

JACKSON HOUSING COMMISSION

REGULAR MEETING – May 20, 2015

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of the Minutes of the Regular Meeting on April 15, 2015
6. Approval of the Previously Paid Liabilities from April 16, 2015 thru May 14, 2015
7. RESOLUTIONS
Resolution No. 2015-18: Collection Losses Write Off April 2015
Resolution No. 2015-19: Fee Accountant Services

DIRECTOR'S 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
Corrective Action Plan-Agency Wide

ADJOURNMENT

9. NEXT REGULAR MEETING: **June 17, 2015 at 12:00pm in the Reed Manor Board Room**

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

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 Cha et 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

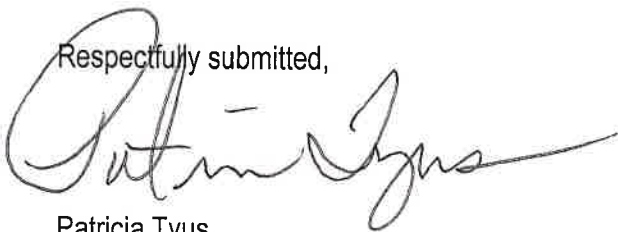
A discussion of the lighting and alternatives for the type of lighting along the fence line behind Chalet Terrace, bordering Cooper Street took place.

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

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054121	04/21/2015	ANN ARBOR HOUSING AUTHORITY	Payment	7,592.83	CHERI BEALL REIMBURSEMENT UNSUPPORTED EXPENSES FOR CHERI BEALL \$6938 HAP \$ 654.83 ADMIN FEES
054122	04/21/2015	IPRINT TECHNOLOGIES, INC	Payment	304.00	JACK070 INVOICE# 391495
054123	04/21/2015	J McEidowney Inc.	Payment	949.05	CANON IR 1730 HGX83901 SERVICE AGREEMENT & CONTRACT OVERAGE CHARGE
054124	04/22/2015	AccuShred, LLC	Payment	18.75	INVOICE# 27920 301 STEWARD AVE
054125	04/22/2015	Acuity	Payment	337.89	X65676-4 03.26.15 - 03.26.16 WORKERS COMP INSURANCE
054126	04/22/2015	Blue Sea L.L.C.	Payment	18.00	INVOICE# 2028 HOSTING FEE
054127	04/22/2015	City Of Jackson - Finance Department	Payment	806.25	03.02.15 - 03.15.2015 EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTION
054128	04/22/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT #24387 IT SERVICES LABOR CHRIS
054129	04/22/2015	Housing Authority Risk Retention Group	Payment	17,765.00	CUSTOMER ID# 385 PROPERTY & LIBAILITY INSURANCE INVOICE# HG00074169 # HP00064203
054130	04/22/2015	PLIC - SBD Grand Island	Payment	71.83	ACCOUNT# 1044559-10001 PRINCIPLE LIFE INSURANCE
054131	04/22/2015	The SBAM Plan	Payment	2,712.47	CID: 281244 HEALTH INSURANCE 04.01.2015 - 05.01.2015
054132	04/30/2015	AFLAC	Payment	208.38	VX312 INVOICE# 700684 S. BOYCE C. GREER
054133	04/30/2015	City Of Jackson - Finance Department	Payment	1,612.50	EARNINGS & CONTRIBUTION 03.16.2015 - 03.29.2015 03.30.2015 - 04.12.2015
054134	04/30/2015	HOUSING DATA SYSTEMS, INC.	Payment	1,031.00	6183 INVOICE# 218315 ANNUAL LICENSE & SUPPORT CONTRACT 05.25.2015-05.24.2016
054135	04/30/2015	Mechanical Extremes	Payment	1,178.80	517-787-9241 INVOICE# 3048 COLLING SYSTM FOR SERVER ROOM

Jackson Housing Commission
Register - Basic Listing
 Section 8 Housing Voucher Prog
 From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054136	04/30/2015	TDS Metrocom	Payment	70.32	517-787-6326
054137	04/30/2015	TransUnion Rental Screening	Payment	500.00	4408R0064047 INVOICE# 03532744 #02532872
054138	04/30/2015	The Neilrod Company	Payment	1,601.00	JACKSON, MI INVOICE# RU001060S8
054139	04/30/2015	TALX THE WORK NUMBER	Payment	191.24	8805983 INVOICE# 1809702
054140	04/30/2015	DBI BUSINESS INTERIORS	Payment	63.80	224241 INVOICE# 031U2388
054141	05/12/2015	PLIC - SBD Grand Island	Payment	41.28	ACCOUNT# 1044559-10001 05.01.2015 - 05.31.2015
054142	05/12/2015	The SBAM Plan	Payment	1,975.72	CID: 281224 05.01.2015 - 06.01.2015
054143	05/12/2015	PURCHASE POWER	Payment	35.79	ACCOUT# 8000-9000-0062-08874 POSTAGE BY PHONE# 16547366 CUSTOMER ID# 00678952003 \$35.79
Total:				(39,285.90)

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060302	04/16/2015	Cindy Davis	Payment	150.65	TRAVEL EXPENSE 03.27.15-04.03.2015 262 MILES @0575=\$150.65
060303	04/16/2015	M.C. Smith Associates and Arcitectural Group	Payment	267.50	ARCHITECTURAL SERVICES 2013 CFP (A-1092)
060304	04/16/2015	LAKE REGION	Payment	61,248.00	INVOICE#6 CHALET TERRACE RE ROOFING OF 8 BLDGS 116 SBN REFRIGERATORS INVOICE# 21301189
060305	04/16/2015	Petty Cash	Payment	1,930.87	116 WHITE FRIGIDAIRE REFRIGERATOR, ENERGY STAR 16 CUBIC REPLENISH PETTY CASH
060306	04/22/2015	AccuShred, LLC	Payment	92.50	TRANSACTION #332 02.05.2015 TO #361 04.15.2015 INVOICE# 27920
060307	04/22/2015	Acuity	Payment	844.73	301 STEWARD AVE 316 BARBERRY DRIVE X65676-4
060308	04/22/2015	Blue Sea L.L.C.	Payment	54.00	03.26.15 - 03.26-16 WORKERS COMP INSURANCE INVOICE# 2028
060309	04/22/2015	City Of Jackson - Finance Department	Payment	4,243.74	HOSTING FEE 03.02.15 - 03.15.2015
060310	04/22/2015	CONSUMERS ENERGY	Payment	23,320.55	EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTION SEE DETAILS
060311	04/22/2015	Computer Ties LLC	Payment	600.00	AMP1 ELECTRIC KWH 17 \$34.36 AMP2 GAS MCF 19 \$25.46
060312	04/22/2015	JACKSON WATER COLLECTION	Payment	5,554.00	SALES RECEIPT #24387 I T SERVICE LABOR CHRIS WATER & S EWER BILLS
060313	04/22/2015	Housing Authority Risk Retention Group	Payment	44,412.50	AMP2 ELECTRIC KWH 151,459.08 \$17,081.65 AMP2 GAS MCF 19 \$25.46 CUSTOMER ID# 385 PROPERTY & LIABILITY INSURANCE INVOICE# HG00074169 #HP00064203
060314	04/22/2015	PLIC - SBD Grand Island	Payment	284.74	ACCOUNT# 1044559-10001
060315	04/22/2015	Lammers Heating & A/C	Payment	280.00	PRINCIPLE LIFE INSURANCE 2 INVOICES
060316	04/22/2015	Manpower Of Lansing MI Inc	Payment	869.40	INVOICE# 144878 1411 MERRIMAN ST # 144937 514 SUMMIT ST CUSTOMER# 07403518

