

Jackson Housing Commission
Minutes of the Regular Meeting
November 20, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on November 20, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:01 p.m. President Pultz-Orthaus introduced Patricia Tyus, Executive Director to the board and members of the audience.

Upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, & Davis-Dye. Absent: None

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

13-11-001 PUBLIC COMMENTS

No public comments were heard.

13-11-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD October 16, 2013.

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held October 16, 2013. 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:	None

13-11-003 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD October 23, 2013.

Commissioner Davis-Dye **MOVED** to approve the minutes of the Special Meeting held October 23, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

13-11-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM October 17 to November 19, 2013.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from October 1 to November 19, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

13-11-005 RESOLUTIONS

A. Resolution No. 2013-47: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$5,801.07. 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: None

B. Resolution No. 2013-48: 2014 Meeting Schedule

Commissioner Stark **MOVED** to adopt the resolution for the 2014 Commission Meeting Schedule. 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: None

C. Resolution No. 2013-49: Section 8 Fair Market Rents

Commissioner Stark **MOVED** to adopt the as amended to reflect the Fair Market Rents for Section 8. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted as amended:

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

D. Resolution No. 2013-50: Cell Phone Policy

Commissioner Pultz-Orthaus **MOVED** to table the resolution for a later date. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was tabled:

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

E. Resolution No. 2013-51: Appoint Patricia Tyus Contracting Officer & Point of Contact

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

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

F. Resolution No. 2013-52: Execution of Signature Cards for FirstMerit Bank

Commissioner Davis-Dye **MOVED** to adopt the resolution for new Signature cards for FirstMerit Bank. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

G. Resolution No. 2013-53: Execution of Signature Cards for County National Bank

Commissioner Stark **MOVED** to adopt the resolution for new Signature cards for County National Bank. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

13-11-006 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Mrs. Boyce stated HUD doesn't believe we will have a shortfall and is working with HUD to find out why HUD believes so. She will update the board as soon as she knows more.

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 October wasn't great but it was due to an error by the new manager and a number of units requiring extensive work.

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.

13-11-007 OTHER BUSINESS

President Pultz-Orthaus thanked Ms. Crandall, Mrs. Boyce and Mrs. Dickerson for their efforts running the agency during the time of transition over the summer. Commissioner Stark wanted to extend the thanks to the entire staff as well. Ms. Crandall also thanked the staff for their efforts, without them the agency wouldn't have run as smoothly as it did.

Commissioner Davis-Dye asked what is needed to get the JHC off the Zero Threshold.

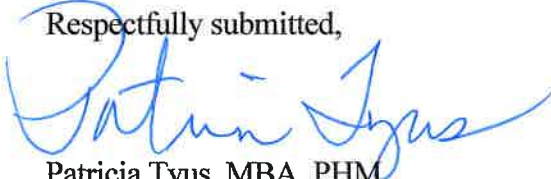
Ms. Tyus explained to the board that her priorities for the end of the year are to get Shahan-Blackstone office renovations moving forward, procure health insurance for the employees, complete & submit the 2014 operating subsidy to HUD and to deal with staffing issues and policies. Ms. Tyus would like to start 2014 fresh for the agency and close out 2013 on a positive note.

There was discussion on how to get out of the late presumptive failure and how to prevent it from occurring again in the future. Ms. Tyus explained an internal JHC calendar is in the works to alert employees of due dates for submission of reports to HUD.

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 12:56 p.m.

Respectfully submitted,



Patricia Tyus, MBA, PHM
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President