

# JACKSON HOUSING COMMISSION

REGULAR MEETING – AUGUST 21, 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 July 17, 2013
5. Approval of the Previously Paid Liabilities from July 18 to August 15, 2013.
6. RESOLUTIONS  
Resolution No. 2013-36: Collection Losses Write-Off  
Resolution No. 2013-37: Revised Procurement Policy  
Resolution No. 2013-38: Close Oppenheimer Account  
Resolution No. 2013-39: Execute Contract with White, Hotchkiss, Falahee, PLLC
7. 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*
8. OTHER BUSINESS
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **September 18, 2013 – Reed Manor-Board Room**

**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

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058709	07/25/2013	ANDERSON PRINTING	Payment	330.94	16824 #10 Color Logo Return Envelopes
058710	07/25/2013	Denny Blaschko	Payment	1,200.00	(1) Invoice Removed 6 Steel Doors And Installed 6 Temporary Doors Removed 6 Temporary Doors And Installed 6 New Permanent Doors
058711	07/25/2013	TDS Metrocom	Payment	3,449.73	(4) Bills Enclosed (517) 787-0168 - \$944.01 (517) 787-9241 - \$970.66 (517) 787-0218 - \$439.42 (517) 787-1188 - \$1,095.64
058712	07/25/2013	Verizon Wireless	Payment	1,510.69	Account #587119039-00001 Invoice #9707131915 - Monthly Charges For The Period Of 05/24/13-06/23/13
058713	07/25/2013	MENARDS - JACKSON	Payment	1,923.12	Account #31610470 Invoice #30550 - Various Maintenance Supplies \$301.37 Invoice #31016 - Various Maintenance Supplies \$423.12 Invoice #31054 - Various Maintenance Supplies \$164.52 Invoice #31247 - Various Maintenance Supplies \$276.75 Invoice #31785 - Various Maintenance Supplies \$56.68 Invoice #32138 - Various Maintenance Supplies \$118.95 Invoice #35728 - Various Maintenance Supplies \$243.79 Invoice #36816 - Various Maintenance Supplies \$265.91 Invoice #36923 - Various Maintenance Supplies \$59.17 Invoice #38672 - Various Maintenance Supplies \$12.86
058714	07/25/2013	HAMMOND HARDWARE	Payment	99.75	Account #33515 Invoice #B186499 - Various Maintenance Supplies Invoice #B187767 - Various Maintenance Supplies Invoice #B188175 - Various Maintenance Supplies Invoice #C122200 - Various Maintenance Supplies Invoice #B194954 - Various Maintenance Supplies Invoice #C123775 - Various Maintenance Supplies
058715	07/25/2013	MINUTEMAN SEWER & DRAIN	Payment	432.50	Invoice #7538 Clear Out Drain @ RM D Building & I-14 Tub Drain
058716	07/25/2013	CASLER HARDWARE	Payment	19.47	Account #33561 Door Strike Plate For RM I-75
058717	07/25/2013	ETNA Supply	Payment	48.71	Customer #4218 Invoice #S100779131.001 - Various Maintenance Supplies
058718	07/25/2013	Teresa Gibson	Payment	133.32	Invoice #16 Cleaning Services For Offices 06/10/13-06/12/13
058719	07/25/2013	Pentiuk, Couvreur & Kobijjak, P.C	Payment	428.05	Account #114310.001 Invoice #11769 - Received And Reviewed Incompatibility Of Office Act; FOIAS

