

Jackson Housing Commission
Minutes of the Regular Meeting
March 19, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on March 19, 2014.

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

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

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

14-03-001 PUBLIC COMMENTS

No public comments were heard.

14-03-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD February 19, 2014.

Commissioner Davis-Dye **MOVED** to approve the minutes of the Regular Meeting held February 19, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-03-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM February 19, 2014 to March 19, 2014.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from February 19, 2014 to March 19, 2014. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-03-004 RESOLUTIONS

A. Resolution No. 2014-05: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$1,439.20. 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

B. Resolution No. 2014-06: Section 8 Utility Allowances

Commissioner Stark **MOVED** to approve the revised Section 8 Utility Allowances. 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

14-03-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Ms. Boyce pointed out we were funded an additional \$97,000 for the month of February.

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 February is extremely high and this is due to many units being vacated at once and the extensive snow removal that had to take place during the month of February.

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.

14-03-006 OTHER BUSINES

President Orthaus mentioned that the Capital Fund amounts for the year have been announced.

Ms. Tyus commented on the new Employee Handbooks that were provided to each board member. Ms. Tyus would like the board to put their eyes on it and provide feedback. The board will consider its adoption at the Regular Meeting to be held May 21, 2014. Ms. Tyus explained that many of the policies are now in line with federal and state laws, including FMLA and pre-hire drug screenings. The Commission will now be able to hold the employees more accountable.

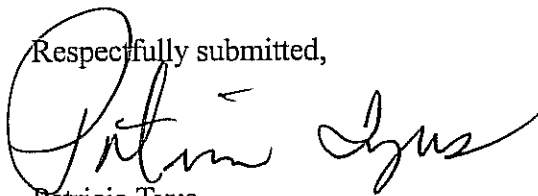
The Memorandum of Understanding with Chalet-Terrace was finalized and all parties signed off on it.

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

The regular meeting adjourned at 1:04 p.m.


The board moved into Closed Executive Session.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


Michelle Pultz-Orthaus, President