

JACKSON HOUSING COMMISSION

REGULAR MEETING – March 19, 2014

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
Gerald Montgomery, Vice President
Patricia Davis-Dye, Commissioner
James Stark, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on February 19, 2014
5. Approval of the Previously Paid Liabilities from February 19, 2014 to March 19, 2014.
6. RESOLUTIONS
Resolution No. 2014-05: Collection Losses Write Off
Resolution No. 2014-06: Section 8 Utility Allowances
7. 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
8. OTHER BUSINESS
Chalet-Terrace Resident Council Memorandum of Understanding
9. ADJOURNMENT
10. CLOSED EXECUTIVE SESSION
Discuss pending litigation
11. NEXT REGULAR MEETING: **April 16, 2014 – Reed Manor-Board Room**

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

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on February 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.
Absent: Montgomery

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

14-02-001 PUBLIC COMMENTS

No public comments were heard.

**14-02-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD
January 15, 2014.**

Commissioner Davis-Dye **MOVED** to approve the minutes of the Regular Meeting held January 15, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

**14-02-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM January
16, 2014 to February 19, 2014.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from January 16, 2014 to February 19, 2014. Commissioner Davis-Dye **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-02-004 RESOLUTIONS

A. Resolution No. 2014-03: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$3,472.79. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-04: Annual Plan

Commissioner Woods **MOVED** to approve the Annual Plan with revisions. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

14-02-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

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 January is extremely high. Many factors, mostly snow fall, contributed to the high number. Strategies are in place to pull workers from other AMPS to complete units.

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.

14-02-006

OTHER BUSINES

Shahan-Blackstone office mold remediation has been completed. Working to issue an RFP and still on schedule to have office back up and running by mid-July.

Water damage occurred in the Chalet-Terrace childcare center due to a burst pipe. Insurance company is evaluating damage. Damage was minimal due to the quick response of the on call maintenance.

A scatter site home had significant damage due to pipe bursting. The unit will be going off line to remediate.

A scatter site home on Robinson is one of the homes that have a frozen water main coming into the home. The residents have been offered options for re-locating and have declined. Water is being delivered daily to the residents to flush toilets and other uses.

Audit was completed on time. HUD pointed out some errors and those have been rectified and the Audit resubmitted per HUD's deadline.

OIG is still present at the Commission reviewing areas in Section 8. There are issues with the waiting list, and we will be notified if it will go to a full audit.

We had a phone conference with HUD regarding the Discrepancy Report from the EIV system in both Public Housing and Section 8; HUD listed concerns regarding the number of individuals on the report, as well as the dollar amounts in both public housing and Section 8; both department heads are working to rectify and update HUD. We will be receiving written correspondence from HUD regarding the report.

Employee Handbook has been updated and a copy provided for the board. The Executive Director questioned if the manual needed to be approved by the board. It was decided that the final version of the manual would be provided to the board for review.

Chalet-Terrace Memorandum of Understanding was presented. President Orthaus noted some changes that must be made before it will be signed.

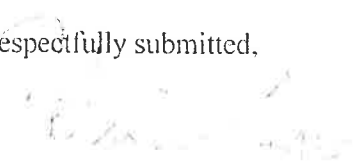
Commissioner Stark **MOVED** to authorize the President and Executive Director to enter into the MOU upon further research and corrections made to current MOU. Commissioner Woods **SECONDED** the motion, and upon the following roll call, the motion was adopted:

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

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

The regular meeting adjourned at 1:25 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 02/20/2014 To: 03/13/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|---|---------|-----------|---|
| 059273 | 02/28/2014 | JACKSON WATER COLLECTION | Payment | 16,192.89 | Water & Sewer Bills CT 11/21/13 - 12/26/13 |
| 059274 | 02/28/2014 | CITY OF JACKSON - CITY CLERK | Payment | 4,261.23 | SBN 10/03/13 - 01/22/14 Customer #007702 |
| 059275 | 02/28/2014 | WILMAR INDUSTRIES | Payment | 53.13 | Invoice #1400013519 - RX Drug Claims For Active Employees For January 2014 Account #70585 |
| 059276 | 02/28/2014 | Stamp-Rite, Inc. | Payment | 170.70 | Invoice #304764186 - Various Maintenance Supplies PO #4249 |
| 059277 | 02/28/2014 | DAKINS | Payment | 1,050.00 | Invoice #151019- Door Signs For S8P Specialist Account #27395 |
| 059278 | 02/28/2014 | A-1 LOCK SHOP | Payment | 19.34 | Invoice #308869 - Simplicity Snow Blower For SBM Invoice #1996 |
| 059279 | 02/28/2014 | Knibloe Hardware | Payment | 219.96 | Keys For Mailboxes @ SBN Invoice #1859398 |
| 059280 | 02/28/2014 | MINUTEMAN SEWER & DRAIN | Payment | 70.00 | Salt Spreader For Sidewalks @ RM Invoice #14-8046 |
| 059281 | 02/28/2014 | DBI BUSINESS INTERIORS | Payment | 89.51 | Unplugged Kitchen Sink @ RM E-11 & E-12 Customer #224241 |
| 059282 | 02/28/2014 | GREAT LAKES HEATING, AIR CONDITIONING, L.L.C. | Payment | 275.00 | Invoice #08IJ0832 - Various Office Supplies (2) Invoices |
| 059283 | 02/28/2014 | Society for Human Resource Management | Payment | 185.00 | Checked Furnace @ CT 1217 & 1219 Heather Lane & Emergency Furnace Ignitor Service Call @ SBN 332 Moorman Customer #01118187-0 |
| 059284 | 02/28/2014 | Computer Ties LLC | Payment | 344.98 | Order #9005714197 - SHRM/PRO-SHRM- Professional Membership 05-Feb-2014 - 28-Feb-2015 (4) Invoices |
| 059285 | 02/28/2014 | The Nelrod Company | Payment | 1,382.00 | Invoice #20568 - Moved Computer From Gloria's Office To New Office & Installed To Link Network Card In Computer Invoice #20706 - Installed New Camera Review Machine Invoice #20720 - Set Up Dual Monitors In Brenda's Office & Set Up E-Mail For New Employee Invoice #20729 - Rebooted The WTS1 Server |
| 059286 | 02/28/2014 | Verizon Wireless | Payment | 554.95 | (1) Invoice Annual Update Of The Low-Rent Public Housing Utility Allowances With New Consumption Analysis Account #587119039-00001 |
| 059287 | 02/28/2014 | Emerge Accounting | Payment | 2,493.75 | Invoice #9718948544 - Monthly Charges For The Period Of 12/24/13-01/23/14 Invoice #February-001 |

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 02/20/2014 To: 03/13/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|--|---------|----------|--|
| 059288 | 02/28/2014 | White & Hotchkiss, PLLC | Payment | 450.00 | Accounting Services For February 2014 File #1919 |
| 059289 | 02/28/2014 | Shred-it USA - Grand Rapids | Payment | 57.25 | Invoice #59872 - Monthly Service For January 2014 Account #11661270 |
| 059290 | 02/28/2014 | O'LEARY PAINT CO. | Payment | 1,302.50 | Invoice #9403151568 - On Site Shredding Services (3) Consoles Service Date: January 29, 2014 Customer #8236 |
| 059291 | 02/28/2014 | TDS Metrocom | Payment | 1,738.39 | Invoice #403266 - (50) Gallons Pro-Tech S/G White Ivory Cloud (4) Bills Enclosed (517) 787-0168 - \$453.41 (517) 787-9241 - \$545.12 (517) 787-0218 - \$225.95 (517) 787-1188 - \$513.91 |
| 059292 | 02/28/2014 | AMBS CALL CENTER | Payment | 423.20 | Account #1909 Invoice #140110555 - Service Period 02/01/14-02/28/14 Usage Period 01/01/14-01/30/14 |
| 059293 | 02/28/2014 | Burton Brothers General Contrac. L.C. | Payment | 4,840.00 | File #31621 Clam #A7JX1 - Mold/Mildew Remediation For SBN Office Due To Flooding |
| 059294 | 02/28/2014 | STAMPCO | Payment | 41.90 | Invoice #28170 Signature Stamps For Danielle Lamb & Catherine Greer |
| 059295 | 02/28/2014 | IPRINT TECHNOLOGIES, INC | Payment | 134.00 | Order #5235398 HP LaserJet P2030 Ink Toner For S8P |
| 059296 | 02/28/2014 | COMCAST | Payment | 621.93 | (4) Invoices Account #01721346503-01-6 - Internet Service For CT Ayieko 410 E. High St. Account #01721422344-01-1 - Telephone Service For SBN 221 Janke St. Account #01721413434-01-3 - Internet & Telephone Service For Main Office C-Building Account #017214223742-01-5 - Internet & Telephone Service For CT Office 316 Barberry Dr. |
| 059297 | 03/06/2014 | DAKINS | Payment | 144.60 | Account #27395 Invoice #308651 - Various Maintenance Supplies Invoice #308666 - (4) Shear Pin |
| 059298 | 03/06/2014 | PDQ SUPPLY, INC. | Payment | 220.96 | Account #118660 Invoice #SI-177363 - Various Maintenance Supplies |
| 059299 | 03/06/2014 | PURCHASE POWER | Payment | 500.00 | Account #8000-9000-0062-0884 Customer #00678952003 - Postage Meter Refill Tran Date 02/04/14 Post Date 02/04/14 |
| 059300 | 03/06/2014 | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC | Payment | 32.00 | Account #4344602 Invoice #4344602-NV13 - Late Fee From December 2013 |
| 059301 | 03/06/2014 | Home Depot Credit Services | Payment | 502.17 | Account #6035322540175928 |