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058720	07/25/2013	IPRINT TECHNOLOGIES, INC	Payment	316.00	Customer #JACK070 Invoice #328948 - HP Laser Jet Pro M401/1400MFP CF280X & Fax Toner Sharp FO-2080
058721	07/25/2013	HOUSING DATA SYSTEMS, INC.	Payment	451.25	Client #6183 Invoice #213959 - 2 Part Cash Receipts & MTCS Transmittal Service For 04/01/13-06/30/13
058722	07/25/2013	Trail Supply LLC	Payment	729.08	Account #10014 Invoice #16613 - Various Maintenance Supplies Invoice #16672 - Various Maintenance Supplies
058723	07/25/2013	JACKSON KEY WORKS	Payment	79.78	Invoice #8263 1 Lock Rekeyed & 2 Keys
058724	07/25/2013	Acuity	Payment	1,571.97	Policy #X65676-4 Workers Compensation - Policy Term 03/26/13-03/26/14
058725	07/25/2013	Computer Ties LLC	Payment	1,148.85	(3) Invoices Invoice #18721- Spam Filter From MXSWEEP, 1 yr. secure email Invoice #18771- Moved Computer From Executive Office To Conf. Room. Invoice #18801 - Yearly Fee For Web Filter Unit's In All Offices
058726	07/25/2013	Shred-It USA - Grand Rapids	Payment	107.00	Account #11661270 Invoice #9401870817 - On Site Shredding Services (3) Consoles Invoice #9402000246 - On Site Shredding Services (3) Consoles Invoice #9402123227 - On Site Shredding Services (3) Consoles
058727	07/25/2013	Emerge Accounting	Payment	2,375.00	Invoice #Jun-001 Accounting Services For June 2013
058728	07/25/2013	Nonprofit Network	Payment	300.00	(1) Invoice Level 5 Membership Renewal
058729	07/25/2013	Farrell Executive Sealcoating	Payment	650.00	(1) Invoice Seal Patch Cracks & Restripe Basketball Court @ CT
058730	07/25/2013	LIBERTY ENVIRONMENTALISTS, INC.	Payment	193.00	(12) Invoices Invoice #133659 - Dump Trash For SBN Invoice #133998 - Dump Brush For SBN Invoice #134663 - Dump Brush For RM Invoice #134814 - Dump Brush For CT Invoice #134906 - Dump Brush For CT Invoice #134907 - Dump Brush For RM Invoice #134934 - Dump Brush For CT Invoice #134935- Dump Brush For CT Invoice #134979 - Dump Brush For CT Invoice #134983 - Dump Brush For SBN Invoice #134985 - Dump Brush For CT

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
					Invoice #135158 - Dump Brush For RM
058731	07/25/2013	TWILIGHT ELECTRIC	Payment	85.00	(1) Invoice Check Receptals, Lights And Switches For Short & Restore Power @ CT 1212 Heather Lane
058732	07/25/2013	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For July 2013
058733	07/25/2013	American Office Solutions	Payment	496.14	Invoice #CNIN036097 Service Agreement For Copy, Printer & Fax @ CT
058734	07/25/2013	FERGUSON ENTERPRISES, INC.-JACKSON #834	Payment	121.88	Customer #31919 Invoice #2616554 - Various Maintenance Supplies
058735	07/25/2013	CUT-RATE PLUMBING	Payment	89.47	Customer #644 Invoice #669726 - Various Maintenance Supplies
058736	07/25/2013	Blue Sea L.L.C.	Payment	90.00	Invoice #860708 - Tub Spot For SBN 118 Shahan Dr. Invoice #1503 Hosting Fee For JHC Website 07/13-09/13
058737	07/25/2013	Home Depot Credit Services	Payment	5,975.51	Account #603532540175928 Invoice #1972099- Various Maintenance Supplies Invoice #5171129- Various Maintenance Supplies Invoice #7031756- Various Maintenance Supplies Invoice #9021122 - Various Maintenance Supplies
058738	07/25/2013	PDO SUPPLY, INC.	Payment	482.35	Account #118660 Invoice #SI-154488 - Various Maintenance Supplies Invoice #SI-155754 - Various Maintenance Supplies



