

# JACKSON HOUSING COMMISSION

REGULAR MEETING – November 20, 2013

Reed Manor Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
Gerald Montgomery, Vice President  
Arlene Robinson, Commissioner  
Patricia Davis-Dye, Commissioner  
James Stark, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on October 16, 2013
5. Approval of the Minutes of the Special Meeting on October 23, 2013
6. Approval of the Previously Paid Liabilities from October 17 to November 19, 2013.
7. RESOLUTIONS  
Resolution No. 2013-47: Collection Losses  
Resolution No. 2013-48: 2014 Meeting Schedule  
Resolution No. 2013-49: Section 8 Fair Market Rents  
Resolution No. 2013-50: Cell Phone Policy  
Resolution No. 2013-51: Appoint Patricia Tyus Contracting Officer and Point of Contact  
Resolution No. 2013-52: Execution of Signature Cards for FirstMerit Bank  
Resolution No. 2013-53: Execution of Signature Cards for County National Bank
8. DIRECTORS' REPORTS  
**Section 8**  
*Leasing and HAP Utilization Report*  
**Public Housing**  
*Tenant Accounts Receivable*  
*Consolidated TARS*  
*Move Outs*  
*Vacant Unit Turnaround*  
**Executive**  
*S8 Income Statement*  
*PH Income Statement*  
*Petty Cash Fund Register*  
*After Hours/Emergency Response Report*  
*Utility Costs and Consumption*
9. OTHER BUSINESS
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **December 18, 2013 – Reed Manor-Board Room**

## **Jackson Housing Commission**

Minutes of the Regular Meeting

October 16, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on October 16, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:00 p.m. and upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, Davis-Dye. Absent: Robinson

Also present were: Connie Crandall, Interim Executive Director & Public Housing Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Executive Secretary

### **13-10-001 PUBLIC COMMENTS**

No public comments were heard.

### **13-10-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD September 18, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held September 18, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

### **13-10-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM September 19 to October 10, 2013 and from September 13 to September 18, 2013.**

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from September 19 to October 10, 2013. Commissioner Stark **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-10-004 RESOLUTIONS**

**A. Resolution No. 2013-42: Collection Losses Write-Off**

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$2,098.25. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

**B. Resolution No. 2013-43: Close Wells Fargo Account**

Commissioner Stark **MOVED** to the adopt resolution to close the Wells Fargo Investment account. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

**C. Resolution No. 2013-44: Blue Care Network of Michigan**

Commissioner Stark **MOVED** to adopt the resolution to enter into a contract with Blue Care Network of Michigan. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

\*Commissioner Robinson entered the meeting at 12:29 PM.

**D. Resolution No. 2013-45: Approve EIV Policy**

Commissioner Davis-Dye **MOVED** to the adopt the resolution approve the EIV policy. Commissioner Stark **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

## 13-10-005 DIRECTORS' REPORTS

### Section 8

#### A. Utilization Report

Mrs. Boyce presented the report as stated. Ms. Boyce also explained to the board that as previously thought, the program will be covered through the end of 2013. 2014 will be questionable and Ms. Boyce is working with DOF-HUD to find a solution.

### Public Housing

#### B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Ms. Crandall stated that collections have taken a back seat due to her double job duty.

#### C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

#### D. Turnaround Time

Ms. Crandall stated that the turnaround time for September was great.

#### 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. Crandall presented the reports as stated.

## 13-10-006 OTHER BUSINESS

Ms. Crandall stated the JHC received an award from the insurance company. The award was due to minimal insurance loss over the years 2009-2011.

The Board would like an RFP issued for bulk pricing on natural gas.

Commissioner Robinson asked for an administrative fee breakdown of what is covered when paid to the City of Jackson.

President Pultz-Orthaus went over reports that are due in October and November and asked if they were on schedule to be submitted. Ms. Crandall stated they were.

President Pultz-Orthaus updated the board on the Executive Director search. The committed has narrowed the second round interview down to three candidates. President Pultz-Orthaus asked for Special Meeting to conduct the interviews via Skype. Commissioner Stark seconded the call. The meeting will be set for next week. Ms. Dickerson will schedule the interviews and coordinate with the Community Action Agency and the Board of Commissioners.

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

The regular meeting adjourned at 1:10 p.m.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

# **Jackson Housing Commission**

Minutes of the Special Meeting

October 23, 2013

The Jackson Housing Commission held a special meeting at Community Action Agency in the Conference Room at 9:00 am on October 23, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 9:03 am.

Roll Call: Michelle Pultz-Orthaus, Gerald Montgomery, James Stark. Absent: Arlene Robinson, Patricia Davis-Dye

Also present were: Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director

## **13-10-007 Interview of Ms. Ila Alfaro via conference call**

President Pultz-Orthaus introduced the board to the candidate along with Connie Crandall & Shari Boyce.

The board took turns asking Ms. Alfaro questions for the interview. The board started with a list of questions, however, they deviated it from the list based off of answers the candidate provided.

