

JACKSON HOUSING COMMISSION

REGULAR MEETING – June 17, 2015

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of the Minutes of the Regular Meeting on May 20, 2015
6. Approval of the Minutes of the Annual Meeting on May 20, 2015
7. Approval of the Previously Paid Liabilities from May 15, 2015 thru June 11, 2015
8. RESOLUTIONS
Resolution No. 2015-20: Collection Losses Write Off May 2015
Resolution No. 2015-21: Public Housing Utility Allowances 2015
Resolution No. 2015-22: Employee & Retiree Health Care Coverage-Craft Agency

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

9. OTHER BUSINESS

SEMAP

ADJOURNMENT

10. NEXT REGULAR MEETING: **July 15, 2015 at 12:00pm in the Reed Manor Board Room**

Jackson Housing Commission
Minutes of the Regular Meeting
May 20, 2015

The Jackson Housing Commission's Regular Meeting was held on May 20, 2015, in the Reed Manor Community Room. Vice-President Stark called the meeting to order at 12:05pm. Upon roll call, the following commissioners were present: Gerald Montgomery, James Stark, Patricia Davis-Dye, and Michelle Woods. Upon roll call, the following commissioner was absent: President Pultz-Orthaus.

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

15-05-001 PUBLIC COMMENTS

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

15-02-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD APRIL 15, 2015

No discussion took place.

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held April 15, 2015. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Pultz-Orthaus

15-05-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM APRIL 16, 2015 THRU MAY 14, 2015

A discussion of the previously paid liabilities took place.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from April 16, 2015 thru May 14, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted.

AYES: P. Davis-Dye, G. Montgomery, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Pultz-Orthaus

15-05-004

RESOLUTIONS

A. Resolution No. 2015-18: Collection Losses Write Off April 2015

No discussion took place.

AYES: P. Davis-Dye, G. Montgomery, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Pultz-Orthaus

B. Resolution No. 2015-19: Fee Accountant

A lengthy discussion took place.

Commissioner Woods **MOVED** to approve and allow the Executive Director to enter a contract with Emerge Accounting for Fee Accountant Services. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Pultz-Orthaus

15-06-005

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

15-05-06

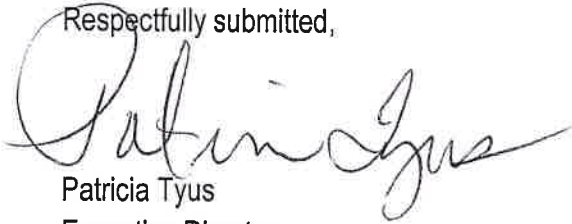
OTHER BUSINESS

A discussion regarding the status of security cameras at Reed Manor and the deeds for properties held by the City of Jackson

Vice-President Stark moved to adjourn. All members of the board were in favor of adjournment.

The Regular Meeting on May 20, 2015 adjourned at 12:55pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Minutes of the Annual Meeting
May 20, 2015

The Jackson Housing Commission's Annual Meeting was held on May 20, 2015, in the Reed Manor Community Room. Vice-President Stark called the meeting to order at 12:55pm. Upon roll call, the following commissioners were present: Gerald Montgomery, James Stark, Patricia Davis-Dye, and Michelle Woods. Upon roll call, the following commissioner was absent: Michelle Pultz-Orthaus.

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

15-05-001 WELCOME

Vice-President Stark provided opening remarks.

15-05-002 PUBLIC COMMENTS

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

15-05-003 OTHER BUSINESS

A letter was read on behalf of President Pultz-Orthaus explaining the reason for her absence and discussing her willingness to serve if nominated for office.

15-05-004 NOMINATION OF OFFICERS

The nominations for President took place and the results were as follows:

Commissioner Montgomery nominated Michelle Pultz-Orthaus.

Commissioner Davis-Dye nominated Michelle Woods

Upon roll call vote, the results were as follows:

Michelle Pultz-Orthaus AYES: M. Woods, J. Stark, G. Montgomery

NAYS: P. Davis-Dye,

ABSTAIN: None

ABSENT: M. Pultz-Orthaus

The nominations for Vice-President took place and the results were as follows:

Vice-President Stark nominated Commissioner Davis-Dye.

Commissioner Montgomery nominated Commissioner Woods.

Upon roll call vote, the results were as follows:

Patricia Davis-Dye AYES: M. Woods, J. Stark

NAYS: Patricia Davis-Dye, G. Montgomery

ABSTAIN: None
ABSENT: M. Pultz-Orthaus

Michelle Woods

AYES: P. Davis-Dye, G. Montgomery, M. Woods, J. Stark
NAYS: None
ABSTAIN: None
ABSENT: M. Pultz-Orthaus

Jackson Housing Commission Officers 2015-2016

President

Michelle Pultz-Orthaus

Vice-President

Michelle Woods

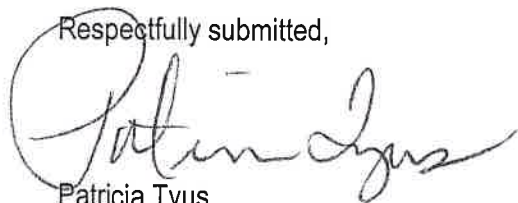
15-06-005 ANNUAL REPORT

Patricia Tyus presented the Annual Report.

Vice-President Stark moved to adjourn the Annual Meeting. All members of the board were in favor of adjournment.