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

From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058739	07/25/2013	J McEldowney Inc.	Payment	395.00	Invoice #SI-157841 - Various Maintenance Supplies Invoice #61709
058740	07/25/2013	COMCAST	Payment	713.52	Service Copy Machine & Install Fax System IR1740 (4) Invoices Account #01721422344-01-1 - Internet & Phone Service @ SBN 221 Janke St. Main Office \$90.76 Account #01721413438-01-3 - Internet & Phone Service @ Main Office C-Building \$205.22 Account #01721422342-01-5 - Internet & Phone Service @ CT 316 Barbary Dr. Main Office \$268.04 Account #01721346503-01-6 - Internet & Phone Service @ CT 410 E. High St. Ayieko Center \$149.50
058741	07/25/2013	White & Hotchkiss, PLLC	Payment	900.00	File #1919 Invoice #55268 - Monthly Legal Service For June 2013 Invoice #55637 - Monthly Legal Service For July 2013
058742	07/25/2013	TransUnion Rental Screening	Payment	547.00	Customer ID #4408R0064047 Invoice #05334305 - Monthly Charges For Background Checks & Evictions
058743	07/25/2013	LOWE'S BUSINESS ACCOUNT	Payment	69.99	Account #82130231016467 Invoice #46154 - Various Maintenance Supplies
058744	07/25/2013	OSBORNE PROCESS SERVICE	Payment	264.50	(5) Invoices Invoice #4398 - Eviction Processed For Katherine Henry @ RM 301 Steward Ave, D-4 Invoice #4442 - Eviction Processed For Carol Lewis @ SBN 103 Shahan Dr. Invoice #4470 - Eviction Processed For Kimberly Triplett @ CT 1205 Laurel Lane Invoice #4486 - Eviction Processed For Angela Snyder @ CT 313 Wall Invoice #4498 - Eviction Processed For Reginaid London @ RM 301 Steward Ave, E-2
058745	07/25/2013	NAN MCKAY & Associates, Inc.	Payment	224.00	Invoice #186210 Annual Subscription Fee For Nan McKay Revision Services For S8P
058746	07/26/2013	Consumer Energy	Payment	2,507.00	Utility Reimbursement
058747	07/26/2013	DBI BUSINESS INTERIORS	Payment	909.67	Customer #224241 Invoice #08IB4763 - Various Office Supplies Invoice #08IB9091 - Various Office Supplies Invoice #08IC0838 - Various Office Supplies Invoice #08IC0840 - Various Office Supplies Invoice #08IC5830 - Various Office Supplies Invoice #08IC5843 - Various Office Supplies Invoice #08IC7587 - Various Office Supplies Invoice #08ID0233 - Various Office Supplies

Jackson Housing Commission  
**Register - Basic Listing**  
 Public Housing  
 From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058748	07/26/2013	CITY OF JACKSON - CITY CLERK	Payment	32,795.59	Customer #007702 Invoice #1300011509 - Insurance Coverage For Active Employees & Retirees For June 2013
058749	07/26/2013	CITY OF JACKSON - CITY CLERK	Payment	4,076.14	Customer #007702 Invoice#1300011510 - RX Drug Claims For Active JHC Employees For June 2013
058750	07/26/2013	AFLAC	Payment	698.60	Account #VX312 Invoice #583947 - Monthly Bill For July 2013
058751	07/26/2013	City Of Jackson - Finance Department	Payment	13,869.36	Pension Employee/Employer Pension Contribution Payrolls 06/24/13-0707/13 & 07/08/13 & 07/21/13
058752	08/02/2013	CONSUMERS ENERGY	Payment	34,508.29	Gas & Elec. Bills #93200.1 - Cons. 48,556 kwh #93200.1 - Cons. 335.8 mcf #93200.2 - Cons. 125,800 kwh #93200.2 - Cons. 551.9mcf #93200.3 - Cons. 1,773 kwh #93200.3 - Cons. 20.8 mcf
058753	08/02/2013	JACKSON WATER COLLECTION	Payment	22,542.18	Water & Sewer Bills CT 02/01/13 - 05/10/13 - Storm Fee \$585.00 CT 03/01/13 - 06/03/13 - Storm Fee \$60.00 RM 03/26/13 - 04/30/13 - Storm Fee \$191.65 RM 04/25/13 - 05/31/13 - Storm Fee \$474.75 SBN 04/01/13- 04/30/13 - Storm Fee \$283.10
058754	08/02/2013	CONSUMERS ENERGY	Payment	143.00	Utility Reimbursement
058755	08/02/2013	All Your Needs	Payment	700.00	Account #1000 0630 0410 For Alex Martin (2) Invoices Invoice #167873 - Removed And Installed New Shower Walls @ CT 1228 Laurel Lane
058756	08/02/2013	Computer Ties LLC	Payment	15,191.10	Invoice #167874 - Installed New Floor In Bathroom @ CT 1228 Heather Lane Application #3 Security Camera Project For RM CFP 2011
058757	08/07/2013	Armorknight Security, Inc.	Payment	3,700.00	Invoice #1590 Security Guard Services For RM 06/01/13-06/16/13
058758	08/07/2013	TDS Metrocom	Payment	1,722.81	(4) Bills Enclosed (517) 787-0168 - \$458.19 (517) 787-9241 - \$487.30 (517) 787-0218 - \$222.89 (517) 787-1188 - \$554.43
058759	08/07/2013	Acuity	Payment	1,827.30	Policy #X65676-4 Workers Compensation - Policy Term 03/26/13-03/26/14
058760	08/07/2013	Housing Insurance Services, Inc.	Payment	7,900.00	Customer ID #385