## **13-10-008 10:21 am the board called a recess until noon.**

## **13-10-009 Meeting reconvened to interview Ms. Tiffany Robinson via Skype**

President Pultz-Orthaus introduced the board to the candidate along with Connie Crandall & Shari Boyce.

The board took turns asking Ms. Robinson questions for the interview. The board started with a list of questions, however, they deviated it from the list based off of answers the candidate provided.

## **13-10-010 Meeting recessed at 1:00 pm.**

## **13-10-011 Meeting reconvened at 1:30 pm to interview Patricia Tyus via Skype**

President Pultz-Orthaus introduced the board to the candidate along with Connie Crandall, Shari Boyce.

Due to technical difficulties, Ms. Tyus' interview was completed via phone conference.

The board took turns asking Ms. Tyus questions for the interview. The board started with a list of questions, however, they deviated it from the list based off of

answers the candidate provided.

**13-10-012m Board Discussion**

The board discussed each candidate and highlighted points from each candidate. Commissioner Stark provided his selections; however, Commissioner Montgomery MOVED to offer employment to Patricia Tyus pending background and criminal checks and HUD approval. Commissioner Stark SECONDED the motion, and upon roll call, the motion was adopted:

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

The board agreed that if Ms. Tyus' checks do not pass, then Ms. Robinson would be offered the position and if she failed checks, then Ms. Alfaro.

The meeting adjourned at 2:53 pm.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058930	10/23/2013	JACKSON WATER COLLECTION	Payment	5,781.68	Water & Sewer Bills CT 06/03/13 - 09/03/13 RM 07/29/13 - 08/30/13
058931	10/23/2013	City Of Jackson - Finance Department	Payment	6,973.20	Pension Employee/Employer Pension Contribution Payrolls 09/30/13-10/13/13
058932	10/23/2013	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For October 2013
058933	10/23/2013	AMBS CALL CENTER	Payment	466.88	Account #1909 Invoice #130910706 - Service Period 10/01/13-10/31/13 Usage Period 08/30/13-09/29/13
058934	10/23/2013	White & Hotchkiss, PLLC	Payment	450.00	File #1919 Invoice #57220 - Monthly Service For September 2013
058935	10/23/2013	TDS Metrocom	Payment	1,679.56	(4) Bills Enclosed (517) 787-0168 - \$441.18 (517) 787-9241 - \$487.49 (517) 787-0218 - \$219.54 (517) 787-1188 - \$531.35
058936	10/23/2013	Verizon Wireless	Payment	464.99	Account #587119039-0001 Invoice #9712128521 - Monthly Charges For The Period Of 08/24/13-09/23/13
058937	10/23/2013	Blue Sea L.L.C.	Payment	90.00	Invoice #1564 Hosting Fee For JHC Website 10/13-12/13
058938	10/23/2013	Jackson Transportation Authority	Payment	553.83	Invoice #0024586-IN Fuel For September 2013
058939	10/23/2013	Emerge Accounting	Payment	2,493.75	Invoice #October - 001 Accounting Service - October
058940	10/23/2013	Acuity	Payment	5,496.17	Policy #X65676-4 Workers Compensation - Policy Term 03/26/13-03/26/14
058941	10/23/2013	COMCAST	Payment	107.24	(2) Invoice Account #01721413438-01-3 - Internet & Phone Service @ RM Main Office Account #01721422344-01-1 - Internet & Phone Service @ SBN 221 Janke St.
058942	10/23/2013	Shred-It USA - Grand Rapids	Payment	57.25	Account 38009566845 Invoice #9402650057 - On Site Shredding Services (3) Consoles
058943	10/23/2013	COLLINS BROTHERS	Payment	472.00	Invoice #48345 Various Maintenance Supplies
058944	10/23/2013	TALX THE WORK NUMBER	Payment	109.50	Customer #8805983 Invoice #1397703 - Employment Verification For September 2013
058945	10/23/2013	TransUnion Rental Screening	Payment	327.80	Customer ID#4408R0064047



Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058946	10/23/2013	OSBORNE PROCESS SERVICE	Payment	255.20	Invoice #09334179 - Monthly Charges For Background Checks & Evictions (12) Invoice Invoice #5529 - Eviction Processed For Venelea Avant @ SBN 337 Moorman Dr. Invoice #5586 - Eviction Processed For Lynette Artis @ SBN 100 Shahan Dr. Invoice #5587 - Eviction Processed For Geogia Lewis @ CT 1265 Laurel Lane Invoice #5588 - Eviction Processed For Japri Anderson @ CT 1241 Laurel Lane Invoice #5589 - Eviction Processed For Mary Martin @ CT 300 Barberty Dr. Invoice #5590 - Eviction Processed For Accicca Swinney @ CT 1249 Laurel Lane
058947	10/23/2013	M & K Jetting and Televising	Payment	1,000.00	Invoice #5591 - Eviction Processed For Lisa Wilson @ SBN 909 Spring Invoice #5598 - Eviction Processed For Ramona Thompson @ CT 1232 Heather Ln. Invoice #5599 - Eviction Processed For Rochelle Wilkie @ CT 940 Maple St. Invoice #5600 - Eviction Processed For James Farr @ CT 1217 Merriman Invoice #5623 - Eviction Processed For Kaylah Crenshaw @ RM 301 Steward Ave G-34 Invoice #5624 - Eviction Processed For Michael Johnson @ RM 315 Steward Ave I-72
058948	10/23/2013	LIBERTY ENVIRONMENTALISTS, INC.	Payment	24.00	Invoice #13602 Clear Out All Main Drains @ RM Invoice #137305 Dump Tree Trimming For CT
058949	10/23/2013	Ms. Katie Coffey	Payment	100.25	Security Deposit Final Accounting For 124 Shahan Drive, Vacated On August 12, 2013
058950	10/23/2013	Mr. Fred Herzog III	Payment	124.00	Security Deposit Final Accounting For 301 Steward Ave G-10, Vacated On September 14, 2013
058951	10/23/2013	Ms. Marguerite Hart	Payment	407.00	Security Deposit Final Accounting For 301 Steward Ave B-14, Vacated On September 23, 2013
058952	10/23/2013	CAMPBELL'S SEWER CLEANING	Payment	530.00	(5) Invoices Clear Main Line @ RM G-Building Clear Out Kitchen Sink Line @ CT 1221 Heather Ln. Clear Out Laundry Line @ CT 310 Barberty Dr. Clear Out Main Drain Line @ RM D-5 & D-6 Clear Out Bath Tub @ RM I-18
058953	10/23/2013	MENARDS - JACKSON	Payment	1,931.42	Account #31610470 Invoice #42630 - Various Maintenance Supplies Invoice #42640 - Various Maintenance Supplies Invoice #48964 - Various Maintenance Supplies Invoice #49530 - Various Maintenance Supplies Invoice #49652 - Various Maintenance Supplies

Jackson Housing Commission  
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Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058954	10/23/2013	HAMMOND HARDWARE	Payment	59.34	Invoice #49882 - Various Maintenance Supplies Invoice #49884 - Various Maintenance Supplies Invoice #50315 - Various Maintenance Supplies Invoice #50689 - Various Maintenance Supplies Invoice #50827 - Various Maintenance Supplies Customer #33515
058955	10/23/2013	ICMA Retirement Corporation	Payment	50.66	Invoice #B213281 - Various Maintenance Supplies Invoice #C131178 - Various Maintenance Supplies Invoice #C131187 - Various Maintenance Supplies Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
058956	10/23/2013	JACKSON KEY WORKS	Payment	580.00	Customer #JHOU Invoice #372842 - Installed Window @ CT 1254 Laurel Lane Invoice #373082 - Installed Window @ CT 1213 Heather Lane
058956	10/23/2013	**VOID** JACKSON KEY WORKS	Payment	( 580.00)	Customer #JHOU Void Refer 058956
058957	10/23/2013	JACKSON APPLIANCE SERVICE LLC	Payment	158.98	Invoice #29319 Appliance Repair @ SBN 120 Shahan
058958	10/23/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	485.00	(1) Invoice Heating Repair @ SBN 115 Shahan
058959	10/23/2013	D&D Maintenance Supply	Payment	183.10	Invoice #115743 Repaired (2) Extractors For RM
058960	10/23/2013	PDQ SUPPLY, INC.	Payment	59.80	Account #118660 Invoice #SI-165690 - Emergency Stove Door Glass For Vacant Unit @ RM Apt. E-9
058961	10/23/2013	CUT-RATE PLUMBING	Payment	75.49	(4) Invoices Invoice #671017 - Various Maintenance Supplies Invoice #671315 - Various Maintenance Supplies Invoice #671328 - 1/4 Cap Brass Invoice #863416 - Various Maintenance Supplies
058962	10/24/2013	HD Supply Facilities Maintenance	Payment	1,337.13	Customer #461000 Invoice #9125723787 - Various Maintenance Supplies Invoice #9121893799 - Various Maintenance Supplies Invoice #9121583815 - Red/Green LED Exit Signs Invoice #9122023884 - Various Maintenance Supplies
058963	10/24/2013	DBI BUSINESS INTERIORS	Payment	685.65	Customer #224241 Invoice #08IF1039 - Various Office Supplies Invoice #08IG1901 - Various Office Supplies