The Annual Meeting on May 20, 2015 acjourned at 1:26pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____

Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Public Housing
 From: 05/14/2015 To: 06/11/2015

Date: 06/11/2015
 Time: 15:19

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060388	05/29/2015	A-1 LOCK SHOP	Payment	47.31	INVOICE# 3032 & 2903 KEYS FOR 12060 LAUREL LN 108 LAUREL CT 1260 LAUREL LN 24 BLANKS
060389	05/29/2015	AccuShred, LLC	Payment	92.50	INVOICE 28430 DOCUMENT SHRED SERVICES AMP1 \$55.00 AMP2 \$18.75 AMP3 \$18.75
060390	05/29/2015	Acuity	Payment	844.72	POLICY# X65676-4 WORKERS COMP 03.26.15 TO 03.26.16 3RD INSTALLMENT
060391	05/29/2015	AFLAC	Payment	105.48	ACCT# VX312 SUPPLEMENTAL INSURANCE INVOICE# 119129 \$105.48 C. DAVIS, J. POOL
060392	05/29/2015	APCO SUPPLY	Payment	41.03	ACCT# 178131 INVOICE# 1197399-00
060393	05/29/2015	Aspen One Hour Heating & Air Conditioning	Payment	420.00	ACCT# 151323 INVOICE# 349428 344 MOORMAN WATER PIPES \$120 #349544 313 MOORMAN INSTALL WATER HEATER \$300
060394	05/29/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	1,552.54	5 INVOICES INVOICE# 639910 \$311.66I NSTALLLED HWH 315 BARBERRY DR #640265 \$343.36 INSTALLED HWH A-13 #640266 \$254.00 REPLACF HWH F?1 #640317 \$175.24 REPLACED 2 LEAKING GAS 316 BARBERRY DR #640353 \$468.28 I NSTALLLED HWH H-19
060395	05/29/2015	CASLER HARDWARE	Payment	47.67	2 INVOICES INVOICE# 113949 SUPPLIES \$41.72 # 114610 SUPPLIES \$5.95
060396	05/29/2015	CITY OF JACKSON - CITY CLERK	Payment	100.00	CUSTOMER# 007702 INVOICE# 1500017129 \$100.00
060397	05/29/2015	Computer Ties LLC	Payment	600.00	SALES RECEIPT# 24696 APRIL 2015 IT SERVICES
060398	05/29/2015	CONSUMERS ENERGY	Payment	14,979.26	SEE ATTTACHMENT GAS AND ELECTRIC BILL FOR MAY 2015 KWH 40,463 MCF 15,075
060399	05/29/2015	CUT-RATE PLUMBING	Payment	464.34	CUSTOMER ID# 644 INVOICE# 608497 SUPPLIES 1207 MERRIMAN \$16.16

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 05/14/2015 To: 06/11/2015

Date: 06/11/2015
 Time: 15:19:05

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060400	05/29/2015	DBI BUSINESS INTERIORS	Payment	844.66	#872395 SUPPLIES F-2 #553050 40 GAL WATER HEATER 313 MOORMAN CUSTOMER# 224241 INVOICE# 03IU8773 OFFICE SUPPLIES \$277.27 #03IU9118 OFFICE SUPPLIES \$30.73 #03IU9434 OFFICE SUPPLIES \$12.95 #03IU8844 CREDIT MEMO \$(145.72) #03IU9425 OFFICE SUPPLIES \$95.70 #03IU6402 OFFICE SUPPLIES \$102.99 #03IU8762 OFFICE SUPPLIES \$113.01 #03IT0602 OFFICE SUPPLIES \$357.73
060401	05/29/2015	Jeff Everett	Payment	244.00	ACCOUNT# 4417 07 FINAL ACCOUNTING 315 STEWARD AVE I-4
060402	05/29/2015	BURNISE WOODS	Payment	120.00	ACCOUNT# 3230-03 301 STEWARD AVE UNIT B-7
060403	05/29/2015	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	794.55	CUSTOMER# 31919 INVOICE# 3434274 \$18.67 SUPPLIES 1207 MERRIMAN #3438687 \$380.56 WATER HEATER 514 SUMMITT #3430604 \$395.32 WATER HEATER H-19
060404	05/29/2015	HAMMOND HARDWARE	Payment	53.53	CUSTOMER# 33515 INVOICE# B287473 \$6.82 #C164703 \$8.96 #C164608 \$37.75
060405	05/29/2015	HD Supply Facilities Maintenance	Payment	309.36	CUSTOMER# 461000 INVOICE# 9137334215 SUPPLIES
060406	05/29/2015	HOUSING DATA SYSTEMS, INC.	Payment	180.00	CLIENT# 6183 INVOICE# 218627 M1038: MTCS TRANSMITTAL SERVICE FOR 04.01.2015 - 06.30.2015 \$180
060407	05/29/2015	Jackson Transportation Authority	Payment	282.77	APRIL 2015 FUEL INVOICE# 0025906-IN
060408	05/29/2015	JACKSON GLASS WORKS INC	Payment	270.92	CUSTOMER# JHOU INVOICE# 386285 \$196.92 # 384517 \$74
060409	05/29/2015	Jackson Housing Commission	Payment	25,222.12	APRIL 2015 MANAGEMENT FEES
060410	05/29/2015	JACKSON WATER COLLECTION	Payment	20,095.86	WATER & SEWER BILLS CONSUMPTION 416,000
060411	05/29/2015	Knibloe Hardware	Payment	72.95	INVOICE# 191797 SUPPLIES
060412	05/ 215	LJ TRUMBUE BUILDERS LLC	Payment	122,080.00	109 SHAHAN OFFICE RESTORATION PAYMENT #3 (A-1086)