Jackson Housing Commission
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Public Housing
From: 02/20/2014 To: 03/13/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|--|---------|----------|---|
| 059302 | 03/06/2014 | Trail Supply LLC | Payment | 1,977.75 | Invoice #2023674 - Various Maintenance Supplies Invoice #7024448 - Various Maintenance Supplies Invoice #5024797 - Various Maintenance Supplies Invoice #5024797 - Various Maintenance Supplies Account #10014 Invoice #19136 - (150) Industrial Ice Melt 50lb Bag Invoice #19137 - (50) Industrial Ice Melt 50lb Bag Invoice #19208 - (25) Industrial Ice Melt 50lb Bag |
| 059303 | 03/06/2014 | DBI BUSINESS INTERIORS | Payment | 532.21 | Customer #224241 Invoice #08J4396 - Various Office Supplies Invoice #08J5829 - Various Office Supplies Invoice #08J6193 - Various Office Supplies Invoice #08J6194 - Various Office Supplies Invoice #08J7686 - Various Office Supplies |
| 059304 | 03/06/2014 | Housing Authority Risk Retention Group | Payment | 3,116.00 | Invoice #385013114 Legal Deductible For Claim 11RJ8 |
| 059305 | 03/06/2014 | HAMMOND HARDWARE | Payment | 302.90 | Customer #33515 Invoice #B227938 - Various Maintenance Supplies Invoice #B229108 - Various Maintenance Supplies Invoice #B229263 - Various Maintenance Supplies Invoice #B229370 - Various Maintenance Supplies Invoice #B229755 - Various Maintenance Supplies Invoice #C137211 - Various Maintenance Supplies Invoice #C137387 - Various Maintenance Supplies Invoice #C137528 - Various Maintenance Supplies |
| 059306 | 03/06/2014 | CASLER HARDWARE | Payment | 39.99 | (4) Invoices Invoice #00402 - Various Maintenance Supplies Invoice #01094 - (5) 4 1/2" Cut Off Wheel Blades Invoice #01382 - (2) Straight Bits Invoice #01432 - Various Maintenance Supplies |
| 059307 | 03/06/2014 | MENARDS - JACKSON | Payment | 883.32 | Account #31610470 Invoice #63668 - Various Maintenance Supplies Invoice #64293 - 360-Degree Heater Invoice #64478 - Various Maintenance Supplies Invoice #65838 - Various Maintenance Supplies Invoice #66340 - (2) Pro-Fit Toilet Invoice #66369 - Various Maintenance Supplies |
| 059308 | 03/06/2014 | SAFETY SYSTEMS INC | Payment | 1,113.60 | Customer #00938 Invoice #426519 - Reset Fire Panel @ RM Invoice #426583 - Fob System Issues @ RM |

