

**JACKSON HOUSING COMMISSION**  
REGULAR MEETING – SEPTEMBER 18, 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 (limited to 3 minutes)
4. Approval of the Special Meeting Minutes on August 19, 2013.
5. Approval of the Special Meeting Minutes on August 20, 2013.
6. Approval of the Minutes of the Regular Meeting on August 21, 2013
7. Approval of the Previously Paid Liabilities from August 22 to September 12, 2013.
8. RESOLUTIONS  
Resolution No. 2013-40: Collection Losses Write-Off  
Resolution No. 2013-41: Close Franklin Templeton Account
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
  - a. H. Hill FOIA Fee Waiver
  - b. Recovery Plan & HUD Reports
  - c. Memorandum of Understanding
  - d. Legal Services Procurement
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **October 16, 2013 – Reed Manor-Board Room**

**Jackson Housing Commission**  
Minutes of the Special Meeting  
August 20, 2013

The Jackson Housing Commission held a special meeting at Community Action Agency in the Conference Room at 12:11 PM on August 20, 2013.

Commissioner Puttz-Orthaus called the meeting to order at 12:11 PM.

Roll Call: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, James Stark. Absent: Arlene Robinson

Also present were: Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director  
Patricia Ryals, Reed Manor Tenant Association President

\*Arlene Robinson entered at 12:12 PM.

**13-08-002 Interview of Mr. Donald Paredez via Skype**

President Pultz-Orthaus introduced the board to the candidate along with Connie Crandall, Shari Boyce, and Patricia Ryals.

The board took turns asking Mr. Paredez questions for the interview. The board started with a list of questions, however, they deviated it from the list based off of answers Mr. Paredez provided.

Commissioner Montgomery moved to adjourn the meeting; Commissioner Stark seconded the motion. The meeting adjourned at 1:17 pm.

Respectfully submitted,

Connie Crandall, PHM  
Interim Executive Director

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

**Jackson Housing Commission**  
Minutes of the Special Meeting  
August 19, 2013

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at 12:02 PM on August 19, 2013.

Commissioner Puttz-Orthaus called the meeting to order at 12:02 PM.

President Pultz-Orthaus stated the agenda for the meeting and it is to interview Mr. Eric Temple; no other business or public comments will be heard.

Roll Call: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, James Stark, and Arlene Robinson. Absent: None

Also present were: Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director

**13-08-001 Interview of Mr. Eric Temple**

Board members asked Mr. Temple a list of questions and allowed him time to answer each questions. The board started with a list of questions, the board deviated from the list based off Mr. Temple's answers to previous questions. Mr. Temple asked to see the entire JHC complex.

Commissioner Montgomery moved to adjourn the meeting; Commissioner Davis-Dye seconded the motion. The meeting adjourned at 1:14 pm.

Respectfully submitted,

Connie Crandall, PHM  
Interim Executive Director

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

# Jackson Housing Commission

Minutes of the Regular Meeting

August 21, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:06 PM on August 21, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:06 p.m. and upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson. Absent: None

Also present were: Connie Crandall, Interim Executive Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Executive Secretary

## 13-08-003 PUBLIC COMMENTS

Patricia Ryals, Resident Council President for Reed Manor, thanked the board for the Memorandum of Understanding. She also shared her thoughts on the Executive Director Selection process and felt the board should give Mr. Temple the position.

## 13-08-004 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD July 17, 2013.

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held July 17, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

Commissioner Pultz-Orthaus would like to amend agenda to consider the Memorandum of Understanding between the Board and Reed Manor Tenant Association under Other Business & would like to add the deliberation and vote of Executive Director. Commissioner Stark **MOVED** to add the MOU and the Executive Director Discussion and vote to the agenda. Commissioner Montgomery **SECONDED** the motion, and upon the following roll call, the motion was adopted:

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

**13-08-005      APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM July 18 to August 15 and August 18 to August 21, 2013.**

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from July 18 to August 15 and August 18 to August 21, 2013. Commissioner Stark **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-08-006      RESOLUTIONS**

A. Resolution No. 2013-36: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses \$1,406.29 with amending the amount to \$1,406.29 in the Resolution. 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. 2013-37: HCV Program Administrative Plan Update

Commissioner Davis-Dye **MOVED** to the HCV Program Administrative Plan Updates. 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. 2013-38: Closure of the Oppenheimer Investment Account

Commissioner Stark **MOVED** to adopt the forgoing resolution to re-procure health care services. Commissioner Robinson **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. 2013-39: Approval of Contract with White, Hotchkiss & Falahee, PLLC

Commissioner Robinson **MOVED** to approve the execution of a contract for legal services with White, Hotchkiss & Falahee, PLLC. Commissioner Stark **SECONDED** the motion and, upon discussion, the motion was Rescinded by Commissioner Robinson.

