

# JACKSON HOUSING COMMISSION

REGULAR MEETING – June 18, 2014

Chalet-Terrace Community Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
James Stark, Vice President  
Patricia Davis-Dye, Commissioner  
Gerald Montgomery, Commissioner  
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on May 21, 2014.
5. Approval of the Minutes of the Closes Session on May 21, 2014.
6. Approval of the Minutes of the Special Meeting on June 10, 2014.
7. Approval of the Previously Paid Liabilities from May 19, 2014 to June 17, 2014.
8. RESOLUTIONS  
Resolution No. 2014-13: Collection Losses Write Off  
Resolution No. 2014-14: County National Bank Signature Cards  
Resolution No. 2014-15: FirstMerit Bank Signature Cards  
Resolution No. 2014-16: Public Housing Utility Allowances  
Resolution No. 2014-17: FOIA Policy
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*  
*SEMAP Scores*
10. OTHER BUSINESS  
Shahan Blackstone North Office Procurement
11. ADJOURNMENT
12. NEXT REGULAR MEETING: **July 16, 2014 – Reed Manor-Board Room**

## **Jackson Housing Commission**

Minutes of the Regular Meeting

May 21, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on May 21, 2014.

Commissioner Pultz-Orthaus called the meeting to order at 12:00 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Stark, Woods, and Montgomery. Commissioner Davis-Dye arrived at 12:12p.m.

Also present were: Patricia Tyus, Executive Director  
Connie Crandall, Public Housing Director  
Brenda Fridd, Office Manager  
Gloria Harris, Comptroller

### **14-05-001 PUBLIC COMMENTS**

No public comments were heard.

### **14-05-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON April 16, 2014.**

Commissioner Orthaus **MOVED** to approve the minutes of the Regular Meeting held April 16, 2014 with the change, to delete Katie Dickerson listed as absent from Commissioner roll call. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

### **14-05-003 APPROVAL OF THE MINUTES OF THE ANNUAL MEETING HELD ON April 30, 2014.**

Commissioner Montgomery **MOVED** to have the minutes of the Annual Meeting held on April 30, 2014 added to the agenda, Commissioner Woods **SECONDED**. Commissioner Woods **MOVED** to approve the minutes of the Annual Meeting held on April 30, 2014, Commission Montgomery **SECONDED** motion and upon the following roll call, the motion was adopted:

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

**14-05-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM  
April 17, 2014 to May 16, 2014.**

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from April 17, 2014 to May 16, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

**14-05-005 RESOLUTIONS**

A. Resolution No. 2014-10: Collection Losses Write-Off

Commissioner Orthaus made a motion to approve the Write-Off of Collection Losses of \$6,614.68, and upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-11: Flat Rents

Commissioner Orthaus entertained a motion to approve the proposed Flat Rents as presented, Commissioner Stark **MOVED**, Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Ms. Tyus commented that she had spoken to Reed Manor Resident Council and they will have their presentation at the next board meeting regarding their annual activity. She mentioned that she had an extensive conversation with the accountant regarding the new account we opened for COCC. The non-federal funds will be deposited into that account, and it will include all management fees paid to the Central office. The laundry reimbursement and Community room rentals are considered Federal funds because Federal funds were used to purchase/build the facility.

**14-04-006 DIRECTORS' REPORTS**

Section 8

- A. Utilization Report  
Ms. Boyce was absent

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 discussed the turnaround time
- 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.

**14-05-007 EXECUTIVE EVALUTION**

Patricia Tyus asked that the evaluation be discussed in Closed Session.

Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation at 12:41p.m., Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Commissioner Orthaus made a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Commissioner Orthaus noted that while in Closed Session, the board discussed Ms. Tyus' evaluation, however, not action was taken.

Commissioner Orthaus made a **motion** that out of a possible 125 points, Ms. Tyus scored a 103 points on her evaluation which rates her as exceeds

expectations and to increase her pay from STEP 7 to STEP 8 with another evaluation at the one (1) year mark with the potential of an additional pay increase. Commissioner Montgomery **SECONDED** the motion. Ms. Tyus expressed concerns about a one-step increase and asked if she could negotiate after looking back at what previous director's salaries were and work that she has performed, she felt one (1) step was unacceptable.