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From: 02/20/2014 To: 03/13/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|--------------------------------|---------|----------|---|
| 059309 | 03/06/2014 | HOUSING DATA SYSTEMS, INC. | Payment | 240.00 | Invoice #426703 - Annual Lease Maint @ CT Headstart Invoice #427411 - Service On Codes Added Used #8 - Keypad Programmed Client #6183 |
| 059310 | 03/06/2014 | ALLEGIANCE OCCUPATIONAL HEALTH | Payment | 246.00 | Invoice #215813 - MTCS Transmittal Service For 01/01/14-03/31/14 Invoice #145732 Lab-Drug Screen 10-Panel & Physical Exam For Deborah Davis 01/29/14 Lab-Drug Screen 10-Panel For Jeremy McCafferty 01/15/14 Lab-Drug Screen 10-Panel For Mark Oakley 01/08/14 |
| 059311 | 03/06/2014 | TALX THE WORK NUMBER | Payment | 157.20 | Customer #8805983 Invoice #1520623 - Employment Verification For 01/11/14 & Employment Verification For 02/11/14 |
| 059312 | 03/06/2014 | ERADICO SERVICES, INC. | Payment | 1,827.50 | Account #153859 Invoice #120925B - CDT Inspection - Annual For CT 02/01/14 Invoice #120900B - CDT Inspection - Annual For RM 02/01/14 Invoice #121231B - Commercial Contract For RM 02/01/14 Invoice #120904B- CDT Inspection - Annual For SBN 02/01/14 |
| 059313 | 03/06/2014 | J McEidowney Inc. | Payment | 1,128.00 | (4) Invoices Invoice #64319 - Service Agreement On Kyocera FS-1135 From 02/05/14-12/31/14 Invoice #64332 - Kyocera FS-1135 Printer, Fax & Copier For CT Invoice #64341 - Ethernet Patch Cable - 5' & 5 Port Workgroup Network For Kyocera FS-1135 Machine Invoice #63674 - FS-1028-1350 Toner For Kyocera FS-1128 Copier |
| 059314 | 03/06/2014 | OSBORNE PROCESS SERVICE | Payment | 202.80 | (8) Invoices Invoice #6630 - Eviction Processed For Deana Oliver @ CT 1229 Laurel Lane Invoice #6631 - Eviction Processed For Mary Martin @ CT 300 Barberry Dr. Invoice #6663 - Eviction Processed For Chad Captain @ RM 207 Steward Ave H-36 Invoice #6664 - Eviction Processed For Teaire Lewis @ RM 207 Steward Ave H-14 Invoice #6665 - Eviction Processed For Mara Apprs @ SBN 342 Moorman Dr. Invoice #6716 - Eviction Processed For James Williams @ RM 301 Steward Ave D-20 Invoice #6718 - Eviction Processed For Stephen Glaspie @ RM 207 Steward Ave Ave H-5 Invoice #6747 - Eviction Processed For David Berry @ RM 301 Steward Ave E-12 |
| 059315 | 03/06/2014 | ETNA Supply | Payment | 292.64 | Customer #22603 Invoice #S100990619.001 - (1) Lochinvar LSN04040 Gas Water Heater Serial #1338A020365, (1) Sandscreen 11/2x10 Yard Open Mesh & (1) IPS 14 OZ |