Commissioner Stark **MOVED** to entered into a contract with Pentiuik, Couveur & Kobiljak & to send the procurement to HUD for approval. 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

**13-08-007 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.

## **13-08-008 OTHER BUSINESS**

Ms. Crandall informed the board that she gave Katie Dickerson, Executive Secretary a Merit Raise based of her performance over the past few months. Ms. Dickerson has stepped up the plate and continued to go above and beyond to keep the Commission operating smoothly as possible.

Ms. Crandall also made the board aware of possible litigation regarding the termination of Ms. Truman via a MLive article.

Ms. Crandall showed the board a letter regarding the HCV SMAP Score. Our score was a 96% which designates us as a High Performer.

Commissioner Pultz-Orthaus moved the discussion towards the search for an Executive Director. She told the board they have three options:

1. Select Eric Temple
2. Select Donald Paredez
3. Go back out to look for other candidates.

The Commissioners discussed the two candidates and all agreed that both interviewed well and have some good points. However, the board was concerned with Mr. Paredez's past employment history. He jumped from position to position and was only at each position roughly 2 years. The board was concerned with Mr. Temple's past convictions and the warning from HUD officials regarding employment of Mr. Temple. The board also did not like his statement that HUD isn't a fan of mine.

The Board discussed how both candidates were not asked the same questions and felt the interviews were not the same. Commissioner Robinson asked if they should be discussing the financial situations of the candidates in the open, Commissioner Pultz-Orthaus said both candidates were offered closed session to discuss their employment, credit and criminal history and both opted out of it; preferring an open session.

Commissioner Stark **MOVED** to go back out to gather more Executive Director Candidates. 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

The board stated the posting should be posted at all free avenues and to ask for approval of posting at sites that require a fee.

Free sites include Non-Profit Network, PHADA and the JHC website.

Commissioner Pultz-Orthaus asked the board members to look over the Memorandum of Understanding and then she would entertain a motion.

Commissioner Davis-Dye **MOVED** to approve the MOU between the Board of Commissioners, JHC and the Reed Manor Tenant Association. 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 informed the board that HUD-DOF is asking for a Recovery Plan based off the late submission of the audit that resulted in the JHC losing its High Performer status. Please look it over and then entertain a motion on a plan.

The Commissioners took a break at 1:50 PM and reconvened at 1:54 PM.

Commissioner Stark **MOVED** to amend the recovery plan and to send it to HUD. 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

Commissioner Pultz-Orthaus would like to a copy of the SEMAP scanned and emailed to her.

The trash service contract needs to be looked into to see what pick up days and times are for Chalet-Terrace.



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

The regular meeting adjourned at 2:11 p.m.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