Commissioner Stark **MOVED** that the board go back into Closed Session to further discuss the STEP increase; Commissioner Montgomery **SECONDED** the motion.

After returning from Closed Session, Commissioner Montgomery made a motion to change the 1 step increase to a 2 step increase to STEP (9). Commissioner Davis-Dye **SECONDED** and after roll call the motion was adopted.

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

**14-05-008 OTHER BUSINESS**

Procurement contracts: Health Care Services, Auditor and legal services. City council did not pass for us to enter into the contract with insurance, at Tuesdays City council meeting. The communications was not positive. With the denial of the health care services, we are put into a situation where we cannot use federal funds to pay for the health care. We have gone through a formal procurement process so technically we should stop the payment for the insurance which would leave staff with no medical insurance. We are also not in compliance with the state law PS152. We must procure the health insurance in accordance with our procurement policy and without the approval of City Council, it puts the JHC in a catch twenty-two situation. Ms. Tyus stated that City Council's some of the reasoning for not approving our insurance were: it is a richer plan than the City's and JHC will not have a better insurance plan than the city; JHC should put the funds in capital improvement; or take the money and get the security guards back. Commission Stark made a suggestion that the Executive Director and some of the board of commissioners get together with the Mayor and City Manager to do a presentation for City Council that will be acceptable. Ms. Tyus explained that we are in a time crunch if a decision is not reached soon, the effective date of the insurance plan could increase the rates of the insurance. Ms. Tyus did confirm with HUD that federal funds do pay for the insurance and you cannot put federal funds to something you have not procured. Ms. Tyus went onto to discuss that we must procure all services, such as, legal services, auditing services and elevator services. Contracts we have already entered into such as the auditor and one with the elevator, we cannot pay with federal funds because we did not go through the procurement process. JHC has allocated enough federal funds to pay the elevator contract for this year, but we have a contract extended for 3 years that will need to be paid for with non-federal funds, if they are not willing to let us out of the contract. JHC will need legal services if Otis sues JHC and will not let us out of the contract.

Ms. Tyus noted that the Commissioners did not bring her back to her evaluation and if so, would have discussed what the board expects from her going forward. Commission Orthaus stated that they had wrote down comments and was going to provide the information to Deborah to put in her personnel file. One of the suggestions Commission Orthaus mentioned was to reinstate the Standing Committee that is in the bi-laws which could help improve communication with the Board and also to review staff titles, job descriptions, salaries, wage compensations schedule properly.

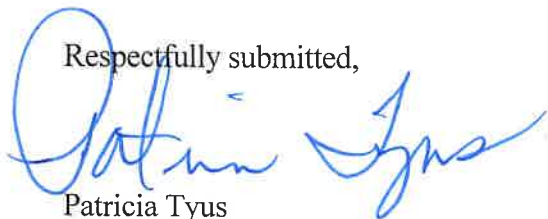
One last thing that Ms. Tyus discussed was the status of the Shahan renovations. The target date was for July, however, it was initially pushed back to September, and when the architect completed the bid packet they pushed it into November. She also discussed the status of the Chalet daycare building and the scatter site home with water damage.

Commissioner Davis-Dye also wanted to thank Ms. Tyus for being seen at the Chalet Terrace complex, she has been hands on and Ms. Davis was very appreciative.

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

The regular meeting adjourned at 2:28 p.m.

Respectfully submitted,



Patricia Tyus  
Executive Director

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

## Jackson Housing Commission

Minutes of the Closed Session  
May 21, 2014

The board moved into Closed Session at 12:41 p.m.

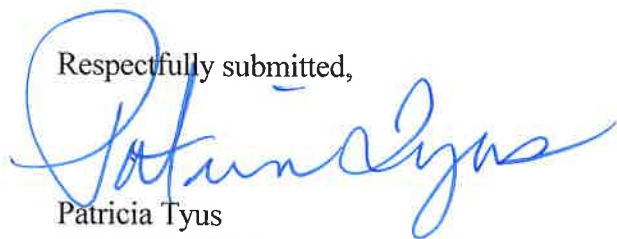
Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation, Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

The board discussed the Executive Director's Evaluation; however, no action was taken while in Closed Session.

