

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

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:04 PM on January 15, 2014.

Commissioner Pultz-Orthaus called the meeting to order at 12:04 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Montgomery, Davis-Dye, Woods. Absent: Stark

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

14-01-001 PUBLIC COMMENTS

No public comments were heard.

14-01-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD December 18, 2013.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held December 18, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-01-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM December 19, 2013 to January 15, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from December 1, 2013 to January 15, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-01-004 RESOLUTIONS

A. Resolution No. 2014-01: Collection Losses Write-Off

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$1,613.01. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-02: Amended FY' 13 Budget

Commissioner Woods **MOVED** to approve the amended Fiscal Year 2013 Budget. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

14-01-005 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 December is just over the fifteen day turnaround; however, she is pleased with the staff and their efforts to turn over a large number of units in a short time.

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.

14-01-006 OTHER BUSINES

Shahan-Blackstone Office Update: Mold report came back positive for penicillin and will need to be remediated. The total cost is over \$2,500 and must be procured. We have sought out bids from three contractors and will have the mold remediated. We are still on schedule to have the office back open by June/July 2014.

The Audit was submitted on time and Ms. Tyus has an email confirming the button was pushed on time.

Ms. Tyus updated the Board on our Annual Plan. It must be updated yearly and it has not been updated in the past two years. We are working to get it updated.

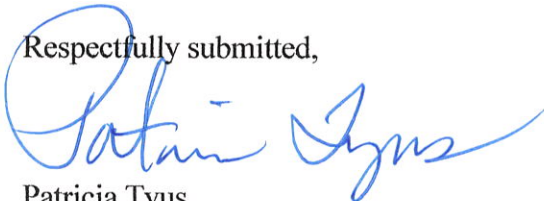
Five Year plan is on schedule to be completed on time for September 2014 submission.

Ms. Tyus addressed the board and stated she will do whatever the agency needs to do to get off the Zero Threshold.

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

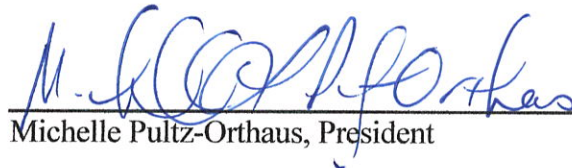
The regular meeting adjourned at 12:43 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President