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

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058797	08/22/2013	James Woods	Payment	236.80	Contract Labor Casual Labor Performed @ CT 08/05/13-08/08/13
058798	08/22/2013	CONSUMERS ENERGY	Payment	29,783.14	Gas & Elec. Bills #93200.1 - Cons. 51,702 kwh #93300.1 - Cons. 110.8 mcf #93200.2 - Cons. 148,120 kwh #93300.2 - Cons. 1.6 mcf #93200.3 - Cons. 707 kwh #93300.3 - Cons. 2.0 mcf
058799	09/06/2013	COMCAST	Payment	13.35	(2) Invoices Account #01721346503-01-6 - Internet & Phone Service @ CT 410 E. High St. Ayieko Center \$8.00 Account #01721422342-01-5 - Internet & Phone Service @ CT 316 Barberrry Dr. Main Office \$5.35
058800	09/06/2013	Home Depot Credit Services	Payment	2,768.53	Account #6035322540175928 Invoice #4025120 - Various Maintenance Supplies Invoice #4970065 - Various Maintenance Supplies
058801	09/06/2013	GENCO BOOT SHOP	Payment	255.60	Invoice #14094 New Work Boots For Richard Jackman & Michael Spang
058802	09/06/2013	CASLER HARDWARE	Payment	37.10	Customer #33561 Invoice #15094 - Various Maintenance Supplies Invoice #15123 - Various Maintenance Supplies
058803	09/06/2013	CAMPBELL'S SEWER CLEANING	Payment	165.00	(2) Invoices Clear Out Sink Line @ CT 1227 Laurel Ct. Clear Out Bathroom Line @ RM H-19
058804	09/06/2013	MENARDS - JACKSON	Payment	321.40	Account #31610470 Invoice #39058 - Various Maintenance Supplies Invoice - Various Maintenance Supplies
058805	09/06/2013	T.L. Plumbing & Drain Cleaning	Payment	576.99	(3) Invoices Run Out Sink @ RM H-22 Replace Water Heater @ RM Maintenance Garage Leak Repaired In Between Wall @ CT 303 Barberrry
058806	09/06/2013	Trail Supply LLC	Payment	457.21	Account #10014 Invoice #17109 - Various Maintenance Supplies
058807	09/06/2013	All Your Needs	Payment	700.00	(2) Invoices Invoice #167882 - Repaired & Replaced Damaged Drywall In Utility Room @ CT 303 Barberrry Invoice #779926 - Repair Porch, New Handrails & Spindles @ CT 940 Maple
058808	09/06/2013	HD Supply Facilities Maintenance	Payment	653.69	Customer #461000 Order #114177760 - Various Maintenance Supplies
058809	09/06/2013	JACKSON OUTDOOR EQUIPMENT	Payment	124.18	Customer #104542

Jackson Housing Commission  
Register - Basic Listing  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058810	09/06/2013	HAMMOND HARDWARE	Payment	12.13	Invoice #12498 - Various Maintenance Supplies Invoice #14124 - Various Maintenance Supplies Customer #33515
058811	09/06/2013	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	48.63	Invoice #B201085 - 2PK 3OZ. Grease Invoice #C126603 - 1 1/4 Flexible Coupling Customer #31919
058812	09/06/2013	JACKSON KEY WORKS	Payment	273.05	Invoice #2691294 - Delta Cartridge (2) Invoices
058813	09/06/2013	CUT-RATE PLUMBING	Payment	57.81	Invoice #35934 - 1 Arrow Entry Dead Bolt Invoice #35946 - Rekey Core Locks & Keys ID #644
058814	09/06/2013	Armorknight Security, Inc.	Payment	3,626.00	Invoice #584675 - Shark Cap 1/2 Invoice #670298 - Various Maintenance Supplies Invoice #1595
058815	09/06/2013	City Of Jackson - Finance Department	Payment	6,522.06	Security Guard Services For RM 06/16/13-06/30/13 Pension
058816	09/06/2013	ICMA Retirement Corporation	Payment	25.33	Employee/Employer Pension Contribution Payrolls 08/05/13-08/18/13 Loan Payment
058817	09/12/2013	CONSUMERS ENERGY	Payment	29,778.09	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Gas & Elec. Bills
058818	09/12/2013	CAMPBELL'S SEWER CLEANING	Payment	150.00	#93200.1 - Cons. 51,462 kwh #93300.1 - Cons. 421.5 mcf #93200.2 - Cons. 132,280 kwh #93300.2 - Cons. 1.5 mcf #93200.3 - Cons. 911 kwh #93300.3 - Cons. 3.8 mcf (2) Invoices
058819	09/12/2013	City Of Jackson - Finance Department	Payment	6,790.88	Run Out Kitchen Sink @ CT 1221 Laurel Lane Run Out Kitchen Sink @ RM G-1 Pension
058820	09/12/2013	OSBORNE PROCESS SERVICE	Payment	54.20	Employee/Employer Pension Contribution Payrolls 08/19/13-09/01/13 (2) Invoices
058821	09/12/2013	Armorknight Security, Inc.	Payment	7,585.00	Invoice #4754 - Eviction Processed For Michael Johnson @ RM 315 Steward Invoice #4903 - Eviction Processed For Reginald London @ RM E-2 (2) Invoices
					Invoice #1608 - Security Guard Services For RM 07/01/13-07/15/13 Invoice #1608 - Security Guard Services For RM