Commissioner Orthaus made a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Respectfully submitted,



Patricia Tyus  
Executive Director

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

## **Jackson Housing Commission**

### Minutes of the Special Meeting

June 10, 2014

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at 12:00pm on June 10, 2014.

President Pultz-Orthaus called the meeting to order at 11:58 am and upon roll call, the following Commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, and James Stark Absent: Michelle Woods

Also present were: Patricia Tyus, Executive Director  
Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary  
Gloria Harris, Comptroller  
Deb Davis, HR Specialist

#### **14-06-001 Health Insurance**

President Pultz-Orthaus updated the Board on a meeting held on June 9, 2014 with the Mayor, City Manager, Councilman Dobies and explained why the City Council denied our request to approve our Health Insurance.

President Pultz-Orthaus raised the question should we offer two plans or only one plan? Discussion resulted in the Board and Ms. Tyus agreeing upon offering only one plan to the employees.

HUD has verbally approved our procurement; however, all documentation will need to be submitted.

The Plan 3A seems the most reasonable for our employees and most likely to be approved by City Council. Commissioner Davis-Dye asked for input from the employees present at the meeting if they thought the plan was acceptable. The concern was not many doctors in Jackson accepting the 3A plan; however, Ms. Davis was able to provide an extensive list of doctors to ease employees concerns.

Commissioner Stark **MOVED** to select the 3A Focus Plan as a single option for JHC Employees and to ask City Council for their consideration under given the circumstances. Commissioner Montgomery **SECONDED** the motion.



Upon Roll Call, the motion carried:

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

Retirees are no able to participate in the same BCN plan as active employees and must have a separate plan of similar design due to options with Medicare and no vision and dental is offered to retirees. After considering the two options, it was agreed upon that in state retirees will be offered the plan that is similar to the plan offered to active employees.

Commissioner Montgomery **MOVED** to select the 3A Focus Plan as a single option for JHC in state Retirees. Commissioner Stark **SECONDED** the motion. Upon roll call, the motion carried:

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

Out of state retirees are not eligible for the Blue Care Network plan that will be offered to active employees and out of state employees.

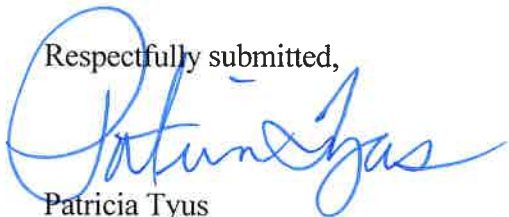
Resolution No. 2014-12: Out of State Retiree Health Insurance

Commissioner Montgomery **MOVED** to adopt the BCBS plan for out of state retirees through the Craft Agency. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call, the motion carried:

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

Commissioner Stark **MOVED** to adjourn the meeting. Commissioner Davis- Dye **SECONDED** the motion. All were in favor. The meeting adjourned at 1:06 pm.

