during construction, completion of Building I was delayed.)
- **1980 and 1982**
Completed two construction phases of Shahan-Blackstone North Apartments consisting of 108 family units.
- **June 1987**
Established the Section 8 Program for low income families to rent affordable housing in the private market.
- **Spring 1992**
Built 50 three bedroom single family "scattered site" homes throughout the city of Jackson.
- **March 2006 to June 2008**
Sold ten (10) scattered site homes under the Commission's Home Ownership Program.
- **September 2012**
Completed 504 Conversions at Reed Manor.
- **October 2012**
Completed Renovations on C-Building for Public Housing, Section 8, and Administrative Offices.

ORGANIZATIONAL LEADERSHIP AND SUPPORT

Board of Commissioners

Name	Title	Term of Office
Michelle Orthaus	President	2011 - Present
James Starks	Commissioner	2012 - Present
Patricia Davis-Dye	Resident Commissioner	2011- Present
Michelle Woods	Commissioner	2012 - Present
Gerald Montgomery	Vise-President	2012 - Present

Executive Team

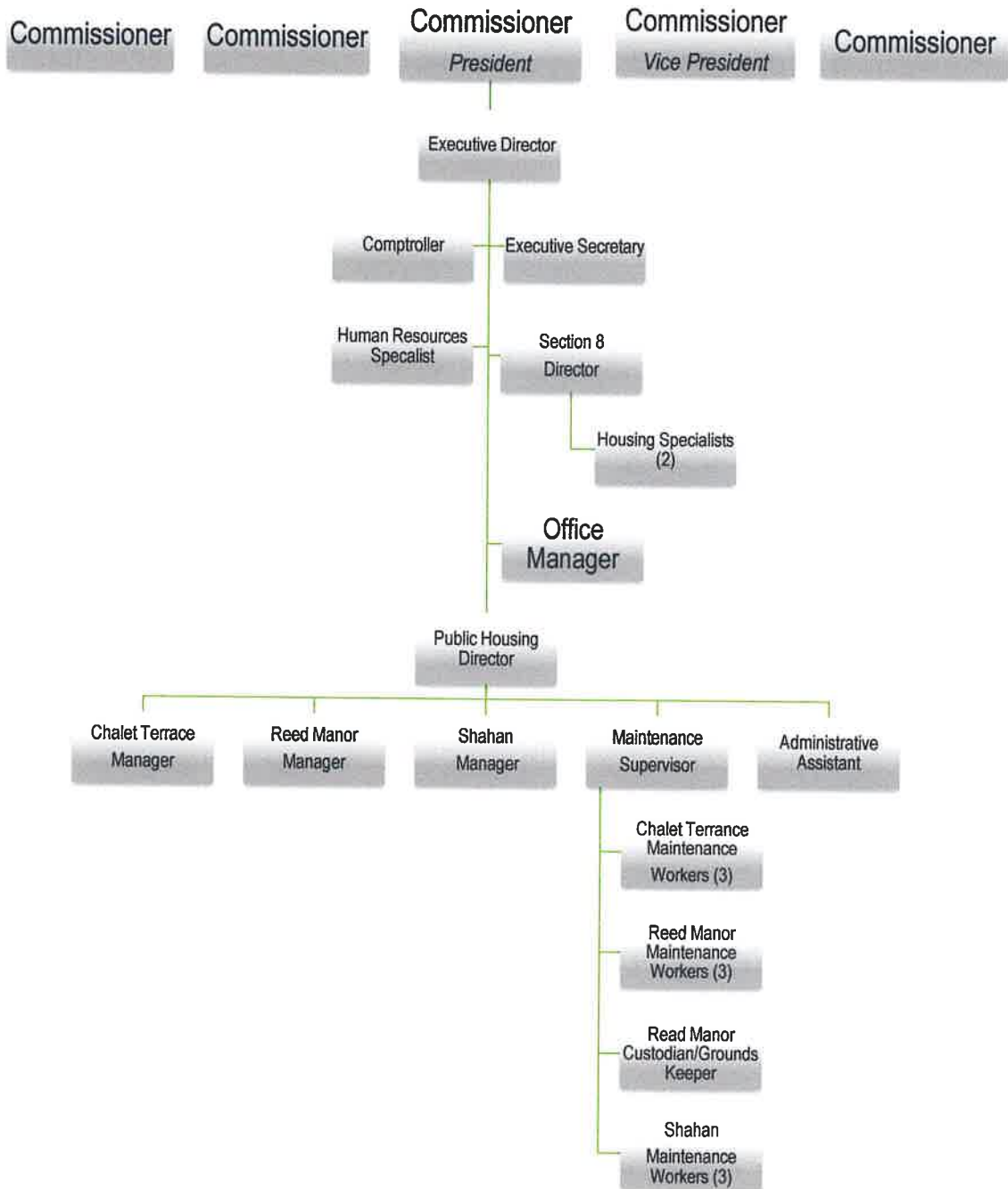
Name	Title	Years of Service
Patricia Tyus	Executive Director	5 months
Katie Dickerson	Executive Secretary	2
Connie I. Crandall	Public Housing Director	21
Shari Boyce	Section 8 Director	12
Ray A. Caddell	Maintenance Supervisor	26