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058761	08/07/2013	Housing Authority Risk Retention Group	Payment	581.00	Invoice #HP00054126 - Auto Liability & Auto Physical Damage Customer ID #385
058762	08/08/2013	Consumer Energy	Payment	5,878.50	Invoice #HG00065485 - Excess Auto Liability Utility Reimbursement
058763	08/08/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	476.00	Account #4344602 Invoice #4344602-MY13 - Postage Meter Leasing Charges And Value Max Fees For The Period Of 06/20/13-09/20/13 \$444.00 Late Charges \$32.00
058764	08/08/2013	COMCAST	Payment	1,234.87	(4) Invoices Account #01721413438-01-3 - Internet & Phone Service @ Main Office C-Building \$402.44 Account #01721422342-01-5 - Internet & Phone Service @ CT 316 Barbary Dr. Main Office \$533.43 Account #01721346503-01-6 - Internet & Phone Service @ CT 410 E. High St. Ayieko Center \$299.00
058765	08/08/2013	Shred-It USA - Grand Rapids	Payment	53.50	Account #116612270 Invoice #9401870817 - On Site Shredding Services (3) Consoles Invoice #9402000246 - On Site Shredding Services (3) Consoles Invoice #9402123227 - On Site Shredding Services (3) Consoles
058766	08/12/2013	ICMA Retirement Corporation	Payment	75.99	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
058767	08/12/2013	City Of Jackson - Finance Department	Payment	6,662.91	Pension Employee/Employer Pension Contribution Payrolls 07/22/13-08/04/13
058768	08/12/2013	CITY OF JACKSON - CITY CLERK	Payment	5,223.09	Customer #007702 Invoice#1300011784 - RX Drug Claims For Active JHC Employees For July 2013
058769	08/12/2013	CITY OF JACKSON - CITY CLERK	Payment	35,140.09	Customer #007702 Invoice #1300011785 - Insurance Coverage For Active Employees & Retirees For June 2013
058770	08/14/2013	Consumer Energy	Payment	96.00	Utility Reimbursement
058771	08/14/2013	M.C. Smith Associates and Arcitectural Group	Payment	4,375.00	Invoice #1 Architectural Services For Fire Restoration Project @ SBN 109 Shahan - Main Office
058772	08/14/2013	NAN MCKAY & Associates, Inc.	Payment	448.00	Customer ID #JAC49201 Invoice #INV187225 - Model Admin, Plan Revision Service On CD, Annual Subscription Fee 10/01/13-09/30/14 Invoice #INV186210 - Model Admission & Cont. Policy Revision Serv, Annual Subscription Fee 08/01/13-07/31/14