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060413	05/29/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	20.00	CUSTOMER# JACKHOUSIN INVOICE# 9509 ORDER# 147423 & 147385 \$20
060414	05/29/2015	LIBRA INDUSTRIES, INC. OF MI	Payment	73.65	CUSTOMER# 37126 INVOICE# 41389900 WORK APPAREL
060415	05/29/2015	TAMMY LOVELY	Payment	124.13	T&E MILEAGE LANSING MICHIGAN FOR 3 DAYS OF TRAINING
060416	05/29/2015	MCGOWAN ELECTRIC SUPPLY INC	Payment	65.25	CUSTOMER ID# 101263 INVOICE# 1187655 \$65.25 SUPPLIES FOR 1101 MAPLE 139 STANLEY SHOP
060417	05/29/2015	MENARDS - JACKSON	Payment	1,564.71	ACCOUNT# 31610470 INVOICE# 14991 \$521 #14992 \$20.52 #15680 \$27.91 #16025 \$111.58 #16112 \$225.03 #16115 \$369.24 #16119 \$25.94 #16656 \$87.49 #16794 \$176
060418	05/29/2015	MIDWEST INSULATION	Payment	840.00	INVOICE# 50874.00 REPAIRED UNSAFE STAIRWAYS
060419	05/29/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	185.00	INVOICE# 15471 1203 MERRIMAN
060420	05/29/2015	NAPOLEON LAWN & LEISURE	Payment	70.40	CUST ID: JACK HO INVOICE# 268383 \$70.40
060421	05/29/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	203.37	LEASE ACCT# 4344602 INVOICE# 4344602-FB15 \$203.37
060422	05/29/2015	PLIC - SBD Grand Island	Payment	133.96	ACCT# 1044559-10001 BILLING PERIOD 06.01.2015-06.30.2015
060423	05/29/2015	Rooney's Sewer Service	Payment	180.00	INVOICE# 2096 \$90 BLDG A #2125 \$90 1240 LAUREL LN
060424	05/29/2015	Rose Pest Solutions	Payment	4,381.66	CLIENT# 70001132 INVOICE# 86525C \$4381.66
060425	05/29/2015	The SBAM Plan	Payment	17,293.38	CID: 281224 06.01.2015-07.01-2015
060426	05/29/2015	TOMMARK, INC.	Payment	19.96	CUSTOMER ID# 100596 INVOICE# 8124935221101 MAPLE ST
060427	06/11/2015	GREAT LAKES GRAPHICS, INC	Payment	150.97	INVOICE# 41189

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 05/14/2015 To: 06/11/2015

Date: 06/11/2015
 Time: 15:19:05

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060428	06/11/2015	SAFETY SYSTEMS INC	Payment	181.86	CUSTOMER# 00938 INVOICE# 443388 \$181.86

Total: (215,353.87)

Jackson Housing Commission
Register - sic Listing
General CUC Account
From: 05/14/2015 To: 06/11/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002233	05/29/2015	AccuShred, LLC	Payment	18.75	INVOICE 28430 DOCUMENT SHRED SERVICE
002234	05/29/2015	Acuity	Payment	506.84	POLICY# X65676-4 WORKERS COMP 03.26.15 TO 03.26.16 3RD INSTALLMENT
002235	05/29/2015	AFLAC	Payment	212.58	ACCT# VX312 SUPPLEMENTAL INSURANCE INVOICE# 119129 D. DAVIS, P. TYUS
002236	05/29/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 24696 APRIL 2015 IT SERVICES
002237	05/29/2015	CONSUMERS ENERGY	Payment	583.27	ACCT# 1000 0012 0764 GAS BILL MAY 2015
002238	05/29/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	122.02	LEASE ACCT# 4344602 INVOICE# 4344602-FB15
002239	05/29/2015	PLIC - SBD Grand Island	Payment	26.55	ACCT# 1044559-10001 BILLING PERIOD 06.01.2015-06.30.2015
002240	05/29/2015	The SBAM Plan	Payment	9,421.94	CID: 281244 06.01.2015-07.01.2015
002241	05/29/2015	ACCOUNTEMPS	Payment	968.48	CUSTOMER# 02240-001628000 INVOICE# 43074651 \$698 M LEVENGOOD 05.15.15 #43004755 \$270.48 M LEVENGOOD 05.08.15
002242	05/29/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	229.00	INVOICE# 157211 LAB TEST
002243	05/29/2015	COMCAST	Payment	723.82	MAY 2015 ACCT# 01721-422342-01-05 \$224.39 #01721 346503-01-6 \$156.97 #01721 425384-01-4 \$112.86 #01721 422344-01-1 \$79.16 #01721 413438-01-3 \$150.44
002244	05/29/2015	DBI BUSINESS INTERIORS	Payment	1,275.66	CUSTOMER# 224241 08IR1556 \$212.88 03IV0040 \$113.94 03IU8803 \$145.72 03IU6403 \$49.98 03IU6125 \$77.64 03IU9753 \$59.70 03IU5792 \$253.85 03IS6428 \$192.40 03IS7927 \$31.35

Jackson Housing Commission
Register - Basic Listing
 General COCC Account
 From: 05/14/2015 To: 06/11/2015