From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058964	10/24/2013	Rapid Refill	Payment	21.19	Invoice #08ID7697 - Various Office Supplies Invoice #141134
058965	10/24/2013	RICOH USA, Inc.	Payment	35.11	(1) HP RR CC654AN Cartridge Customer #15230281
058966	10/24/2013	THE C-MOR COMPANY	Payment	1,200.50	Invoice #1040659491 - Toner Cartridge Invoice #163270
058967	10/24/2013	Home Depot Credit Services	Payment	579.00	Linen 6 White Cloth Shades For SBN Account #6035322540175928
058968	10/24/2013	T.L. Plumbing & Drain Cleaning	Payment	986.50	Invoice #9971968 - Vinyl Floor For CT (2) Invoices Invoice #1604 - Replace Water Heater @ SBN 909 Spring St., Cleared Bathroom Sink Drain @ 132 Shahan, Cleared Bathroom Sink Drain @ SBN 326 Moorman, Fixed Water Leak @ SBN 218 Janke & Fixed Water Leak @ SBN 107 Shahan
058969	10/24/2013	First Bankcard	Payment	2.44	Invoice #1832 - Replaced Leaking Water Line @ RM I-Building Account #4988659137546744
058970	10/24/2013	BIOCLEAN TEAM Inc.	Payment	2,156.00	Interest Charge (1) Invoice Performed Decontamination Services @ RM I-53
058971	10/24/2013	General Electric Company	Payment	372.84	Account #97 TZQ40 Invoice #51-289899 - (4) Broil Pan Rack & (4) Broil Pans Invoice #51-319564 - Various Maintenance Supplies Invoice #51-677879 - (2) Gasket Door FF (2) Gaskets
058972	10/30/2013	HAMMOND HARDWARE	Payment	23.37	Customer #33515 Invoice #B213907 - 5/8x36 Gas Connector Invoice #B213909 - Various Maintenance Supplies
058973	10/30/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	85.00	(1) Invoice Heating Repair @ SBN 346 Moorman
058974	10/30/2013	COMCAST	Payment	69.13	(2) Invoices Invoice #01721422342-01-5 - Internet & Phone Service For CT 316 Barberty Invoice #01721346503-01-6 - Internet & Phone Service For CT 410 E. High St.
058975	10/30/2013	DBI BUSINESS INTERIORS	Payment	87.34	Customer #224241 Invoice #08IG4467 - Various Office Supplies
058976	10/30/2013	OSBORNE PROCESS SERVICE	Payment	60.30	(3) Invoices Invoice #5649 - Eviction Processed For Danielle Smoot @ CT 1231 Laurel Lane Invoice #5650 - Eviction Processed For Venelea Avant @ SBN 337 Moorman Dr. Invoice #5707 - Eviction Processed For Angela Morton @ SBN 313 Moorman Dr.
058977	10/30/2013	JACKSON GLASS WORKS INC	Payment	79.00	Customer #JHOU Invoice #373277 - Window Replaced @ CT 300 Barberty

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058978	10/30/2013	BEHLER-YOUNG CO. OF JACKSON	Payment	1,168.72	Customer #8264800 Furnace Repair Parts For CT & SBN
058979	10/30/2013	ANDERSON PRINTING	Payment	463.76	Invoice #17576 (1,000) JHC Color Letterhead & (2,500) JHC Color Return Address #10 Envelopes
058980	10/30/2013	SAFETY SYSTEMS INC	Payment	2,428.20	Customer #00938 Invoice #420106 - Annual Lease Maintenance For RM Bldg C Aug-Jul Invoice #420107 - Annual Lease Maintenance For CT 316 Barbary Dr. Aug-Jul Invoice #420108 - Annual Lease Maintenance For SBN 109 Shahan Dr. Aug-Jul Invoice #420109 - Annual Lease Maintenance For RM 301 Steward Aug-Jul
058981	10/30/2013	DBI BUSINESS INTERIORS	Payment	395.12	Account #219650 Invoice #08HJ8217 - Various Office Supplies
058982	10/30/2013	Computer Ties LLC	Payment	1,726.60	Receipt #19884 Final Payment For Camera Project
058983	10/30/2013	Home Depot Credit Services	Payment	2,351.00	Account #6035322540175928 Invoice #6972962 - (80) Allure Teak Resilient Planks
058984	10/30/2013	WILMAR INDUSTRIES	Payment	1,390.49	Account #70585 Invoice #293942330 - (12) Genuine Delta Cam
058985	10/30/2013	CONSUMERS ENERGY	Payment	17,685.44	Invoice #298406570 - Various Maintenance Supplies Invoice #298491150 - Various Maintenance Supplies Invoice #298585415 - Various Maintenance Supplies
058986	10/30/2013	JACKSON GLASS WORKS INC	Payment	580.00	Gas & Elec. Bills #93200.1 - Cons. 47,506 kwh #93300.1 - Cons. 264.4 mcf #93200.2 - Cons. 76,320 kwh #93300.2 - Cons. 264.3 mcf #93200.3 - Cons. 6 kwh #93300.3 - Cons. 0.9 mcf
058987	10/30/2013	PURCHASE POWER	Payment	500.00	Customer #JHOU Invoice #372842 - Installed Window @ CT 1254 Laurel Lane Invoice #373082 - Installed Window @ CT 1213 Heather Lane
058988	11/07/2013	CONSUMERS ENERGY	Payment	3,285.86	Account #8000-9000-0062-0884 Postage Meter Refill - Trans Date 10/01 Post Date 10/02 Gas & Elec. Bills #93200.2 - Cons. 27,120 kwh #93200.3 - Cons. 728 kwh #93300.3 - Cons. 2.8 mcf
058989	11/07/2013	CASLER HARDWARE	Payment	29.48	Account #33561 Invoice #17877 - (5) Gallon Drywall, Repair Ceiling @ SBN
058990	11/07/2013	IPRINT TECHNOLOGIES, INC	Payment	278.00	Invoice #18035 - Various Maintenance Supplies (2) Invoices Invoice #334800 - (2) HP Laserjet P2015 Toners Invoice #343181 - (2) HP 5P/6P Toner

