

# JACKSON HOUSING COMMISSION

REGULAR MEETING – JULY 17, 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
4. Approval of the Minutes of the Regular Meeting on June 19, 2013
5. Approval of the Previously Paid Liabilities from June 20 to July 12, 2013.
6. RESOLUTIONS  
Resolution No. 2013-32: Collection Losses Write-Off  
Resolution No. 2013-33: Revised Procurement Policy  
Resolution No. 2013-34: Health Care Re-procurement  
Resolution No. 2013-35: Promotion of Daphney Sullivan
9. 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*
10. OTHER BUSINESS
11. ADJOURNMENT
12. NEXT REGULAR MEETING: **August 21, 2013 – Reed Manor-Board Room**

# Jackson Housing Commission

Minutes of the Regular Meeting

June 18, 2013

The Jackson Housing Commission held its regular meeting at Chalet-Terrace in the Community Room at 12:00 PM on June 18, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:00 p.m. & upon discovering Commissioner Robinson was almost there, held the meeting until she arrived. Commissioner Robinson arrived at 12:07 p.m. and upon roll call, the following Commissioners were present: Montgomery, Robinson, Stark, Pultz-Orthaus, Davis-Dye. Absent: None.

Also present were: Phillip M. Fracker, Interim Executive Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary  
Shari Boyce, Section 8 Director

## 13-06-008 PUBLIC COMMENTS

Patricia Ryals, Resident Council President for Reed Manor, read a letter she was presenting to Board President, Michelle Pultz-Orthaus. The letter addressed Ms. Pultz-Orthaus actions at recent meetings and Ms. Ryals disappointment in her actions.

## 13-06-009 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD May 15, 2013.

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held April 17, 2013 with changes to 13-05-005 changing names Burch & Dobies to Pultz-Orthaus & Stark. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-06-010 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD  
June 6, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Special Meeting held June 6, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-06-011 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD  
June 11, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Special Meeting held June 11, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-06-012 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM May 16  
to June 13, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from May 16 to June 13, 2013. Commissioner Robinson **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-06-013 RESOLUTIONS**

**A. Resolution No. 2013-22: Interim Director**

As the Board entered into an agreement with Mr. Fracker as Interim Executive Director and whereas HUD is not approving the contract stating it wasn't procured correctly, Mr. Fracker is asking to be released from his contract so JHC can pay their bills and is recommending Connie Crandall, Public Housing Director be appointed as Interim Director until a suitable replacement is found. Ms. Crandall is OK with the appointment.

Commissioner Stark **MOVED** to approve the Interim Executive Director but to recommend Ms. Crandall's salary increase to the Mayor for approval. Commissioner Robinson **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2013-23: Collection Losses Write-Off

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses \$2,894.34. Commissioner Stark **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. 2013-24: Oppenheimer

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **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

D. Resolution No. 2013-25: Franklin Templeton

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **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

E. Resolution No. 2013-26: Wells Fargo

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **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

F. Resolution No. 2013-27: Citizens Bank/FirstMerit

Commissioner Montgomery **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Davis-Dye **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

G. Resolution No. 2013-28: County National

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. 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

H. Resolution No. 2013-29: Revised Procurement Policy

Commissioner Pultz-Orthaus **MOVED** to approve the forgoing Resoulution with the amendments of raising the small purchase threshold from \$5,000 to \$25,000 and to add to page 18 "...in accordance with the JHC Disposition Policy." 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

I. Resolution No. 2013-30: Revised Credit Card Policy

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. 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

J. Resolution No. 2013-31: Document Signatories

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. 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

**13-06-014 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. Ms. Crandall stated more people owe money but the amounts they owe is significantly less than previous years.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for May was awesome.

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.

**13-06-015 OTHER BUSINESS**

Commissioner Robinson was questioning the denial of Ms. Truman's Grievance Request and how Mr. Fracker could deny it when he wasn't authorized by HUD to be at the Housing Commission. Mr. Fracker explained how the Grievance process was for employees and not for the Executive Director. The Executive Director is the final person for the grieved and it isn't meant to deal with the Executive Director. Interim Executive Director isn't addressed in the handbook and it should be. Commissioner Robinson understands that this will not assist Ms. Truman, but should be addressed for future Interim Executive Directors. Commissioner Robinson **MOVED** to take a look at the employee handbook and to address the positions of Acting and Interim Executive Director. Commissioner Pultz-Orthaus **SECONDED** the motion and upon a voice vote, the motion carried:

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

The board continued to discuss what the circumstances were under Ms. Truman and what wasn't done and should have been done. She should have received direction in writing as to what she wasn't or was doing to the board's satisfaction. Commissioner Robinson will bring suggestions to the board on how to amend the handbook.