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058822	09/12/2013	M.C. Smith Associates and Arcitectoral Group	Payment	2,262.50	07/16/13-07/31/13 Invoice #11 Architectural Services For RM Exterior Camera/Lighting Project 05/02/13-08/07/13 2011 CFP
058823	09/12/2013	Computer Ties LLC	Payment	18,953.39	Application #4 Security Camera Project For RM - Final Payment CFP 2011
058824	09/12/2013	J McEidowney Inc.	Payment	1,632.38	(5) Invoices Invoice #61613 - Service Agreement On Kyocera KM-5035 7/1/13-06/30/14 Invoice #61614 - Service Agreement On Canon IR1740 07/01/13-09/30/13 Invoice #61615 - Contract Overage Charge On Canon IR 1740 Invoice #61616 - Service Agreement On Kyocera KM-5035 Invoice #61617 - Contract Overage Charge On Kyocera KM-5035
058825	09/12/2013	TransUnion Rental Screening	Payment	274.10	Customer ID #4408R0064047 Invoice #06334295 - Monthly Charges For Background Checks & Evictions
058826	09/12/2013	Petty Cash	Payment	1,322.01	Petty Cash Replenish Petty Cash From Transaction #67 07/12/13 To Transaction #98 09/12/13
058827	09/12/2013	NAHRO	Payment	1,315.00	Order #1006281805 Membership Due Renewal 09/2013-08/2014
058828	09/12/2013	Emerge Accounting	Payment	2,493.75	Invoice #August-001 Accounting Services For August 2013
058829	09/12/2013	Stamp-Rite, Inc.	Payment	91.35	Invoice #148236 ADA Photopolymer Door Sign For "Clerk"
058830	09/12/2013	Shred-It USA - Grand Rapids	Payment	53.50	Account #11661270 Invoice #9402251060 - On Site Shredding Services (3) Consoles
058831	09/12/2013	Jackson Transportation Authority	Payment	1,139.60	(3) Invoices Invoice #0024353 - IN - Fuel For June 2013 Invoice #0024438 - IN - Late Charge On Invoice #24353 Invoice #0024406 - IN - Fuel Charge For July 2013
058832	09/12/2013	TDS Metrocom	Payment	1,665.50	(4) Bills Enclosed (517) 787-0168 - \$438.44 (517) 787-9241 - \$485.09 (517) 787-0218 - \$216.30 (517) 787-1188 - \$525.67
058833	09/12/2013	COMCAST	Payment	173.66	Account #01721422344-01-1 Internet & Phone Service @ SBN 221 Janke St.
058834	09/12/2013	MODERN WASTE SYSTEMS	Payment	17,991.40	Account #23056 Monthly Garbage Service For August & September
058835	09/12/2013	AMBS CALL CENTER	Payment	491.68	Account #1909

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058836	09/12/2013	Acuity	Payment	1,833.30	Invoice #130610676 - Service Period 08/01/13-08/31/13 Usage Period 07/01/13-07/30/13 Invoice #130810144 - Service Period 09/01/13-09/30/13 Usage Period 07/31/13-08/29/13 Policy #X65676-4 Workers Compensation - Policy Term 03/26/13-03/26/14
058837	09/12/2013	TALX THE WORK NUMBER	Payment	259.80	Customer #8805983 Invoice #1337083 - Employment Verification For May 2013 Invoice #1355367 - Employment Verification For June 2013 Invoice #1377107 - Employment Verification For July 2013
058838	09/12/2013	ERADICO SERVICES, INC.	Payment	3,709.08	Account #153858 Invoice #44862B - CDT Insp. For SBN 109 Shahan 06/2013 Invoice #44892B - CDT Insp. For CT 306 Barberry 06/2013 Invoice #44717B- Commercial Contract For RM Invoice #44858B - CDT Insp. For RM 06/2013 Invoice #55354B - CDT Insp. For RM 07/2013 Invoice #55812B - Comm. Contract For RM 07/2013 Invoice #55430B - CDT Insp. For CT 07/2013 Invoice #55367B - CDT Insp. For SBN
058839	09/12/2013	Verizon Wireless	Payment	1,295.46	Account #587119039-0001 Invoice #9708781767 - Monthly Charges For The Period Of 06/24/13-07/23/13 Invoice #9710451276 - Monthly Charges For The Period Of 07/24/13-08/23/13
058840	09/12/2013	SAFETY SYSTEMS INC	Payment	912.00	Customer #07270 Invoice #418089 - Annual Lease Maint. Monitoring For June-May