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| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|---|---------|----------|--|
| 059316 | 03/06/2014 | Modernistic | Payment | 195.00 | Plumbers Putty 80100 Invoice #33463 Cleaned All Carpet @ RM D-3, Cleaned Hall Carpet @ RM D-9, Hall Spot Cleaned Carpet @ RM G-Building, Cleaned All Carpet @ RM G-28 & Cleaned All Carpet @ RM I-16 |
| 059317 | 03/06/2014 | CUT-RATE PLUMBING | Payment | 15.61 | ID #644 Invoice #673158 - Various Maintenance Supplies |
| 059318 | 03/06/2014 | TransUnion Rental Screening | Payment | 355.50 | Customer ID #4408R0064047 Invoice #01435992 - Monthly Charges For Background Checks & Evictions |
| 059319 | 03/06/2014 | Jackson Transportation Authority | Payment | 744.02 | Invoice #0024866-IN Fuel For January 2014 |
| 059320 | 03/06/2014 | MODERN WASTE SYSTEMS | Payment | 8,995.70 | Account #23056 Monthly Garbage Service For March 2014 |
| 059321 | 03/06/2014 | MPA-The Jackson Blazer | Payment | 350.00 | Invoice #6642 Yearly Subscription, Black History Edition |
| 059322 | 03/06/2014 | COMCAST | Payment | 388.12 | (2) Invoices Account #01721422342-01-5 - Internet & Phone Service For CT 316 Barbary Dr. Account #01721346503-01-6 - Internet Service For CT Ayieko Building |
| 059323 | 03/06/2014 | JACKSON KEY WORKS | Payment | 186.00 | (2) Invoices Invoice #36524 - (1) Arrow Deadbolt Invoice #36544 - (2) Arrow 1/2 Deadbolt |
| 059324 | 03/06/2014 | T.L. Plumbing & Drain Cleaning | Payment | 1,135.00 | (8) Invoices Run Out Toilet @ RM D2,D22 & D23, Pulled Toilet & Ran Out Main Line @ RM G1, G2 & G3, Ran Out Tub Drain @ RM I-66, Installed Water Heater @ RM I-73, Ran Out Bathroom Sink @ RM I-79, Ran Out Sink Drain @ SBN 108 Shahan Drive, Ran Out Sink @ CT 1225 Laurel Lane & Installed Water Heater @ RM I-65 |
| 059325 | 03/06/2014 | Denny Blaschko | Payment | 1,425.00 | (3) Invoices Removed Ice From Roof @ SBN 347, Repaired Leak Under Cabinet @ SBN 357, Repaired Broken Valve Under Kitchen Sink @ SBN 154, Repaired Broken Pipe @ SBN 206, Repaired Broken Pipe @ SBN 122 & Repaired Pipes @ SBN 113 |
| 059326 | 03/06/2014 | Knibloe Hardware | Payment | 219.96 | Invoice #189398 (1) 100lb Salt Spreader & (1) 75lb Salt Spreader For RM |
| 059327 | 03/06/2014 | WILMAR INDUSTRIES | Payment | 676.92 | Account #70585 Invoice #305120677 - Various Maintenance Supplies Invoice #305120685 - Various Maintenance Supplies Invoice #305801839 - Various Maintenance Supplies |
| 059328 | 03/06/2014 | FERGUSON ENTERPRISES, INC.-JACKSON #934 | Payment | 1,270.92 | Customer #31919 |

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| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|--------------------------------------|---------|-----------|--|
| 059329 | 03/06/2014 | Housing Insurance Services, Inc. | Payment | 522.00 | Invoice #2916760 - Various Maintenance Supplies Invoice #2925128 - Various Maintenance Supplies Customer ID#385 |
| 059330 | 03/06/2014 | J McEidowney Inc. | Payment | 982.00 | Invoice #HP00057803 - Crime Policy, Addendum To Housing Property Insurance (3) Invoices Invoice #64070 - Maintenance Kit & Fuser Unit For Kyocera FS-1128 Invoice #64345 - Service Agreement On Kyocera FS-1128 From 02/12/14-12/31/14 Invoice #64347 - Service Agreement For Kyocera FS-1135 From 02/11/14-12/31/14 For CT |
| 059331 | 03/06/2014 | MCGOWAN ELECTRIC SUPPLY INC | Payment | 7.20 | Customer ID #101263 Invoice #1141116 - (6) Electronic Ballast |
| 059332 | 03/06/2014 | TOMMARK, INC. | Payment | 281.44 | Customer ID#100596 Invoice #812410094 - (1) Fan Motor For CT Invoice #812410415 - (2) Snap Disc Limit Control For SBN Invoice #812410602 - Various Maintenance Supplies |
| 059333 | 03/06/2014 | WorkSquared | Payment | 1,615.55 | Invoice #107197 (3) Focus, Side Chairs, (1) Round Table, (1) Metal Freestanding Lateral File, (1) Lock Plug and Key & (3) Crossing- Spruce Guest Chairs |
| 059334 | 03/06/2014 | Mr. Robert Clark | Payment | 197.00 | Security Deposit Final Accounting For 301 Steward Ave. G-20, Vacated On February 3,2014 |
| 059335 | 03/06/2014 | MINUTEMAN SEWER & DRAIN | Payment | 398.00 | (5) Invoices Invoice #14-8065 - Cleaned Mainline @ RM A, D, H & I Buildings Invoice #14-8069 - Pulled Toilet, Cleaned Mainline @ RM D-6 Invoice #14-8089 - Cut Main Full At Manhole To North @ CT 1249 Laurel Lane Invoice #14-8155 - Cleaned Mainline @ RM A-Building Laundry Room & Opened Plugged Toilet Invoice #14-8173 - Cleaned Toilet Line & Replaced Bolts To Toilet @ RM A-18 |
| 059336 | 03/06/2014 | ANDERSON PRINTING | Payment | 509.10 | (1) Invoice Invoice #18205 - (2000) JHC Letterhead & Business Cards For Janmaa Pool, Gloria Harris, Brenda Fridd, Deborah Davis, Danielle Lamb & Catherine Greer |
| 059337 | 03/06/2014 | ICMA Retirement Corporation | Payment | 50.66 | Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 |
| 059338 | 03/06/2014 | City Of Jackson - Finance Department | Payment | 14,627.34 | Pension Employee/Employer Pension Contribution Payroll 02/03/14-02/16/14 \$7,266.73 Employee/Employer Pension Contribution Payroll 02/17/14-03/02/14 \$7,360.61 |