Jackson Housing Commission
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Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060317	04/22/2015	The SBAM Plan	Payment	16,293.36	INVOICE# 28170375 W/E 01.18.2015 # 28193827 W/E 01.25.15 CID: 281224 HEALTH INSURANCE - EMPLOYEE 04.01.2015 - 05.01.2015
060318	04/22/2015	OSBORNE PROCESS SERVICE	Payment	572.29	EVICTON PROCESSING INVOICE# 9913 9960 9961 9970 10049 10050 10051 10052 10053 10054 10055 10061 10062 10069 10070 10071 10072 10073 10074 ACCT# 4446-05
060319	04/22/2015	SABRINA MALONE	Payment	25.00	301 STEWARD AVE FINAL ACCOUNTING
060320	04/22/2015	SHAWN OWENS	Payment	200.00	ACCT# 4397-10
060321	04/22/2015	ServiceMaster Absolute Home and Restoration Serv.	Payment	6,479.33	207 STEWARD AVE FINAL ACCOUNTING INSURANCE CLAIM #A7PX6 WATER DAMAGE DRY OUT BLDG G
060322	04/23/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	1,018.50	4 Invoices Invoice# 639754 #639669 #639764 #639826
060323	04/23/2015	CASLER HARDWARE	Payment	101.81	Customer# 33561 Supplies #1 12807 \$21.28 #1 13279 \$35.75 #1 13301 \$14.85 Statement 02.25.15 \$29.93
060324	04/23/2015	DBI BUSINESS INTERIORS	Payment	802.60	CUSTOMER# 224241 INVOICE# 031U0653 # 031S9060 # 031U0654 # 031T7276
060325	04/30/2015	AFLAC	Payment	70.32	VX312 INVOICE# 700684 C. DAVIS J. POOL
060326	04/30/2015	AMBS CALL CENTER	Payment	466.83	ACCOUNT# 1909 INVOICE# 150310616
060327	04/30/2015	American Office Solutions	Payment	47.13	J1087 INVOICE# IN44737

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060328	04/30/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	541.05	2 INVOICES INVOICE# 639808 \$174.14 INVOICE# 639661 \$366.91
060329	04/30/2015	City Of Jackson - Finance Department	Payment	8,145.60	EARNINGS & CONTRIBUTION 03.30.2015 - 04.12.2015 03.16.2015 - 03.29.2015
060330	04/30/2015	DBI BUSINESS INTERIORS	Payment	251.98	224241 INVOICE# 031U1680
060331	04/30/2015	ETNA Supply	Payment	1,527.39	22603 6 INVOICES S101408718.001 \$359.89 315 BARBERRY S101397741.001 \$286.49 1204 HEATHER LN S101390142.001 \$286.49 S101387369.001 \$286.49 S101384377.001 \$286.49 129 RIDGEWAY S101356061.001 \$ 21.54 116 LAUREL COURT
060332	04/30/2015	GOLDEN PROTECTIVE SERVICES	Payment	218.70	29913 INVOICE 210394
060333	04/30/2015	CONSUMERS ENERGY	Payment	16,580.62	SEE DETAILS AMP1 KWH 45,193 \$5,519.67 ELECTRICITY AMP1 MCF 6,912 \$2,552.43 GAS AMP2 MCF 8,800 \$6,535.84 GAS AMP3 KWH 2,227 \$363.81 ELECTRICITY AMP3 MCF 521 \$414.95 GAS ADJUSTMENTS \$1,193.92
060334	04/30/2015	CONSUMERS ENERGY	Payment	2,470.00	APRIL 2015 NEGATIVE RENTS PLEASE SEE THE ATTACHED DOCUMENTATION AMP1 \$479 AMP2 \$1,1991
060335	04/30/2015	HOUSING DATA SYSTEMS, INC.	Payment	3,093.00	6183 INVOICE# 218315 ANNUAL LICENSE & SUPPORT CONTRACT 05.25.2015-05.24.2016
060336	04/30/2015	Home Depot Credit Services	Payment	1,988.94	6035 3225 4017 5928 INVOICE# 1031558
060337	04/30/2015	JACKSON OUTDOOR EQUIPMENT	Payment	102.42	104542 INVOICE# 50387 LAWN TRACTOR MAINTENANCE
060338	04/30/2015	Jackson Transportation Authority	Payment	578.93	5 INVOICES INVOICE# 0025756-IN FEBRUARY 2015 INVOICE# 0025852-IN MARCH 2015 INVOICE# 0025769-IN LATE FEE 12.4.14

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060339	04/30/2015	Knibloe Hardware	Payment	38.78	INVOICE# 0025786-IN LATE FEE 01.09.15 & 02.09.15 INVOICE# 0025826-IN LATE FEE 03.06.2015 INVOICE# 191674 1239 LAUREL LN BATH TUB SUPPLIES
060340	04/30/2015	LEUTZ CABINETS	Payment	925.00	JAXH INVOICE# 52004 \$45 352 MOORMAN # 52001 \$880 FIRE DAMAGED CABINETS REED MANOR
060341	04/30/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	54.00	JACKHOUSIN INVOICE# 9342 \$20 #9341 \$34
060342	04/30/2015	Mechanical Extremes	Payment	2,983.00	517-787-9241 INVOICE# 3048 SPLIT SYSTEM FOR SERVER ROOM
060343	04/30/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	1,160.00	JACKSON HOUSING COMM INVOICE# 148804 REED MANOR LAUNDRY ROOM # 149198 BLDG A #1509 BLDG B4 #1530-9468 341 MONROE ST #15182-9610 1227 HEATHER LN #15322-9800 BLDG D #15326-9851 BLDG A # 15327-9808 1238 LAUREL LN
060344	04/30/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	23056 INVOICE# 44229 TRASH SERVICE
060345	04/30/2015	PDQ SUPPLY, INC.	Payment	49.62	118660 INVOICE# SI-205339 115 SHAHAN
060346	04/30/2015	PERFORMANCE AUTOMOTIVE	Payment	99.05	INVOICE# 1659949 TUNE UP KIT FOR X530 # 1659643 MOWER MAINTENANCE
060347	04/30/2015	Rooney's Sewer Service	Payment	180.00	5177959337 INVOICE# 2010 1238 LAUREL LN #2020 306 BARBERRY DR
060348	04/30/2015	Rose Pest Solutions	Payment	4,277.00	70001132 INVOICE# 85398C
060349	04/30/2015	THE SHERWIN -WILLIAMS CO.	Payment	1,662.10	5291-3816-6 REF# 806.78 \$679.95 #83938 \$226.65 #8736-8 \$755.50
060350	04/30/2015	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	45.90	SUPPLIES INVOICE# 042115
060351	04/30/2015	SPRINT	Payment	2,004.34	ACCT# 128763256 FEBRUARY 2015 CELL PHONE SERVICE

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060352	04/30/2015	Trail Supply LLC	Payment	73.60	MARCH 2015 CELL PHONE SERVICE ACCT# 10014
060353	04/30/2015	TransUnion Rental Screening	Payment	793.70	INVOICE# 25064 316 BARBERRY 4408R0064047 RENTAL SCREENING INVOICE# 03532744 \$623.35 #02532872 \$670.35
060354	04/30/2015	TDS Metrocom	Payment	4,458.74	TELEPHONE SERVICE 517-787-0218 \$138.03 517-787-1188 \$3,044.74 517-787-+0168 \$960.42 517-780-0620 \$236.67 517-780-0181 \$78.88
060355	04/30/2015	M.C. Smith Associates and Arcitectoral Group	Payment	1,000.00	FLOOD RESTORATION PROJECT INVOICE# 5 109 SHAHAN (A-1086) INVOICE# 2 1713 S. MILWAUKEE & 316 BARBERRY (A-1100)
060356	05/12/2015	A-1 LOCK SHOP	Payment	73.00	INVOICE# 2987
060357	05/12/2015	AMBS CALL CENTER	Payment	377.67	SUPPLIES ARROW ID KEY BLANKS (50) ACCOUNT# 1909 INVOICE# 150410610
060358	05/12/2015	American Office Solutions	Payment	69.45	SERVICE PERIOD: 05.01.2015 - 05.31.2015 USAGEPERIOD: 03.31.2015 - 04.29.2015 ACCOUNT# J1087 INVOICE# IN47541
060359	05/12/2015	Aspen One Hour Heating & Air Conditioning	Payment	195.00	USUAGE 13,761 * \$0.009800 ACCOUNT# 151323
060360	05/12/2015	YOLANDA I. BROWN	Payment	50.00	INVOICE# 349070 REPAIRD WASTE WATER DRAIN PIPE REIMBURSEMENT
060361	05/12/2015	CASLER HARDWARE	Payment	326.97	OVER PAYMENT ON ACCOUNT P-003-5511-08 Customer# 33561 Invoice# I13413 2 48' Screen Invoice# I13710 1 vent cover for computer room
060362	05/12/2015	CUT-RATE PLUMBING	Payment	360.08	ID# 644
060363	05/12/2015	GENERAL ELECTRIC CO.	Payment	223.32	RECEIPT# 679490 EMERGENCY 345 MOORMAN DR RECEIPT# SUPPLIES CUSTOMER# 6905
060364	05/12/2015	HAMMOND HARDWARE	Payment	185.73	INVOICE# 51-300243 OVEN PARTS CUSTOMER# 33515 TRANSACTION# C161138 2 HAND SHOVELS \$26.08 #B283725 (2) KITCHEN FAUCET \$59.38

