

# Jackson Housing Commission

Minutes of the Regular Meeting

December 17, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on December 17, 2014.

Commissioner Orthaus called the meeting to order at 12:06p.m.

Upon roll call, the following Commissioners were present: Michelle Pultz- Orthaus, Michelle Woods, James Stark, Gerald Montgomery and Patricia Davis Dye

Also present were: Patricia Tyus, Executive Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Reports & Contract Analyst  
Chelsea Bryant, Executive Secretary

## 14-12-001 PUBLIC COMMENTS

No comments were made.

## 14-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 19, 2014

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held November 19, 2014. Commissioner Montgomery **SECONDED** the motion.

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

## 14-12-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM NOVEMBER 20, 2014 THRU DECEMBER 11, 2014

Rationale was given regarding the cost associated with the cellular phone bill. Also, the cost for ivory white paint used at all sites was discussed. It was concluded that the price of the ivory white paint will be compared to other vendors.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from November 20, 2014 thru December 11, 2014. Commissioner Davis-Dye **SECONDED** the motion, and upon voice vote, the motion was adopted:

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

**14-12-04 RESOLUTIONS**

Resolution No. 2014-40: Collection Losses Write-Off for November 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses for November 2014. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

**14-12-005 DIRECTORS' REPORTS**

The Board reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

Due to the removal of excessive funds, Section 8 funding will decrease by \$40,000

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARs

D. Turnaround Time

Staff continues to collaborate to improve the turn time of units.

E. Reasons for Move Outs

Three deaths of residents occurred. None of the deaths took place on the premises  
President Pultz-Orthaus asked that staff be made aware that their efforts to collaborate to improve unit turn times are appreciated.

Executive

Recruiting efforts are underway for the Comptrollers position. A candidate with a strong accounting background is desired to bring the needed expertise back to the organization.

Ms. Tyus continues to update the employee manual. The Tenant Selection Plan is still open for comments. The Internal Control procedures are ready; however, Ms. Tyus wants the candidate selected for the Comptrollers position to lend their expertise to the document.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Commissioner Stark requested follow-up from First Merit Bank regarding outstanding checks  
President Pultz-Orthaus asked that staff be made aware that their efforts to collaborate to improve unit turn times are appreciated.

14-12-006

**OTHER BUSINESS**

Ms. Tyus discussed concerns regarding the recent letter sent to HUD from President Pultz-Orthaus. Ms. Tyus stated that the communication in the letter was not reflective of the agency or the voice of the board. Prior review of the letter would have allowed the opportunity for input.

Commissioner Davis Dye also expressed that the letter sent to HUD by Commissioner Pultz-Orthaus did not speak for her as a board member. Since the letter was placed on agency letterhead indicates to the recipient that the letter was the consensus of the Board and represents the sentiments of the agency. Therefore, the full board needs to be made aware when communication is sent so that everyone can stay focused as a group.

Commissioner Pultz-Orthaus shared that since the letter was addressed to her as the president of the board, she immediately responded when the letter was received, so that it would be sent prior to the next board meeting. Commissioner Pultz-Orthaus also expressed that she felt that the letter was a personal attack against her. She also stated that she wanted to be the strong voice for the agency, thus allowing Ms. Tyus the opportunity to maintain a working relationship with HUD. However, she said that she would do a better job communicating with the board.

Commissioner Stark stated that he provided his thoughts to Commissioner Pultz-Orthaus regarding the letter, as well as, reviewed the preliminary draft.

Commissioner Woods commented that as a whole, everyone needs to collaborate when communication is sent from the board.

Commissioner Stark expressed his concerns regarding ongoing activity in the hallways at Reed Manor. Per, Ms. Tyus, a No Trespassing List has been implemented at Reed Manor. The managers at Chalet and Shahan are diligently working to "right size" units, which will minimize unauthorized individuals from occupying units. Ms. Tyus advised that the managers on site have scheduled meetings with police but have not met to date.

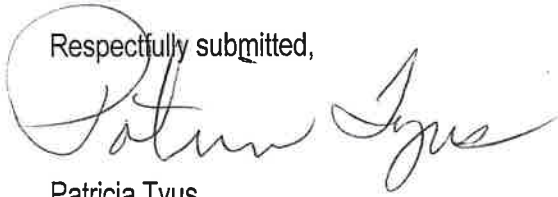
Commissioner Montgomery said that he was told that drug activity has elevated at Shahan Blackstone. Ms. Tyus indicated that the agency has not received any formal complaints from residents. However, the return of an onsite manager should help alleviate some activity. Commissioner Stark suggested that staff research the cost of installing security cameras in the hallways of Reed Manor.

Ms. Tyus advised that legal counsel will review the contract with Otis Elevator, as well as the lawsuit against the agency concerning the removal of a resident's belongings prior to returning the keys of their unit to the property manager.

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

The regular meeting adjourned at 1:01 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Patricia Tyus". The signature is fluid and cursive, with the first name starting with a large, looped 'P'.

Patricia Tyus  
Executive Director

ATTESTED:

A handwritten signature in blue ink that reads "Michelle Pultz-Orthaus". The signature is cursive and somewhat stylized, with a large 'M' at the beginning.

Michelle Pultz-Orthaus, President