

Jackson Housing Commission

Minutes of the Regular Meeting

April 16, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on April 16, 2014.

Commissioner Pultz-Orthaus called the meeting to order at 12:01 p.m.

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

Also present were: Patricia Tyus, Executive Director
Connie Crandall, Public Housing Director
Shari Boyce, Section 8 Director
Brenda Fridd, Office Manager
Gloria Harris, Comptroller

14-03-001 PUBLIC COMMENTS

No public comments were heard.

14-03-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON March 19, 2014.

Commissioner Orthaus **MOVED** to approve the minutes of the Regular Meeting held March 19, 2014 with changes to section 14-03-006, other business. The corrections are as following: the board will consider the "adoption" of the Employee Handbook at the next board meeting scheduled for April 16, 2014; and "Memorandum of Understand" corrected to "Memorandum of Understanding". Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-03-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM March 19, 2014 to April 10, 2014.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from March 19, 2014 to April 10, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-03-004 RESOLUTIONS

A. Resolution No. 2014-07: Collection Losses Write-Off

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses of \$275.00. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-08: Operating Budget

Commissioner Orthaus **MOVED** to approve the Operating Budget. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

C. Resolution No. 2014-09: Health Care Coverage

Commissioner Stark **MOVED** to approve the Health Care Coverage. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Stark, Davis-Dye, Woods, Montgomery
NAYS: None
ABSTAIN: Orthaus (under duress)
ABSENT: None

14-03-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Ms. 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
- 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.

14-03-006

OTHER BUSINESS

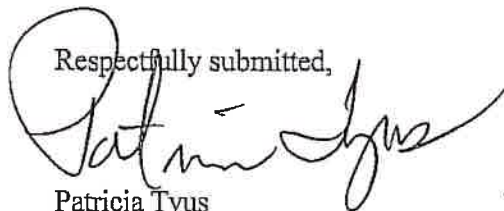
After review of the Employee Handbook, Commissioner Davis-Dye **MOVED** to adopt the Employee Handbook; Commissioner Orthaus **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

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

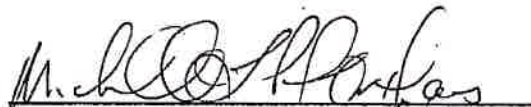
The regular meeting adjourned at 2:24 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


 Michelle Pultz-Orthaus, President