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060365	05/12/2015	HD Supply Facilities Maintenance	Payment	1,930.40	#B285901 CHAIN SAW BLADE & OIL \$28.79 #B284279 TOILET SEAT 514 SUMMIT \$13.04 #B284646 TOILET SEAT SUPPLIES \$18.87 #C162737 WAER SUPPLIES 1239 LSUREL LN \$17.98 #C163230 DOOR SLIDE 114 LAUREL CT \$21.59 CUSTOMER# 461000 INVOICE# 9137003246 SUPPLIES \$406.57 #9137124981 I BLDG 2 FL WEST EXIT DOOR REPAIR \$349.00 #9137235105 SUPPLIES \$336.87 #9137398859 SUPPLIES \$37.76 #9137003252 SUPPLIES \$486.55 #9136471062 SUPPLIES \$229.71 #9135319900 SUPPLIES \$83.94
060366	05/12/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT# 23056 INVOICE# 44457 MAY TRASH SERVICE
060367	05/12/2015	Modernistic	Payment	311.80	3 INVOICES INVOICE# 84029 CARPET CLEANED 514 SUMMIT \$56.80 #82981 CARPET CLEANED 301 STEWARD ALL BLDGS \$195 #82982 CARPET CLEANED 316 BARBERRY DR \$60
060368	05/12/2015	The Nelrod Company	Payment	1,389.00	JACKSON, MI INVOICE# RU001061PH
060369	05/12/2015	OSBORNE PROCESS SERVICE	Payment	168.54	PUBLIC HOUSING UTILITY ALLOWANCE UPDATE REPORT 2015 6 INVOICES #10503 ACCT# 1111-04 \$28.08 #10502 ACCT# 1134-06 \$28.08 #10522 ACCT# 6585-10 \$29.20 #10521 ACCT# 3301-05 \$27.00 #10520 ACCT# 7642-05 \$27.00 #10529 ACCT# 6556-13 \$29.18
060370	05/12/2015	PLIC - SBD Grand Island	Payment	147.84	ACCOUNT# 1044559-1001 PRINCIPLE LIFE INSURANCE BILLING PERIOD 05.01.2015 - 05.31.2015
060371	05/12/2015	Rooney's Sewer Service	Payment	270.00	5177959337 INVOICE# 2094 301 STEWARD AVE #A-4 \$90.00 # 2096 301 STEWARD AVE \$90.00 #2065 301 STEWARD AVE APT A-13 \$90.00
060372	05/12/2015	SAFETY SYSTEMS INC	Payment	1,189.00	CUSTOMER# 00938 INVOICE# 441320 REPLACE CRASH BAR ON 2ND FL BLDG I
060373	05/12/2015	The SBAM Plan	Payment	15,100.77	CID: 281224 05.01.2015 - 06.01.2015

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060374	05/12/2015	SPRINT	Payment	1,261.02	\$2,015.07 BSBC \$13,085.70 BCN ACCOUNT# 128763256 INVOICE# 128763256-008
060375	05/12/2015	JACKSON WATER COLLECTION	Payment	8,151.23	SEE ATTACHMENT WATER & SEWER BILLS READ DATE 04.02.2015 AMP1 PENALTY \$38.10 AMP3 CONSUMPTION 154,250
060376	05/12/2015	Jackson Housing Commission	Payment	25,174.71	MANAGEMENT FEES MARCH 2015
060377	05/12/2015	JACKSON GLASS WORKS INC	Payment	57.00	CUSTOMER# JHOU INVOICE# 386113 \$42.00 114 LAUREL CT INVOICE# 386031 \$15.00 E-7 BATH MIRROR
060378	05/12/2015	Knibloe Hardware	Payment	34.99	INVOICE# 191730 114 LAUREL CT SUPPLIES FOR TUB
060379	05/12/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	10.00	CUSTOMER ID: JACKHOUSIN
060380	05/12/2015	Mechanical Extremes	Payment	139.00	INVOICE# 9443 DUMP TREE LIMBS 795-4942
060381	05/12/2015	White & Hotchkiss, PLLC	Payment	900.00	INVOICE# 3053 EMERGENCY 346 MOORMAN DR FILE# 1919
060382	05/12/2015	PURCHASE POWER	Payment	89.46	INVOICE# 66950 \$450.00 INVOICE# 67477 \$450.00 ACCOUNT# 8000-9000-0062-0884 POSTAGE BY PHONE NUMBER: 16547366
060383	05/12/2015	TOMMARK, INC.	Payment	201.03	CUSTOMER ID# 00070952003 \$170.93 CUSTOMER# 100596
060384	05/12/2015	WEATHERPROOF INC	Payment	774.05	INVOICE# 812490546 346 MOORMAN FURNACE \$20.53 #812484451 EMERGENCY 1224 LAUREL LN #812483158 EMERGENCY 321 MOORMAN DR
060385	05/12/2015	Trail Supply LLC	Payment	2,092.55	CUSTOMER# JAC HOUS COM INVOICE# 306383 BROKEN WINDOW OFFICE 109 SHAHAN #306098 GLASS REPAIR 146 SHAHAN 5175225932 V ARIOUS SUPPLIES INVOICE# 25632 \$479.79 #25451 \$218.15 #25574 \$970.75 #24567 \$397.01 #24880 \$26.85
060386	05/12/2015	WILMAR INDUSTRIES	Payment	8,782.85	ACCOUNT# 70585
060387	05/12/2015	MENARDS - JACKSON	Payment	4,575.93	29 INVOICES SUPPLIES ACCOUNT# 31610470

Date: 05/15/2015
Time: 14:42:39

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
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16 INVOICES VARIOUS SUPPLIES

Total: (316,018.88)

Date: 05/15/2015
Time: 15:00:46

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002194	04/16/2015	First National Bank Omaha	Payment	1,495.61	CREDIT CARD4912 INVOICE# 183852005 REGISTRATION FEE PUBLIC HOUSING AUTH DIRECTORS ASSOC HOMEGOODS CLOCK POST OFFICE
002195	04/20/2015	MI Chapter NAHRO	Payment	925.00	2015 MI NAHRO SPRING CONF MICHELLE WOODS FIRST TIME ATTENDEE TRACK 3 COMMISSIONERS \$300
002196	04/20/2015	MLive Media Group	Payment	651.58	PATRICIA TYUS FIRST TIME ATTENDEE TRACK 2 ED,S COMMISSIONERS \$500 CHELSEA BRYANT FIRST TIME ATTENDEE TRACK 1 GENERAL \$125 Account# 20008879 Ad# 0004876862 Opening Waiting List 08.03.2014 - 08.07.2014 Ad# 0004897579 General Help Ad# 0004897526 Maintenance Team Ad# 0007150310 Custodian Ad# 0007164601 Comptroller
002197	04/21/2015	COMCAST	Payment	1,039.92	6 ACCOUNTS 01721 425384-01-4 316 BARBERRY DR 01721 422342-01-5 316 BARBERRY DR 01721 346503-01-6 410 E HIGH ST 01721 422344-01-1 221 JANKE ST 01721 413438-01-3 301 STFWARD AVF 01721 276409-02-9 109 SHAHAN DR
002198	04/21/2015	DBI BUSINESS INTERIORS	Payment	738.09	CUSTOMER# 224241 INV# 031T7919 #031U0658 #031U0644 #031U0262 #031U0251
002199	04/21/2015	GREAT LAKES GRAPHICS, INC	Payment	67.90	INVOICE# 40599 JHC NOTECARDS
002200	04/21/2015	MICHELLE WOODS	Payment	80.79	TRAVEL EXPENSE
002201	04/22/2015	Patricia Tyus	Payment	346.37	MILEAGE FOR MI NAHRO - COMMISSIONERS TRAINING ANN ARBOR T&E & REFUND TRAINING TO SAN FRAN EDEP \$296.37 REFUND OF RENTAL SHAHAN \$50
002202	04/22/2015	DOMINIQUE CHAPMAN	Payment	365.00	REIMBURSEMENT REIMBURSEMENT FOR FOOD. MALFUNCTION OF THE NEWLY PRECURED

