

# 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.

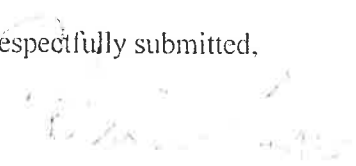
Commissioner Stark **MOVED** to authorize the President and Executive Director to enter into the MOU upon further research and corrections made to current MOU. Commissioner Woods **SECONDED** the motion, and upon the following roll call, the motion was adopted:

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 (1) Invoice
059286	02/28/2014	Verizon Wireless	Payment	554.95	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  
**Register - Basic Listing**  
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



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

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

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

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

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

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>
<b>Total</b>	<b>\$1,439.20</b>

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: <b>Jackson Housing Commission, MI</b>		Unit Type: <b>Apartment/ Walk-Up</b>				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	<b>Jackson</b>	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	<b>Jackson</b>	\$20.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Water	<b>Summit</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	<b>Summit</b>	\$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
<b>Other-- specify:</b>	<b>Monthly Electric Fee \$8.85</b>	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
	<b>Monthly Gas Fee \$10.92</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
<b>Actual Family Allowances</b>				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: <b>Jackson Housing Commission, MI</b>		Unit Type: <b>Row House/ Townhouse &amp; Semi-Detached/ Duplex</b>				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	<b>Jackson</b>	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	<b>Jackson</b>	\$20.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Water	<b>Summit</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	<b>Summit</b>	\$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
<b>Other-- specify:</b>	<b>Monthly Electric Fee \$8.85</b>	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
	<b>Monthly Gas Fee \$10.92</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
<b>Actual Family Allowances</b>				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: <b>Jackson Housing Commission, MI</b>		Unit Type: <b>Detached House</b>				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	<b>Jackson</b>	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	<b>Jackson</b>	\$20.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Water	<b>Summit</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	<b>Summit</b>	\$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
<b>Other-- specify:</b>	<b>Monthly Electric Fee \$8.85</b>	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
	<b>Monthly Gas Fee \$10.92</b>	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
<b>Actual Family Allowances</b>		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		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