Date: 06/11/2015
 Time: 15:19:40

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002245	05/29/2015	MLive Media Group	Payment	240.22	03IU9418 \$95.70 03IU7427 \$23.09 03IS6444 \$19.41 CUSTOMER# 20008879 AD# 0007284773
002246	05/29/2015	Pentiuk, Couvreur & Kobijak, P.C	Payment	1,224.00	ACCOUNT# 114310.0001 INVOICE# 20230 APRIL 2015 LEGAL SERVICES
002247	05/29/2015	PHADA	Payment	1,310.00	MEMBERSHIP DUES YE JUNE 2016 PROFESSIONAL MEMBERSHIP DUES
002248	05/29/2015	IMAGECRAFT	Payment	32.75	INVOICE# 05112015 1 PLAQUE FOR CYNTHIA DAVIS RETIREMENT GIFT
002249	05/29/2015	ADVERTISING SOLUTIONS TODAY	Payment	316.49	INVOICE# 10802 26 BLACK AND GREEN T-SHIRTS
002250	06/11/2015	COMCAST	Payment	676.95	2 ACCOUNTS 316 BARBERRY DR 01721 425384-01-4 (517) 513-3852 \$122.36 109 SHAHAN DR 01721 276409-02-9 (517)787-0218, (517)787-0219 517)787-8230 APRIL 2015 - JUNE 2015
002251	06/11/2015	DBI BUSINESS INTERIORS	Payment	31.42	CUSTOMER# 22421 INVOICE# 031V2236 \$23.83 #031T8231 \$7.59
002252	06/11/2015	Emerge Accounting	Payment	2,493.50	ACCOUNTING SERVICE #JUNE-001 FOR MAY 2015 FINANCIALS
002253	06/11/2015	GREAT LAKES GRAPHICS, INC	Payment	42.00	INVOICE# 41189 ENVELOPES
002254	06/11/2015	Nonprofit Network	Payment	300.00	MEMBERSHIP RENEWAL LEVEL 5
Total:				(20,956.24)

Jackson Housing Commission
Register - sic Listing
Section 8 Housing Voucher Prog
From: 05/14/2015 To: 06/11/2015

Ref Num	Date	Payee	Pmf/Dep	Amount	Memo
054144	05/29/2015	AccuShred, LLC	Payment	18.75	INVOICE 28430 DOCUMENT SHRED SERVICE
054145	05/29/2015	Acuity	Payment	337.89	POLICY# X65676-4 WORKERS COMP 03.26.15 TO 03.26.16 INSTALLMENT #3
054146	05/29/2015	AFLAC	Payment	312.57	ACCT# VX312 SUPPLEMENTAL INSURANCE MAY 2015 INVOICE# 119129 S. BOYCE, C GREER
054147	05/29/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 24696 APRIL 2015 IT SERVICES
054148	05/29/2015	CONSUMERS ENERGY	Payment	583.26	ACCT# 1000 0012 0764 301 STEWARD AVE \$583.26
054149	05/29/2015	HOUSING DATA SYSTEMS, INC.	Payment	260.00	CLIENT# 6183 INVOICE# 218627 \$60 MTCS TRANSMITTAL # 218772 S8 WAITING LIST CONSOLIDATION
054150	05/29/2015	Jackson Transportation Authority	Payment	63.53	INVOICE# 0025906-IN APRIL 2015 FUEL CHARGES
054151	05/29/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	81.35	LEASE ACCT# 4344602 INVOICE# 4344602-FB15
054152	05/29/2015	PLIC - SBD Grand Island	Payment	32.83	ACCT# 1044559-10001 BILLING PERIOD 06.01.2015-06.30.2015
054153	05/29/2015	The SBAM Plan	Payment	1,975.72	CID: 281224 06.01.2015-07.01.2015
054154	06/29/2015	STAMP CO	Payment	5.50	#30002 OFFICE SUPPLIES
054155	05/29/2015	DBI BUSINESS INTERIORS	Payment	63.80	CUSTOMER# 224241 INVOICE# 03IU6398
054156	05/29/2015	NAN MCKAY & Associates, Inc.	Payment	224.00	CUSTOMER ID# JAC49201 INVOICE# 202615 HCV MB REV SERVICE ON CD
054157	06/11/2015	GREAT LAKES GRAPHICS, INC	Payment	56.50	INVOICE# 41189 ENVELOPES
Total:				(4,215.70)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-20

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	\$----0-----
AMP 2: Reed Manor	\$3,692.40
AMP 3: Shahan-Blackstone Apts.	<u>\$ ----0-----</u>
Total	\$3,692.40

The attached Collection Losses Report reflects the delinquent amount of **\$3,692.40** 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 June 17, 2015.

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

May 2015

Board Resolution 2015-20

Property	Name	Account No.	Move-Out	Amount
Reed Manor	Tenant 1	P-002-3367-03	03/19/15	\$1,184.20
Reed Manor	Tenant 2	P-002-4447-11	03/19/15	\$2,508.20
Total Write Off				\$3,692.40

Note: Accounts are written off at the end of the month and after three months of delinquency.

**JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN**

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

RESOLUTION NO. 2015-21

WHEREAS, Pursuant to 24 CFR Part 965, Tenant Allowances for Utilities, and upon receipt and review of the Nelrod Corporation Resident Life Utility Allowances© survey of utility consumption and cost data, the Director, Public Housing Programs, recommends adoption of the attached program utility allowances effective July 1, 2015.

THEREFORE BE IT RESOLVED THAT the Commission hereby revises utility allowances for public housing units at Chalet Terrace, Shahan-Blackstone North Apartments and Scattered Site Units to go into effect July 1, 2015, for electricity and gas consumption as proposed:

Development	Current Allowance	Proposed	Change
Two Bedroom, Apartment-SBN	\$77.00	\$77.00	\$0.00
Two Bedroom, Rowhouse-SBN	\$78.00	\$78.00	\$0.00
Two Bedroom, Semi Detached-SBN	\$95.00	\$96.00	\$1.00
Three Bedroom, Detached House-SBN	\$120.00	\$121.00	\$1.00
Four Bedroom, Detached House-SBN	\$132.00	\$134.00	\$2.00
Three Bedroom, Scattered Site-CT	\$113.00	\$116.00	\$3.00

(Utility allowances are subtracted from gross rent to calculate the final rent payment paid by the tenant.)

