

JACKSON HOUSING COMMISSION

REGULAR MEETING – February 19, 2014

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
Gerald Montgomery, Vice President
Patricia Davis-Dye, Commissioner
James Stark, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on January 15, 2014
5. Approval of the Previously Paid Liabilities from January 16, 2014 to February 19, 2014.
6. RESOLUTIONS
Resolution No. 2014-03: Collection Losses Write Off
Resolution No. 2014-04: Annual Plan
7. DIRECTORS' REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
Consolidated TARS
Move Outs
Vacant Unit Turnaround
Executive
SS Income Statement
PH Income Statement
Petty Cash Fund Register
After Hours/Emergency Response Report
Utility Costs and Consumption
8. OTHER BUSINESS
Employee Handbook Revision #20
Chalet-Terrace Resident Council Memorandum of Understanding
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **March 19, 2014 – Reed Manor-Board Room**

Jackson Housing Commission
Minutes of the Regular Meeting
January 15, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:04 PM on January 15, 2014.

Commissioner Pultz-Orthaus called the meeting to order at 12:04 p.m.

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

14-01-001 PUBLIC COMMENTS

No public comments were heard.

14-01-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD December 18, 2013.

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

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

14-01-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM December 19, 2013 to January 15, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from December 1, 2013 to January 15, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-01-004 RESOLUTIONS

A. Resolution No. 2014-01: Collection Losses Write-Off

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$1,613.01. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-02: Amended FY' 13 Budget

Commissioner Woods **MOVED** to approve the amended Fiscal Year 2013 Budget. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

14-01-005 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.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for December is just 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.

14-01-006 OTHER BUSINES

Shahan-Blackstone Office Update: Mold report came back positive for penicillin and will need to be remediated. The total cost is over \$2,500 and must be procured. We have sought out bids from three contractors and will have the mold remediated. We are still on schedule to have the office back open by June/July 2014.

The Audit was submitted on time and Ms. Tyus has an email confirming the button was pushed on time.

Ms. Tyus updated the Board on our Annual Plan. It must be updated yearly and it has not been updated in the past two years. We are working to get it updated.

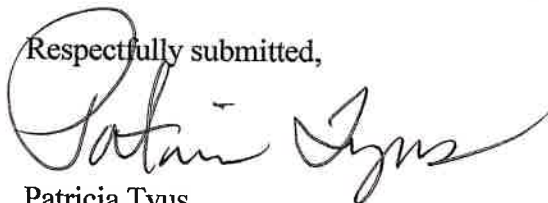
Five Year plan is on schedule to be completed on time for September 2014 submission.

Ms. Tyus addressed the board and stated she will do whatever the agency needs to do to get off the Zero Threshold.

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

The regular meeting adjourned at 12:43 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 01/16/2014 To: 02/13/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059167	01/23/2014	CONSUMERS ENERGY	Payment	37,474.81	Gas & Elec, Bills #93200.1 - Cons. 54,345 kwh #93300.1 - Cons. 1,048.9 mcf #93200.2 - Cons. 106,480kwh #93300.2 - Cons. 900.4 mcf #93200.3 - Cons. 1,716 kwh #93300.3 - Cons. 102.1 mcf
059168	01/23/2014	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For December 2013
059169	01/23/2014	Blue Sea L.L.C.	Payment	90.00	(1) Invoice Invoice #1651 - Hosting Fee For JacksonHousing-Mi.org For The Period Of Jan-March 14
059170	01/23/2014	DBI BUSINESS INTERIORS	Payment	32.81	Customer #224241 Invoice #08110061 - Various Office Supplies
059171	01/23/2014	TOMMARK, INC.	Payment	53.09	Customer #100596 Invoice #812399549 - (2) Furnace Ignitors
059172	01/23/2014	JACKSON WATER COLLECTION	Payment	207.37	Water Bill Account #MOOR-000313-0000-01 - Water Bill For 313 Moorman Dr.
059173	01/23/2014	CUT-RATE PLUMBING	Payment	12.94	Customer ID#644 Invoice #672253 - Various Maintenance Supplies
059174	01/23/2014	WILMAR INDUSTRIES	Payment	918.60	Account #70585 Invoice #301008488 - Various Maintenance Supplies Invoice #301819702 - Various Maintenance Supplies
059175	01/23/2014	Ms. Clarice Littlejohn	Payment	25.00	Security Deposit Final Accounting For 301 Steward Ave. B-17, Vacated On November 30,2013
059176	01/23/2014	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	79.80	(1) Invoice (2) Vacuum Cleaner Roller Rebuild
059177	01/23/2014	Rooney's Sewer Service	Payment	150.00	Invoice #686 Run Out Line Under Toilet For RM E-8
059178	01/23/2014	MENARDS - JACKSON	Payment	980.15	Account #31610470 Invoice #57670 - Various Maintenance Supplies Invoice #58458 - Various Maintenance Supplies Invoice #58475 - Various Maintenance Supplies Invoice #60016 - Various Maintenance Supplies
059179	01/23/2014	CITY OF JACKSON - CITY CLERK	Payment	32,910.98	Customer #007702 Invoice #1400013204 - Insurance Coverage For Active Employees & Retirees For Dec. 2013
059180	01/23/2014	MCGOWAN ELECTRIC SUPPLY INC	Payment	55.04	Customer #101263 Invoice #1136881 - (2) 68 Watt Florescent Bulbs
059181	01/23/2014	CAMPBELL'S SEWER CLEANING	Payment	255.00	(3) Invoices Cleared Toilet Line @ RM H-9 Cleared Out Main Sewer Line @ CT 1203 Merriman