Jackson Housing Commission
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| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|------------------------------|---------|-----------|--|
| 059339 | 03/07/2014 | CITY OF JACKSON - CITY CLERK | Payment | 32,734.68 | Customer #007702 Invoice #1400013444 - Insurance Coverage For Active Employees & Retirees For January 2014 |
| 059340 | 03/07/2014 | Petty Cash | Payment | 1,080.22 | Petty Cash Replenish Petty Cash From Transaction #161 01/08/14 To Transaction #185 02/28/14 |

Total: (119,394.19)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-05

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 | \$ 604.00 |
| AMP 2: Reed Manor | \$ 540.10 |
| AMP 3: Shahan-Blackstone Apts. | <u>\$ 295.10</u> |
| Total | \$1,439.20 |

The attached Collection Losses Report reflects the delinquent amount of **\$1,439.20** 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 March 19, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

March, 2014

| | NAME | ACCT. NO. | MOVE-OUT | AMOUNT |
|----------------|-----------------|-----------|------------|----------|
| Chalet Terrace | Devona Greene | 001-1124 | 12/02/2013 | \$411.00 |
| | Johnny Norris | 001-1196 | 03/21/2013 | \$193.00 |
| Reed Manor | Mack Booker | 002-4426 | 12/13/2013 | \$163.00 |
| | Robert D. Cole | 002-4492 | 12/06/2013 | \$ 54.00 |
| | Leonard Saxton | 002-3353 | 11/25/2013 | \$323.10 |
| Shahan | William Duckham | 003-5510 | 12/17/2013 | \$295.10 |

Board Resolution: 2014-

Total Write Off: \$1439.20

Note: Accounts are written off at the end of the month and after three months of delinquency

JACKSON HOUSING COMMISSION
Jackson, MI

The following Resolution was introduced by _____ read in full and considered:

RESOLUTION NO. 2014-06

WHEREAS, pursuant to HUD regulatory requirements for the Commission's Section 8 Housing Choice Voucher Program, and completion of a Nelrod Corporation analysis of Jackson County utility costs and consumption data, the Section 8 Program Director recommends adoption of the attached program utility allowances.

THEREFORE BE IT RESOLVED THAT the Commission hereby revises utility allowances for the Section 8 Housing Choice Voucher Program effective May 1, 2014, as proposed:

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner _____ **SECONDED** 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 on March 19, 2014.