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058773	08/14/2013	Trail Supply LLC	Payment	593.86	Account #10014 Invoice #17146 - Various Maintenance Supplies
058774	08/14/2013	DAKINS	Payment	38.72	Account #27395 Invoice #304883 - Drive Belt For Simplicity Tractor @ SBN
058775	08/14/2013	Tyashia Anderson	Payment	81.50	Security Deposit Final Accounting For 152 Shahan Dr., Vacated On July 1, 2013
058776	08/14/2013	Kimberly Burl	Payment	90.00	Security Deposit Final Accounting For 146 Shahan Drive, Vacated On June 26, 2013
058777	08/14/2013	Emma Weese	Payment	58.00	Security Deposit Final Accounting For 114 Shahan Drive, Vacated On July 8, 2013
058778	08/14/2013	ANDERSON PRINTING	Payment	60.85	Invoice #17087 (250) Employee Leave Forms
058779	08/14/2013	AMBS CALL CENTER	Payment	245.00	Account #1909 Invoice #130610676 - Service Period 07/01/13-07/31/13
058780	08/14/2013	PURCHASE POWER	Payment	67.78	Usage Period 05/31/13-06/30/13 Account #8000-9000-0062-0884 Late Fee & Finance Charge
058781	08/14/2013	J McEldowney Inc.	Payment	88.00	Invoice #61640 Cleaned Glass, Drum Unit, & DV Unit. Adjusted Corona Cleaning Lever & Reassembled Kyocera Copy Machine FS-1128
058782	08/14/2013	O'LEARY PAINT CO.	Payment	1,236.00	Customer #8236 (20) Pro-Tech S/G White Ivory Cloud Paint (20) Sungard Satin Ext. White Paint
058783	08/14/2013	Housing Telecommunications, Inc.	Payment	1,568.10	Customer ID #385 Invoice #INV0007283 -Housing TeleVide Programming Services Renewal 09/01/13-09/01/14
058784	08/14/2013	Emerge Accounting	Payment	2,968.75	(2) Invoices Invoice #Jun-001- Accounting Service For March - June 2013 Invoice #July-001-Accounting Service For July 2013
058785	08/14/2013	CITY OF JACKSON - CITY CLERK	Payment	38,344.00	Customer #007702 Invoice #1300010969 - Administrative Charges For Fiscal Year Ended June 30, 2012
058786	08/14/2013	A-1 LOCK SHOP	Payment	7.50	Invoice #1583 (3) A Keys For Resident @ SBN 310 Madison
058787	08/15/2013	AFLAC	Payment	698.60	Account #VX312 Invoice #020553 - Monthly Bill For August 2013
058788	08/15/2013	JACKSON OUTDOOR EQUIPMENT	Payment	88.74	Customer #104542 Invoice #85598 - Blades For Zero Turn Tractor @ CT

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/18/2013 To: 08/15/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058789	08/15/2013	WEATHERPROOF INC	Payment	95.54	Customer #JAC HOUS COM Insulated Window Units For CT 1014 Chittcock
058790	08/15/2013	COLLINS BROTHERS	Payment	245.60	Invoice #48056 (12) 36" Stair Treads
058791	08/15/2013	Standard Electric Company	Payment	27.72	Customer #241621 Invoice #1565682-00 - (2) ITB SLA0905 6V 4.5AH Invoice #1565682-01 - (10) 259 6.3V .25A T3-1/4 Wedge Lam
058792	08/15/2013	SAFETY SYSTEMS INC	Payment	187.30	Customer #07270 Invoice #418528 - New Door - Replaced Contact On Zone 2 Service Door @ SBN 221 Janke Invoice #418529 - Reprogrammed Codes For Partition 1 And 2 @ Main Office C-Building
058793	08/15/2013	Hirst Electric Company	Payment	386.00	Invoice #55151 Furnished And Installed Electrical Material, Removed Light Pole And Added Junction Box To Enclose Electrical Feed @ SBN 109 Shahan Dr.
058794	08/15/2013	CAMPBELL'S SEWER CLEANING	Payment	100.00	(1) Invoice Snake Out Kitchen And Bathroom Sink Drains @ RM I-43

**Total:** ( 287,561.82)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-36**

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	\$ 000.00
AMP 2: Reed Manor	\$ 903.54
AMP 3: Shahan-Blackstone Apts.	<u>\$ 502.75</u>
<b>Total</b>	<b>\$1,406.29</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 August 21, 2013.