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 01/16/2014 To: 02/13/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059182	01/23/2014	JACKSON GLASS WORKS INC	Payment	544.02	Ran Out Laundry Line @ CT 304 Barbary Customer #JHOU
059183	01/23/2014	T.L. Plumbing & Drain Cleaning	Payment	460.00	Invoice #374993 - Various Maintenance Supplies Invoice #374994 - Various Maintenance Supplies (3) Invoices
059184	01/23/2014	COMCAST	Payment	362.62	Invoice #1927 - Re-Install New Water Heater @ CT 1232 Heather Lane Invoice #1930 - Unclogged Drains @ SBN 136 Shahan Invoice #1935 - Replaced Water Heater @ CT 1249 Heather Lane (2) Bills
059185	01/23/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	612.58	Account #01721346503-01-6 - Internet & Phone Service For CT 410 E. High St. Account #01721422342-01-5 - Internet & Phone Service For CT 316 Barbary Dr. Main Office
059186	01/23/2014	CITY OF JACKSON - CITY CLERK	Payment	1,919.25	Customer #31919 Invoice #2868683 - (2) 40 Gallon Water Heaters & (4) Diatelectric Unions For CT 1232 Heather Lane Customer #007702
059187	01/23/2014	AMBS CALL CENTER	Payment	287.36	Invoice #1400013130 - RX Drug Claims For Active Employees For December 2013 Account #1909
059188	01/23/2014	Emerge Accounting	Payment	2,493.75	Invoice #131210544 - Service Period 01/01/14-01/31/14 Usage Period 12/01/13-12/31/13
059189	01/23/2014	White & Hotchkiss, PLLC	Payment	450.00	Invoice #January-001 Accounting Services For January 2014 File #1919
059190	01/23/2014	TDS Metrocom	Payment	1,761.70	Invoice #59023 - Monthly Service For December 2013 (4) Bills Enclosed
059191	01/23/2014	SAFETY SYSTEMS INC	Payment	113.00	(517) 787-0168 - \$463.88 (517) 787-9241 - \$554.98 (517) 787-0218 - \$225.72 (517) 787-1188 - \$517.12 Customer #00938
059192	01/23/2014	Verizon Wireless	Payment	460.18	Invoice #425076 - Service Call To Delete Card (M. Brown) 12/06/13 Account #587119039-00001
059193	01/23/2014	Hirst Electric Company	Payment	1,323.00	Invoice #9717235892 - Monthly Charges For The Period Of 11/24/13-12/23/13 Invoice #56205
059194	01/23/2014	M.C. Smith Associates and Arcituectural Group	Payment	5,000.00	Repaired And Inspected Existing Wiring In Office Building & Removed Water From Existing Conduits And Re-Installed Outlets @ SBN 109 Shahan Dr. Invoice #2 Flood Restoration Project For Main Office @ SBN 109 Shahan

