

Jackson Housing Commission

Minutes of the Regular Meeting

July 17, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on July 17, 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
Shari Boyce, Section 8 Director

13-07-001 PUBLIC COMMENTS

Patricia Ryals, Resident Council President for Reed Manor, asked questions regarding the Memorandum of Understanding and would like to know if it could be done by the next meeting. President Pultz-Orthaus stated it is under HUD review.

13-07-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD June 19, 2013.

Commissioner Montgomery **MOVED** to approve the minutes of the Regular Meeting held June 19, 2013 with changes to the date from June 18 to June 19. Commissioner Davis-Dye **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

13-07-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM June 20 to July 12, 2013 and July 12 to July 17, 2013.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from June 20 to July 12, 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

**Commissioner Robinson entered the meeting at 12:09 PM.

13-07-004 RESOLUTIONS

A. Resolution No. 2013-32: Collection Losses Write-Off

Commissioner Robinson **MOVED** to approve the Write-Off of Collection Losses \$1,137.57. Commissioner Davis-Dye. **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2013-33: Revised Procurement Policy

Commissioner Stark **MOVED** to approve the removal of Appendix 14, Intergovernmental Agreement for Supplemental Community Policing Services from the Procurement Policy. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

C. Resolution No. 2013-34: Health Care Re-Procurement

Commissioner Stark **MOVED** to adopt the forgoing resolution to re-procure health care services. Commissioner Davis-Dye **SECONDED** the motion and, upon roll call, the motion was adopted:

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

D. Resolution No. 2013-35: Promotion of Daphney Sullivan

Commissioner Stark **MOVED** to approve the promotion of Daphney Sullivan with a pay increase equal to Step 1. Commissioner Montgomery **SECONDED** the motion and, upon roll call, the motion was adopted:

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

Commissioner Pultz-Orthaus **MOVED** to amend the resolution by striking the last line; “and to recommend the salary increase to City Council for approval”. Commissioner Stark **SECONDED** the motion and, upon roll call, the motion was adopted:

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

13-07-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Not a good month.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for June 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.

13-07-006 OTHER BUSINESS

Ms. Crandall presented the letter regarding the audit. Ms. Crandall explained the situation as to why the audit was done late. And HUD provided the reason as to why it was denied.

Ms. Crandall presented the letter regarding utility costs.

President Pultz-Orthaus changed the Executive Director job description. She presented the changes to the board via email and US Mail. The review committee has reviewed the applications and resume and have selected five candidates who

will receive a first round interview via face to face or Skype. The job description will need to be attached to the contract, and since the first draft, the job description needed to be changed. Commissioner Stark asked that number 8 be changed to City of Jackson, HUD and then other agencies.

Commissioner Stark **MOVED** to accept the job description as presented. Commissioner Montgomery **MOVED** to second the motion. And upon roll call, the motion was adopted:

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

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

The regular meeting adjourned at 1:20 p.m.

Respectfully submitted,



Connie Crandall, PHM
Interim Executive Director

ATTESTED: 
Michelle Pultz-Orthaus, President