

# Jackson Housing Commission

Minutes of the Regular Meeting

December 18, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 1:30 PM on December 18, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 1:30 p.m.

President Pultz-Orthaus introduced Patricia Tyus, Executive Director to the board and members of the audience.

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

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

## **13-12-001 PUBLIC COMMENTS**

No public comments were heard.

## **13-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD November 20, 2013.**

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held November 20, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

## **13-12-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM November 21 to December 18, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from November 21 to December 18, 2013. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

**13-12-004 RESOLUTIONS**

A. Resolution No. 2013-54: Collection Losses Write-Off

Commissioner Montgomery **MOVED** to approve the Write-Off of Collection Losses of \$230.00. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

**13-12-005 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Mrs. Boyce stated for November HAP we were funded more than previous months.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Pointed out that what tenants do owe is for back utility & work order charges.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for November is still over the fifteen day turnaround; however, she is pleased with the staff and their efforts to turn over a large number of units in a short time.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Ms. Tyus presented the reports as stated.

**13-12-006 OTHER BUSINESS**

Ms. Tyus explained that the Cell Phone policy will be presented to the board at February 2014's meeting where the entire personnel policy will be updated.

County National Bank has been charging us \$10 a month for paper statements. Ms. Tyus informed the board we will be switching to electronic statements to eliminate the fee.

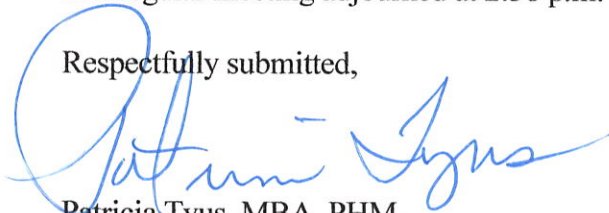
Ms. Tyus updated the board on some outstanding items:

- a). Shahan Office renovations are moving along. The site was approved for mold testing and if it is present will be remediated prior to renovations. We hope to have the office back open by summer 2014.
- b). Health Care Procurement is on schedule to have RFP's go out in January 2014.
- c). Audit is done and submitted. The preliminary looks OK and working to obtain something in writing from HUD.
- d). Zero Threshold is still in place. The JHC is still working on the issues HUD highlighted.

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

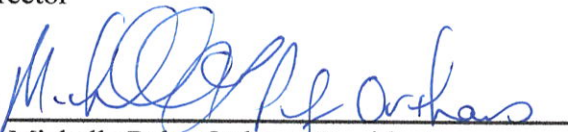
The regular meeting adjourned at 2:38 p.m.

Respectfully submitted,



Patricia Tyus, MBA, PHM  
Executive Director

ATTESTED:

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Michelle Pultz-Orthaus, President