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059195	01/23/2014	City Of Jackson - Finance Department	Payment	7,228.78	06/06/13 - 11/06/13 Pension
059196	01/23/2014	CONSUMERS ENERGY	Payment	46.90	Employee/Employer Pension Contribution Payrolls 01/06/14-01/19/14 Final Accounting
059197	01/30/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	15.18	For Nacole Swank 313 Moorman Drive Acct #1000 6370 7432 Customer #31919
059198	01/30/2014	NAPOLEON LAWN & LEISURE	Payment	301.88	Invoice #2885101 - (2) 3/4" Shark End ST For CT Head Start Building (1) Invoice
059199	01/30/2014	DBI BUSINESS INTERIORS	Payment	118.97	Maintenance & Labor On Mower For SBN Customer #224241
059200	01/30/2014	TransUnion Rental Screening	Payment	151.40	Invoice #08113225 - Various Office Supplies Customer ID#4408R0064047
059201	01/30/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	32.00	Invoice #123332661 - Monthly Charges For Background Checks & Evictions Account #4344602
059202	01/30/2014	ICMA Retirement Corporation	Payment	25.33	Invoice #4344602-NV13 - Late Charges \$32.00 Loan Payment
059203	01/30/2014	Jackson Transportation Authority	Payment	573.37	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059204	01/30/2014	PURCHASE POWER	Payment	500.00	Invoice #00247887-IN Fuel For December 2013 & Late Fee For Invoice #24697
059205	01/30/2014	Superior Ind. Sales, Inc.	Payment	40.00	Account #8000-9000-00962-0884 Postal Meter Recharge - Tran Date 01/10/14, Post Date 01/12/13
059206	01/30/2014	CAMPBELL'S SEWER CLEANING	Payment	75.00	Invoice #361875 Marker Kit For Snow Removal Equipment For SBN
059207	01/30/2014	COMCAST	Payment	143.11	(1) Invoice Clear Out Kitchen Sink Line @ SBN 120 Shahan Account #01721423972-01-9
059208	01/30/2014	PDQ SUPPLY, INC.	Payment	311.38	Telephone & Internet Service For Reed Manor Resident Council Board Account #118660
059209	01/30/2014	COMCAST	Payment	215.30	Invoice #SI-174292 - Various Maintenance Supplies (2) Bills
059210	01/30/2014	Trail Supply LLC	Payment	483.45	Account #01721413438-01-3 - Cable & Internet Service For Main Office 301 Steward Ave. Building C Account #01721422344-01-1 - Cable & Phone Service For SBN 221 Janke St. Maintenance Garage Account #10014

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059211	01/30/2014	DAKINS	Payment	9.26	Invoice #18856 - (55) Industrial Ice Melt 50lb Bag Account #27395
059212	01/30/2014	SAFETY SYSTEMS INC	Payment	1,011.00	Invoice #308162 - Various Maintenance Supplies Customer #00938 Invoice #425255 - Service Call Due To Fire Alarm To Build. 1 False Tripping @ RM12/11/13 Invoice #425399 - Annual Fire Alarm Service Agreement For SBN Maintenance Jan-Dec Invoice #425400 - Annual Fire Alarm Service Agreement For CT Ayieko Building Jan-Dec Security Deposit Final Accounting For 301 Steward Ave. G-22, Vacated On January 14,2014 (1) Invoice Invoice #1941 - (30) CHID Key Blanks For RM (2) Invoices Invoice #1936 - Water Heater Install @ RM A-7, Clear Sink @ RM B-7 & Clear Sink @ RM H-18 Invoice #1937 - Fix Leak In Cealing From Tub Drain @ RM I-41 Invoice #145281 Lab-Drug Screen & Basic Physical Exam 12/16/13 For Jeremy McCafferty (1) Invoice Replaced Combustion Blower And Gas Valve Due To Pipe Break @ CT Day Care Center Invoice #812400552 Blower Induction For Furnace @ SBN ID #644 Invoice #590757 - Various Maintenance Supplies Invoice #672626 - Various Maintenance Supplies Customer #33515 Invoice #B224746 - (2) Baseboard Heaters For Main Office Entrance Doors Invoice #B225377 - Various Maintenance Supplies Invoice #B225573 - Closet Door Pin For CT 1249 Laurel Lane Invoice #C135083 - Various Maintenance Supplies (2) Invoices Invoice #63975 - Service Agreement For Canon IR1740 01/01/14-06/30/14 Invoice #63976 - Service Agreement For Kyocera KM5035 01/01/14-06/30/14 Invoice #17955 (1,000) Housekeeping Forms Account #11661270
059213	01/30/2014	Ms. Sonia Bristow	Payment	291.00	
059214	01/30/2014	A-1 LOCK SHOP	Payment	41.40	
059215	01/30/2014	T.L. Plumbing & Drain Cleaning	Payment	475.00	
059216	01/30/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	105.00	
059217	01/30/2014	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	505.00	
059218	01/30/2014	TOMMARK, INC.	Payment	141.85	
059219	01/30/2014	CUT-RATE PLUMBING	Payment	14.77	
059220	01/30/2014	HAMMOND HARDWARE	Payment	104.04	
059221	01/30/2014	J McEldowney Inc.	Payment	825.00	
059222	01/30/2014	ANDERSON PRINTING	Payment	164.47	
059223	01/30/2014	Shred-It USA - Grand Rapids	Payment	57.25	