Commissioner _____ **MOVED** adoption of the foregoing Resolution as introduced and read. Commissioner _____ **SUPPORTED** the motion, and, upon voice vote the "AYES" and NAYS" were as follows:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

_____ declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held June 17, 2014.

Michelle Pultz-Orthaus
President



**JACKSON HOUSING COMMISSION, MI
PUBLIC HOUSING**

**PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1**

UPDATE 2015

Building Type: Apartment/Multi-Family Walk-Up

Shahan-Blackstone MI-38-5,6	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)			\$43.00			
Natural Gas (H,WH)			\$34.00			
Totals			\$77.00			

Building Type: Row House/Townhouse

Shahan-Blackstone MI-38-5,6 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$36.00			
Natural Gas (H,WH,C)			\$42.00			
Totals			\$78.00			

Building Type: Semi-Detached/Duplex

Shahan-Blackstone MI-38-5,6 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$43.00		
Natural Gas (H,WH,C)				\$53.00		
Totals				\$96.00		

A monthly average cost of the summer and winter adjustments were used for the natural gas costs.

L&A= Lights & Appliances
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows

Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.

**JACKSON HOUSING COMMISSION, MI
PUBLIC HOUSING**

**PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1**

Building Type: Detached House

Shahan-Blackstone MI-38-5,6 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$51.00	\$58.00	
Natural Gas (H,WH,C)				\$70.00	\$76.00	
Totals				\$121.00	\$134.00	

Building Type: Detached House

Chalet Terrace MI-38-7 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$43.00		
Natural Gas (H,WH,C)				\$73.00		
Totals				\$116.00		

**JACKSON HOUSING COMMISSION, MI
PUBLIC HOUSING**

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES

Chart 2

UPDATE 2015

Development	Bedroom Size	Utility	Current Allowance	Proposed* Allowance	Difference**
Shahan-Blackstone MI-38-5,6 (Apt)	2	E	\$45.00	\$43.00	-\$2.00
		NG	\$32.00	\$34.00	\$2.00
	Total Allowance		\$77.00	\$77.00	\$0.00
Shahan-Blackstone MI-38-5,6 (RH)	2	E	\$38.00	\$36.00	-\$2.00
		NG	\$40.00	\$42.00	\$2.00
	Total Allowance		\$78.00	\$78.00	\$0.00
Shahan-Blackstone MI-38-5,6 (SD)	3	E	\$44.00	\$43.00	-\$1.00
		NG	\$51.00	\$53.00	\$2.00
	Total Allowance		\$95.00	\$96.00	\$1.00
Shahan-Blackstone MI-38-5,6 (DH)	3	E	\$53.00	\$51.00	-\$2.00
		NG	\$67.00	\$70.00	\$3.00
	Total Allowance		\$120.00	\$121.00	\$1.00
	4	E	\$60.00	\$58.00	-\$2.00
		NG	\$72.00	\$76.00	\$4.00
	Total Allowance		\$132.00	\$134.00	\$2.00
Chalet Terrace MI-38-7	3	E	\$44.00	\$43.00	-\$1.00
		NG	\$69.00	\$73.00	\$4.00
	Total Allowance		\$113.00	\$116.00	\$3.00

Proposed allowances include the average for natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding

Apt= Apartment

E= Electric

RH= Row House

NG= Natural Gas

SD= Semi-Detached

W,S,T= Water, Sewer, Trash

DH= Detached House

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-22

WHEREAS, the Jackson Housing Commission staff followed the Commission's procurement policy for procuring professional services for health care coverage.

WHEREAS, the Commission contract files include Request for Proposals (RFP), Proposals, Non-Disclosure statements, ICE, and rationale.

WHEREAS, Craft Agency was the sole qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for health care coverage for active employees and retirees with the Craft Agency through Blue Care Network (BCN) of Michigan for employees and in-state retirees and Blue Cross Blue Shield for out of state employees.

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 June 18, 2015.

Michelle Pultz-Orthaus
President

Rationale for Contract Method and Contract Type

Due to the ICE and the reasonable cost for Health Insurance, it was determined the best contract method would be sealed bids. The ICE determined that the final contract amount was going to be over \$100,000.00.

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

Sealed bids were received from only one contractor. The bid was opened at an open meeting held on May 19, 2015.

The contract type will be a fixed cost for one year, unless the board extends the contract for an additional year.

Section A

- 1. Contract Number: 2015-08 2. Effective Date: July 1, 2015
- 3. Solicitation Number/ Project Title: The Craft Agency, INC
- 4. Name & Address of Contractor: 2533 Spring Arbor Road, P. O. Box 1187 Jackson, MI 49204-1187
- 5. Contract Amount: \$ Final amount determined by active employees and retirees enrollment into plans but not to exceed \$399,375.12 for the 2015-2016 contract year ending June 30, 2016, unless extended for one year by Board Approval.
- 6. Accounting Code: TBD

SECTION B

7. Table of Contents:

Description	[Pages]	Description	[Pages]
A Contract Award Form	1	F Deliveries for Performance	N/A
B Supply/Services & Prices	N/A	G Contract Admin. Data	
C Statement of Work/Specs	N/A	H Special Contract Requirements	N/A
D Packaging & Marking	N/A	I Contract Clauses	N/A
E Inspection & Acceptance	N/A	J List of Attachments	N/A

8. **Award:** Your bid/offer on Solicitation Number 2015-08 including additions or changes made by you, which additions or changes are set forth in full within the sections listed above, is hereby accepted as to the items listed in Section B and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the PHA's solicitation, (b) your bid/offer, and (c) this award document/contract. No further contract document is necessary.

