

Jackson Housing Commission
Minutes of the Regular Meeting
October 15, 2014

The Jackson Housing Commission's Regular Meeting was held on October 15, 2014, in the Reed Manor Board Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:00pm.

Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, James Stark and Gerald Montgomery. Commissioner Patricia Davis-Dye entered the meeting at 12:01pm.

Also present were:

- Patricia Tyus, Executive Director
- Katie Dickerson, Reports and Contract Analyst
- Gloria Harris, Comptroller
- Chelsea Bryant, Executive Secretary

14-10-001 PUBLIC COMMENTS

There was no representation from the public in attendance.

14-10-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 17, 2014

Commissioner Pultz-Orthaus advised that corrections were needed on pages 3-4.

Commissioner Woods **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held September 17, 2014. Commissioner Montgomery **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

14-10-003 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD SEPTEMBER 30, 2014

Commissioner Pultz-Orthaus advised that a correction was needed in Resolution 14-09-008.

Commissioner Stark **MOVED** to approve with corrections the Special Meeting Minutes of the meeting held September 30, 2014. Commissioner Davis-Dye **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods

NAYS: None
ABSTAIN: None
ABSENT: None

14-10-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM SEPTEMBER 18, 2014 TO OCTOBER 15, 2014

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from September 18, 2014 to October 15, 2014. Commissioner Pultz-Orthaus **SECONDED** the motion and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods

NAYS: None
ABSTAIN: None
ABSENT: None

14-10-005 RESOLUTIONS

A. Resolution No. 2014-28: Collections Losses Write Off August 2014

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$6, 526.44 for August 2014. Commissioner Montgomery **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods

NAYS: None
ABSTAIN: None
ABSENT: None

B. Resolution No. 2014-29: Collections Services Contract

Katie Dickerson discussed the rationale for selecting PHAMAC.

Commissioner Stark **MOVED** to approve the Collections Services Contract with PHA Management & Audit Consultants (PHAMAC). Commissioner Davis-Dye **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods

NAYS: None
ABSTAIN: None
ABSENT: None

C. Resolution No. 2014-30: Pest Control Service Contract

Patricia Davis-Dye expressed concerns from residents regarding the thoroughness of Rose Pest Controls services. Ms. Tyus mentioned that there were also complaints regarding the use of Eradico. The rationale for selecting Rose Pest Control Service was discussed, and if the service is not satisfactory, the contract can be re-procured after one year.

Commissioner Stark **MOVED** to approve the Pest Control Service Contract with Rose Pest Solutions. Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

D. Resolution No. 2014-31: Work Order Charge List

Commissioner Stark **MOVED** to approve the updated work order charge list. Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

E. Resolution No. 2014-32: ACOP Update

Commissioner Woods **MOVED** to approve the revised Public Housing Admissions and Continued Occupancy Policy (ACOP). Commissioner Montgomery **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

F. Resolution No. 2014-33: Tenant Handbook

Commissioner Pultz-Orthaus advised that grammatical corrections were needed.

Commissioner Stark **MOVED** to approve the updated Tenant Handbook with corrections. Commissioner Montgomery **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

G. Resolution No. 2014-34: Lease

Commissioner Davis-Dye **MOVED** to approve the JHC updated public housing dwelling lease Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

H. Resolution No 2014-35: Revised Annual Plan

Commissioner Davis-Dye **MOVED** to approve the revised JHC Annual Plan. Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, G. Montgomery,
M. Woods
NAYS: None

ABSENT: None

14-10-006 DIRECTOR'S REPORTS

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivable

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Executive

Ms. Tyus mentioned that per the fee accountant's recommendation, adjustments to the budget will be made on a quarterly basis.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

14-10-007 OTHER BUSINESS

- Ms. Tyus mentioned to the board that the HUD representative discussed using the new ACC instead of the current one. Ms. Tyus stated that she will research the difference, between the existing ACC and the new one, the impact of the use of the new ACC, and the steps necessary to transition to the new ACC should, the board approve doing so.
- Per Ms. Tyus, the property managers are in place for Chalet Terrance, Reed Manor and Shahan/Blackstone. As a result, these managers will receive property management training during their six month probationary period. Ms. Tyus shared with the board her plan to acquire additional training. Also, Ms. Tyus mentioned to the Board that there are wonderful training opportunities on a state and national level, for Public Housing Commissioners. Attending such trainings will help them stay abreast of current information and lead public policy.
- Ms. Tyus discussed the impact the current inspections by the City of Jackson on staffing needs and overall productivity. If provided with a list of compliance items, the JHC could address concerns in a proactive manner. However, since the Resolution of Cooperation between the City of Jackson and the JHC is in place, its implementation could remedy the inspection process and thus provide a platform for working with the City of Jackson to assure that proper housing standards are maintained.

- The list of audit findings given to the JHC from HUD was reviewed and the status of completion was discussed.

During the review of audit findings, a previous invoice from the City of Jackson indicating an inspection late fee assessment of 1.5 million dollars was discussed. Commissioner Pultz-Orthaus provided clarification on behalf of the City of Jackson. According to Ms. Pultz-Orthaus the fees were never charged to the JHC, but presented to the previous JHC administration as a hypothetical situation in the event actual late inspection fees were assessed.

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

The Regular Meeting on October 15, 2014, adjourned at 1:39pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President