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059224	01/30/2014	OSBORNE PROCESS SERVICE	Payment	341.70	Invoice #9403029951 - On Site Shredding Services (3) Consoles Service Date: January 2, 2014 (17) Invoices Invoice #636 -Evic. Proc. For Porsche Wright @ CT 1256 Laurel Lane, Invoice #6364 -Evic. Proc. For Deanadire Griffin @ CT 1251 Laurel Lane, Invoice #6363-Evict. Proc. For Linda Artis @ CT 938 Maple, Invoice #6349 -Evic. Proc. For John Hammond @ CT 106 Laurel Ct., Invoice #6350- Evic. Proc. For Gloria Dewitt @ CT 116 Laurel Ct., Invoice #6351-Evic. Proc. For Latara Berry @ CT 102 Laurel Ct., Invoice #6352-Evic. Proc. For Michael Spang @ CT 1203 Merriman, Invoice #6353-Eviction Processed For Myrina Roney @ CT 1713-5 Milwaukee, Invoice #6354-Evict. Proc. For Tania Peete @ SBN 421 Madison, Invoice #6355-Evict. Proc. For Alex Martin @ SBN 312 Madison, Invoice #6376-Evict. Proc. For Felicia Reed @ SBN 309 Moorman Dr., Invoice #6377-Evict. Proc. For Japri Anderson @ CT 1241 Laurel Ln., Invoice #6378-Eviction Processed For Antionette Reese @ CT 1229 Heather Lane, Invoice #6379-Evict. Proc. For Kimberly Tripplett @ CT 1205 Laurel Lane, Invoice #6385 - Evict. Proc. For William Davis @ RM 207 Steward Ave H-20, Invoice #6386-Evict. Proc. For Leeander Watkins @ RM 301 Steward Ave. D-17, Invoice #6387-Evic. Proc. For Terry Jackson @ RM 301 Steward Ave E-8 (3) Invoices Invoice #104307B - Comm. Contract - 2 Per Month For 301 Steward Ave. 12/01/13 Invoice #111986B - Comm. Contract - 2 Per Month For 301 Steward Ave. 01/01/14 Invoice #111577B - CDT Insp. Annual For 301 Steward Ave. 01/01/14 Invoice #111592B- CDT Insp. Annual For 109 Shahan Dr. 01/01/14 Invoice #111649B- CDT Insp. Annual For 306 Barberty 01/01/14 Account #31610470 Invoice #60774 - Various Maintenance Supplies Invoice #61453 - Various Maintenance Supplies Invoice #61886 - Various Maintenance Supplies Invoice #61898 - Various Maintenance Supplies (1) Invoice (2) Tractor Scraper Blades For RM Water & Sewer Bills CT 09/03/13 - 12/02/13 RM 10/28/13 - 11/21/13 Gas & Elec. Bills #93200.1 - Cons. 66,827 kwh #93300.1 - Cons. 1,592.8 mcf #93200.2 - Cons. 108,440 kwh #93300.2 - Cons. 1,336.8 mcf
059225	01/30/2014	ERADICO SERVICES, INC.	Payment	2,351.64	
059226	01/30/2014	MENARDS - JACKSON	Payment	546.16	
059227	01/30/2014	PERFORMANCE AUTOMOTIVE	Payment	84.04	
059228	02/12/2014	JACKSON WATER COLLECTION	Payment	5,859.19	
059229	02/12/2014	CONSUMERS ENERGY	Payment	48,586.30	