Jackson Housing Commission
Register - Basic Listing
General COCC Account

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002203	04/22/2015	Alfreeda Ross	Payment	200.00	REFRIGERATOR. REIMBURSEMENT REIMBURSEMENT FOR FOOD. MALFUNCTION OF THE NEWLY PRECURED REFRIGERATOR.
002204	04/22/2015	CHERISE ABSTON	Payment	200.00	REIMBURSEMENT REIMBURSEMENT FOR FOOD. MALFUNCTION OF THE NEWLY PRECURED REFRIGERATOR.
002205	04/22/2015	Jackson Housing Commission	Payment	228.00	REIMBURSEMENT TO SECTION 8
002206	04/22/2015	Cochran Electric Co.	Payment	152.88	REIMBURSEMENT S8 HAP FROM COCC THE S8 ADMIN FEE INVOICE# 18103
002207	04/22/2015	Cochran Electric Co.	Payment	152.88	REPAIRED OUTSIDE BLDG LIGHTS D BLDG WEST INVOICE# 18103
002207	04/22/2015	**VOID** Cochran Electric Co.	Payment	(152.88)	REPAIRED OUTSIDE BLDG LIGHTS D BLDG WEST INVOICE# 18103 Void Refer 002207
002208	04/22/2015	AccuShred, LLC	Payment	18.75	INVOICE# 27920
002209	04/22/2015	Acuity	Payment	506.84	301 STEWARD AVE X65676-4
002210	04/22/2015	Blue Sea L.L.C.	Payment	18.00	03.26.15 - 03.26.16 WORKER'S COMP INSURANCE INVOICE# 2028
002211	04/22/2015	City Of Jackson - Finance Department	Payment	2,389.32	HOSTING FEE 03.02.2015 - 03.15-2015
002212	04/22/2015	Computer Lies LLC	Payment	200.00	EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTION SALES RECEIPT #24387
002213	04/22/2015	Housing Authority Risk Retention Group	Payment	26,647.50	IT SERVICES LABRO CHRIS CUSTOMER ID# 385
002214	04/22/2015	PLIC - SBD Grand Island	Payment	63.72	LIABILITY & PROPERTY INSURANCE INVOICE# HG00074169 # HP00064203
002215	04/22/2015	The SBAM Plan	Payment	10,611.96	ACCOUNT# 1044559-10001 PRINCIPLE LIFE INSURANCE CID: 281224
002216	04/30/2015	AFLAC	Payment	141.72	HEALTH INSURANCE 04.01.2015 - 05.01.2015 VX312
002217	04/30/2015	American Office Solutions	Payment	47.13	INVOICE# 700684 D. DAVIS P, TYUS J1087

Date: 05/15/2015
Time: 15:00:46

Jackson Housing Commission
Register - Basic Listing
General COCC Account

From: 04/01/2015 To: 05/14/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002218	04/30/2015	City Of Jackson - Finance Department	Payment	4,437.06	INVOICE# IN44737 EARNINGS & CONTRIBUTION 03.16.2015 - 03.29.2015 03.30.2015 -04.12.2015
002219	04/30/2015	HOUSING DATA SYSTEMS, INC.	Payment	1,031.00	6183 INVOICE 218315 ANNUAL LICENSE & SUPPORT 05.25.2015-05.24.2016
002220	04/30/2015	Mechanical Extremes	Payment	1,768.20	517-787-9241 INVOICE# 3048 COOLING SYSTEM FOR FOR SERVER ROOM
002221	04/30/2015	TDS Metrocom	Payment	50.92	517-787-9241
002222	04/30/2015	Pentiuk, Couvreur & Kobijak, P.C	Payment	528.00	114310.001 INVOICE# 19842
002223	04/30/2015	Emerge Accounting	Payment	2,493.50	APRIL 2015 ACCOUNTING SERVICE INVOICE# MAY-001 APRIL 2015 FINANCIALS
002224	04/30/2015	First National Bank Omaha	Payment	2,504.85	4988 6591 5776 4912 CREDIT CARD PURCHASES
002225	04/30/2015	Housing Authority Risk Retention Group	Payment	108.64	INVOICE# 385022815 LEGAL EXPENSE CLIAM# 11RJ8
002226	04/30/2015	HireRight, Inc.	Payment	28.30	CUSTOMER# 300245 INVOICE# G1611699
002227	04/30/2015	EVELYN YOUNG	Payment	102.00	REIMBURSEMENT PER OIG REIMBURSE EVELYN YOUNG FOR UNDERPAYMENT 09.01.2013
002228	05/12/2015	American Office Solutions	Payment	69.45	ACCOUNT# J1087 INVOICE# IN47541 USAGE 13,761 * \$0.009800
002229	05/12/2015	PLIC - SBD Grand Island	Payment	26.55	ACCOUNT# 1044559-10001 05.01.15 - 05.31.2015
002230	05/12/2015	The SBAM Plan	Payment	9,421.94	CID: 281224 05.01.2015 - 06.01 2015
002231	05/12/2015	SPRINT	Payment	183.52	ACCOUNT# 128763256 INVOICE# 128763256-008
002232	05/12/2015	PURCHASE POWER	Payment	53.68	ACCOUNT# 8000-9000-0062-0884 POSTAGE BY PHONE# 16547366 CUSTOMER ID# 00678952003 \$53.68

Total: (69,943.69)

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2015-18

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	\$1,567.78
AMP 2: Reed Manor	\$ 1,111.50
AMP 3: Shahan-Blackstone Apts.	<u>\$ 673.95</u>
Total	\$3,353.23

The attached Collection Losses Report reflects the delinquent amount of **\$3,353.23** and is hereby approved for fiscal year 2015 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion, and, roll call vote 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 May 20, 2015

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

April 2015

Board Resolution 2015-18

Property	Name	Move-Out	Amount
Chalet Terrace	Tenant 1	02/25/15	\$569.10
Chalet Terrace	Tenant 2	02/18/15	\$998.68
Reed Manor	Tenant 1	02/28/15	\$1,111.50
Shahan Blackstone North	Tenant 2	02/27/15	\$673.95
Total Write Off			\$3,353.23

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. 2015-19

WHEREAS, the Jackson Housing Commission staff followed the Commission's procurement policy for procuring professional Fee Accountant Services;

WHEREAS, a Request for Proposal process was held from April 1, 2015, closing on April 30, 2015 at 3:00pm;

WHEREAS, the Commission contract files include Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Evaluations of proposals, and Non-Disclosure statements.

WHEREAS, Emerge Certified Public Accountants was the lowest qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for Fee Accountant Services with Emerge Certified Public Accountants;

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 May 20, 2015

Michelle Pultz-Orthaus
President

Independent Cost Estimate (ICE)
For
Fee Accountant

Source of Information

Emerge Accounting, current Fee Accountant Company; internet research of what housing authorities are contractually paying.

Services

Fee Accountant for one year with the potential of an extension of up to 2 years

Level of Detail

Services

The Fee Accountant will be required to provide services and assistance to the JHC in the preparation of the fiscal year end closing reports and other mandatory HUD reporting throughout the year. The Fee Accountant will also assist in the performance of all operations necessary to maintain the general ledgers of the JHC; and to prepare, maintain or furnish reports and records, as applicable. The Fee Accountant will also help the JHC in the preparation of JHC annual tax returns. Additionally, the Fee Accountant shall be available to assist the JHC as needed given sufficient notice to schedule any such occurrence. The Fee Accountant is expected to complete the following:

1. Maintain the financial books and records of JHC
2. Prepare monthly bank reconciliations.
3. Review and analyze monthly the financial records of JHC in accordance with the procedures outlined by JHC.
4. Prepare, record and review necessary journal vouchers.
5. Review, analyze, and report to JHC controls of costs and finances.
6. Prepare and review reports and balance sheets required by Federal, State and/or local laws or regulations.
7. Prepare, analyze and review budgets and budget revisions.
8. Be available and serve as a consultant to JHC on accounting, funding and other financial matters.
9. Prepare all U.S. Department of Housing and Urban Development: (HUD) financial statements as required and in accordance with the requirements and the scheduled list set forth in HUD 7475.1 REV.
10. Prepare and timely file required HUD forms.
11. Prepare financial status reports of all programs to be presented to the Board of Commissioners at each regular, monthly Board meeting.
12. Inform the Executive Director of any matters that come to the accountant's attention which causes the accountant to believe that any errors, irregularities or illegal acts may have occurred.
13. Prepare PHAS financial data and submit the required reports to REAC.
14. Review FRHA investments and make investment recommendations to the Executive Director.
15. Review financial policies and procedures and make recommendations as appropriate.