Respectfully submitted,



Patricia Tyus  
Executive Director

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

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

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059560	05/21/2014	Denny Blaschko	Payment	14,170.00	(1) Invoice Replaced Retaining Wall @ SBN 421 Madison
059561	05/21/2014	MENARDS - JACKSON	Payment	1,338.18	Account #31610470 Invoice #67208 - Various Maintenance Supplies, Invoice #67234 - Various Maintenance Supplies, Invoice #67735 - Various Maintenance Supplies, Invoice #68033 - Various Maintenance Supplies, Invoice #68144 - Various Maintenance Supplies, Invoice #68656 - Various Maintenance Supplies, Invoice #70932 - Various Maintenance Supplies, Invoice #73091 - Various Maintenance Supplies, Invoice #73130 - (1) DBL Flute Masonry, Invoice #73932 Various Maintenance Supplies, Invoice #73950 - Various Maintenance Supplies, Invoice #73951 - Various Maintenance Supplies, Invoice #74166 - Various Maintenance Supplies, Invoice #74195 - Various Maintenance Supplies, Invoice #74898 - (3) 13W CFL SW Twin 10PK
059562	05/21/2014	DAKINS	Payment	177.70	Account #27395 Invoice #310420 - Snow Blower Repair
059563	05/21/2014	NAHRO	Payment	1,320.00	Member ID#0000000000042 Membership Due Renewal 09/01/14-08/31/15
059564	05/21/2014	HD Supply Facilities Maintenance	Payment	402.60	Customer #461000 Invoice #9129126541 - Various Maintenance Supplies
059565	06/03/2014	JACKSON WATER COLLECTION	Payment	17,590.41	Water & Sewer Bills RM 02/25/14 - 03/27/14
059566	06/03/2014	CONSUMERS ENERGY	Payment	31,268.48	SBN 01/09/14-04/02/14 Gas & Elec. Bills #93200.1 - Cons. 46,151 kwh #93300.1 - Cons. 700.9 mcf #93200.2 - Cons. 99,000 kwh #93300.2 - Cons. 596.6 mcf #93200.3 - Cons. 1,008 kwh #93300.3 - Cons. 28.4 mcf
059567	06/03/2014	SAFETY SYSTEMS INC	Payment	797.00	Customer #00938 Invoice #429261 - Service Call Due To Keypad Not Working At RM H-Building Invoice #429425 - Annual Lease Maintenance For 410 E. High St. May-Apr.
059568	06/03/2014	Acuity	Payment	2,120.77	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
059569	06/03/2014	COMCAST	Payment	638.28	(3) Invoice Account #01721422344-01-1 - Telephone Service For SBN 221 Janke Maintenance Garage Account #01721413438-01-3 - Internet & Basic Cable For 301 Steward Main Office Account #01721422342-01-5 - Internet & Phone Service For 316 Barberr Account #01721346503-01-6 - Internet & Phone Service For CT Ayieko Building

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

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059570	06/03/2014	HOUSING DATA SYSTEMS, INC.	Payment	240.00	410 High St. Client #6183
059571	06/03/2014	TransUnion Rental Screening	Payment	552.30	Invoice #216401 - MTCS Transmittal Service For 04/01/14-06/30/14 Custome ID#4408R0064047
059572	06/03/2014	ANDERSON PRINTING	Payment	330.94	Invoice #04433624 - Monthly Charges For Background Checks & Evictions Invoice #18629
059573	06/03/2014	MLive Media Group	Payment	67.20	(2,500) White Logo Envelopes Customer #20008879
059574	06/03/2014	DBI BUSINESS INTERIORS	Payment	203.41	Ad #0004812717 - Job Posting For Maintenance Aide Position Customer #224241
059575	06/03/2014	MENARDS - JACKSON	Payment	1,246.80	Invoice #08LL6602 - (2) Boxes Paper Invoice #08LL7027 - Various Office Supplies Invoice #08LL7641 - (2) Heavy Duty Binders Account #31610470
059576	06/03/2014	JACKSON OUTDOOR EQUIPMENT	Payment	93.09	Invoice #70932 - Various Maintenance Supplies Invoice #74216 - Various Maintenance Supplies Invoice #74363 - (3) 20" Drawer Slides Invoice #74674 - (1) Round Premium Toilet Seat For 1215 Laurel Lane Invoice #74762 - (2) String For Trimmer Invoice #75424 - Various Maintenance Supplies Customer #104542
059577	06/03/2014	M & K Jetting and Televising	Payment	1,000.00	Invoice #28681 - Belt For Cub Cadet & Bolt For Deck Wheel @ CT Invoice #29059 - (1) Belt For Tractor @ CT Invoice #29060 - Deck Wheel For Tractor @ CT Invoice #14277
059578	06/03/2014	HAMMOND HARDWARE	Payment	16.70	Sewer Jet Man Hole Line @ RM Customer #33515
059579	06/03/2014	CUT-RATE PLUMBING	Payment	62.56	Invoice #B241654 - Various Maintenance Supplies Invoice #C142853 - (1) 18" Thermocouple Customer #644
059580	06/03/2014	A-1 LOCK SHOP	Payment	123.17	Invoice #595236 - Various Maintenance Supplies (2) Invoices
059581	06/03/2014	Heather Letts	Payment	150.00	Invoice #2173 - Keys For Office Key Box @ CT Invoice #2182 - (45) 1C Keys Security Deposit
059582	06/03/2014	Keepin It Clean	Payment	230.00	Final Accounting For 107 Shahan Dr. Vacated On April 27,2014 (1) Invoice Clean B-Building Hallway @ RM
059583	06/03/2014	LIBERTY ENVIRONMENTALISTS, INC.	Payment	87.00	(4) Invoices Invoice #140458 - Dump Leaves For CT