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

The regular meeting adjourned at 1:23 p.m.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

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

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 06/20/2013 To: 07/11/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058641	06/28/2013	City Of Jackson - Finance Department	Payment	11,437.84	Payrolls 05/27/13-06/23/13 Employer/Employee Contribution
058642	06/28/2013	ICMA Retirement Corporation	Payment	50.66	Loan Payment Connie Grandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
058643	06/28/2013	Teresa Gibson	Payment	400.00	Invoice #15 Cleaning Services For Offices 05/27/13-06/09/13
058644	06/28/2013	AFLAC	Payment	854.60	Account #VX312 Invoice #162480- Monthly Bill For June 2013
058645	06/28/2013	James Woods	Payment	473.60	Contract Labor Casual Labor Performed @ CT 06/03/13-06/13/13
058646	06/28/2013	STAMP CO	Payment	19.00	Invoice #28523 (2) Name Plates For Board Members Michelle Pultz-Orthaus & James Stark
058647	06/28/2013	O'LEARY PAINT CO.	Payment	2,344.50	Customer #8236 (50 Gallons) Ivory Cloud Paint, (30 Gallons) Ant. White Paint & (10 Gallons) White Paint
058648	06/28/2013	CITY OF JACKSON - CITY CLERK	Payment	32,949.51	Customer #007702 Invoice #1300010913 - Insurance Coverage For Active Employees & Retirees For May 2013
058649	07/01/2013	Consumer Energy	Payment	2,669.00	Utility Reimbursement
058650	07/03/2013	Jackson Transportation Authority	Payment	1,676.19	(3) Invoices Invoice #0024215-IN- Fuel For April 2013 \$612.26 Invoice #0024300-IN- Late Charge On Invoice #24215 \$30.61 Invoice #0024271-IN- Fuel For May 2013 \$1,033.32
058651	07/03/2013	WEATHERPROOF INC	Payment	147.84	Invoice #261559 36" Right Swing White Storm Door
058652	07/03/2013	MCGOWAN ELECTRIC SUPPLY INC	Payment	52.20	Invoice #1112407 (4) Electric Ballast
058653	07/03/2013	JACKSON GLASS WORKS INC	Payment	194.75	Customer #JHOU Invoice #369611 - Replaced Broken Window & Repair Frame @ RM I-31
058654	07/03/2013	HAMMOND HARDWARE	Payment	36.27	Customer #33515 Invoice #B190421 - Various Maintenance Supplies
058655	07/03/2013	IPRINT TECHNOLOGIES, INC	Payment	134.00	Invoice #B191475 - Various Maintenance Supplies Customer #JACK070
058656	07/03/2013	MENARDS - JACKSON	Payment	1,191.86	Order #5196475 - (2) HP Laser Toner Cartridge Account #31610470 Invoice #33316 - Various Maintenance Supplies \$130.49



Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058657	07/03/2013	T.L. Plumbing & Drain Cleaning	Payment	290.00	Invoice #33603 - Various Maintenance Supplies \$149.33 Invoice #33628 - Various Maintenance Supplies \$390.93 Invoice #34161 - Various Maintenance Supplies \$39.94 Invoice #34169 - Various Maintenance Supplies \$215.05 Invoice #34550 - Various Maintenance Supplies \$71.35 Invoice #35213 - Various Maintenance Supplies \$194.77 (3) Invoices Pulled Toilet And Ran Out Main Drain @ RM D-5 Ran Out Kitchen Sink Drain & Snake Main Sewer Drain Line @ RM G-9 & G-22 Ran Out Clogged Drain @ RM I-5
058658	07/03/2013	CUT-RATE PLUMBING	Payment	15.81	Customer #644
058659	07/03/2013	Denny Blaschko	Payment	125.00	Invoice #583142 - Repair Kit Mans Vac, Breaker (1) Invoice Patch Hole, Prime & Paint @ RM I-24
058660	07/03/2013	AMBS CALL CENTER	Payment	491.32	Account #1909 Invoice #130510703- Service Period 06/01/13-06/30/13 Usage Period 04/30/13-05/30/13
058661	07/03/2013	A-1 LOCK SHOP	Payment	12.42	(2) Invoices Invoice #1418 - (3) Dorma DND Keys Invoice #1419 - (3) Keys
058662	07/03/2013	DAKINS	Payment	42.37	Account #27395 Invoice #302396 - Various Maintenance Supplies For String Trimmer
058663	07/03/2013	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For June 2013
058664	07/03/2013	Rusty's Tree Service	Payment	250.00	Invoice #353106 Pine Tree Removal @ SBN
058665	07/03/2013	All Your Needs	Payment	4,725.00	(7) Invoices Invoice #779906 - Repair Drywall On Ceiling In Utility Room @ CT 1268 Laurel Ln. Invoice #779908 - Repair Drywall, Ceiling And Walls In Utility Room @ CT 307 Barbary Invoice #779909 - Repair Drywall On Ceiling And Walls @ CT 1225 Laurel Ln. Invoice #779910 - Drywall Repair Ceilings On Utility Ceilings @ CT 1227 Laurel Ct. Invoice #779911 - Repaired Drywall Ceiling In Utility Room, Repair Drywall In Bathroom & Repair Drywall Ceilings And Walls In Kitchen @ CT 304 Barbary Invoice #779913 - Tuck Paint All Sides Of Buildings @ RM A-I Building Invoice #779915 - Paint 3 Balconys @ RM

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 06/20/2013 To: 07/11/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058666	07/03/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	150.00	(1) Invoices Repair AC Unit @ CT
058667	07/03/2013	Tashay Estes	Payment	350.00	Refund Tenant Rent Over Payment For May Rent
058668	07/03/2013	CAMPBELL'S SEWER CLEANING	Payment	110.00	(1) Invoice Ran Out Main Line @ RM D-5
058669	07/03/2013	LIBERTY ENVIRONMENTALISTS, INC.	Payment	11.50	Invoice #134656 Dump Broken Glass @ RM
058670	07/03/2013	Cindy Davis	Payment	1,225.00	Retirement Reimbursement For Withholding From Payroll
058671	07/03/2013	Computer Ties LLC	Payment	1,089.99	(2) Invoices Invoice #18470- Computer Virus Clean-Up @ CT Invoice #18798- Resident Council Office Set-Up
058672	07/03/2013	SAFETY SYSTEMS INC	Payment	70.00	Invoice #54158 Fire Extinguisher For RM
058673	07/03/2013	HD Supply Facilities Maintenance	Payment	295.47	Customer #461000 Invoice #113476307 - Various Maintenance Supplies
058674	07/11/2013	CITY OF JACKSON - CITY CLERK	Payment	2,236.64	Customer 007702 Invoice #1300011086 - RX Drug Claims For Active Employees May 2013
058675	07/11/2013	Victory Lane Quick Change #100	Payment	39.55	Trans #13011803151578 Invoice #3151578 - Oil Change For SBN 2011 Ford-250
058676	07/11/2013	FIRESTONE PAYMENT CENTER	Payment	150.76	Customer #103083613 Invoice #0822500014 - Oil Change For RM 2011 Ford F-250 Invoice #0822550015 - Oil Change For RM 2011 Ford E-150 Invoice #0824240017 - Oil Change For CT 2011 Ford E-150 Invoice #0824240030 - Oil Change For CT 2011 Ford F-250
058677	07/11/2013	HOUSING DATA SYSTEMS, INC.	Payment	99.00	Client #6183 Invoice #213871- Electronically Submitted 1099 To The IRS- Fire System
058678	07/11/2013	Blue Sea L.L.C.	Payment	90.00	Invoice #1418 Hosting Fee For JHC Website 04/13-06/13
058679	07/11/2013	DAKINS	Payment	82.41	Account #27395 Invoice #301490 - Various Maintenance Supplies Invoice #301843 - Various Maintenance Supplies Invoice #302077 - Various Maintenance Supplies Invoice #302624 - Various Maintenance Supplies
058680	07/11/2013	T.L. Plumbing & Drain Cleaning	Payment	620.00	(4) Invoices Invoice #1661 - Changed Water Heater @ CT 326 Barberry & Replaced Safety