Personnel

Name	Title	Years of Service
Brenda Fridd	Office Manager	26
Gloria Harris	Comptroller	2
Joseph Arnold	Maintenance Worker	25
Gary Cram	Maintenance Worker	27
Cynthia M. Davis	Sr. Maintenance Team Leader	33
Mark Fountain	Maintenance Team Leader	3
Cheryl Fox-Hegwood	Asset Manager	7
Daphney Sullivan	Asset Manager	3
Richard Jackman	Maintenance Worker	2
Jacqueline A. McClintic	Asset Manager	6
Lorenzo W. Neal	Maintenance Worker	28
Mark Oakley	Maintenance Worker	10
Larry Young	Maintenance Worker	12
Jannaa Pool	Administrative Assistant	6 months
Catherine Greer	Housing Specialist	2 months
Danielle Lamb	Housing Specialist	2 months
Deborah Davis	Human Resources Specialist	2 months
Matthew Weston	Maintenance Worker	0 (new hire)
Nicholas Hertzfeld	Custodian/Groundskeeper	0(new hire)

# of Full-Time and Part-Time Employees:	24
# of Employees with 20 or More Years of Service:	7
Average Years of Service:	12

ORGANIZATIONAL CHART



Who We Serve:

DEMOGRAPHICS

2.0	Average Family Size
15%	Elderly Heads of Household (Age 62+)
85%	Non-Elderly Heads of Household (Age <61)
64%	Female Heads of Household
36%	Male Heads of Household
54%	Disabled Heads of Household
47%	Non-Minority Heads of Household
53%	Minority Heads of Household

SOURCES OF INCOME by HOUSEHOLD Count

1	Own a Business
34	Receive Child Support
10	General Assistance
411	Other Nonwage Sources
15	Pension
209	SSI
197	Social Security
131	TANF (Formerly AFDC)
3	Unemployment Benefits
158	Other Wages

INCOME LEVELS

77%	Extremely Low
18%	Very Low
5%	Low

TIME ON PROGRAM

16%	<1 Year
16%	<2 Years
11%	<3 Years
10%	<4 Years
6%	<5 Years
51%	>5 Years

Public Housing

JHC manages and operates Chalet Terrace, Reed Manor, Shahan-Blackstone developments and various scattered sites for a total of 540 units in the city of Jackson. JHC provides housing to approximately 1,010 people and 539 families in public housing.

Chalet Terrace is a combination of 32 elderly and 96 family units, including scatter sites.

Reed Manor complex, made up of 9 building, is a combination of zero and one bedroom apartment for a total of 292 units. C building houses the Central Administrative offices of JHC for both Public Housing and the Section 8 Housing Choice Voucher Program.

Shahan Blackstone located in the northern region of Jackson is a combination of 122 family units of various bedroom sizes.

Range of Income

13%	\$0 - \$4,999
18%	\$5,000-\$9,999
43%	\$10,000-\$14,999
13%	\$15,000-\$19,999
6%	\$20,000-\$24,999
8%	>\$25,000

DEMOGRAPHICS

3.0	Average Family Size
11%	Elderly Heads of Household (Age 62+)
89%	Non-Elderly Heads of Household (Age <61)
91%	Female Heads of Household
9%	Male Heads of Household
38%	Disabled Heads of Household
40%	Non-Minority Heads of Household
60%	Minority Heads of Household

SOURCES OF INCOME by HOUSEHOLD COUNT

1	Indian Trust/Per Capita
79	Receive Child Support
1	General Assistance
60	Other Nonwage Sources
5	Pension
320	SSI
176	Social Security
416	TANF (Formerly AFDC)
6	Unemployment Benefits
258	Other Wages

INCOME LEVELS

71%	Extremely Low
24%	Very Low
5%	Low

TIME ON PROGRAM

6%	<1 Year
12%	<2 Years
2%	<3 Years
15%	<4 Years
4%	<5 Years
61%	>5 Years

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

JHC administers 475 Housing Choice Vouchers in Jackson County, allowing approximately 1,200 people and 461 families to utilize vouchers to find suitable housing of the family's choice.