16. As necessary provide financial records, statements and assistance for the Annual Independent Audit and other audits.
17. Monitor expenses and investments, prepare financial reports, and review financial records.
18. Train JHC accounting personnel in procedures and matters related to required support and accounting to assist the selected fee accountant. This could be of a general accounting nature or training that specifically pertains to HUD accounting.
19. Prepare and submit fiscal year-end unaudited submission to HUD REAC via the Internet
20. Preparation and/or assistance in the annual SAGIS subsidy submission to HUD via the internet.
21. Assist in writing internal controls and/or financial procedures and policies for the JHC.

CPA/Firm

Will be selected to provide Independent Annual Audit services, in accordance with requirements of the U. S. Department of Housing and Urban Development (HUD). Need Certified Public Accountant, or qualified, licensed, responsible firms that is responsive to the needs of the JHC and able to accurately and timely conduct monthly accounting services for a minimum of one year

Independent Cost Estimate (ICE)

The estimated cost is based on historic cost with a 5% increase. The estimated cost should not exceed \$32,000 for the first year.

Prepared: 01/10/15

Rationale for Contract Method and Contract Type

Due to the ICE and the reasonable cost for Fee Accounting Services, it was determined the best contract method would be sealed bids. The ICE determined that the final contract amount would potentially be over \$25,000.00.

Sealed bids allows for complete competition among bidders and not "leaking" of costs to other competition.

Sealed bids were obtained from multiple contractors. The bids were opened at an open meeting held on May 06, 2015.

The contract type will be a fixed monthly rate for one year, with the potential of two (2) additional one year contract.

Comparison

Rating Forms Totals				
Firm	Score 1	Score 2	Score 3	Average
Housing Authority Accounting Specialist, Inc.	58	85	75	72.67
Emerge, CPA	84	90	57	77.00

Firm	Monthly Fees	Total Annual Cost of Monthly Fees	Meeting Attendance	Rate of Staff	Other Cost
Housing Authority Accounting Specialist, Inc.	\$2,865.08 Public Housing \$1,271.75 HCV	\$49,641.96	\$3,000.00	N/A	Supplemental Services/submissions will be billed at a hourly rate of \$135.00 if required
Emerge, CPA	\$2,625.00	\$31,500.00	8 hours /day billable per staff member + reasonable travel costs.	\$150/hr Partner \$125/hr Manager/Supervisor \$100/hr Senior Accountant \$ 75/hr Staff Accountant \$ 50/hr Clerical Staff** see example	Supplemental Services/submissions will be billed at 1 month fees if required

Example Cost	
Partner cost for 2 days	2400
Estimated Travel Cost	1000
Total Trip cost	<u>3400</u>

Leasing and HAP Utilization

Cy 15

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											
January	212,043	217,539	102.6%	451	482.35	94.9%	475	611	2	(5,496)	-04,883
February	215,639	214,095	99.3%	454	471.58	95.6%	475	577	2	1,544	-02,760
March	215,639	209,054	96.9%	448	466.64	94.3%	475	637	3	6,585	04,465
April	217,601	201,269	92.0%	442	455.36	93.1%	475	2,542	3	16,332	23,342
May											
June											
July											
August											
September											
October											
November											
December											
	860,922	841,957	97.7%	1795	468.98	94.5%	1900	4,367	10	18,965	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 2015
Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 04/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 123 2. Total Charges: 25,379.12 3. Dwelling Rental: 23,292.10 4. Retroactive Rent: 143.00 5. Excess Utility: 450.80 6. Additional Charges: 1,493.22

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	9	377.30	0.00	34.00	327.02	738.32
Over One Month Delinquent	52	3,762.20	1,090.00	790.76	8,393.02	14,035.98
Total for TIP	61					14,774.30
Vacated TAR	6					2,896.24
Total	67					17,670.54

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	4,430.50
Under Formal Repayment Agreement with Payments Up-to-Date	16	4,430.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	45	10,343.80

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	04/30/2015	04/30/2014	04/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	50	43	42
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	41	17	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,514.55
2. Amount Charged to Loss this Year to Date	1,514.55

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 2015
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 04/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 55,857.02 3. Dwelling Rental: 53,802.10 4. Retroactive Rent: 848.00 5. Excess Utility: 123.87 6. Additional Charges: 1,083.05

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	23	707.00	5.00	0.00	495.50	1,207.50
Over One Month Delinquent	87	3,234.20	7,353.00	179.87	12,393.02	23,160.09
Total for TIP	110					24,367.59
Vacated TAR	14					8,677.76
Total	124					33,045.35

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	38	10,263.24
Under Formal Repayment Agreement with Payments Up-to-Date	38	10,263.24
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	72	14,104.35

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	04/30/2015	04/30/2014	04/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	20	17
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	25	16	6

F. Collection Losses

1. Amount Charged to Loss this Period	813.10
2. Amount Charged to Loss this Year to Date	813.10

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 2015
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 04/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 13,425.62 3. Dwelling Rental: 11,902.45 4. Retroactive Rent: 0.00 5. Excess Utility: 706.52 6. Additional Charges: 816.65

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	10	223.00	0.00	450.04	253.75	926.79
Over One Month Delinquent	27	3,190.10	2,198.10	0.00	4,574.12	9,962.32
Total for TIP	37					10,889.11
Vacated TAR	2					2,033.45
Total	39					12,922.56

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	4	2,362.30
Under Formal Repayment Agreement with Payments Up-to-Date	4	2,362.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	8,526.81

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	04/30/2015	04/30/2014	04/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	31	26	32
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	64	10	14

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	0.00

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 2015
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 04/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 532 2. Total Charges: 94,661.76 3. Dwelling Rental: 88,996.65 4. Retroactive Rent: 991.00 5. Excess Utility: 1,281.19 6. Additional Charges: 3,392.92

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	42	1,307.30	5.00	484.04	1,076.27	2,872.61
Over One Month Delinquent	166	10,186.50	10,641.10	970.63	25,360.16	47,158.39
Total for TIP	208					50,031.00
Vacated TAR	22					13,607.45
Total	230					63,638.45

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	58	17,056.04
Under Formal Repayment Agreement with Payments Up-to-Date	58	17,056.04
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	150	32,974.96

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	04/30/2015	04/30/2014	04/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	39	27	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	35	16	10

F. Collection Losses

1. Amount Charged to Loss this Period	2,327.65
2. Amount Charged to Loss this Year to Date	2,327.65

Jackson Housing Commission Consolidated TARS Report

April 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	125	87	70%	2	2%	0	32	6
Reed Manor	290	248	86%	3	1%	0	38	4
Shahan Blackstone	117	102	84%	0	0%	0	17	3

Move-Outs Report

April 2015

AMP	Name	Move-Out	Reason
Chalet	Tenant 1	4/22/15	Gave thirty day notice
Reed Manor	Tenant 1	4/6/15	Does not feel safe
Reed Manor	Tenant 2	4/24/15	Move with family
Reed Manor	Tenant 3	4/30/15	Gave thirty-day notice

