

Jackson Housing Commission

Minutes of the Regular Meeting

May 15, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on May 15, 2013.

Commissioner Robinson called the meeting to order at 12:00 p.m. & upon roll call, the following Commissioners were present: Montgomery, Robinson, Stark, Pultz-Orthaus Absent: Davis-Dye

Also present were: Kimberly Truman, Interim Executive Director
Connie Crandall, Public Housing Program Director
Katie Dickerson, Executive Secretary
Shari Boyce, Section 8 Director

13-05-001 PUBLIC COMMENTS

No one spoke from the public.

13-05-002 ELECTION OF OFFICERS

Commissioner Stark **NOMINATED** Commissioner Pultz-Orthaus for President.
Commissioner Montgomery **SECONDED** the motion.

Commissioner Robinson **CLOSED** the nominations for president as no other nominations were received.

Commissioner Montgomery **NOMINATED** himself for Vice President.
Commissioner Stark **SECONDED** the motion.

Commissioner Robinson **NOMINATED** herself for Vice President. There was no second for the motion.

Commissioner Robinson **CLOSED** the nominations for vice-president.

* Commissioner Davis-Dye entered the meeting at 12:05 PM.

Commissioners Robinson, Montgomery, and Pultz-Orthaus accepted their nominations.

Commissioner Montgomery for Vice-President:

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

Commissioner Montgomery was elected as Vice-President.

Commissioner Pultz-Orthaus for President:

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

Commissioner Pultz-Orthaus was elected as President.

Commissioner Stark stated that Commissioner Pultz-Orthaus should control the meeting since she was elected. There was a discussion of who should control the meeting now; it was deemed that since the elections took place today, the new fiscal year President would run the meeting going forward.

13-05-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD April 17, 2013.

Commissioner Montgomery **MOVED** to approve the minutes of the Regular Meeting held April 17, 2013 with changes to addition section 13-04-005 paragraph two changing resend to amend. Commissioner Stark **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

13-05-004 APPROVAL OF THE MEETING MINUTES OF THE ANNUAL MEETING HELD April 24, 2013.

Commissioner Pultz-Orthaus **MOVED** to approve the minutes of the Annual Meeting held April 24, 2013 with a word change in section 13-04-008 paragraph 3; recipes to receipts. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

13-05-005 RESOLUTIONS

A. Resolution No. 2013-16: Collection Loss Write-Off

Commissioner Pultz-Orthaus **MOVED** to approve the Write-Off of Collection Losses with the amounts for Chalet-Terrace and Reed Manor switched for a total of \$3,957.77. Commissioner Stark **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, ~~Burteh, Dobies~~, Pultz-Orthaus, Stark Davis-Dye, Robinson.
NAYS: None
ABSTAIN: None
ABSENT: None

B. Resolution No. 2013-17: Health Care Coverage

Commissioner Pultz-Orthaus **MOVED** to postpone the voting of the Resolution until the June meeting. Commissioner Montgomery **SECONDED** the motion.

Commissioner Pultz-Orthaus stated the reason for her motion was that they had not seen any proposal or procurement and was not going to vote on the motion until she had seen the information. Ms. Truman stated that the procurement policy does not state the information was to be presented to the board. Commissioner Stark asked what would happen should the motion be passed; Ms. Truman stated that there is a 45 day enrollment period and failure to vote on it would leave the employees of the JHC without Health Care Insurance as of July 1, 2013.

Upon Roll call, the motion Failed:

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

Commissioner Stark **MOVED** to approve the resolution for Heath Care as long as copies of the procurement for Health Care were distributed to board members by the end of the next business day. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Commissioner Montgomery asked if there was a clause to back out of the agreement. Ms. Truman stated she will find out if there is and get back to the board.

C. Resolution No. 2013-18: Auto Insurance

Commissioner Davis-Dye **MOVED** to approve execution of the Auto Insurance Contract. There was no **SECOND** to the motion; the motion failed.

Commissioner Pultz-Orthaus **MOVED** to postpone the vote until the June 19, 2013 meeting once the Board has been able to review the proposals. Commissioner Stark **SECONDED** the motion and, upon roll call, the motion was adopted:

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

Commissioner Robinson asked if there was a window to enter into the contract; Ms. Truman will find out.