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

# Collection Losses Report

Three months or greater

August, 2013

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Lezatta Kelly Charles Rankin	002-3333 002-4447	05/02/2013 05/28/2013	\$692.54 \$211.00
Shahan	Jodi Huot Glen Arras	003-6561 003-6564	05/04/2013 05/28/2013	\$126.00 \$376.75

**Board Resolution: 2013-**

**Total Write Off: \$1406.29**

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. 2013-37**

**WHEREAS**, under recent HUD review, a number of items within the Section 8 Housing Choice Voucher Administrative Plan require updates of current regulations and procedures; and

**WHEREAS**, Nan McKay and Associates has provided JHC with the current version; and JHC has reviewed and adapted said version to the Commission's programs;

**THEREFORE BE IT RESOLVED THAT** the heretofore stated revisions are hereby approved for immediate implementation.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_ 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 held August 21, 2013.

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



**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-38**

**WHEREAS**, HUD requires the Commission to have a General Depository Agreement with each of its depositories and a Collateralization Agreement for deposits over \$250,000; and

**WHEREAS**, Oppenheimer failed to sign a General Depository Agreement; and

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to close its Oppenheimer & Co., Inc. investment account and transfer deposits the FirstMerit Bank Savings Account.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_ 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 August 21, 2013.

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

## Katie Dickerson

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**From:** Garrison, Ulysses S <Ulysses.S.Garrison@hud.gov>  
**Sent:** Thursday, August 08, 2013 9:36 AM  
**To:** Katie Dickerson  
**Subject:** RE: Update on General Depository Agreement

Ms. Dickerson,

Jackson is going to need an FDIC insured account or an account with National Credit Union Insurance.

Thanks,

Ulysses Garrison  
Financial Analyst  
Detroit Field Office - Public Housing  
477 Michigan Avenue  
Detroit, MI 48226  
313.234.7462  
313.226.6160 fax

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**From:** Katie Dickerson [<mailto:k.dickerson@jacksonhousing-mi.org>]  
**Sent:** Thursday, August 08, 2013 8:47 AM  
**To:** Paul, Nakisha S  
**Cc:** Connie Crandall; Garrison, Ulysses S  
**Subject:** Update on General Depository Agreement

Hi Nakisha,

Can you provide me with the information they are asking for?  
If not, should we have the board vote to withdraw the funds and place them in our savings/checking account with FirstMerit Bank?

Thank you,

*Katie Dickerson*  
Executive Secretary  
Jackson Housing Commission  
(517) 787-9241 Option 7  
(517) 787-6143 Fax  
[www.jacksonhousing-mi.org](http://www.jacksonhousing-mi.org)

*“Anyone who has never made a mistake has never tried anything new.” – Einstein*

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**From:** Stewart, Janet E [<mailto:Janet.Stewart@opco.com>]  
**Sent:** Thursday, August 08, 2013 8:45 AM  
**To:** Katie Dickerson  
**Subject:** RE: General Depository Agreement

Katie,

Our legal dept. has gotten back to me and is asking the following question:

 Do you have in writing from an authorized office of HUD that it is okay that the funds are being invested at OPCO, considering our accounts are not FDIC insured and we do not have National Credit Union Insurance??

We need this in writing before they will sign the form you have sent to us.

Thank you

**Janet E. Stewart**

Client Service Associate

Oppenheimer & Co. Inc.

63 Kercheval Ave. Ste 300

Grosse Pointe Farms MI 48236

313.886.1200 or 800.726.3574

313.343.0885 Fax

313.417.3103 Direct Line

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**From:** Katie Dickerson [<mailto:k.dickerson@jacksonhousing-mi.org>]

**Sent:** Tuesday, July 30, 2013 11:21 AM

**To:** Stewart, Janet E

**Subject:** RE: General Depository Agreement

Hi Janet,

Thank you so much for providing me with an update.

*Katie Dickerson*

Executive Secretary

Jackson Housing Commission

(517) 787-9241 Option 7

(517) 787-6143 Fax

[www.jacksonhousing-mi.org](http://www.jacksonhousing-mi.org)

*“Anyone who has never made a mistake has never tried anything new.” – Einstein*

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**From:** Stewart, Janet E [<mailto:Janet.Stewart@opco.com>]

**Sent:** Tuesday, July 30, 2013 11:20 AM

**To:** Katie Dickerson

**Subject:** General Depository Agreement

Katie,

The form you require to be signed is in our legal dept, we cannot sign this form.