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 06/20/2013 To: 07/11/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058681	07/11/2013	JACKSON GLASS WORKS INC	Payment	2,340.50	On Water Heater @ 1216 Laurel Lane Invoice #1678 - Ran Out Floor Drain In C-Building Invoice #1696 - Replaced Tub Shoe And Over Flow @ RM 1-75 & Ran Out Sink Drain @ B-6 Invoice #1716 - Run Out Tub Drain @ RM H-16 Customer #JHOU Invoice #368650 - Repaired Broken Window @ RM 1265 Laurel Lane Invoice #368744 - Repaired Broken Window @ SBN 302 Moorman Invoice #368979 - Replaced Broken Window On CT Truck Invoice #368987 - Replaced Broken Window @ SBN 140 Shahan Invoice #369002 - Repaired Broken Window @ SBN Invoice #369170 - Repaired Broken Window @ SBN Invoice #369171 - Repaired Broken Window @ SBN 340 Moorman Invoice #369611 - Repaired Broken Window @ RM H-40 Invoice #370087 - Repaired Broken Window @ CT 304 Barbary Invoice #370099 - Repaired Broken Window @ SBN Invoice #370261 - Repaired Broken Window @ SBN Invoice #370305 - Repaired Broken Window @ SBN 311 Moorman Invoice #370691 - Repaired Broken Window @ SBN Customer #JACK070 Invoice #325698 - Toner, HP LJ2300 & HP LaserJet P2014 Order #518827 - Kyocera OEM FS-102MFP (2) Invoices Invoice #1564 - Security Guard Services For RM 05/01/13-05/15/13 Invoice #1568 - Security Guard Services For RM 05/16/13-05/31/13 Retirement Reimbursement For Withholding From Payroll (2) Invoices Invoice #16577 - (50) Annual Reports Invoice #16589 - (20) Annual Reports- Replaced Logo (1) Invoice Furnace Repair @ SBN 122 Shahan Customer #644 Invoice #582957 - (24) Drain Cleaner Invoice #583142 - (3) Repair Kit Mans Vac. Breaker Invoice #583152 - Various Maintenance Supplies Invoice #668937 - (5) TLT Supply Invoice #669272 - Various Maintenance Supplies
058682	07/11/2013	IPRINT TECHNOLOGIES, INC	Payment	213.50	
058683	07/11/2013	Armorknight Security, Inc.	Payment	7,677.50	
058684	07/11/2013	Cindy Davis	Payment	175.00	
058685	07/11/2013	ANDERSON PRINTING	Payment	418.00	
058686	07/11/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	95.00	
058687	07/11/2013	CUT-RATE PLUMBING	Payment	366.64	

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/20/2013 To: 07/11/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058688	07/11/2013	PERFORMANCE AUTOMOTIVE	Payment	78.09	Invoice #669343 - Various Maintenance Supplies Customer #4690
058689	07/11/2013	JACKSON COUNTY LANDFILL	Payment	25.64	Invoice #1470591 - (2) 12V Tractor Battery Invoice #1470597 - (1) Service Kit X320 (2) Invoices
058690	07/11/2013	AUDITORY RESPONSE SYSTEMS, INC.	Payment	408.00	Invoice #046626 - Dump Trash From Vacant Unit @ RM Invoice #048727 - Dump Furniture From Vacant Unit @ RM Account #ARS879 Invoice #2516 - TDD\TTY Service For 12 Month Period 06/01/13-05/31/14
058691	07/11/2013	Petty Cash	Payment	1,164.55	Petty Cash
058692	07/11/2013	Cascade Sprinkler Inspection	Payment	250.00	Replenish Petty Cash - From Transaction #39, To Transaction #66 Invoice #7796
058693	07/11/2013	Denny Blaschko	Payment	1,727.00	Annual Fire Sprinkler System Inspection And Testing On 04/16/13 @ RM (4) Invoices Removed Railroad ties Around (6) Trees @ SBN Patch Hole Under Kitchen Sink @ RM I-24 Removed 36" Steel Service Door To Maintenance Garage And Replaced w/New Door @ SBN
058694	07/11/2013	J McEldowney Inc.	Payment	88.00	Removed Old Vanity Countertop & Replaced w/new Countertop @ SBM Apt. 103 Invoice #60594 Emptied Waste Bottle, Tested & Cleaned On Connie Printer FS-1128
<b>Total:</b>				(	91,227.18)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-32**