From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058991	11/07/2013	CAMPBELL'S SEWER CLEANING	Payment	110.00	(1) Invoice Run Out Main Drain @ CT 1268 Laurel Lane
058992	11/07/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	85.00	(1) Invoice Furnace Repair @ CT 1213 Plymouth
058993	11/07/2013	All Your Needs	Payment	250.00	(1) Invoice Invoice #167897 - Replaced Back Door @ CT 1237 Laurel Lane
058994	11/07/2013	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	109.00	(1) Invoice Bissell Vacuum Cleaner Belts For Hallways & Offices In Main Building
058995	11/07/2013	AQC	Payment	850.00	Invoice #194 Re-Test I-53 @ RM For Meth
058996	11/07/2013	Denny Blaschko	Payment	250.00	(1) Invoice Repair Bathroom Wall & Ceiling @ RM H-15 & H-16
058997	11/07/2013	STAMPCO	Payment	30.20	Invoice #28871 (1) Name Plate For Daphney Sullivan & (1) Signature Stamp For Daphney Sullivan
058998	11/07/2013	Computer Ties LLC	Payment	90.00	(1) Invoice Removed Ransomware From Gloria Harris Computer
058999	11/07/2013	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For November 2013
059000	11/07/2013	AMBS CALL CENTER	Payment	319.40	Account #1909 Invoice #131010166 - Service Period 11/01/13-11/30/13
059001	11/07/2013	TDS Metrocom	Payment	1,672.88	Usage Period 09/30/13-10/30/13 (4) Bills Enclosed (517) 787-0168 - \$444.60 (517) 787-9241 - \$486.37 (517) 787-0218 - \$225.68 (517) 787-1188 - \$516.23
059002	11/07/2013	J McEidowney Inc.	Payment	1,795.00	(1) Invoice Canon IR1730 Copier/Scanner & Fax For S8P
059003	11/07/2013	DAKINS	Payment	287.96	Account #27395 Invoice #306984 - Sthl Hedge Trimmer For SBN
059004	11/07/2013	City Of Jackson - Finance Department	Payment	7,077.22	Pension Employee/Employer Pension Contribution Payrolls 10/14/13-10/27/13
059005	11/07/2013	JACKSON GLASS WORKS INC	Payment	165.29	Customer #JHOU Invoice #373413 - Replaced Glass Storm Window @ CT 300 Barbary Invoice #373596 - Spare Storm Door Window For SBN
059006	11/07/2013	MENARDS - JACKSON	Payment	1,877.34	Account #31610470 Invoice #51955 - Various Maintenance Supplies Invoice #52218 - Various Maintenance Supplies

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059007	11/07/2013	DBI BUSINESS INTERIORS	Payment	307.82	Invoice #52357 - Various Maintenance Supplies Invoice #52424 - Various Maintenance Supplies Invoice #52733 - Various Maintenance Supplies Invoice #52734 - Various Maintenance Supplies Invoice #52894 - Various Maintenance Supplies Invoice #53028 - Various Maintenance Supplies Customer #224241
059008	11/07/2013	HAMMOND HARDWARE	Payment	81.85	Invoice #08IG5635 - Various Office Supplies Invoice #08IG5937 - Various Office Supplies Invoice #08IG6367 - Various Office Supplies Invoice #08IG6810 - Various Office Supplies Customer #33515
059009	11/07/2013	WILMAR INDUSTRIES	Payment	1,696.17	Invoice #B181597 - Various Maintenance Supplies Invoice #B182160 - Various Maintenance Supplies Invoice #B213259 - Various Maintenance Supplies Invoice #B215129 - Various Maintenance Supplies Account #70585
059010	11/07/2013	COMCAST	Payment	601.11	Invoice #298776485 - Various Maintenance Supplies Invoice #298942533 - 431/2 Alabaster Blind Slats Invoice #299131722 - Various Maintenance Supplies Account #01721423972-01-9
059011	11/07/2013	ANDERSON PRINTING	Payment	898.49	Internet/Fax & Phone For Resident Council @ RM July 2013 - October 2013 (2) Invoices
059012	11/07/2013	ICMA Retirement Corporation	Payment	25.33	Invoice #17599 - (5,000) Purchase Requisitions Invoice #17639 - (250) Business Cards For Daphney Sullivan Loan Payment
059013	11/14/2013	JACKSON WATER COLLECTION	Payment	15,640.82	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Water & Sewer Bills RM 08/28/13 - 09/30/13 SBN 07/02/13 - 10/10/13
059014	11/14/2013	Verizon Wireless	Payment	477.31	Account #587119039-00001 Invoice #9713822571 - Monthly Charges For The Period Of 09/24/13-10/23/13
059015	11/14/2013	White & Hotchkiss, PLLC	Payment	450.00	File #1919
059016	11/14/2013	Emerge Accounting	Payment	2,493.75	Invoice #57962 - Monthly Legal Service For October 2013 Invoice #October - 001 Accounting Service - November 2013