I am working on getting it signed and returned to you as soon as possible.

Thank you

**Janet E. Stewart**

Client Service Associate

Oppenheimer & Co. Inc.  
63 Kercheval Ave. Ste 300  
Grosse Pointe Farms MI 48236  
313.886.1200 or 800.726.3574  
313.343.0885 Fax  
313.417.3103 Direct Line

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**JACKSON HOUSING COMMISSION**

Jackson, MI

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

**RESOLUTION NO. 2013-39**

**WHEREAS**, the Board of Commissioners Instructed Interim Executive Director to seek proposals for legal services;

**WHEREAS**, Federal regulations require the Commission to follow its procurement policy when securing legal services;

**WHEREAS**, the Interim Executive Director has selected a qualified law firm upon successfully procuring in accordance with applicable HUD policies, procedures, rules and regulations;

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to enter into a contract with White, Hotchkiss, Falahee, PLLC to perform legal services for the Commission.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion, and upon roll call the "AYES" and NAYS" were as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_ 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 on August 21, 2013.

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

## Leasing and HAP Utilization

CY 13

Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											57,628
January	195,834	213,813	109.2%	478	447.31	100.6%	475	1,061	52	(17,979)	40,205
February	207,481	209,642	101.0%	474	442.28	100.0%	475	140	59	(2,161)	38,143
March	207,481	206,704	99.6%	468	441.68	98.5%	475	90	49	777	38,989
April	218,698	205,698	94.0%	462	445.23	97.3%	475	90	38	13,000	52,053
May	193,169	207,056	107.2%	463	447.21	97.5%	475	90	35	(13,887)	38,228
June	194,173	205,072	105.6%	459	446.78	96.6%	475	90	27	(10,899)	27,387
July	192,220	211,182	109.9%	466	453.18	98.1%	475	0	32	(18,962)	08,440
August											
September											
October											
November											
December											
	<b>1,409,056</b>	<b>1,459,167</b>	<b>103.8%</b>	<b>3270</b>	<b>446.24</b>	<b>98.4%</b>	<b>3325</b>	<b>1,561</b>	<b>292</b>	<b>(50,111)</b>	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - July 2013**  
**Project: 001 - Chalet Terrace**

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 07/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126      2. Total Charges: 28,994.60      3. Dwelling Rental: 24,666.00      4. Retroactive Rent: 1,042.00      5. Excess Utility: 1,139.50      6. Additional Charges: 2,147.10

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	23	358.80	0.00	170.00	537.40	1,066.20
Over One Month Delinquent	52	4,395.42	1,245.00	868.16	7,124.65	13,633.23
<b>Total for TIP</b>	<b>75</b>					<b>14,699.43</b>
Vacated TAR	2					680.35
<b>Total</b>	<b>77</b>					<b>15,379.78</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	4,350.37
Under Formal Repayment Agreement with Payments Up-to-Date	19	4,350.37
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	56	10,349.06

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	07/31/2013	07/31/2012	07/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	60	45	63
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	36	22	43

**F. Collection Losses**

1. Amount Charged to Loss this Period	249.95
2. Amount Charged to Loss this Year to Date	1,253.08

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - July 2013  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 07/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288      2. Total Charges: 53,832.35      3. Dwelling Rental: 51,017.75      4. Retroactive Rent: 74.00      5. Excess Utility: 1,008.00      6. Additional Charges: 1,732.60

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	22	434.00	0.00	41.00	196.00	671.00
Over One Month Delinquent	36	1,411.85	2,791.25	12.00	3,583.16	7,798.26
Total for TIP	58					8,469.26
Vacated TAR	5					2,883.74
<b>Total</b>	<b>63</b>					<b>11,353.00</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	15	1,932.91
Under Formal Repayment Agreement with Payments Up-to-Date	15	1,932.91
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	43	6,536.35

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	07/31/2013	07/31/2012	07/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	20	18	24
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	12	6	8

**F. Collection Losses**

1. Amount Charged to Loss this Period      502.43  
 2. Amount Charged to Loss this Year to Date      9,607.44