Patricia Tyus
Executive Director

**Allowances for Tenant
Furnished Utilities and other
Services**

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Jackson Housing Commission, MI | | Unit Type: Apartment/ Walk-Up | | | | Date (mm/dd/yyyy) | |
|---|------------------------------------|--|----------|--------------------|----------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$21.00 | \$24.00 | \$28.00 | \$32.00 | \$36.00 | \$40.00 |
| | b. Bottle Gas/Propane | \$112.00 | \$131.00 | \$150.00 | \$173.00 | \$196.00 | \$219.00 |
| | c. Electric | \$26.00 | \$31.00 | \$42.00 | \$53.00 | \$64.00 | \$75.00 |
| | d. Oil / Other | \$78.00 | \$94.00 | \$115.00 | \$136.00 | \$156.00 | \$177.00 |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$5.00 | \$6.00 | \$7.00 |
| | b. Bottle Gas/Propane | \$15.00 | \$15.00 | \$19.00 | \$31.00 | \$35.00 | \$38.00 |
| | c. Electric | \$8.00 | \$9.00 | \$11.00 | \$13.00 | \$15.00 | \$17.00 |
| Other Electric (Lights & Appliances) | | \$25.00 | \$30.00 | \$39.00 | \$49.00 | \$58.00 | \$67.00 |
| Air Conditioning | | \$3.00 | \$3.00 | \$5.00 | \$7.00 | \$8.00 | \$10.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$17.00 | \$19.00 | \$22.00 |
| | b. Bottle Gas/Propane | \$46.00 | \$54.00 | \$77.00 | \$92.00 | \$104.00 | \$119.00 |
| | c. Electric | \$18.00 | \$21.00 | \$30.00 | \$38.00 | \$44.00 | \$48.00 |
| | d. Oil / Other | \$33.00 | \$37.00 | \$53.00 | \$66.00 | \$74.00 | \$82.00 |
| Water | Jackson | \$21.00 | \$21.00 | \$26.00 | \$31.00 | \$35.00 | \$40.00 |
| Sewer | Jackson | \$20.00 | \$20.00 | \$23.00 | \$26.00 | \$29.00 | \$32.00 |
| Water | Summit | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Sewer | Summit | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 |
| Trash Collection | | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- specify: | Monthly Electric Fee \$8.85 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 |
| | Monthly Gas Fee \$10.92 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Actual Family Allowances | | | | Utility or Service | | per month cost | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | | | Heating | | \$ | |
| | | | | Cooking | | \$ | |
| Name of Family | | | | Other Electric | | \$ | |
| | | | | Air Conditioning | | \$ | |
| | | | | Water Heating | | \$ | |
| | | | | Water | | \$ | |
| Address of Unit | | | | Sewer | | \$ | |
| | | | | Trash Collection | | \$ | |
| | | | | Range / Microwave | | \$ | |
| | | | | Refrigerator | | \$ | |
| | | | | Other | | \$ | |
| | | | | Other | | \$ | |
| | | | | Total | | \$ | |
| Number of Bedrooms | | | | Other | | \$ | |
| | | | | Total | | \$ | |



**Allowances for Tenant
Furnished Utilities and other
Services**

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Jackson Housing Commission, MI | | Unit Type: Row House/ Townhouse & Semi-Detached/ Duplex | | | | Date (mm/dd/yyyy) | |
|---|------------------------------------|--|----------|--------------------|----------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$43.00 | \$50.00 | \$51.00 | \$52.00 | \$52.00 | \$53.00 |
| | b. Bottle Gas/Propane | \$231.00 | \$273.00 | \$277.00 | \$281.00 | \$281.00 | \$285.00 |
| | c. Electric | \$38.00 | \$44.00 | \$58.00 | \$71.00 | \$85.00 | \$99.00 |
| | d. Oil / Other | \$136.00 | \$160.00 | \$197.00 | \$234.00 | \$271.00 | \$308.00 |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$5.00 | \$6.00 | \$7.00 |
| | b. Bottle Gas/Propane | \$15.00 | \$15.00 | \$19.00 | \$31.00 | \$35.00 | \$38.00 |
| | c. Electric | \$8.00 | \$9.00 | \$11.00 | \$13.00 | \$15.00 | \$17.00 |
| Other Electric (Lights & Appliances) | | \$29.00 | \$34.00 | \$47.00 | \$60.00 | \$73.00 | \$86.00 |
| Air Conditioning | | \$4.00 | \$5.00 | \$6.00 | \$8.00 | \$9.00 | \$11.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$17.00 | \$19.00 | \$22.00 |
| | b. Bottle Gas/Propane | \$46.00 | \$54.00 | \$77.00 | \$92.00 | \$104.00 | \$119.00 |
| | c. Electric | \$18.00 | \$21.00 | \$30.00 | \$38.00 | \$44.00 | \$48.00 |
| | d. Oil / Other | \$33.00 | \$37.00 | \$53.00 | \$66.00 | \$74.00 | \$82.00 |
| Water | Jackson | \$21.00 | \$21.00 | \$26.00 | \$31.00 | \$35.00 | \$40.00 |
| Sewer | Jackson | \$20.00 | \$20.00 | \$23.00 | \$26.00 | \$29.00 | \$32.00 |
| Water | Summit | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Sewer | Summit | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 |
| Trash Collection | | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- specify: | Monthly Electric Fee \$8.85 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 |
| | Monthly Gas Fee \$10.92 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Actual Family Allowances | | | | Utility or Service | | per month cost | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | | | Heating | | \$ | |
| | | | | Cooking | | \$ | |
| Name of Family | | | | Other Electric | | \$ | |
| | | | | Air Conditioning | | \$ | |
| | | | | Water Heating | | \$ | |
| | | | | Water | | \$ | |
| Address of Unit | | | | Sewer | | \$ | |
| | | | | Trash Collection | | \$ | |
| | | | | Range / Microwave | | \$ | |
| | | | | Refrigerator | | \$ | |
| | | | | Other | | \$ | |
| | | | | Number of Bedrooms | | \$ | |
| | | | | Total | | \$ | |



