

Jackson Housing Commission

Minutes of the Regular Meeting

June 18, 2014

The Jackson Housing Commission held its regular meeting at ~~Reed Manor in the Board Room~~ Chalet Terrace in the Community Room at 12:00 PM on June 18, 2014.

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

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

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

14-06-002 PUBLIC COMMENTS

No public comments were heard.

Commissioner Orthaus stated to the board that they must slow down during the meetings. She said there was not a motion and a second for a resolution in May. The board voted, however, and we must redo it. Also, Commissioner Orthaus clarified that when she calls for a motion, she is requesting that someone make a motion; not for someone to second hers. She stated that she tries to not make motions, however it appears there is some confusion that when she asks for a motion, the board thinks she has made the motion and just seconds it. She asks that the board please be aware of the concerns and help ensure we make the proper motions and seconds.

14-06-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD May 21, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held May 21, 2014 with changes as discussed. Commissioner Montgomery **SECONDED** motion, and upon voice vote, the motion was adopted:

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

14-06-004 APPROVAL OF THE MINUTES OF THE CLOSED SESSION HELD May 21, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Closed Session held May 21, 2014. Commissioner Davis-Dye **SECONDED** motion, and upon voice vote, the motion was adopted:

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

14-06-005 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD June 10, 2014.

Commissioner Davis-Dye **MOVED** to approve the minutes of the Special Meeting held June 20, 2014. Commissioner Woods **SECONDED** motion, and upon voice vote, the motion was adopted:

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

14-06-006 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM May 19, 2014 to June 17, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from May 19, 2014 to June 17, 2014. Commissioner Montgomery **SECONDED** motion, and upon voice vote, the motion was adopted:

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

14-06-007 RESOLUTIONS

A. Resolution No. 2014-10: Collection Losses Write-Off May 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses of \$6,614.68 for May 2014. Commissioner Montgomery **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

B. Resolution No. 2014-13: Collection Losses Write-Off June 2014

Commissioner Woods **MOVED** to approve the Write of Collection Losses of \$7,640.40 for June 2014 with revisions. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

C. Resolution No. 2014-14: County National Bank Signature Cards

Commissioner Woods **MOVED** to approve the amended County National Bank signature cards to add James Stark and remove Gerald Montgomery. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

D. Resolution No. 2014-15: FirstMerit Bank Signature Cards

Commissioner Montgomery **MOVED** to approve the amended FirstMerit Bank signature cards to add James Stark and remove Gerald Montgomery. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

E. Resolution No. 2014-16: Public Housing Utility Allowances

Commissioner Davis-Dye **MOVED** to approve the Public Housing Utility Allowances effective July 1, 2014. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

F. Resolution No. 2014-17: FOIA Policy

Commissioner Woods **MOVED** to approve the FOIA Policy as written. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

14-06-008 DIRECTORS' REPORTS

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

Section 8

A. Utilization Report

Public Housing

- B. Tenant Accounts Receivables
- C. Consolidated TARs
- D. Turnaround Time
- E. Reasons for Move Outs

Executive

- F. S8 Income Statement
- G. PH Income Statement

Ms. Tyus pointed out that she believes the fee accountant, Emerge, isn't using the updated budget that the board approved, or the communication of the expense line items that we are communicating to Emerge is not being communicated correctly. There should not be the discrepancies as they are showing. She stated she will research this for the next meeting.

- H. Petty Cash Fund Register
- I. After Hours/ Emergency Response Report
- J. Utility Costs and Consumption
- K. SEMAP Scores

Ms. Tyus stated that SEMAP stands for Section Eight Management Assessment Program. She stated that we are a Standard Performer; last year we were a High Performer. Ms. Tyus stated that we lost all the points on indicator number one, for the waiting list. In addition, except for the Determination of Adjusted Income, most of the indicator points are either all or nothing. Ms. Tyus stated the future goal will be to do a preliminary SEMAP half way through the year to identify any deficiencies and correct them prior to the official score. Hopefully, this will bring the program back to a High Performer.

14-06-009 OTHER BUSINES

The Shahan Blackstone Office procurement has been completed. We only received one proposal, and the contractor's price is higher than what the insurance estimated. The insurance is estimating \$125,000 and the sole contractor who bid is about \$171,000. We need to negotiate the price with the contractor.

The solicitation of bids was advertised on the JHC Website, the architect posted on a variety of websites and in ABC Reproduction contractor community room. Five contractors participated in the walk through, however; only one provided a proposal. Once negotiations are done, a formal resolution will be presented to the board to enter into a contract.

Reed Manor Tenant Association Board President, Patricia Ryals, presented their annual report. She stated that they had a few bumps in the road to getting their office up and running and will have to spend additional funds on a new operating system as their current XP system is no longer supported by Microsoft. They will also have to invest in a new printer as the one they currently are using is on loan from Computer Ties and is antedated. They would also like to purchase a projector for their movie nights along with an updated modem. E Building seems to have a lot of interference and phone calls are interrupted. She also reviewed the social activities they have planned. The RMTA holds a breakfast brunch on the first Saturday of the month. It is gaining support from the residents. They hold Movie Night on the second Saturday of the month. Their monthly meetings are held on the second Thursday of the month. They would like to hold festivities for the 4th of July, along with their annual Harvest Ball and New Year's Eve Ball. Thanksgiving meal is still in the planning stage.

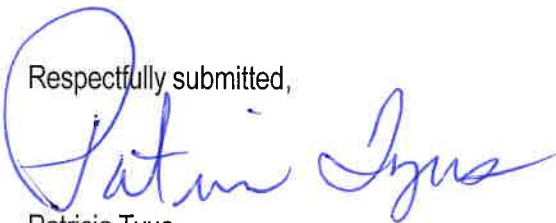
Ms. Tyus stated she would like to get all AMPS' involved in National Night Out held on August 5th. It is a great way to meet people and help address crime issues in neighborhoods. Commissioner Davis-Dye, who is also Chalet Terrace Tenant Association member, stated they have already contacted Officer Simpson with the City of Jackson Police Department along with the City of Jackson Fire Department to provide demonstrations and register the kids' bikes. She is also hoping that the company that does snow cones for Jackson Public schools for free will do the same for them.

Commissioner Davis-Dye stated that their Father's Day celebration was a huge success. The father's enjoyed the day, and many residents came out to help with the event and enjoyed the food.

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

The regular meeting adjourned at 1:07 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


Michelle Pultz-Orthaus, President