**Total:** ( 148,885.63)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-40**

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	\$ 0.00
AMP 2: Reed Manor	\$ 1,106.10
AMP 3: Shahan-Blackstone Apts.	<u>\$ 330.60</u>
<b>Total</b>	<b>\$ 1,436.70</b>

The attached Collection Losses Report reflects the delinquent amount of \$ **1,436.70** and is hereby approved for fiscal year 2013 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as amended.  
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 September 18, 2013.

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

# Collection Losses Report

Three months or greater

September, 2013

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	James Lemarr	002-4466	06/26/2013	\$1106.10
Shahan	Carol Lewis	003-5526	06/05/2013	\$330.60

**Board Resolution: 2013-**

**Total Write Off: \$1436.70**

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

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-41**

**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**, Franklin Templeton Investments failed to sign a General Depository Agreement; and

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to close its Franklin Templeton Investments 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 September 18, 2013.

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





FRANKLIN TEMPLETON  
INVESTMENTS

Franklin Templeton Investor  
Services, LLC  
100 Fountair Parkway  
St. Petersburg, FL 33716-1205  
tel (800) 632-2350  
franklintempleton.com

August 23, 2013

Connie Crandall  
Jackson Housing Department  
301 Steward Ave.  
Jackson, MI 49201-2809

RECEIVED  
SEP 03 2013  
JACKSON HOUSING COMMISSION

Subject: Franklin U.S. Government Securities Fund - Class A  
Account #110-10182940939  
Jackson Housing Commission  
Executive Director

Dear Ms. Crandall:

We are writing in regard to recent correspondence concerning the referenced account. Franklin Templeton Investments is committed to providing the highest level of service, and we would like to address an important matter.

We received the U.S. Department of Housing and Urban Development Office of Public and Indian Housing (HUD) *General Depository Agreement* form (Form 2577). As one of our associates discussed with your financial advisor, James Grace, we are unable to sign the form as the Franklin U.S. Government Securities Fund is not a bank or credit union. Additionally the fund is not insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF).

Please contact Mr. Grace at (517) 787-8860 to discuss investment alternatives that comply with HUD requirements. We have enclosed a copy of the request and HUD Form 2577 for your reference.

We appreciate your patience while we researched your request. If you have any questions regarding this matter, please contact a Customer Service Associate, Monday through Friday, 5:30 a.m. to 5:00 p.m. Pacific Time, toll free at (800) 632-2301, and refer to identification number: 1041014AUG13.

Sincerely,

Franklin Templeton Investor Services, LLC

Kris Clark  
Representative  
Customer Operations

Enclosure(s)

cc: James Grace  
Wells Fargo Advisors, LLC  
100 S. Jackson St., Ste. 106  
Jackson, MI 49201-2252

# 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)	08,441
August	183,161	210,299	114.8%	466	451.29	98.1%	475	0	23	(27,138)	-18,686
September											
October											
November											
December											
	1,592,217	1,669,466	105.2%	3736	446.24	98.3%	3800	1,561	315	(77,249)	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 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: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 128      2. Total Charges: 28,149.18      3. Dwelling Rental: 24,581.25      4. Retroactive Rent: 342.00      5. Excess Utility: 955.00      6. Additional Charges: 2,270.93

**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	10	504.45	0.00	32.00	349.10	885.55
Over One Month Delinquent	65	5,287.12	1,383.05	1,065.16	7,536.71	15,272.04
<b>Total for TIP</b>	<b>75</b>					<b>16,157.59</b>
Vacated TAR	3					1,559.15
<b>Total</b>	<b>78</b>					<b>17,716.74</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	4,311.63
Under Formal Repayment Agreement with Payments Up-to-Date	19	4,311.63
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	56	11,845.96