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

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059584	06/03/2014	OSBORNE PROCESS SERVICE	Payment	40.20	Invoice #141550 - Dump Debris From Apt G-6 @ RM Invoice #141591 - Dump Debris From Apt G-6 @ RM Invoice #141620 - Dump Leaves & Brush From RM (2) Invoices Invoice #7415 - Eviction Processed For Kerry Oliver @ RM 428 Wildwood Ave. A-1 H-20
059585	06/03/2014	SAFETY SYSTEMS INC	Payment	201.00	Customer #00938 Invoice #430100 - Repair Intercom @ RM B-Building
059586	06/03/2014	T.L. Plumbing & Drain Cleaning	Payment	295.00	(4) Invoices Invoice #050901 - Ran Out Main Line @ RM G-Building Invoice #050902 - Repaired Broken Water Pipe In Wall @ RM I-82 Invoice #051201 - Repaired Broken Pipe Inside Ceiling @ RM I-48 Invoice #051302 - Ran Out Tub Drain Line @ SBN 315 Moorman
059587	06/03/2014	ETNA Supply	Payment	1,592.83	Customer #4218 Invoice #S101068070.001 - (1) 40 Gal. Water Heater Serial #1411a009385 & (6) 3/4 Dielectric Fip X Cop Union For SBN 342 Moorman Invoice #S101069614.001 - (2) Lochinvar 40 Gal. Water Heaters Serial #1410a017653 & 1404a029113 & (1) 3/4" 1/4 Turn Boiler Drain For RM Stock Invoice #S101073105.001 - (2) Lochinvar 40 Gal. Water Heaters Serial #1410A026942 & 1410A006873 & (17) 3/4 Dielectric Union For RM
059588	06/03/2014	DAKINS	Payment	93.44	Account #27395 Invoice #311197 - Repair Lawn Equipment @ SBN
059589	06/03/2014	PERFORMANCE AUTOMOTIVE	Payment	67.80	Invoice #1570820 (6) Lawn Mower Blades For RM
059590	06/03/2014	TOMMARK, INC.	Payment	141.85	Customer ID# 100596 Invoice #812423855 - (1) Lennox Ventor Assembly For Furnace @ SBN 152 Shahan Dr.
059591	06/03/2014	Home Depot Credit Services	Payment	711.78	Account #6035322540175928 Invoice #3025436 - Various Maintenance Supplies Invoice #3027397 - Various Maintenance Supplies Invoice #7026634 - Various Maintenance Supplies Invoice #8024400 - Various Maintenance Supplies Invoice #9591178 - (1) Flex Cplg.
059592	06/03/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment
059593	06/03/2014	City Of Jackson - Finance Department	Payment	7,291.93	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Pension Employee/Employer Pension Contribution