PHAS - Vacant Units - Turnaround Time

Public Housing

for Units Re-Occupied between: 04/01/2015 and 04/30/2015

PPj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
003-6567	324 Moorman Drive		02/01/2015	02/03/2015	1	02/06/2015	4	04/01/2015	53	58	0	0	0	
001-7648	903 Chittock		02/18/2015	02/18/2015	0	03/20/2015	30	04/01/2015	11	41	0	0	0	
003-5538	202 Janke Street		02/27/2015	02/27/2015	0	03/06/2015	7	04/02/2015	26	33	0	0	0	
001-1136	1207 Merriman		03/08/2015	03/09/2015	0	03/25/2015	17	04/06/2015	11	28	0	0	0	
003-5515	116 Shahan Drive		03/16/2015	03/23/2015	6	04/02/2015	11	04/13/2015	10	27	0	0	0	
002-3367	301 Steward Avenue	G-42	03/19/2015	04/01/2015	12	04/10/2015	0	04/01/2015	0	12	0	0	0	
001-7634	514 Summit		03/22/2015	03/24/2015	1	04/13/2015	21	04/23/2015	9	31	0	0	0	
002-4446	315 Steward Avenue	I-33	03/31/2015	04/01/2015	0	04/02/2015	1	04/02/2015	0	1	0	0	0	
002-3237	301 Steward Ave	B-14	03/31/2015	/ /	0	/ /	5	04/06/2015	0	5	0	0	0	
001-7630	129 Ridgeway		03/31/2015	03/31/2015	0	04/07/2015	7	04/14/2015	6	13	0	0	0	
002-3367	301 Steward Avenue	G-42	04/01/2015	04/01/2015	0	04/10/2015	9	04/13/2015	2	11	0	0	0	
002-3339	301 Steward Avenue	G-14	04/05/2015	04/06/2015	0	04/10/2015	4	04/10/2015	0	4	0	0	0	
002-4397	207 Steward Avenue	H-28	04/06/2015	04/06/2015	0	04/07/2015	0	04/07/2015	0	0	0	0	0	
002-3230	301 Steward Ave	B-7	04/24/2015	04/27/2015	2	04/29/2015	3	04/30/2015	0	5	0	0	0	
Total Units:							119	128	269	0	0	0		

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT**

DATE:	NUMBER:	DESCRIPTION:	ACCOUNT#	AMOUNT	ADJUSTMENT	REMAINING
			AMP#	USED:		BALANCE
5-Apr-15	357	Court filing B. Fridd	91700.1	\$ 180.00		\$ 247.25
8-Apr-15	358	Court filing B. Fridd	91700.2	\$ 90.00		\$ 157.25
8-Apr-15	359	Court filing B. Fridd (void)		\$ -		\$ 157.25
15-Apr-15	360	Court filing B. Fridd	91700.2	\$ 45.00		\$ 112.25
15-Apr-15	361	Mileage L. Neal	91900.3	\$ 43.12		\$ 69.13
16-Apr-15	364	Replenish Petty Cash		\$ (1,930.87)		\$ 2,000.00
17-Apr-15	362	Reimbursed P. Tyus Shahan Grand Opening supplie	91900.3	\$ 90.10		\$ 1,909.90
23-Apr-15	363	Reimbursed T. Johnson mailing next day Mlive	91900.4	\$ 16.95		\$ 1,892.95
27-Apr-15	365	Mileage J. Arnold	91800.1	\$ 32.77		\$ 1,860.18
24-Apr-15	366	Post Office Mailing Insurance	91900.4	\$ 5.75		\$ 1,854.43
24-Apr-15	367	Reimbursed D Davis & Mileage	91900.4	\$ 21.16		\$ 1,833.27

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

APRIL, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
04/01	07:45p-08:30p	RM Lockout	N. Hood	Davis
04/01	10:00p-11:00p	SBN Co2 alarms going off, beeping	D. Duffin	Davis
04/02	05:00p-05:45p	SBN No heat	M. Snow	Davis
04/03	09:25a-10:00a	SBN No hot water	C. Faal	Davis
04/03	10:00p-11:05p	CT Toilet plugged	K. Parish	Cram
04/04	01:00a-01:45a	RM Lockout	T. Cole	Cram
04/04	01:45a-02:15a	RM Co2 beeping	V. Gallegos	Cram
04/04	11:00a-11:50a	RM No heat	H. Boxley	Cram
04/04	02:00p-03:00p	RM Frig frozen/unplug frig for 24 hrs, only has gal of milk	M. Garrett	Cram
04/04	03:30p-04:30p	CT No water	C. Pussehl	Cram
04/04	05:00p-06:00p	SBN Water coming from ceiling	M. Gibson	Cram
04/05	08:30a-09:10a	RM Lockout	T. Cole	Cram
04/05	10:40a-11:55a	RM Water leaking from upstairs	R. Johnson	Cram
04/06	06:00p-06:15p	CT Alarm not set	Office	Cram
04/06	06:15p-07:15p	SBN Alarm not set	Maint Garage	Cram
04/06	07:20p-08:00p	CT Alarm not set	Office	Cram
04/06	10:20p-11:10p	RM Can't lock door	D. Jimenez	Cram
04/07	08:40p-09:00p	RM No power	S. Johnson	Cram
04/08	03:30a-04:30a	RM Fire alarm going off, no fire/reset alarm		Cram
04/08	09:00p-10:00p	RM Plugged toilet	A. Kage	Cram
04/09	06:50p-07:55p	SBN Alarm not set, alarm not connected to Safety Systems	Office	Cram
04/11	05:45p-06:15p	CT Call from Safety Systems-alarm entry, reset alarm	Office	Arnold
04/11	06:20p-06:55p	CT No hot water	R. Wilkie	Arnold
04/11	09:45p-11:35p	CT Water backing up in utility room	K. Sherels	Arnold
04/12	12:20a-12:55a	RM Lockout	S. Kemmer	Arnold
04/12	07:45a-08:43a	SBN Furnace making loud noise	P. Jackson	Arnold
04/12	10:15a-11:55a	CT Water backing up in back room	K. Sherels	Arnold
04/12	04:45p-05:25p	RM Alarm not set, call from Safety Systems	Office	Arnold
04/15	05:05p-05:50p	SBN Lockout	M. Young	Arnold
04/18	11:00a-03:30p	CT Toilet overflow, major drain back-up	B. Ross	Weston
04/19	10:50a-11:25a	RM Safety Systems called, reset alarm	C-Bldg	Weston
04/19	01:35p-02:15p	SBN Smoke alarm chirping	M. Barczak	Weston
04/20	09:45p-10:18p	RM Lockout	P. Ryals	Weston
04/21	05:20p-05:55p	CT Alarm not set	Office	Weston
04/22	10:20p-11:25p	CT No heat	G. Kinnel	Weston
04/23	04:30p-05:30p	SBN Co2 out	D. Steele	Weston
04/24	07:50p-08:40p	CT Toilet not flushing	B. Squires	Oakley
04/26	10:30a-10:54a	RM Alarm going off, reset alarm	I-Bldg	Oakley
04/26	02:00p-02:35p	RM Water leak thru ceiling into bathroom	P. Ryals	Oakley
04/27	06:00p-06:40p	RM Lockout	R. Bush	Oakley
04/30	09:40p-10:5p	CT Carbon monoxide alarm beeping	R. Thomas	Oakley

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2015
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL		
Jan-15	66,858	\$ 7,648.94	22,432	\$ 17,503.50	19,300	620.64	342.53	\$ 963.17	\$	\$ 26,115.61	
Feb-15	45,567	\$ 5,710.74	23,340	\$ 19,871.54				\$	\$	\$ 25,582.28	
Mar-15	57,426	\$ 6,691.49	9,452	\$ 14,486.26	187,840	\$ 6,670.98	\$ 3,491.89	\$ 10,162.87	\$	\$ 31,340.62	
Apr-15	45,210	\$ 5,522.67	15,281	\$ 8,731.51	18,500	605.10	332.11	\$ 937.21	\$	\$ 15,191.39	
May-15									\$	\$	
Jun-15									\$	\$	
Jul-15									\$	\$	
Aug-15									\$	\$	
Sep-15									\$	\$	
Oct-15									\$	\$	
Nov-15									\$	\$	
Dec-15									\$	\$	
	215,061.00	\$ 25,573.84	70,505	\$ 60,592.81	225,640	\$ 7,896.72	\$ 4,166.53	\$ 12,063.25	\$	\$ 98,229.90	

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	
	KW HOURS	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2015	
Jan-15	141,080	\$ 16,136.50	9,650.0	\$ 7,523.53	99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 27,926.27	
Feb-15	121,200	\$ 13,960.04	13,367	\$ 11,369.37	123,700	\$ 3,273.23	\$ 1,921.95	\$ 5,195.18	\$ 30,524.59	
Mar-15	117,640	\$ 13,817.34	14,436	\$ 12,151.92	97,600	\$ 2,624.27	\$ 1,527.94	\$ 4,152.21	\$ 30,121.47	
Apr-15	111,560	\$ 12,770.55	8,819	\$ 6,561.30					\$ 19,331.85	
May-15									\$ -	
Jun-15									\$ -	
Jul-15									\$ -	
Aug-15									\$ -	
Sep-15									\$ -	
Oct-15									\$ -	
Nov-15									\$ -	
Dec-15									\$ -	
	491,480	\$ 56,684.43	46,272	\$ 37,606.12	320,700	\$ 8,602.99	\$ 5,010.64	\$ 13,613.63	\$ 107,904.18	