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	59	47	63
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	42	29	31

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
2. Amount Charged to Loss this Year to Date      1,253.08

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

**A. Basic Identification Data**

3. Total Units Available: 291      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288      2. Total Charges: 53,031.75      3. Dwelling Rental: 50,067.50      4. Retroactive Rent: 112.00      5. Excess Utility: 1,020.00      6. Additional Charges: 1,832.25

**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	24	235.00	0.00	7.00	525.25	767.25
Over One Month Delinquent	41	322.60	304.25	57.00	3,393.31	4,077.16
Total for TIP	65					4,844.41
Vacated TAR	8					6,205.42
<b>Total</b>	<b>73</b>					<b>11,049.83</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	2,115.26
Under Formal Repayment Agreement with Payments Up-to-Date	16	2,115.26
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	49	2,729.15

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	23	21	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	5	7	8

**F. Collection Losses**

1. Amount Charged to Loss this Period      692.54  
2. Amount Charged to Loss this Year to Date      10,299.98

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 2013**  
**Project: 003 - Shahan-Blackstone**

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 13,992.85      3. Dwelling Rental: 12,683.75      4. Retroactive Rent: 222.00      5. Excess Utility: 0.00      6. Additional Charges: 1,087.10

**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	13	505.75	0.00	0.00	436.45	942.20
Over One Month Delinquent	29	817.30	221.00	0.00	2,031.15	3,069.45
Total for TIP	42					4,011.65
Vacated TAR	5					2,012.45
<b>Total</b>	<b>47</b>					<b>6,024.10</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	1,673.01
Under Formal Repayment Agreement with Payments Up-to-Date	10	1,673.01
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	32	2,338.64

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	23	40
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	17	35	28

**F. Collection Losses**

1. Amount Charged to Loss this Period      502.75  
2. Amount Charged to Loss this Year to Date      1,407.38

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 2013**  
**Project: ALL - Summary**

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 536      2. Total Charges: 95,173.78      3. Dwelling Rental: 87,332.50      4. Retroactive Rent: 676.00      5. Excess Utility: 1,975.00      6. Additional Charges: 5,190.28

**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	47	1,245.20	0.00	39.00	1,310.80	2,595.00
Over One Month Delinquent	135	6,427.02	1,908.30	1,122.16	12,961.17	22,418.65
Total for TIP	182					25,013.65
Vacated TAR	16					9,777.02
<b>Total</b>	<b>198</b>					<b>34,790.67</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	45	8,099.90
Under Formal Repayment Agreement with Payments Up-to-Date	45	8,099.90
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	137	16,913.75

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	28	38
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	18	18	18

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,195.29
2. Amount Charged to Loss this Year to Date	12,960.44

**Jackson Housing Commission**  
*Consolidated TARS Report*

August, 2013

<b>Category</b>	<b>Chalet</b>		<b>Reed</b>		<b>Shahan</b>		<b>Totals</b>	
	<b>Terrace</b>		<b>Manor</b>		<b>Blackstone</b>			
<b>Total Rents</b>	126		291*		122		539	
<b>Rents Collected</b>	114	90%	281	97%	118	97%	513	95%
<b>Vacant Units</b>	0	0%	4	1%	0	0%	4	1%
<b>Notices to Vacate</b>	7		4		3		14	
<b>14 Day Notices</b>	38		32		17		87	
<b>Court Filings</b>	5		2		1		8	

\*One unit is vacant and HUD approved as a casualty loss.

# Move-Outs Report

August, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
None		
	<i>Reed Manor</i>	
P-002-2208-04	428 Wildwood Ave. A-8	Voluntary
P-002-3282-10	301 Steward Ave. E-9	Voluntary
P-002-4409-0	207 Steward Ave. H-40	Evicted
	<i>Shahan</i>	
P-003-5511-07	124 Shahan Drive	Voluntary
P-003-5518-10	110 Shahan Drive	Voluntary
P-003-5536-10	206 Janke St.	Voluntary
P-003-6569-11	326 Moorman Drive	Evicted