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059017	11/14/2013	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	113.34	Customer #31919 Invoice #2813315 - Various Maintenance Supplies
059018	11/14/2013	JACKSON KEY WORKS	Payment	4.78	Invoice #36235 (2) Keys For New Executive Director
059019	11/14/2013	TransUnion Rental Screening	Payment	274.60	Customer ID #4408R0064047 Invoice #10333921 - Monthly Charges For Background Checks & Evictions
059020	11/14/2013	OSBORNE PROCESS SERVICE	Payment	60.30	(3) Invoices Invoice #5853 - Eviction Processed For Gloria Dewitt @ CT 116 Laurel Ct. Invoice #5854 - Eviction Processed For Leonard Saxton @ RM 301 Steward Ave. G-28 Invoice #5855 - Eviction Processed For Sherrie Johnson @ RM 207 Steward Ave. H-16
059021	11/14/2013	CAMPBELL'S SEWER CLEANING	Payment	125.00	(1) Invoice Pull Toilet And Run Out Main Line @ RM E-17
059022	11/14/2013	ETNA Supply	Payment	579.46	Customer #4218 Invoice #S100906055.001 - (2) Short 40 Gallon Natural Gas Water Heaters For RM D-15 Serial #1317A006316 & Serial #13338A020365
059023	11/14/2013	PDQ SUPPLY, INC.	Payment	1,187.68	Account #118660 Invoice #SI-167629 - Various Maintenance Supplies Invoice #SI-168288 - Various Maintenance Supplies Invoice #SI-168371 - Various Maintenance Supplies
059024	11/14/2013	Consumer Energy	Payment	3,121.00	Utility Reimbursement
059025	11/14/2013	Denny Blaschko	Payment	800.00	(1) Invoice Repair Drywall @ RM I-24, I-8, H-26, H-6 & B-6
059026	11/14/2013	AFLAC	Payment	1,047.90	Account #VX312 Invoice #348760 - Monthly Bill For November 2013
059027	11/14/2013	J McEldowney Inc.	Payment	225.00	Invoice #63181 Service Agreement For S8P Copier - Canon IR1730 10/29/13 - 09/30/14
059028	11/14/2013	LEUTZ CABINETS	Payment	90.00	Customer #JAXH Invoice #51562 - (2) Drawer Boxes For SBN 315 Moorman
059029	11/14/2013	T.L. Plumbing & Drain Cleaning	Payment	685.00	(3) Invoices Invoice #1676 - Repair Main Drain Line In Utility Area @ CT 1239 Laurel Lane Invoice #1842 - Installed Water Heater @ CT 106 Laurel Ct. Invoice #1844 - Installed Water Heater @ SBN 312 Moorman
059030	11/14/2013	J McEldowney Inc.	Payment	695.00	Invoice #62893 Replaced Copier For SBN, Due To Flooding - Kyocera FS-1135 Serial #NR43126684
059031	11/14/2013	Computer Ties LLC	Payment	2,389.93	(2) Invoices

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 10/17/2013 To: 11/14/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059032	11/14/2013	TOMMARK, INC.	Payment	374.92	Invoice #1256 - Replacement Computers For SBN, Due To Flooding, Acer VX4620 i3 4G 500GB Window Planar Customer ID #100596
059033	11/14/2013	MCGOWAN ELECTRIC SUPPLY INC	Payment	159.60	Invoice #812387001 - (1) Nordyne Drain Tube Invoice #812388543 - Various Maintenance Supplies Customer ID #101263
059034	11/14/2013	WILMAR INDUSTRIES	Payment	706.80	Invoice #1131209 - (12) AC/DC Smoke Alarms For CT Account #70585
059035	11/14/2013	Trail Supply LLC	Payment	503.82	Invoice #299399931 - Various Maintenance Supplies Account #10014
059036	11/14/2013	MENARDS - JACKSON	Payment	532.90	Invoice #18068 - Various Maintenance Supplies Account #31610470
059037	11/14/2013	Shred-It USA - Grand Rapids	Payment	53.50	Invoice #53838 - Various Maintenance Supplies Invoice #53608 - Pro-Fit 1 RF Toilet White Account #11661270
059038	11/14/2013	CITY OF JACKSON - CITY CLERK	Payment	3,848.37	Invoice #9402380162 - On Site Shredding Services (3) Consoles Service Date: August 14,2013 Customer #007702
059039	11/14/2013	CITY OF JACKSON - CITY CLERK	Payment	32,934.17	Invoice #1300012764 - RX Drug Claims For Active JHC Employees For October 2013 Customer #007702 Invoice #1300012765 - Insurance Coverage For Active Employees & Retirees For October 2013
<b>Total:</b>				(	177,177.67)