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2015
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL		
Jan-15	4,478	\$ 679.23	10,677	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96		
Feb-15	4,352	\$ 654.65	10,565	\$ 8,310.07	245,400	7,619	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51		
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	154,250	\$ 5,422.28	2,691	\$ 8,113.23	\$ 9,464.90		
Apr-15	2,227	\$ 363.81	521	\$ 414.95				\$ -	\$ 778.76		
May-15								\$ -	\$ -		
Jun-15								\$ -	\$ -		
Jul-15								\$ -	\$ -		
Aug-15								\$ -	\$ -		
Sep-15								\$ -	\$ -		
Oct-15								\$ -	\$ -		
Nov-15								\$ -	\$ -		
Dec-15								\$ -	\$ -		
	14,364	2,218.66	22,775.00	17,965.66	618,050.00	20,664.08	10,105.73	30,769.81	50,954.13		

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2015
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	NET BILL		
Jan-15	212,416	\$ 24,464.67	42,759	\$ 33,436.97	337,100	\$ 10,948.53	\$ 5,610.67	\$ 16,559.20	\$ 74,460.84		
Feb-15	171,119	\$ 20,325.43	47,272	\$ 39,550.98	369,100	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$ 76,398.38		
Mar-15	178,373	\$ 21,029.80	24,900	\$ 27,468.88	439,690	\$ 14,717.53	\$ 7,710.78	\$ 22,428.31	\$ 70,926.99		
Apr-15	158,997	\$ 18,657.03	24,621	\$ 15,707.76	18,500	\$ 605.10	\$ 332.11	\$ 937.21	\$ 35,302.00		
May-15	0	-	-	\$ -	-	-	-	-	\$ -		
Jun-15	0	-	-	\$ -	-	-	-	-	\$ -		
Jul-15	0	-	-	\$ -	-	-	-	-	\$ -		
Aug-15	0	-	-	\$ -	-	-	-	-	\$ -		
Sep-15	0	-	-	\$ -	-	-	-	-	\$ -		
Oct-15	0	-	-	\$ -	-	-	-	-	\$ -		
Nov-15	0	-	-	\$ -	-	-	-	-	\$ -		
Dec-15	0	-	-	\$ -	-	-	-	-	\$ -		
	720,905	\$ 84,476.93	139,552.00	\$ 116,164.59	1,164,390	\$ 37,163.79	\$ 19,282.90	\$ 56,446.69	\$ 257,088.21		

Corrective Action Plan-Agency Wide

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Finding #1: Replace Michelle Pultz-Orthaus on the Board of Commission.</p>	<p>Work with the Mayor to select a suitable replacement for Michelle Pultz-Orthaus</p>	<p>Ongoing</p>	<p>Patricia Tyus/Mayor</p>	<p>Reviewed information with the Board of Directors.</p>
<p>Finding #2: The titles for all the properties that comprise the Jackson Housing Commission are in the name of the City of Jackson.</p>	<p>Work with the City of Jackson to have all titles for the Jackson Housing Commission's properties transferred into the name of Jackson Housing Commission.</p>	<p>Ongoing</p>	<p>Patricia Tyus/ City of Jackson</p>	<p>Reviewed information with the Board of Directors. Discussed changing to the new ACC with the Board of Directors in the Board meeting 01/21/2015.</p>
<p>Finding #3: Revise the ACOP to reflect the current policies.</p>	<ol style="list-style-type: none"> 1. Review the ACOP. 2. Update the ACOP 3. Set schedule for the ACOP to be reviewed and updated annually 	<p>10/2014</p>	<p>Patricia Tyus</p>	<p><u>Completed</u> (See Attached Board Resolution.)</p> <ol style="list-style-type: none"> 1. Received the new Nan McKay updates 09/2014. 2. Material is under review for substantial changes. 3. If required, an updated ACOP will be submitted again in April 2015.
<p>Finding #4: Establish internal control policies addressing the following: Depreciation Disposition of equipment/materials Disbursement Cash Management Cash receipts Check-signing Doubtful accounts Expenditures</p>	<p>Establish a written policy manual of Standard Operating Procedures and Internal Controls for the all areas of the Public Housing program to include:</p> <ol style="list-style-type: none"> 1. Write required policies. The Depreciation internal control policy will be written with the assistance of the fee accountant. 2. Policies given to the Commissioners to start review by December board meeting 3. Policies presented in the January board meeting for approval 4. Policies submitted to HUD by February, 2015(extended to 03/2015) 5. Depreciation policy will be submitted by February, 2015. (extended to 03/2015) 	<p>03/18/2015</p>	<p>Patricia Tyus/ Executive Secretary/Emerge Accounting Firm</p>	<p><u>Completed</u></p> <ol style="list-style-type: none"> 1. Draft policies are written and in the process of being reviewed. 2. The Comptroller position has been filled and review of the draft internal controls are underway. 3. Entire draft policy of internal controls has been submitted to the Fee Accountant for review. 4. Draft of the internal control and general policy manual was submitted to the Board of Commissioners for review on February 18, 2015. 5. Policies will approve by the Board in the March 18, 2015, and submitted to HUD by March 31, 2015 with the Corrective Action Plan documentation. (Submission attached) 6. Staff will be trained on the internal control policy by April 30, 2015.

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Finding #5: Maintain the Public Housing waiting list in accordance to the policy set forth in the ACOP.</p> <p>Waiting list/ applicant K. Parish:</p>	<ol style="list-style-type: none"> 1. Review the current policy 2. Make any necessary corrections 3. Maintain the waiting list in accordance to the policy in the ACOP. 4. Audit and review the waiting list quarterly to ensure that staff is processing the waiting list correctly. <p>The process of the waiting list pertaining to application/file for K. Parish will be reviewed. Any necessary corrections will be process and documented.</p>	<p>Ongoing</p> <p>11/140/2014</p>	<p>Patricia Tyus/ Housing Aide/Property Manager</p> <p>Patricia Tyus/ Housing Aide</p>	<ol style="list-style-type: none"> 1. New staff has been hired to fill the Housing Aide position left vacant because of a promotion, effective 10/05/14. 2. A review of the current policy in regards to the waiting list has been completed. 3. Staff will be trained in accordance to the requirements in the ACOP. 4. Audits of the waiting list will be conducted quarterly and on-going. <p>K. Parish's File has been reviewed. The waitlist was maintained in accordance to the policy. Records in the file indicate that the applicant was selected from the waiting list correctly. However review of the file indicates that the information on the waiting list was initially correct (see copies of the waiting list from the file). The original application date and the last update dates were switched on the record provide for the audit. The original application was 07/25/2012 (see the copy of the application pulled from the actual file) and the update was 03/04/2013. (See copy of the update information pulled from the file). All records indicate the waiting list selection was processed correctly.</p> <p>Waiting list audited 01/15/2015. Waiting list audited 02/20/2015</p>
<p>Finding #6 Re-procure for audit services</p>	<p>Procure audit services</p>	<p>08/2014</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>Completed</p> <p>The RFP was published to the public on 06/17/14 and closed 07/07/14. The contract is below the threshold for Board approval. It was mentioned in the board minutes for the August board meeting.</p>