Public Assistance is the sole source of income for 3% of the Households. Households that are working comprise 37% of households. Of the working households, 75% of households also receive TANF, Over \$2,000,000 of Housing Assistance Payments

was paid to approximately 171 landlords on behalf of the families and individuals the JHS serves.

Range of Income

6%	\$0 - \$4,999
15%	\$5,000-\$9,999
37%	\$10,000-\$14,999
19%	\$15,000-\$19,999
11%	\$20,000-\$24,999
12%	>\$25,000

CAPITAL FUND PROGRAM

JHC is authorized to use funds annually from HUD's Office of Capital Improvements for development, financing, modernization, and management improvements. The projects using capital funds typically help to preserve the housing stock and enhance the living quarters of the residents.

CAPITAL FUND PROGRAM PROJECTS

2013 Capital Fund Program	
Reed Manor	Apartment Door Deadbolts
Reed Manor	Refrigerators
Chalet Terrace	Roofing Replacements
Chalet Terrace	Bathroom Barrier Free Renovations
Shahan Blackstone	Retaining Wall
Shahan Blackstone	Refrigerators

2012 Capital Fund Program	
Chalet Terrace	Lawn/Snow Removal Equipment
Chalet Terrace	Playground Equipment
Chalet Terrace	Playground Safety Surfacing
Chalet Terrace	Concrete Sidewalks
Reed Manor	Parking Lot
Reed Manor	Downspouts/Gutters
Reed Manor	Energy Efficient Exterior Lighting Study
Reed Manor	Energy Efficient Exterior Lighting
Shahan Blackstone	Playground Equipment
Shahan Blackstone	Parking Lot



FINANCIAL REPORT

(Unaudited)

Public Housing Program

Operating Income

Operating Subsidy	\$1,365,577
Dwelling Rent	\$1,010,274
	\$0
Interest Income	
Other Income	\$91,154
Capital Funds for Operations	\$112,128
Section 8 Management Fees	\$30,000
Total Operating Income	\$2,609,133

Operating Expenses

Salaries and Wages	\$558,228
Fringe Benefits	\$707,076
Maintenance Materials	\$115,538
Maintenance Contracts	\$180,111
Security Contract	\$0
Accounting Fees	\$16,350
Audit Fees	\$6,000
Telecommunications	\$992
Travel/Training	\$812
Sundry	\$7,713
Legal	\$19,889
Administrative Services Expense	\$74,777
Office Supplies/Postage	\$73,201
City Admin Fees	\$0
Membership Fees	\$0
PILOT	\$50,493
Insurance Premiums	\$142,359
Tenant Services	\$2,803
Utilities (Gas, Water & Electric)	\$569,297
Collection Losses	\$25,221
Total Operating Expenses	\$2,550,860

Net Income (Loss) **\$58,273**

Section 8 Program

Operating Income

Housing Assistance Revenue	\$2,305,716
Administrative Fees	\$193,485
Port-In HAP	\$1,108
Port-In Administrative Fees	\$242
Fraud Recovery	\$510
Interest Income	\$182
Total Operating Income	\$2,501,243

Operating Expenses

Housing Assistance Payments	\$2,245,317
Salaries	\$52,596
Fringe Benefits	\$54,688
Management Fees	\$30,000
Telecommunications	\$0
Travel/Training	\$0
Postage	\$0
Office Supplies	\$9,973
Inspection Expense	\$14,584
Audit Fees	\$2,499
Sundry	\$17,727
Insurance	\$19,687
Total Operating Expenses	\$2,447,071

Net Income (Loss) **\$54,172**

Community Involvement & Activities

The developments partner with agencies, churches, and Resident Councils to offer various food assistance and fun activities for the clients and residents. The programs include: Summer lunch program; Fire Prevention program; Summer Kid's Explosion; Commodity Food Distribution Program; Saturday Fresh Food Initiative; and Narcotic Anonymous.



RELATIONAL STRUCTURE

