

**Jackson Housing Commission**  
Minutes of the Regular Meeting  
April 15, 2015

The Jackson Housing Commission's Regular Meeting was held on April 15, 2015, in the Reed Manor Community Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:02pm. Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery and Michelle Woods. Upon roll call, the following commissioners were absent: Patricia Davis-Dye and James Stark. Commissioner Davis-Dye entered the meeting at 12:05pm.

Also present were: Patricia Tyus, Executive Director  
Shari Boyce, Section 8 Director  
Tremachel Johnson, Comptroller  
Chelsea Bryant, Executive Secretary

**15-04-001 PUBLIC COMMENTS**

Members of the public were present but no comments were made.

**15-04-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD March 18, 2015**

No discussion took place.

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held March 18, 2014. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**15-04-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM FEBRUARY 19, 2015 THRU MARCH 12, 2015**

A lengthy discussion of the previously paid liabilities took place.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities from March 19, 2015 thru March 31, 2015. Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted.

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-04-004

**RESOLUTIONS**

**A. Resolution No. 2015-07: Collection Losses Write Off March 2015**

No discussion took place.

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**B. Resolution No. 2015-08: S8 Utility Allowance**

A brief discussion regarding the changes in the Utility Allowance in comparison to the previous year took place.

Commissioner Woods **MOVED** to approve the Housing Choice Voucher Utility Allowance. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**C. Resolution No. 2015-09: Capital Fund Budget 2015**

A brief discussion of the Capital Fund Budget took place.

Commissioner Woods **MOVED** to adopt the Capital Fund Budget (2015-2016) for each AMP. Commissioner Davis-Dye **SUPPORTED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**D. Resolution No. 2015-10: Operating Budget-2015-16**

A lengthy discussion of Operating Budget took place.

Commissioner Pultz-Orthaus **MOVED** to approve the budget presented with no pay increases until the final allocation from HUD is received. Staff will revisit the budget, make adjustments and present the final budget to the Board for approval. Commissioner Montgomery **SUPPORTED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**E. Resolution No. 2015-11: Capital Fund Program Improvements- Chalet Terrace Reroofing Project**

A brief discussion of the Capital Fund Program improvements-Chalet Terrace Roofing project took place.

Commissioner Woods **MOVED** to approve the Executive Director to enter into a contract with First Contracting Inc. for the Chalet Terrace Reroofing Project. Commissioner Montgomery **SUPPORTED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**F. Resolution No. 2015-12: LJ Trumble Contract for 316 Barberry**

A short discussion of LJ Trumble Contract for the renovations of 316 Barberry Drive took place.

Commissioner Woods **MOVED** to approve the Executive Director to enter into a contract with LJ Trumble Builders for the renovation of 316 Barberry Drive. Commissioner Davis-Dye **SUPPORTED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**G. Resolution No. 2015-13: LJ Trumble for 1713 S. Milwaukee**

No discussion took place.

Commissioner Woods **MOVED** to approve the Executive Director to enter into a contract with LJ Trumble Builders for the renovation 1713 S. Milwaukee. Commissioner Davis-Dye **SUPPORTED** the motion, and upon roll call the motion was adopted:

**H. Resolution No. 2015-14: Procedures & Controls- Section 8 Waiting List**

A short discuss of the Procedures and Controls for the Section 8 Housing Choice Voucher Program Waiting List took place. President Pultz-Orthaus went on record to state that the Board of Commissioners vote on policies and not procedures; therefore HUD should not require the board to vote on this action item.

Commissioner Davis-Dye **MOVED** to approve the Procedures and Controls for the Section 8 Waiting List. Motion failed to elicit support; therefore the Resolution was not approved.

**I. Resolution No. 2015-15: Procedures & Controls-Housing Choice Voucher Program**

No discussion took place.

Commissioner Davis-Dye **MOVED** to approve the Procedures and Controls for the Section 8 Waiting List. The motion failed to elicit support; therefore the Resolution was not approved.

**J. Resolution No. 2015-16: Disposition of A Commission Vehicle**

A brief discussion of the disposition of a Commission Vehicle (1993 Dodge Pickup inoperable and stored at Chalet Terrace) took place.

Commissioner Woods **MOVED** to approve the disposition of an agency vehicle. Commissioner Davis-Dye **SUPPORTED** the motion and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

**K. Resolution No. 2015-17: Financial and Housing Software**

A short discuss of Financial and Housing Software procurement took place.

Commissioner Woods **MOVED** to approve the purchase of Financial and Housing Software from HDS  
Commissioner Montgomery **SUPPORTED** the motion, and upon roll call the motion was adopted:

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

NAYS:

ABSTAIN:

ABSENT: J. Stark

15-04-005

**DIRECTOR'S REPORTS**

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

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

**15-03-06 OTHER BUSINESSS**

A discussion of the date of the Annual Meeting took place.

President Pultz-Orthaus made a **MOTION** to postpone the action items for the Annual Meeting until May 20, 2015. Commissioner Woods **SECONDED** the motion and upon voice vote the motion was approved:

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

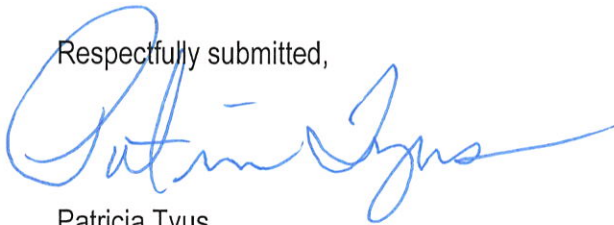
A discussion of the lighting and alternatives for the type of lighting along the fence line behind Chalet Terrace, bordering Cooper Street took place.

A discussion regarding the responsibility of pet owners continued as follow-up to the March meeting. It was concluded that the pet policy needs to be reviewed by the attorney.

President Pultz-Orthaus moved to adjourn. All members of the board were in favor of adjournment.

The Regular Meeting on April 15, 2015 adjourned at 1:55pm.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED: \_\_\_\_\_

  
Michelle Pultz-Orthaus, President