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Finding #7 Re-procure Fee Accounting Services</p>	<p>Procure Fee Accounting Services</p> <ol style="list-style-type: none"> 1. Review the contract 2. Work with the Fee Accounting Services and Legal Service to revoke the current contract 3. Procure Fee Accounting Services 4. Submit procurement documents to HUD 	<p>01/30/2015</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>The RFP has been is will be posted April 1 through April 30, 2015. Communication has been sent to the owner of the Accounting Firm from the newly procured Attorney. All fees for the Fee Accounting Services will be paid from non-federal source until the proper procurement has been completed.</p>
<p>Finding #8 Re-procure Cable TV Services</p>	<p>Procure Cable TV Services</p>	<p>12/30/2014</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>The procurement is in process.</p>
<p>Finding #9 Re-procure Cellular Services</p>	<p>Procure Cellular Services</p>	<p>09/2014</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>Completed 09/2014: See attached documents.</p>
<p>Finding #10 Re-procure Tenant Screening Services</p>	<p>Procure Tenant Screening Services</p>	<p>01/30/2015</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>The procurement is in process.</p>
<p>Finding #11 Re-procure Laundry Services</p>	<p>Procure Laundry Services</p>	<p>01/30/2015</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>The procurement is in process.</p>
<p>Finding #12 Re-procure Paper Shredding Services</p>	<p>Procure Paper Shredding Services</p>	<p>03/2014</p>	<p>Patricia Tyus/ Report & Contract Analyst</p>	<p>Completed 03/2014: See attached documents</p>
<p>Finding #13 Provide copies of the following insurance policies. Insurance for mandatory coverage Fidelity Bond Insurance</p>	<p>Provide copies of require documents</p>	<p>10/2014</p>	<p>Patricia Tyus/ Report & Contract Analyst/ Executive Secretary</p>	<p>Insurance Policies are being provided with this documentation.</p>
<p>Finding #14 Establish policies addressing the following: Eviction Policy Repayment Policy for delinquent tenants receivables</p>	<p>Establish a written for the following areas of the Public Housing program to include: 1. Write required policies 2. Policies to the Commissioners to start review by December board meeting 3. Policies presented in the January board meeting for approval 4. Policies submitted to HUD by January 30, 2015.</p>	<p>Projected completion date 01/30/2015</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>The policies are in the process of being written. Will be provided to the Board of Commissioners in 03/2015 or 04/2015 Board meeting.</p>

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Finding #15 Submit documents for Unknown Vendor Ledger Reference # in GL 56216. Submit all information and rationale for the payment.</p>	<p>Submit all information and rationale for \$65,575.21 payment.</p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed This payment was for the payroll period 12/10/12 - 12/22/12. The vendor was the City of Jackson. The payroll was previous process through the City of Jackson. Payroll services were procured in January 2013. Documents regarding payments to these vendors are being provided with this documentation.</p>
<p>Finding #16 Submit all information and rationale for multiple payments to the following vendors: <i>Diane Washington Teresa Gibson James Farr</i></p>	<p>Submit all information and rationale for multiple payments to the following vendors: <i>Diane Washington Teresa Gibson James Farr</i></p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed Documents regarding payments to these vendors are being provided. See attached. The use of these vendors was terminated under the recommendation from HUD- Nakisha Paul. There are no records of previous rationales being completed.</p>
<p>Finding #17 Submit rationale for multiple payments to the following vendors: DJ Services</p>	<p>Submit all information and rationale for multiple payments to the following vendors: DJ Services</p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed Documents regarding payments to these vendors are being provided with this documentation. See Attached. The use of these vendors was terminated under the recommendation from HUD- Nakisha Paul. There is no record of a previous rationales being completed.</p>
<p>Finding #18 Submit rationale for multiple payments to the following vendors: <i>Flowers</i></p>	<p>Submit all information and rationale for multiple payments to the following vendors: <i>Flowers</i></p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed Documents regarding payments to these vendors are being provided with this documentation. See Attached. The use of these vendors was terminated under the recommendation from HUD- Nakisha Paul. There is no record of a previous rationales being completed.</p>
<p>Finding #19 Submit rationale for multiple payments to the following vendors: <i>Party Rental</i></p>	<p>Submit all information and rationale for multiple payments to the following vendors: <i>Party Rental</i></p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed Documents regarding payments to these vendors are being provided with this documentation. See Attached. The use of these vendors was terminated under the recommendation from HUD- Nakisha Paul. There is no record of a previous rationales being completed.</p>

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Finding #20 Submit the Board resolution for Section 3 policy.</p>	<p>Submit Board Resolution</p>	<p>10/31/2014</p>	<p>Patricia Tyus/ Executive Secretary</p>	<p>Completed Information previously provided.</p>
<p>Finding #22 Comply with the Annual Contribution Contract (ACC) by not issuing contracts that exceed two (2) years.</p>	<p>Comply with the Annual Contribution Contract (ACC) by not issuing contracts that exceed two (2) years.</p>	<p>On-going</p>	<p>Patricia Tyus</p>	<p>Update the status monthly to ensure compliance. All new contracts are being issued in accordance with the ACC. Completed an audit of documents for recent procurements as of 01/30/2015.</p>
<p>Recommendation #1: Ensure that the new board member receives HUD-approved board training within 12 months of being appointed to the JHC's Board of Commission.</p>	<p>1. Research available HUD-approved training. 2. Schedule all new Commissioners</p>		<p>Patricia Tyus/Commissioners</p>	<p>Completed. Commissioner M. Woods attended the Commissioners' training April 23 - 24, 2015 through Michigan NAHRO.</p>
<p>Recommendation #2: Work with the City of Jackson to ensure that all past fines, fees, and assessments levied against the JHC due to the failure to pay inspection/registration fees be revoked.</p>	<p>1. Request written documentation regarding the fines, fees, and assessments being revoked.</p>	<p>12/31/2014</p>	<p>Patricia Tyus</p>	<p>Meeting Schedule for April 10, 2015 between Jackson Housing Commission and the City of Jackson regarding inspections. Will inquire again about the fines and fees.</p>
<p>Recommendation #3: The Commission's ACOP should be updated to reflect the Commission's new flat rent policy.</p>	<p>1. Review the current ACOP 2. Update the ACOP to reflect the new flat rent policy</p>	<p>01/31/2015</p>	<p>Patricia Tyus/PH staff</p>	<p>Completed Received the 2014 Nan McKay updates. Flat rent policy will be included in the next ACOP update.</p>
<p>Recommendation #4 Include an acknowledgement of receipt form within the employee handbook. Have each employee sign the form affirming that they have read, understand, and agree to abide by the policies in the Commission's employee handbook.</p>	<p>1. Review the employee manual 2. Add the form to the manual</p>	<p>On-going</p>	<p>Patricia Tyus/ HR</p>	<p>Completed 1. Currently the staff is required to sign an acknowledgment form; however it is not in the actual handbook. 2. The form will be included as a part of the handbook when the handbook is updated.</p>
<p>Recommendation #5: Revise the procurement policy to increase the small purchase threshold from the current amount of \$25,000 to \$100,000 to alleviate the need for projects estimated in the range of \$25,001 to \$99,999.</p>	<p>1. Review and research the current policy limits. 2. Propose to the Board of Commissioners the increased limits</p>	<p>05/30/2015</p>	<p>Patricia Tyus</p>	<p>Review and research of the current policy in underway. Will begin discussion with the Board of Commissioners in the April Board meeting. If applicable, a recommendation will be made in May, 2015.</p>

Corrective Action Item	Subtasks	Completion Date	Responsibility	Status
<p>Recommendation #6: Develop written internal control procedures for contract administration: one for contracts administered by PHA staff and one for contracts administered by an Architect/Engineer firm on behalf of the PHA.</p>	<p>Establish written Internal Controls procedures for Contract administration: one for contracts administered by PHA staff and one for contracts administered by an Architect/Engineer firm on behalf of the PHA.:</p> <ol style="list-style-type: none"> 1. Write required policies 2. Policies to the Commissioners to start review by December board meeting 3. Policies presented in the January board meeting for approval 4. Policies submitted to HUD by January 30, 2015 	<p>01/31/2015</p>	<p>Patricia Tyus/Reports and Contract Analyst</p>	<p>Research of the procedures in underway.</p>
<p>Recommendation #7 Enhance the current contract log by including information recommended.</p> <p>Establish a system whereby each procurement action will have a separate file. The file will contain all recommended items.</p>	<ol style="list-style-type: none"> 1. Review the current contract log 2. Make revisions <p>Review the current files Sort required documents and establish separate files. Maintain separate files</p>	<p>11/30/2014</p>	<p>Patricia Tyus/Reports and Contract Analyst</p>	<ol style="list-style-type: none"> 1. Updates have been added to the contract log 2. Review and sorting of required documents is underway
<p>Recommendation #8: Comply with HUD's procurement requirements.</p>	<ol style="list-style-type: none"> 1. Review the procurements requirements frequently. 2. Train staff on HUD's Procurement Requirements 3. Ensure compliance by auditing all procurement files and processes. 	<p>Ongoing</p>	<p>Patricia Tyus/Reports and Contract Analyst/Accounting staff</p>	<p>Review and training is underway. Trained new Comptroller. 02/20/2015 Made the procurement policy available to Managers.02/20/2015</p>