13-05-006 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Commissioner Pultz-Orthaus asked Mrs. Boyce to explain the categories on the report for the new board members.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Ms. Crandall stated more people owe money but the amounts they owe is significantly less than previous years.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for April was high; however, there were numerous vacant units that required extensive work to turn them around. Ms. Crandall was grateful Ms. Truman allowed maintenance overtime to complete the units. The turnaround time will be better for next month.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

G. PH Income Statement

Ms. Truman stated that the negative amounts are a result of the Zero Threshold and the inability to drawdown funds at the end of the month, prior to the Zero Threshold.

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

The Commissioners asked if we should be searching

Ms. Truman presented the reports as stated.

13-05-007 OTHER BUSINESS

Commissioner Montgomery questioned Ms. Truman regarding a posting about Reed Manor Resident Council Emergency Meeting. What was the meeting about? Where do they get the money to write a letter to HUD with the assistance of an attorney? Commissioner Montgomery said it appeared the employees were leading the Residents to go against Mayor Griffin. Ms. Truman stated the Resident Council is a separate entity from the JHC and they can use their money as they please, as long as it is approved by HUD. Ms. Truman informed the Board of Commissioners that the Resident Council has not received their funding due to the no access to LOCCS (Line of Credit Control System) until last week; no funding was available for drawdown.

Commissioner Pultz-Orthaus addressed the board speaking to what the board was about, how they are there to support the Executive Director and key executive staff, meaning those seated at the table.

She also stated her disapproval of charging former Commissioner Derek Dobies for his Freedom of Information Act requests totaling over \$800. As a Commissioner, he should be provided the information without charge; he needs the information in order to do his job. Ms. Truman stated the amount of the request and the time staff has spent preparing the request is causing an administrative burden on the staff.

Commissioner Pultz-Orthaus **MOVED** to waive the charges for Mr. Dobies eleven (11) FOIA requests. Commissioner Stark **SECONDED** the motion. Following a vote, the motion was passed:

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

Commissioner Stark agreed with Commissioner Pulz-Orthaus that the request should

be fulfilled regardless; they need to have the information to do their jobs. Commissioner Stark stated that had it been done right the first time, this wouldn't be an issue. Commissioner Robinson asked what Mr. Dobies reasoning was for filing the FOIA requests. Commissioner Davis-Dye stated that the FOIA requests are preventing the day to day operations from continuing smoothly.

Policy Changes were presented by Commissioner Pultz-Orthaus. Her changes lowered the \$100,000 small purchase threshold to \$5,000; these changes are stemming from the April 24, 2013 meeting where the board moved to make the changes. Commissioner Pultz-Orthaus also proposed changes on the Board Approval Procedure. She also proposed to change the title to Appendix 7. Ms. Truman stated that the \$100,000 is not the Executive Director approval amount and is within the threshold with Federal Regulations. Commissioner Pultz-Orthaus interrupted Ms. Truman and stated we will be changing the amount and this is for Board involvement and to keep within the Boards wishes. Commissioner Stark asked if the \$5,000 limit was sufficient to keep day to day operations running smoothly or will the Board now be Micro-Managing the Commission which is not what Commissioner Stark wishes to do.

Commissioner Pultz-Orthaus **MOVED** to make proposed stated changes to the Procurement Policy and would also reconsider motion if research shows that other similar commissions have a higher limit or Ms. Truman can prove that the amount is not sufficient to carry on day to day operations. Commissioner Montgomery **SECONDED** the motion. Following a roll call, the motion carried:

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

Commissioner Robinson asked why the change to the other information? Commissioner Pultz-Orthaus stated that the changes are to keep the board better informed since RFP's were going out and no documentation was provided with resolutions. She would rather know up front and not as an afterthought. Commissioner Pultz-Orthaus stated that she was familiar with HUD's procurement policy and probably the reason why she was appointed to the Board of Commissioners for the JHC and that she has over twenty years of experience in the legal field.

Commissioner Pultz-Orthaus presented the motion again. Following a roll call, the motion carried:

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

Commissioner Pultz-Orthaus also stated changes needed to be made to the Credit Card Policy.

Commissioner Pultz-Orthaus **MOVED** to amend the Credit Card Policy to reduce the limit from \$25,000 to \$5,000 and a spelling error. Commissioner Montgomery **SECONDED** the Motion.