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	\$ 249.95
AMP 2: Reed Manor	\$ 502.43
AMP 3: Shahan-Blackstone Apts.	<u>\$ 385.13</u>
<b>Total</b>	<b>\$1,137.51</b>

The attached Collection Losses Report reflects the delinquent amount of **\$1,137.51** 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 July 17, 2013.

\_\_\_\_\_  
Connie Crandall  
Interim Executive Director/Secretary

# Collection Losses Report

Three months or greater

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	Jamie Buckmon	001-7648	04/12/2013	\$249.95
Reed Manor	Erik Pruitt Joel Castle	002-4397 002-4495	04/08/2013 04/15/2013	\$488.43 \$ 14.00
Shahan	Bianca Robinson Rasharia Jones	003-5530 003-6586	04/30/2013 04/04/2013	\$ 61.38 \$323.75

**Board Resolution: 2013-**

**Total Write Off: \$1137.51**

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

**JACKSON HOUSING COMMISSION  
JACKSON, MICHIGAN**

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

**RESOLUTION NO. 2013-33**

Pursuant to the Commission's Public Housing Program, Federal Regulations at **24 CFR 85.36**, the Procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8 Rev 2, and applicable State and Local laws, and in reliance upon Commission staff analysis of procurement requirements; the Commission hereby adopts the attached Jackson Housing Commission Procurement Policy effective July 17, 2013.

**Supersedure.** This Procurement Policy supersedes all previously established policies on procurement.

Commissioner \_\_\_\_\_ **MOVED** to adoption of the foregoing Resolution as amended to remove Appendix 14, Intergovernmental Agreement for Supplemental Community Policing Services. Commissioner \_\_\_\_\_ **SUPPORTED** 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 July 17, 2013

\_\_\_\_\_  
Connie Crandall, PHM  
Interim Executive Director/Secretary

## **Jackson Housing Commission**

### **Procurement Policy**

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Jackson Housing Commission (JHC) and the HUD, Federal Regulations at **24 CFR 85.36**, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

#### **General Provisions**

The JHC shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the JHC; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the JHC; promote competition in contracting; and assure that JHC purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

#### **Application**

This Procurement Policy applies to all procurement actions of the Commission, regardless of the source of funds, except as noted under "exclusions," below. However, nothing in this Policy shall prevent the JHC from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

#### **Definition**

The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

#### **Exclusions**

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.



## **Changes in Laws and Regulations**

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

## **Public Access to Procurement Information**

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of Michigan Freedom of Information Act.

## **Ethics in Public Contracting**

### **General**

The JHC hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

### **Conflicts of Interest**

No employee, officer, Board member, or agent of the JHC shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### **Gratuities, Kickbacks, and Use of Confidential Information**

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

### **Prohibition Against Contingent Fees**

Contractors wanting to do business with the JHC must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

## **Procurement Planning**

Planning is essential to managing the procurement function properly. Hence, the JHC will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the JHC's procurement costs; reduce JHC administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

## **Purchasing Methods**

### **Petty Cash Purchases**

Purchases under \$100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the JHC shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

To expedite tenant court filings and actions cash in the amount of up to \$1,000 per month may be drawn from the Petty Cash fund.

### **Small Purchase Procedures**

For any amounts above the Petty Cash ceiling, but not exceeding \$25,000, the JHC may use small purchase procedures. Under small purchase procedures, the JHC shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$2,000, also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the JHC. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The JHC shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

## Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the PHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$25,000.

- A. **Conditions for Using Sealed Bids.** JHC shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the JHC or fair competition shall not be permitted.

## Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the PHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The JHC may assign price a specific weight in the evaluation criteria or the JHC may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the JHC shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.