9. **Name of Contracting Officer:** Jackson Housing Commission/Patricia Tyus, Executive Director

Signature of Contracting Officer: _____

Date Signed: _____

10. **Name/Title of Authorized Signer/Contract Representative:** Craft Agency, INC., Robert M. Craft, President

11. **Signature of Contracting Representative:** _____

Date Signed: _____



Group Medical Proposals

Retirees - In State

Proposal for: Jackson Housing Commission-In State Retired Employees

By: Barbara Rothenburg, The Craft Agency, Inc.		Current Plan Renewal		PROPOSAL 2R		PROPOSAL 3R		PROPOSAL 4R	
		PROPOSAL 1R		PROPOSAL 2R		PROPOSAL 3R		PROPOSAL 4R	
		Current Plan		Current Plan		Current Plan		Current Plan	
		BCN HMO PCP Focus Platinum \$500/\$1000		BCN HMO Gold \$1000/\$2000		BCN HMO PCP Focus Gold \$1500/\$3000		BCN HMO Healthy Blue Living Platinum Enh. \$500/\$3000 Std. \$3000/\$6000	
Office Visit Copay		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Specialist		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Chiropractic		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Preventive Services		100%	100%	100%	100%	100%	100%	100%	100%
Urgent Care		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Emergency Room		\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
In Network Deductible		\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family
In Network Coinsurance		None	None	None	None	None	None	None	None
In Hospital		100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)
In Network Single Out of Pocket Max		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
In Network Family Out of Pocket Max		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prescription Drugs		\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%	\$10/\$40/\$80/20%/20%
		Member Level Rating 2014-15 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates
2 Regular	1								
Complimentary	3								
1 Reg. + 1 Comp.	1								
Total Monthly Premium		\$5,131.07	\$5,250.61	\$5,062.05	\$5,062.05	\$4,818.07	\$4,818.07	\$5,120.67	\$5,120.67
Total Annual Premium		\$61,572.84	\$63,007.32	\$60,744.60	\$60,744.60	\$57,816.84	\$57,816.84	\$61,448.04	\$61,448.04
Annual Increase or Savings			\$1,434.48	-\$828.24	-\$828.24	-\$3,756.00	-\$3,756.00	-\$124.80	-\$124.80
Percent Change			2.3%	-1.3%	-1.3%	-6.1%	-6.1%	-0.2%	-0.2%
		Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor	Those with Regular coverage must elect a PCP Focus Primary Care Doctor

See A Employees spread sheet for description of coverage for th
 Dates effective 7-1-15 are based on final enrollment & approval of BCBSM/BCN.
 See include Taxes & Fees
 Regular members, does not include adult dental or vision



Group Medical Proposals

Retirees -Out of State

Proposal for: Jackson Housing Commission-Out of State Retired Employees

By: Barbara Rothenburg, The Craft Agency, Inc.

	Current Plan	Current Plan Renewal PROPOSAL 1R	PROPOSAL 2R	PROPOSAL 3R
	BCBSM PPO SB Gold \$500/\$1000 OV Not Cov. OV Not Cov. Not Cov. 100% OV Not Cov. 100%	BCBSM PPO SB Gold \$500/\$1000 OV Not Cov. OV Not Cov. Not Cov. 100% 100%	BCBSM PPO SB Gold \$1000/\$2000 OV Not Cov. OV Not Cov. Not Cov. 100% 100%	BCBSM PPO SB Gold \$1500/\$3000 OV Not Cov. OV Not Cov. Not Cov. 100% 100%
Subs				
Office Visit Copay				
Specialist				
Chiropractic				
Preventive Services				
Urgent Care				
Emergency Room				
In Network Deductible	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family	\$0 - single \$0 - family
In Network Coinsurance	None	None	None	None
In Hospital	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)
In Network Single Out of Pocket Max	N/A	N/A	N/A	N/A
In Network Family Out of Pocket Max	N/A	N/A	N/A	N/A
Prescription Drugs	\$10/\$40/\$80	\$10/\$40/\$80	\$10/\$40/\$80	\$10/\$40/\$80
	Member Level Rating 2014-15 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates	Member Level Rating 2015-16 Rates
Complimentary	1			
1 Reg. + 1 Comp.	1			
Total Monthly Premium	\$2,015.07	\$1,979.19	\$1,952.50	\$1,940.12
Total Annual Premium	\$24,180.84	\$23,750.28	\$23,430.00	\$23,281.44
Annual Increase or Savings		-\$430.56	-\$750.84	-\$899.40
Percent Change		-1.8%	-3.1%	-3.7%

See Benefits in Brief for description of coverage for the Regular members, does not include adult dental or vision Rates effective 7-1-15 are based on final enrollment & approval of BCBSM/BCN. Rates include Taxes & Fees



Group Medical, Dental & Vision Proposals

Active Employees

Proposal for: Jackson Housing Commission - Active Employees

By: Barbara Rothenburg, The Craft Agency, Inc.