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059230	02/12/2014	City Of Jackson - Finance Department	Payment	7,000.43	#93200 3 - Cons. 1,992 kwh #93300.3 - Cons. 92.9 mcf Pension
059231	02/12/2014	Jeremy McCafferty	Payment	60.09	Employee/Employer Pension Contributions For Payroll 01/20/14-02/02/14 Refund
059231	02/12/2014	**VOID** Jeremy McCafferty	Payment	(60.09)	Incorrect Pension Amount Taken From Payrolls 12/27/13-02/07/14 Refund
059232	02/12/2014	Patricia Tyus	Payment	561.98	Void Refer 059231 Refund
059232	02/12/2014	**VOID** Patricia Tyus	Payment	(561.98)	Incorrect Pension Amount Taken From Payrolls 11/29/13-02/07/14 Refund
059233	02/12/2014	MENARDS - JACKSON	Payment	808.20	Void Refer 059232 Account #31610470
059234	02/12/2014	Home Depot Credit Services	Payment	2,546.03	Invoice #634443 - (2) Refrigerators For Stock @ SBN Account #6035322540175928
059235	02/12/2014	Trail Supply LLC	Payment	832.92	Invoice #5020835 - Various Maintenance Supplies Invoice #5971145 - Various Maintenance Supplies Account #10014
059236	02/12/2014	GENCO BOOT SHOP	Payment	98.10	Invoice #18854 - Various Maintenance Supplies Invoice #14423 Work Boots For Joseph Arnold
059237	02/12/2014	FIRESTONE PAYMENT CENTER	Payment	595.80	Customer #103083613 Invoice #086117 - Replace Tires On Truck @ SBN
059238	02/12/2014	Jannaa Pool	Payment	324.52	Refund
059238	02/12/2014	**VOID** Jannaa Pool	Payment	(324.52)	Incorrect Pension Amount Taken From Payrolls 09/06/13-02/07/14 Refund
059239	02/12/2014	ERADICO SERVICES, INC.	Payment	1,312.50	Void Refer 059238 (3) Invoices Invoice #111577B- For Service @ RM 301 Steward Ave. 01/01/14 Invoice #111592B - For Service @ SBN 109 Shahan Dr. 01/01/14 Invoice #111649B - For Service @ CT 316 Barberry 01/01/14
059240	02/12/2014	ANDERSON PRINTING	Payment	38.00	Invoice #18039 (250) Business Cards For Connie Crandall

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059241	02/12/2014	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For February 2014
059242	02/12/2014	PITNEY BOWES INC.	Payment	61.19	Account #0067-8952-00-3 Invoice #5502392522 - Red Ink Cartridge For Postage Meter
059243	02/12/2014	A-1 LOCK SHOP	Payment	13.75	Invoice #1965 (25) SC1 Key Blanks
059244	02/12/2014	TOMMARK, INC.	Payment	112.41	Customer ID#100596 Invoice #812403446 - (4) Pressure Switch Invoice #812402653 - (2) Pressure Switch Invoice #812404710 - (2) Pressure Switch
059245	02/12/2014	MENARDS - JACKSON	Payment	333.84	Account #31610470 Invoice #62111 - (2) Folding Chair Mats Invoice #62613 - (2) Spreader 85lb. Push Invoice #62634 - Various Maintenance Supplies Invoice #62750 - (2) 6in. Screwdrivers Invoice #63449 - Various Maintenance Supplies
059246	02/12/2014	HAMMOND HARDWARE	Payment	14.92	Customer #33515 Invoice #B226393 - (60) Washers For CT Community Room Chair Invoice #B227251 - (2) 1 1/2" Drain Connector
059247	02/12/2014	CUT-RATE PLUMBING	Payment	130.99	ID#644 Invoice #591221 - Various Maintenance Supplies Invoice #591409 - CAP 1/4ips, Brass Invoice #672847 - Various Maintenance Supplies Invoice #672922 - Various Maintenance Supplies
059248	02/12/2014	DBI BUSINESS INTERIORS	Payment	755.97	Customer #224241 Invoice #08112343 - Various Office Supplies Invoice #08113734 - (5) Classification Folders Invoice #08117597 - (1) Stamper Rplacement Pad Invoice #08117604 - Various Office Supplies Invoice #08117993 - Various Office Supplies Invoice #08118338 - Various Office Supplies Invoice #08119155 - Various Office Supplies Invoice #08119160 - Various Office Supplies
059249	02/12/2014	Consumer Energy	Payment	2,605.00	Utility Reimbursement
059250	02/12/2014	CASLER HARDWARE	Payment	35.52	Account #33561 Invoice #00701 - Various Maintenance Supplies Invoice #00781 - EZ Lock Dremel Blades Invoice #19894 - Turn Buckle For Snow Blower @ SBN Invoice #19914 - Various Maintenance Supplies