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059594	06/03/2014	Denny Blaschko	Payment	13,270.00	Payroll 05/12/14-05/25/14 (1) Invoice Removed 54 Light Poles & Concrete From SBN
059595	06/03/2014	All Your Needs	Payment	750.00	(2) Invoices Invoice #719572 - Repaired Damaged Dry Wall @ 1256 Laurel Lane Invoice #719573 - Replaced Kitchen Counter Top @ 1256 Laurel Lane
059596	06/03/2014	PURCHASE POWER	Payment	500.00	Customer ID#00678952003 Postage Meter Refill 04/25- 04/27
059597	06/03/2014	Emerge Accounting	Payment	2,493.75	Invoice #April-001 Accounting Services For April 2014
059598	06/03/2014	HireRight, Inc.	Payment	329.75	Customer #300245 Invoice #G1444173 - MVR Background Check Application & Surcharges
059599	06/03/2014	JACKSON GLASS WORKS INC	Payment	310.00	Customer #JHOU Invoice #J0023544 - Replaced Truck Window @ RM
059600	06/03/2014	GENERAL ELECTRIC CO.	Payment	955.00	Account #12-HSN90 Invoice #12-196541 - (1) GE Refrigerator GTN18CBEWW & (1) Hotpoint Refrigerator HPS15BTHRWW
059601	06/03/2014	CASLER HARDWARE	Payment	11.85	Customer #33561 Invoice #03639 - (1) Plastic Hose For Sprayer @ SBN
059602	06/03/2014	General Electric Company	Payment	54.99	Invoice #03734 - Various Maintenance Supplies Customer #977ZQ40
059603	06/12/2014	Lonnie's Hauling & Tree Service	Payment	450.00	Invoice #51-294183 - (3) Cover For Vegetable Pan For Vacant Units @ RM (1) Invoice Removal Of One Lare Maple Down And Haul Brush @ SBN
059604	06/12/2014	ERADICO SERVICES, INC.	Payment	900.00	Account #153859 Invoice #432678 - Performed Heat Remediation Treatment @ RM G-6
059605	06/12/2014	Computer Ties LLC	Payment	90.00	Receipt #21835 Installed Adobe Acrobat 11 On Deb Davis PC & Switched To Adobe Reader On Gloria
059606	06/12/2014	NAN MCKAY & Associates, Inc.	Payment	224.00	Customer ID#JAC49201 Invoice #INV194589 - Annual Subscription Fee For Model Admission & Cont. Policy Revision For S8P
059607	06/12/2014	AFLAC	Payment	897.08	Account #VX312 Invoice #383565 - Monthly Bill For June 2014
059608	06/12/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059609	06/12/2014	City Of Jackson - Finance Department	Payment	7,140.19	Pension Employee/Employer Pension Contribution

Jackson Housing Commission  
**Register - Basic Listing**

Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059610	06/12/2014	CITY OF JACKSON - CITY CLERK	Payment	40,731.35	Payroll 05/26/14-06/08/14 Customer #007702
059611	06/12/2014	Jackson Housing Commission	Payment	25,364.00	Invoice #1400015290 - Insurance Coverage For Active Employees & Retirees For May 2014 Management Fees Management Fees For The Month Of April 2014. To Be Deposited In General COCC Account Per Emerge Accounting
<b>Total:</b>				( 179,185.04)	

Date: 06/12/2014  
Time: 14:15:47

Jackson Housing Commission  
**Register - Basic Listing**  
General COCC Account  
From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002000	06/03/2014	OTIS ELEVATOR COMPANY	Payment	17,117.04	Customer #299178 Invoice CVJ08105114 - Elevator Service For 01/01/14-12/31/14

Total: ( 17,117.04)



**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-13**

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	\$ 2,762.40
AMP 3: Shahan-Blackstone Apts.	<u>\$ 4,878.00</u>
<b>Total</b>	<b>\$7,764.40</b>

The attached Collection Losses Report reflects the delinquent amount of **\$7,764.40** and is hereby approved for fiscal year 2014 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 June 18, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

June, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Vikki Watkins	002-3269	03/06/2014	\$129.00
	David Berry	002-3285	03/26/2014	\$351.10
	Teaire S. Lewis	002-4383	03/10/2014	\$412.10
	Chad Captain	002-4405	03/26/2014	\$1210.20
	Brian Breedlove	002-4418	03/31/2014	\$450.00
	William Gray	002-4484	03/03/2014	\$210.00
Shahan	Danielle Watley	003-5528	03/26/2014	\$4284.00
	Phillip Patterson	003-5532	03/10/2014	\$594.00

**Board Resolution: 2014-13**

**Total Write Off: \$7640.40**

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-14**

**WHEREAS**, James Stark is the Vice-President of the Jackson Housing Commission and it is necessary to sign new County National Signature Cards for all accounts;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all County National Bank accounts.