*1st 90 days of enrollment
Employee go on line complete h/d*

	Current Plan	Current Plan Renewal	PROPOSAL 1A	PROPOSAL 2A	PROPOSAL 3A	PROPOSAL 4A
Office Visit Copay	BCN HMO PCP Focus Platinum \$500 Ded	BCN HMO PCP Focus Platinum \$500 Ded	\$20	\$20	\$20	\$20
Specialist	\$30	\$30	\$40	\$40	\$40	\$40
Chiropractic	\$30-30 Visits	\$30-30 Visits	\$40-30 Visits	\$40-30 Visits	\$40-30 Visits	\$40-30 Visits
Preventive Services	100%	100%	100%	100%	100%	100%
Urgent Care	\$35	\$35	\$50	\$50	\$50	\$50
Emergency Room	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.
In Network Deductible	\$500 - Single \$1000 - Family	\$500 - Single \$1000 - Family	\$1000 - Single \$2000 - Family	\$1000 - Single \$2000 - Family	\$1500 - Single \$3000 - Family	\$500 - Single \$1000 - Family
In Network Coinsurance	100%/0%	100%/0%	80%/20% OOP \$2500/\$5000	80%/20% OOP \$2500/\$5000	80%/20% OOP \$1500/\$3000	100%/0%
Out of Pocket Max	\$1000 - Single \$2000 - Family	\$1000 - Single \$2000 - Family	\$6600 - Single \$13200 - Family	\$6600 - Single \$13200 - Family	\$6600 - Single \$13200 - Family	\$1000 - Single \$2000 - Family
Prescription Drugs	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%
Pediatric Dental & Vision	Included	Included	Included	Included	Included	Included
Dental	PPO Plus \$0 Ded 80%/60%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000
Vision	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12
Member Level Rating	2014-15 Rates	2015-16 Rates	2015-16 Rates	2015-16 Rates	2015-16 Rates	2015-16 Rates
Single	7					
2 Person Family	8					
Monthly Premium + Taxes	\$20,278.75	\$19,687.93	\$19,687.93	\$17,700.93	\$20,165.40	\$20,165.40
Yearly Premium + Taxes	\$243,345.00	\$236,255.16	\$236,255.16	\$212,411.16	\$241,984.80	\$241,984.80
Yearly Increase or Savings		\$11,340.48	-\$7,089.84	-\$30,933.84	-\$1,360.20	-\$1,360.20
Percent Change		4.7%	-2.9%	-12.7%	-0.6%	-0.6%
Out of Pocket Maximum includes deductible, co-insurance, flat copays and RX copays	Does not use PCP Focus Network	Does not use PCP Focus Network	Does not use PCP Focus Network	Does not use PCP Focus Network	Does not use PCP Focus Network	Does not use PCP Focus Network

DENTAL - Current Plan design is no longer offered.
 1D. PPO Plus \$25/\$75 Ded. 80%/50%/50%/50% to \$1000 cost included in quoted rates above (see Dental Description 1D).
 2D. PPO Plus \$75 Ded. 100%/80%/50%/50% to \$1250 in network or \$50/\$150 Ded 80%/50%/50%/50% to \$1250 out of network. Add \$97.63/mo to rates above (See Dental Description 2D).
 3D. PPO Plus \$25/\$75 Ded. 100%/80%/50%/50% to \$1000. Add \$359.34/mo to rates above (see Dental Description 3D).

spreadsheet is for illustrative purposes, see benefits-in-brief & rate sheets for more details
 are based on enrollment & approval of BCBSM/BCN, Effective July 2015

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	218,507	201,269	92.0%	442	455.36	93.1%	475	2,542	3	17,238	24,248
May	216,236	199,607	92.0%	440	453.65	92.6%	475	994	4	16,629	41,875
June											
July											
August											
September											
October											
November											
December											
	1,078,064	1,041,564	96.6%	2235	465.92	94.1%	2375	5,361	14	36,500	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - May 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: 05/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 127 2. Total Charges: 31,884.70 3. Dwelling Rental: 28,544.00 4. Retroactive Rent: 1,085.00 5. Excess Utility: 470.50 6. Additional Charges: 1,785.20

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	110.50	0.00	36.03	216.37	362.90
Over One Month Delinquent	57	7,316.50	0.00	£94.76	7,928.62	16,139.88
Total for TIP	66					16,502.78
Vacated TAR	3					718.46
Total	69					17,221.24

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	15	2,765.80
Under Formal Repayment Agreement with Payments Up-to-Date	15	2,765.80
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	51	13,736.98

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	05/31/2015	05/31/2014	05/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	52	46	47
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	43	20	20

F. Collection Losses

1. Amount Charged to Loss this Period	1,567.78
2. Amount Charged to Loss this Year to Date	3,082.33

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 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: 05/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 289 2. Total Charges: 58,255.25 3. Dwelling Rental: 55,295.60 4. Retroactive Rent: 844.00 5. Excess Utility: 0.00 6. Additional Charges: 2,115.65

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	22	207.31	0.00	0.00	1,036.76	1,244.07
Over One Month Delinquent	88	4,491.80	7,194.00	25.00	10,378.66	22,089.46
Total for TIP	110					23,333.53
Vacated TAR	22					11,305.78
Total	132					34,639.31

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	40	8,418.68
Under Formal Repayment Agreement with Payments Up-to-Date	40	8,418.68
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	70	14,914.85

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 05/31/2015	Prior FY (one year to date) 05/31/2014	Previous FY (two years to date) 05/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	29	19
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	26	19	12

F. Collection Losses

1. Amount Charged to Loss this Period	1,111.50
2. Amount Charged to Loss this Year to Date	1,924.60

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 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: 05/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 24,122.30 3. Dwelling Rental: 22,905.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 1,217.30

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	5	-34.90	0.00	256.48	250.00	471.58
Over One Month Delinquent	35	4,876.69	2,198.10	450.04	4,760.41	12,285.24
Total for TIP	40					12,756.82
Vacated TAR	1					1,359.50
Total	41					14,116.32

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	4	1,997.30
Under Formal Repayment Agreement with Payments Up-to-Date	4	1,997.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	36	10,759.52

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 05/31/2015	Prior FY (one year to date) 05/31/2014	Previous FY (two years to date) 05/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	27	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	45	16	8

F. Collection Losses

1. Amount Charged to Loss this Period	539.95
2. Amount Charged to Loss this Year to Date	539.95

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - May 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: 05/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 535 2. Total Charges: 114,262.25 3. Dwelling Rental: 106,744.60 4. Retroactive Rent: 1,929.00 5. Excess Utility: 470.50 6. Additional Charges: 5,118.15