Jackson Housing Commission
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From: 01/16/2014 To: 02/13/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059251	02/12/2014	Denny Blaschko	Payment	300.00	(1) Invoice Repair Broken Pipe @ SBN 112 Shahan Dr. And Repaired Broken Pipe And Drain @ SBN 122 Shahan Dr.
059252	02/12/2014	WILMAR INDUSTRIES	Payment	488.16	Account #70585 Invoice #304153760 - (20) Sylvania 25 Watt Frost Bulbs Invoice #304237951 - (60) Florescent Bulbs Invoice #303799100 - (4) Sulfuric Acid Liquid Drain Opener
059253	02/12/2014	PDQ SUPPLY, INC.	Payment	892.16	Account #118660 Invoice #SI-173560 - (1) Door Handle
059254	02/12/2014	LOWE'S BUSINESS ACCOUNT	Payment	136.44	Invoice #SI-174931 - Various Maintenance Supplies Account #82130231016467
059255	02/12/2014	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	95.00	Invoice #14094 - Various Maintenance Supplies (1) Invoice Service Call For Headstart Furnace @ CT
059256	02/12/2014	JACKSON GLASS WORKS INC	Payment	376.50	Customer #JHOU Invoice #375359 - Install Window @ CT 108 Laurel Ct.
059257	02/12/2014	ETNA Supply	Payment	24.20	Customer #4218 Invoice #S100970527,001 - (1) Engelhard lead Free Solder 1lb. Silvabrite 100 Invoice #S100970573,001 - Credit Memo -\$47.06
059258	02/12/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	27.93	Customer #31919 Invoice #2895818 - Various Maintenance Supplies
059259	02/12/2014	SAFETY SYSTEMS INC	Payment	113.00	Customer #00938 Invoice #426377 - Service Call Due To Zone 22 Fire Trouble @ RM 01/08/14
059260	02/12/2014	Mr. Anthony Charleston	Payment	70.00	Security Deposit Final Accounting For 207 Steward Ave. H-27, Vacated On January 21,2014
059261	02/12/2014	MINUTEMAN SEWER & DRAIN	Payment	140.00	(3) Invoices Invoice #14-7994 - Video Inspection To Locate Line. Cleaned Mainline @ CT 1249 Laurel Ln
059262	02/12/2014	COMCAST	Payment	152.63	Account #01721423972-01-9 Telephone & Internet Service For Reed Manor Resident Council Board
059263	02/12/2014	AFLAC	Payment	601.04	Account #VX312 Invoice #658097 - Monthly Bill For February 2014
059264	02/12/2014	The Nelrod Company	Payment	1,449.00	Customer ID JACKSON, MI Invoice #ZR1529-2013 - EZ-Reasonable Rent Determination
059265	02/12/2014	J McEIdowney Inc.	Payment	695.00	Invoice #64255 Kyocera FS-1135 MFP Copier, Printer & Fax Machine