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 June 18, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-15**

**WHEREAS**, James Stark is the Vice-President of the Jackson Housing Commission and it is necessary to sign new FirstMerit Signature Cards for all accounts;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all FirstMerit Bank accounts.

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 June 18, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**JACKSON HOUSING COMMISSION  
JACKSON, MICHIGAN**

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

**RESOLUTION NO. 2014-16**

**WHEREAS**, Pursuant to 24 CFR Part 965, Tenant Allowances for Utilities, and upon receipt and review of the Nelrod Corporation Resident Life Utility Allowances© survey of utility consumption and cost data, the Director, Public Housing Programs, recommends adoption of the attached program utility allowances effective July 1, 2014.

**THEREFORE BE IT RESOLVED THAT** the Commission hereby revises utility allowances for public housing units at Chalet Terrace, Shahan-Blackstone North Apartments and Scattered Site Units to go into effect July 1, 2014, for electricity and gas consumption as proposed:

<b>Apartment Size</b>	<b>Current Allowance</b>	<b>Proposed</b>	<b>Change</b>
2 bedroom, single story	\$90	\$77	-\$13
2 bedroom, two story	\$107	\$78	-\$29
3 bedroom, single story, SBN	\$139	\$95	-\$44
3 bedroom, two story, SBN	\$128	\$95	-\$33
3 bedroom, scattered site, single story	\$168	\$113	-\$55
3 bedroom, scattered site, two story	\$163	\$113	-\$50
4 bedroom	\$190	\$132	-\$58

(Utility allowances are subtracted from gross rent to come up with the final rent payment paid by the tenant)

Commissioner \_\_\_\_\_ **MOVED** adoption of the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SUPPORTED** 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 held June 18, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-17**

**WHEREAS**, the Jackson Housing Commission receives requests under the Freedom of Information Act (FOIA);

**WHEREAS**, the Jackson Housing Commission does not currently have a policy for Freedom of Information Act (FOIA) requests;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the Freedom of Information Act (FOIA) Policy and designates the Executive Director as the FOIA Coordinator and the Executive Secretary as the FOIA Co-Coordinator.

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 June 18, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Freedom of Information Act Policy

## **Purpose:**

The Jackson Housing Commission is committed to ensuring timely and appropriate responses to requests for information in accordance with the Michigan Freedom of Information Act (FOIA), Act No. 442 of the Public Acts of 1976, as amended (the "Act"). The purpose of this policy is to set forth the policies and procedures JHC will abide by in responding to such requests for information. JHC's goal in establishing this policy is to maximize the amount of information available to the public, establish a reasonable fee structure for copying public records and to streamline procedures used to disseminate this information.

This policy applies to JHC in dealing with requests from public for information as set forth in the Freedom of Information Act.

It is the intent of JHC that public business be performed in an open and public manner so that the citizens will have the opportunity to be informed. In accordance with Michigan FOIA laws, the public has the right to "reasonable access" to public records. FOIA provides that it shall be the responsibility of the public body to establish rules and regulations regarding public records as well as fees charged for copying of such records. All requests for information made pursuant to FOIA shall be processed in the manner outlined below.

## **SECTION 1**

### **DEFINITIONS**

#### **Act:**

The Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976, as amended.

#### **FOIA Coordinator:**

The *JHC Employee*, as designated by JHC, is responsible for accepting and processing requests for public records as approving denials of requests, and those person designated by the *JHC Employee* as provided by the Act.

#### **Person:**

An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

#### **JHC:**

The Jackson Housing Commission.

#### **Policy:**

The JHC FOIA Policy.

#### **Requestor:**

The person who submits a FOIA request.