**Allowances for Tenant
Furnished Utilities and other
Services**

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

| Locality: Jackson Housing Commission, MI | | Unit Type: Detached House | | | | Date (mm/dd/yyyy) | |
|---|------------------------------------|----------------------------------|----------|----------------|----------|-------------------|----------|
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | \$38.00 | \$45.00 | \$52.00 | \$59.00 | \$66.00 | \$73.00 |
| | b. Bottle Gas/Propane | \$204.00 | \$242.00 | \$281.00 | \$319.00 | \$358.00 | \$396.00 |
| | c. Electric | \$62.00 | \$73.00 | \$85.00 | \$98.00 | \$110.00 | \$123.00 |
| | d. Oil / Other | \$156.00 | \$181.00 | \$222.00 | \$263.00 | \$304.00 | \$345.00 |
| Cooking | a. Natural Gas | \$3.00 | \$3.00 | \$4.00 | \$5.00 | \$6.00 | \$7.00 |
| | b. Bottle Gas/Propane | \$15.00 | \$15.00 | \$19.00 | \$31.00 | \$35.00 | \$38.00 |
| | c. Electric | \$8.00 | \$9.00 | \$11.00 | \$13.00 | \$15.00 | \$17.00 |
| Other Electric (Lights & Appliances) | | \$36.00 | \$43.00 | \$56.00 | \$69.00 | \$82.00 | \$96.00 |
| Air Conditioning | | \$4.00 | \$4.00 | \$7.00 | \$10.00 | \$12.00 | \$15.00 |
| Water Heating | a. Natural Gas | \$9.00 | \$10.00 | \$14.00 | \$17.00 | \$19.00 | \$22.00 |
| | b. Bottle Gas/Propane | \$46.00 | \$54.00 | \$77.00 | \$92.00 | \$104.00 | \$119.00 |
| | c. Electric | \$18.00 | \$21.00 | \$30.00 | \$38.00 | \$44.00 | \$48.00 |
| | d. Oil / Other | \$33.00 | \$37.00 | \$53.00 | \$66.00 | \$74.00 | \$82.00 |
| Water | Jackson | \$21.00 | \$21.00 | \$26.00 | \$31.00 | \$35.00 | \$40.00 |
| Sewer | Jackson | \$20.00 | \$20.00 | \$23.00 | \$26.00 | \$29.00 | \$32.00 |
| Water | Summit | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Sewer | Summit | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 | \$23.00 |
| Trash Collection | | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$24.00 |
| Range / Microwave Tenant-purchasing/leasing | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Refrigerator Tenant-purchasing/leasing | | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 | \$13.00 |
| Other-- specify: | Monthly Electric Fee \$8.85 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 |
| | Monthly Gas Fee \$10.92 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Actual Family Allowances | | Utility or Service | | per month cost | | | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | | Heating | | \$ | | | |
| | | Cooking | | \$ | | | |
| Name of Family | | Other Electric | | \$ | | | |
| | | Air Conditioning | | \$ | | | |
| | | Water Heating | | \$ | | | |
| | | Water | | \$ | | | |
| Address of Unit | | Sewer | | \$ | | | |
| | | Trash Collection | | \$ | | | |
| | | Range / Microwave | | \$ | | | |
| | | Refrigerator | | \$ | | | |
| | | Other | | \$ | | | |
| | | Number of Bedrooms | | Other | | \$ | |
| | | Total | | \$ | | | |