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 01/16/2014 To: 02/13/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059266	02/12/2014	The Nelrod Company	Payment	1,597.00	(1) Invoice Annual Update Of The Sec. 8 HCV Utility Allowance - \$1,597.00
059267	02/13/2014	Jeremy McCafferty	Payment	26.78	Refund Incorrect Pension Amount Taken From Payroll 02/07/14
059268	02/13/2014	Patricia Tyus	Payment	93.66	Refund Incorrect Pension Amount Taken From Payroll 02/07/14
059269	02/13/2014	Janna Pool	Payment	27.04	Refund Incorrect Pension Amount Taken From Payroll 02/07/14
059270	02/13/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059271	02/13/2014	Housing Authority Risk Retention Group	Payment	29,441.00	Customer #385 Invoice #HG00068230, Policy #HARRG-385-131766-2014 - Insurance Coverage For The Period Of 02/14/14-02/14/15
059272	02/13/2014	Housing Insurance Services, Inc.	Payment	51,648.00	Customer ID#385 Invoice #HP00057509, Policy #HAPI-385-131765-2014 - Insurance Coverage For The Period Of 02/14/14-02/14/15

Total: (284,516.01)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-013

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	\$2,829.50
AMP 2: Reed Manor	\$ 588.54
AMP 3: Shahan-Blackstone Apts.	<u>\$ 54.75</u>
Total	\$3,472.79

The attached Collection Losses Report reflects the delinquent amount of **\$3,472.79** and is hereby approved for fiscal year 2014 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 February 19, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

February, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	Accicca Swinney	001-1106	11/07/2013	\$2829.50
Reed Manor	Sherrie Johnson	002-4385	11/01/2013	\$588.54
Shahan	Nykia Moorer	003-6560	11/18/2013	\$54.75

Board Resolution: 2014-

Total Write Off: \$3472.79

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

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ~~or~~ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Jackson Housing Commission
 PHA Name _____

MI0038
 PHA Number/HA Code _____

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 2014 2015

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Michelle L. Pultz-Orthaus	Title President, Board of Commissioners
Signature	Date

**PHA 5-Year and
Annual Plan**

**U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing**

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>Jackson Housing Commission</u> PHA Code: <u>MI038</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/01/2014</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>540</u> Number of HCV units: <u>475</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

1. **Eligibility, Selection and Admissions Policies, including De-concentration and Wait List Procedures:**

There are no changes to eligibility selection and admission policies for either, Public Housing or Housing Choice Voucher (HCV program).

2. **Financial Resources: The following table is updated to reflect the state of financial resources for FY2013:**

Financial Resources		
Sources:	Planned Amounts:	Obligated Amounts
1. Federal Grants Changes for (FY2013)		
A.) Public Housing Operating Fund	252,686.34	
B.) Public Housing Capital Funds:		
Amp1	104,000	104,000
Amp2	181,675	181,675
Amp3	93,728	93,728
C.) Annual Contributions for HCV Assistance	2,752,221	
2. Public Housing Rental Income	942,800	

6.0

3. **Rent Determination:** *There are no changes from the previous submission.*

4. **Operation and Management:**

- A.) *The agency implemented a bedbug control policy regarding the prevention and eradication of bedbugs. The policy was updated in the Tenant Handbook and is reviewed with applicants at move in and with the residents at the annual recertification. Applicant and Residents are required to sign a receipt of the policy, certifying agreement of the requirements in the policy.*
- B.) *The agency implemented procurement policy and procedures governing all purchase by the agency.*
- C.) *The Administrative Plan governing the HCV program was updated using the Nan McKay model.*
- D.) *The Admission and Continued Occupancy Policy (ACOP) governing the public housing program was updated using the Nan McKay model.*

5. **Grievance Procedures:** *There were no substantial changes implemented from the previous submission. Letters used in the communication process of the grievance process and outcomes were updated.*

6. **Designated Housing for Elderly and Disabled Families:** *There are no changes from the previous submission.*

7. **Community Service and Self-Sufficiency:** *There are no changes from the previous submission.*

8. **Safety and Crime Prevention:** *The agency was approved for the HUD Emergency Safety & Security Program. The funds were used to purchase and install cameras and additional lighting on the grounds of each JHC's AMP-Reed Manor.*

9. **Pets:** *There are no changes from the previous submission.*

10. **Civil Rights Certification:** *There are no changes from the previous submission. (see Attachment XXXX)*

11. **Fiscal Year Audit:** *The JHC is required to have an audit conducted with submission of the audited financial statements to HUD REAC no later than nine months (12/31/13) after the fiscal year end (3/31/13). The draft audit report for FY 2013 has been submitted and contains no findings. The audited report was submitted to HUD REAC September 2013 before the submission deadline.*

12. **Asset Management:** *There are no changes from the previous submission.*