

# 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~~ Davis-Dye 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~~ committee 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.