

# Jackson Housing Commission

## Minutes of the Regular Meeting

September 18, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:01 PM on September 18, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:01 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

### 13-09-001 PUBLIC COMMENTS

No public comments were heard.

### 13-09-002 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD August 19, 2013.

Commissioner Davis-Dye **MOVED** to approve the minutes of the Special Meeting held August 19, 2013. Commissioner Robinson **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

### 13-09-003 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD August 20, 2013.

Commissioner Robinson **MOVED** to approve the minutes of the Special Meeting held August 20, 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, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**13-09-004 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD August 21, 2013.**

Commissioner Montgomery **MOVED** to approve the minutes of the Regular Meeting held August 21, 2013. Commissioner Davis-Dye **SECONDED** motion to approve the minutes with amendments to 13-08-006 C. to change the wording to “close Oppenheimer Account” & 13-08-008 to switch Commission Robinson & Commissioner Stark’s name in the motion to gather more applications for Executive Director, 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

**13-09-005 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM August 22 to September 12, 2013 and from September 13 to September 18, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from August 22 to September 12, 2013 and from September 13 to September 18, 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, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**13-09-006 RESOLUTIONS**

A. Resolution No. 2013-40: Collection Losses Write-Off

Commissioner Robinson **MOVED** to approve the Write-Off of Collection Losses of \$1,436.70. 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

B. Resolution No. 2013-41: Close Franklin Templeton Account

Commissioner Stark **MOVED** to the adopt resolution to close the Franklin Templeton Investment account. Commissioner Robinson **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

**13-09-007 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Ms. Boyce also explained to the board that the program may have a short fall at the end of the year and in order to prevent that, people will be pulled from the program based off of HUD's regulation. Ms. Boyce is working with our HUD rep on the situation.

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 August was not great and it was due to an increase in the turnover of the homes which are larger than apartments and thus require more work to turnover.

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.

**13-09-008 OTHER BUSINESS**

Mr. Hill, former Executive Director has filed an FOIA request and is requesting the waiver of fees associated with his request.

Commissioner Stark **MOVED** to not waive the fees for Mr. Hill’s FOIA request. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted to not waive the fees:

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

A follow up letter will be sent to Mr. Hill informing him of the board’s decision.

Recovery plan & calendar was presented to the board by President Pultz-Orthaus. The board discussed what is due within the next month and what the board could do to assist the staff in ensuring the items were completed on time.

Memo of Understanding between the Board of Commissioners and the Reed Manor Tenant Association was discussed. The board approved the MOU and it will be signed by the board president, Interim Executive Director, and Board President Pultz-Orthaus. The signed agreement will then be sent to the HUD-DOF.

The legal services procurement was denied by HUD. The board discussed the reasons for the change in the picking of the attorneys.

Commissioner Stark **MOVED** to resubmit the procurement to HUD with new reasons for why Pentiuk was picked. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted to resubmit to HUD:

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

Commissioner Robinson asked why she was not informed of the investigation into Mr. Hill prior to the paper receiving the information. President Pultz-Orthaus discovered that Commissioner Robinson’s packet was mailed to the wrong address and was the reason for not receiving it. Commissioner Robinson updated her address with President Pultz-Orthaus.

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 1:18 p.m.

Respectfully submitted,

*Connie Crandall*

Connie Crandall, PHM  
Interim Executive Director

ATTESTED: *M. Pultz-Orthaus*  
Michelle Pultz-Orthaus, President