

Jackson Housing Commission

Minutes of the Regular Meeting

August 13, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on August 13, 2014.

Commissioner Orthaus called the meeting to order at 12:00 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Woods, Stark and Davis-Dye. Absent: Montgomery

Also present were: Patricia Tyus, Executive Director
Connie Crandall, Public Housing Director
Shari Boyce, Section 8 Director
Katie Dickerson, Executive Secretary
Gloria Harris, Comptroller

14-08-001 PUBLIC COMMENTS

Barbara Ollinger, Reed Manor Tenant, asked what will be done for the safety of the tenants. She noted that she has resided within Reed Manor for two months. She stated there are drugs in the halls, and she smells all kinds of smells. She said drugs are found often in the fire extinguisher case on the wall.

Ms. Tyus responded stating that the residents are working to start a neighborhood watch. The residents working to start the neighborhood watch met with the Police Chief. She has not received a briefing on the meeting as of date.

Victor, a resident of Reed Manor's I Building, stated there is a misconception with the residents that the cameras do not work. He stated that there are tenants who are urinating in the halls and by the mailboxes. Ms. Crandall & Ms. Tyus asked that he fill out a complaint form so they can review the cameras to see who is doing it. The cameras work; however, they are not monitors continuously.

Ms. Tyus and Ms. Crandall are working on new procedures and policies, such as a policy regarding open alcohol containers, to mirror the City of Jackson's ordinance; however, the change is not an overnight process.

14-08-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD July 16, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting Minutes held July 16, 2014. Commissioner Davis-Dye **SECONDED** the motion.

SECONDED the motion, and upon voice vote, the motion was adopted.

AYES: Orthaus, Davis-Dye, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Montgomery

14-08-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM July 17, 2014 to August 13, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities July 17, 2014 to August 13, 2014. Commissioner Woods **SECONDED** motion, and upon voice vote, the motion was adopted:

AYES: Orthaus, Davis-Dye, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Montgomery

14-08-004 RESOLUTIONS

A. Resolution No. 2014-21: Collection Losses Write-Off August 2014

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$6,034.16 for August 2014. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Davis-Dye, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Montgomery

B. Resolution No. 2014-22: Trash Pick Up Contract

Commissioner Stark **MOVED** to approve the Executive Director to award and execute a contract with Modern Waste Systems, Inc. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Davis-Dye, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Montgomery

14-08-005 DIRECTORS' REPORTS

The Board Reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

Mrs. Boyce reported that the Waiting List opening the previous week resulted in 948 applications being taken. They have roughly 300 of the applications entered, and they are working to enter the remaining applications into the computer. Once completed, they will use a randomizer program to conduct the lottery to determine the waiting list order. They expect to have this completed mid to late September.

Mrs. Boyce noted that the Unit Months Leased (UML) number is concerning to her. It is due to people sitting on their voucher and not working to find a unit to rent. We currently have 22 vouchers pending.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARs

D. Turnaround Time

We have seen an increase in vacancies. The number of turn around days should go down next month. Maintenance teams have been realigned, and we have moved a strong team leader to Reed Manor who will also be training new maintenance staff. So far, the results have been positive.

E. Reasons for Move Outs

Commissioner Woods asked what the asterisk meant on the Move-Out Report, as it did not reference anything. Ms. Crandall stated it was the unit involved in the July 5th incident, and it has been leased up already.

Executive

F. S8 Income Statement

The issue with the shortfalls with the financials was due to changing the contact person with our DUNS number. The DUNS number expired, and it was still linked to previous administration. The DUNS number had to be renewed; and the funds were frozen until the number was renewed. This prevented the timely drawdown of funds for the month. The process to fix the DUNS number was not an overnight process.

G. PH Income Statement

The Sundry line item did not have a budget amount for our records however; the fee accountant was putting items to that line item. It was determined that the FICA withholdings and inspection expense was being put into the Sundry. We are working to have the line items correctly represented.

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

Commissioner Woods asked if there is anything being done to rectify the multiple lock outs of a few of the tenants with multiple lockouts. Ms. Crandall stated that they are charged \$5 for the first lockout, \$15 for the second and \$25 for the third and subsequent lock outs. She also stated she has spoken with the tenant that Ms. Woods is referencing to encourage him to wear his keys around his neck to help prevent the lock outs.

J. Utility Costs and Consumption

Commissioner Stark questioned the total amount of Electricity and Gas. He wanted to know if the totals were the same for month in 2013 as in 2014, as we have spent almost

\$43,000 more in electricity at Chalet than last year. Ms. Tyus stated it was due to the harsh winter we had.

14-08-006 OTHER BUSINESS

Ms. Tyus informed the board that the audit was done on time and has been accepted.

We have entered into a contract with Barry Gaudett to complete the audit. The contract was not presented to the board as it was under the \$25,000 total cost and did not require board approval per the procurement policy. We received five proposals and Mr. Gaudett was the best cost over the three year period at \$10,000 per year.

Ms. Tyus informed the board that the second draft of the Section 8 OIG audit is looking better than the first draft. The board will receive a final draft once it has been issued.

Ms. Tyus also informed the board that we have a new Revitalization Specialist as Ms. Paul has left her position. We will now be working with Mr. Douglas Gordon. Ms. Tyus will be making contact with him shortly to begin the line of communication.

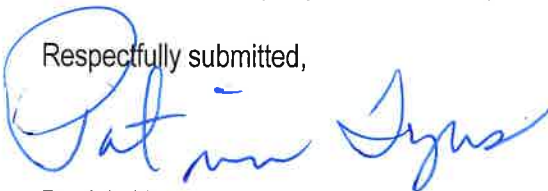
Ms. Tyus also informed the board of staffing changes. Ms. Connie Crandall, Director of Public Housing will be retiring effective August 29, 2014. Ms. Cheryl Hegwood will be moving to Reed Manor as the Property manager, effective Monday, August 18, 2014. She is the strongest manager we currently have when it comes to recertification's and unit turnaround. Katie Dickerson, Executive Secretary has accepted a new position as Reports and Contract Analyst. Her main job will be procurement and management of the contracts and reports. The Executive Secretary position will be filled as it is an easier position to fill than the Reports & Contract Analyst position. Ms. Dickerson has been managing the contracts and knows the procurement. We are also looking to hire two Property Managers. We have lost two. Ms. Tyus is interviewing prospective applicants this week.

Commissioner Davis-Dye wanted to Thank thank Ms. Tyus for her assistance at the National Night Out Event. Commissioner Davis-Dye said she received much praise for Ms. Tyus being at the event and attending it the entire time.

Commissioner Stark **MOVED** to adjourn; Commissioner Woods **SECONDED** the motion. All members of the board were in favor of adjournment.

The regular meeting adjourned at 1:22 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


Michelle Pultz-Orthaus, President