Commissioner Stark asked if the reduction in the limit would cause any issues. Ms. Truman stated the limit on the card is currently \$5,000.

Following a roll call, the motion carried:

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

Commissioner Pultz-Orthaus would like to have training for the Board and for them to come to Commission to provide the training. Ms. Truman stated we will need approval from HUD. Commissioner Davis-Dye stated she has already gone through training through the Non-Profit Network.

Commissioner Pultz-Orthaus asked when the last time the Compensation Schedule was updated. Ms. Truman stated that the last time it would have been updated was in 2005. Commissioner Pultz-Orthaus asked that we get the Merit Schedule put on the City Council agenda so it can be approved for the Merit Compensation Schedule so we can use it without having to obtain permission every time there is a need for it. It should be updated as well. And it needs to be sent to the Mayor's Assistant, Sharon Hansen one week prior to the City Meeting. Commissioner Robinson asked if the Merit had been presented to the City in the past for approval. Ms. Truman stated that only PAR's were submitted, not the Merit Compensation Schedule. Commissioner Robinson asked Commissioner Pultz-Orthaus where she found the information that states the Merit Schedule needs to be approved by the City. Commissioner Pultz-Orthaus stated that it was in the City Code of Ordinances Article 3 regarding the information on the Housing Commission. Specifically section 14-125 ... "The City Council upon the recommendation of the Mayor shall approve all compensation of all employees and officers of the Jackson Housing Commission." Commissioner Robinson asked for a copy of the ordinance and Commissioner Pultz-Orthaus stated she could email to Commissioner Robinson.

Commissioner Pultz-Orthaus stated that Bank Signature cards will need to be updated.

Commissioner Pultz-Orthaus asked about standing agenda items and asked that the Previously Paid Liabilities be added back into the Agenda and Board Packets. For the June 19th meeting, she would like to see all paid liabilities from November 22, 2013 to present in the next board packet. Then afterwards, it will only be for the month.

Commissioner Pultz-Orthaus asked what advertising has been done for the Executive Director search. Commissioner Robinson said that nothing has been done. Commissioner Pultz-Orthaus asked if the funding request has been made. Ms. Dickerson informed Commissioner Pultz-Orthaus that the request was denied for the \$750 because when Commissioner Burtch made the request, he did not specify vendors and requests must be made to specific vendors and have supporting documentation such as an invoice or a quote. Commissioner Pultz-Orthaus stated she has some sources that are free to advertise. Commissioner Pultz-Orthaus changed the Executive Director Job description and provided all members of the board with a copy of it. She gave the board a minute to read it and then would be moving to approve the change. Commissioner Robinson asked Commissioner Pultz-Orthaus if she indeed worked full-time for the City and was able to do all of the changes she made. Commissioner Davis-Dye questioned item 9 regarding the JHC working with City officials to provide the City with more information with assisting with grants and other opportunities for providing safe low-income housing. Commissioner Robinson asked if they could have time to compare the changes with the previous job description before voting; and she was surprised with all of the information that was presented in only two weeks after being appointed. Commissioner Pultz-Orthaus stated the ED job description could be posted on the JHC website and on the City of Jackson website as a free source. Commissioner Pultz-Orthaus stated she has a free source from PHADA and MISHDA.

Commissioner Pultz-Orthaus told Commissioner Davis-Dye that she sent a letter to the Regional Secretary of HUD and would like to see it along with responses that were received. Commissioners Davis-Dye stated the previous board received the communications and she stated she was the president of the Resident Council at Chalet-Terrace and she was writing in that aspect.

Commissioner Pultz-Orthaus thinks we should send a letter to HUD asking that the Zero Threshold be removed as soon as possible to get it lifted because the conflict does not exist anymore. She offered to assist Ms. Truman with that letter.

Commissioner Pultz-Orthaus brought a packet of information for board members with maps of the locations of the complexes and address of the scatter site locations along with the number of the bedrooms. The information also contains information on the Housing Choice Vouchers.

Commissioner Pultz-Orthaus is stating the next meeting will be June 19th at Chalet-Terrace.

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

The regular meeting adjourned at 1:45 p.m.

Respectfully submitted,



Kimberly D. Truman, PHM, SHM
Interim Executive Director

ATTESTED: 
Michelle Pultz-Orthaus, President