**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2013-47**

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

AMP 1: Chalet Terrace	\$ 00.00
AMP 2: Reed Manor	\$ 4,242.22
AMP 3: Shahan-Blackstone Apts.	<u>\$ 1,558.85</u>
<b>Total</b>	<b>\$ 5,801.07</b>

The attached Collection Losses Report reflects the delinquent amount of **\$5,801.70** and is hereby approved for fiscal year 2013 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read.  
Commissioner \_\_\_\_\_ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on November 20, 2013.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

November, 2013

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Sylvester Kilgore Jr.	002-2208	08/24/2013	\$333.50
	Maria Wilson	002-3282	08/20/2013	\$299.62
	Sherrinda Lowery	002-4409	08/20/2013	\$3609.10
Shahan	Katie Coffey	003-5511	08/12/2013	\$4.75
	Jeanette Williams	003-6569	08/16/2013	\$1554.10

**Board Resolution: 2013-**

**Total Write Off: \$5,801.70**

Note: Accounts are written off at the end of the month and after three months of delinquency

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2013-48**

**WHEREAS**, meeting dates for the 2014 calendar year have been determined;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the attached 2014 meeting schedule.

Commissioner \_\_\_\_\_, **MOVED** adoption of the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_, **SECONDED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ thereupon declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held November 20, 2013.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**2014 Jackson Housing Commission**  
*Meeting Schedule*

January 15		Reed Manor
February 19		Reed Manor
March 19		Reed Manor
April 16		Reed Manor
April 23	Annual Meeting	Reed Manor
May 21		Reed Manor
June 18		Chalet Terrace
July 16		Reed Manor
August 20		Reed Manor
September 17		Reed Manor
October 15		Shahan- Blackstone
November 19		Reed Manor
December 17		Reed Manor

**MEETINGS COMMENCE AT 12:00 NOON**

**JACKSON HOUSING COMMISSION**  
JACKSON, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2013-49**

**WHEREAS** the U.S. Department of Housing and Urban Development has published data on the Federal Fiscal Year 2014 Section 8 Housing Choice Voucher Program Fair Market Rents to be effective December 1, 2013; and

**WHEREAS** there has been an increase in the amount of Housing Assistance Payments due to the Commission lease up rate.

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the attached Fair Market Rent Schedule and establishes unit Housing Assistance Payment Standards at 100% of the Fair Market Rents for 0 and 1 bedrooms and 90% of the 2013 Fair Market Rents for 2, 3, 4, 5 and 6 bedrooms effective December 1, 2013 as follows:

<u>No. of Bedrooms</u>	<b>FMR</b> 2013	<b>FMR</b> 2014
0	\$ 424	\$ 512
1	\$ 492	\$ 594
2	\$ 640	\$ 695
3	\$ 880	\$ 956
4	\$ 883	\$ 969
5	\$ 1,015	\$ 1,128
6	\$ 1,148	\$ 1,275

Commissioner \_\_\_\_\_ **MOVED** that the Resolution be adopted as introduced and read.  
Commissioner \_\_\_\_\_ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ in thereupon declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held November 20, 2013.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

## Shari Boyce

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**From:** Paul, Nakisha S <Nakisha.S.Paul@hud.gov>  
**Sent:** Wednesday, October 30, 2013 11:59 AM  
**To:** Shari Boyce  
**Subject:** RE: FMR for 2014

Rent increases should be reasonable. Maybe the PHA should meet with the landlord association to express your concerns about exorbitant rental increases. Higher rents means less people the JHC can serve which result in their rental units sitting empty.

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**From:** Shari Boyce [<mailto:s.boyce@jacksonhousing-mi.org>]  
**Sent:** Wednesday, October 30, 2013 11:55 AM  
**To:** Paul, Nakisha S  
**Subject:** RE: FMR for 2014

I understand that, I just don't know how we are going to pay these higher FMR rates with the lower funding that we are receiving. As soon as landlords know that the FMR go up they up their rents during the tenants annual reexam.

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**From:** Paul, Nakisha S [<mailto:Nakisha.S.Paul@hud.gov>]  
**Sent:** Wednesday, October 30, 2013 11:37 AM  
**To:** Shari Boyce  
**Subject:** RE: FMR for 2014

PHA are required to set their FMR at no less than 90% of HUD's published FMR rate. Your established FMR are the maximum the PHA will pay for a unit. If a voucher holder locates a unit where the rent is less than the FMR, the PHA will pay the advertised rent as long as it doesn't exceed the FMR. Example: The JHC FMR for a 1 bedroom is \$700. Ms. Smith finds a 1 bedroom rental for \$550. The JHC will pay the \$550.

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**From:** Shari Boyce [<mailto:s.boyce@jacksonhousing-mi.org>]  
**Sent:** Wednesday, October 30, 2013 9:36 AM  
**To:** Paul, Nakisha S  
**Subject:** FMR for 2014

Do I establish our fair market rents at 90% even though this is having us pay more in HAP and receiving less?

<u>2013 FMR WE HAVE</u> <u>FOR 2013 AND 90% FMR 2014</u>	<u>2014 FMR PUBLISHED</u>	<u>90% OF FMR</u>	<u>DIFFERENCE</u>
OBR 506	512	455	-51
LESS PER BEDROOM			
1BR 565	594	535	-30
LESS PER BEDROOM			
2BR 674	772	695	21 MORE
PER BEDROOM			
3BR 880	1062	956	76 MORE
PER BEDROOM			
4BR 883	1066	959	76 MORE
PER BEDROOM			

SCHEDULE B - FY 2014 Final FAIR MARKET RENTS FOR EXISTING HOUSING

MASSACHUSETTS continued

METROPOLITAN FMR AREAS

0 BR 1 BR 2 BR 3 BR 4 BR Components of FMR AREA within STATE

Boylston town, Brookfield town, Charlton town, Clinton town, Douglas town, Dudley town, East Brookfield town, Grafton town, Holden town, Leicester town, Milbury town, Northborough town, Northbridge town, North Brookfield town, Oakham town, Oxford town, Paxton town, Princeton town, Rutland town, Shrewsbury town, Southbridge town, Sutton town, Spencer town, Sterling town, Sturbridge town, Westborough town, Uxbridge town, Webster town, Westborough town, Worcester city West Boylston town, West Brookfield town, Worcester city

NONMETROPOLITAN COUNTIES

0 BR 1 BR 2 BR 3 BR 4 BR Towns within nonmetropolitan counties

Dukes County, MA..... 776 964 1304 1694 1743 Aquinnah town, Chilmark town, Edgartown town, Gosnold town, Oak Bluffs town, Tisbury town, West Tisbury town  
 Nantucket County, MA..... 1070 1330 1799 2525 2534 Nantucket town

MICHIGAN

METROPOLITAN FMR AREAS

0 BR 1 BR 2 BR 3 BR 4 BR Counties of FMR AREA within STATE

Ann Arbor, MI MSA..... 666 803 952 1301 1686 Washtenaw  
 Barry County, MI HMFA..... 479 503 680 891 950 Barry  
 Battle Creek, MI MSA..... 418 547 689 869 964 Calhoun  
 Bay City, MI MSA..... 391 514 658 877 1037 Bay  
 Cass County, MI HMFA..... 483 486 637 915 918 Cass  
 Detroit-Warren-Livonia, MI HMFA..... 508 646 843 1124 1228 Lapeer, Macomb, Oakland, St. Clair, Wayne  
 Flint, MI MSA..... 422 546 710 927 1046 Genesee  
 Grand Rapids-Wyoming, MI HMFA..... 521 590 740 1033 1162 Kent  
 Holland-Grand Haven, MI MSA..... 636 664 787 1087 1161 Ottawa  
 Ionia County, MI HMFA..... 509 512 676 911 984 Ionia  
 Jackson, MI MSA..... 512 594 772 1062 1066 Jackson  
 Kalamazoo-Portage, MI MSA..... 465 565 718 945 1150 Kalamazoo, Van Buren  
 Lansing-East Lansing, MI MSA..... 481 612 762 1013 1228 Clinton, Eaton, Ingham  
 Livingston County, MI HMFA..... 536 749 888 1286 1544 Livingston  
 Monroe, MI MSA..... 502 628 843  
 1086 1285 Monroe Muskegon-Norton Shores, MI MSA..... 380 472 638

5br 6br  
 1226 1410

County, MI HMFA..... 870 995 Muskegon Newaygo

Niles-Benton Harbor, MI MSA..... 496 499 637 836 1031 Newaygo  
 Saginaw-Saginaw Township North, MI MSA..... 468 532 694 933 1087 Berrien  
 425 564 709 944 1088 Saginaw

NONMETROPOLITAN COUNTIES

0 BR 1 BR 2 BR 3 BR 4 BR NONMETROPOLITAN COUNTIES 0 BR 1 BR 2 BR 3 BR 4 BR

Alcona..... 444 471 637 848 1128 Alger..... 444 471 637 793 1023  
 Allegan..... 561 570 694 902 938 Alpena..... 407 516 637 939 1112  
 Antrim..... 386 489 648 880 1106 Arenac..... 480 521 637 911 1128  
 Baraga..... 444 471 637 793 878 Benzie..... 553 577 684 1008 1211  
 Branch..... 517 521 662 904 908 Charlevoix..... 555 568 687 856 1086  
 Cheboygan..... 444 526 637 939 942 Chippewa..... 449 488 644 802 861

100% Rent \$