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	36	282.91	0.00	292.51	1,503.13	2,078.55
Over One Month Delinquent	180	16,684.99	9,392.10	1,369.80	23,067.69	50,514.58
Total for TIP	216					52,593.13
Vacated TAR	26					13,383.74
Total	242					65,976.87

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	59	13,181.78
Under Formal Repayment Agreement with Payments Up-to-Date	59	13,181.78
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	157	39,411.35

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 05/31/2015	Prior FY (one year to date) 05/31/2014	Previous FY (two years to date) 05/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	40	33	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	34	19	14

F. Collection Losses

1. Amount Charged to Loss this Period	3,219.23
2. Amount Charged to Loss this Year to Date	5,546.88

Jackson Housing Commission Consolidated TARS Report

May 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	94	76%	4	4%	0	24	7
Reed Manor	290	250	87%	8	3%	0	37	4
Shahan Blackstone	122	94	77%	1	1%	0	21	7

**Jackson Housing Commission
Move-Outs Report
May 2015**

AMP	Tenant	Account Number	Move-Out	Reason
Reed Manor	Tenant 1	P-002-3301-05	5/21/15	Financial
Reed Manor	Tenant 2	P-002-3275-10	5/26/15	Eviction
Reed Manor	Tenant 3	P-002-4417-07	5/02/15	Thirty day notice
Reed Manor	Tenant 4	P-002-4409-10	5/31/15	Closer to family
Reed Manor	Tenant 5	P-002-3298-09	5/06/15	Moving with family
Reed Manor	Tenant 6	P-002-3264-12	5/08/15	Lost Job
Reed Manor	Tenant 7	P-002-4385-11	5/26/15	Eviction

Jackson Housing Commission
PHAS - Vacant Units Turnaround Time
Public Housing
for Units Re-Occupied between: 05/01/2015 and 05/31/2015

Apartment #	Street	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
001-1186	100 Laurel Court	04/06/2015	4	04/20/2015	15	05/01/2015	10	29	0	0	0	
001-1192	114 Laurel Court	04/06/2015	0	04/30/2015	25	05/06/2015	5	30	0	0	0	
003-5522	104 Shahan Drive	04/10/2015	0	04/20/2015	8	05/04/2015	13	21	0	0	0	
001-1198	1260 Laurel Lane	04/14/2015	0	05/08/2015	24	05/08/2015	0	24	0	0	0	
001-1189	108 Laurel Court	04/23/2015	0	05/13/2015	21	05/26/2015	12	33	0	0	0	
002-3246	301 Steward Ave	04/29/2015	0	05/04/2015	5	05/08/2015	3	8	0	0	0	
002-4395	207 Steward Avenue	04/30/2015	0	05/14/2015	14	05/28/2015	13	27	0	0	0	
002-4417	315 Steward Avenue	05/02/2015	0	05/07/2015	5	05/08/2015	0	5	0	0	0	
002-3298	301 Steward Ave	05/06/2015	0	05/08/2015	1	05/08/2015	0	1	0	0	0	
002-3280	301 Steward Ave	05/07/2015	0	05/15/2015	7	05/15/2015	0	7	0	0	0	
002-3264	301 Steward Ave	05/08/2015	0	05/13/2015	5	05/14/2015	0	5	0	0	0	
002-3301	301 Steward Ave	05/21/2015	0	05/22/2015	0	05/22/2015	0	0	0	0	0	
002-3275	301 Steward Ave	05/26/2015	0	05/26/2015	0	05/27/2015	0	0	0	0	0	
Total Units:			4		130		56	190	0	0	0	

Jackson Housing Commission

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 05/01/2015 and 05/31/2015

Element # - Description

V12400 - Total number of turnaround days:	190
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	13
V12800 - Average number of days units were in down time:	0.31
V12900 - Average number of days units were in make-ready:	10.00
V13000 - Average number of days units were in lease-up:	4.31
V13100 - Average unit turnaround days:	14.62

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

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT USED:	ADJUSTMENT	REMAINING BALANCE
1-May-15	368	To Wash/ P. Postma	94200.2	\$ 5.00		\$ 1,828.27
8-May-15	369	Mileage G Cram	91800.1	\$ 85.10		\$ 1,743.17
5/14/2015	370	Mileage M Weston	91800.2	\$ 3.70		\$ 1,739.47
5/19/2015	371	Safety Shoes purchased J Arnold	94200.1	\$ 80.00		\$ 1,659.47
5/19/2015	372	Mileage J Arnold	91800.1	\$ 28.40		\$ 1,631.07
5/19/2015	373	Mileage M Oakley	91800.2	\$ 32.08		\$ 1,598.99
5/19/2015	374	Mileage R Nethercott	91800.2	\$ 32.89		\$ 1,566.10
			91800.1 \$11.35			
			91800.2 \$11.35			
			91800.3 \$11.36			
5/19/2015	375	Mileage B Fridd	91800.4	\$ 45.42		\$ 1,520.68
5/19/2015	376	Mileage T Johnson	94200.1	\$ 18.97		\$ 1,501.71
5/19/2015	377	Safety Shoes purchased D Parks	91700.1 \$240	\$ 80.00		\$ 1,421.71
			91700.2 \$105			
5/19/2015	378	Court Filings	91700.3 \$135	\$ 480.00		\$ 941.71
			91700.1 \$15			
			91700.2 \$45			
5/20/2015	379	Court Filings	91700.3 \$15	\$ 75.00		\$ 866.71

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

MAY, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
05/02	12:30p-01:10p	CT	No hot water	M. Draper Nethercott
05/02	09:00p-09:30p	RM	Frig not working	M. Garrett Nethercott
05/02	11:00p-11:30p	RM	No hot water	B. Whiteaker Nethercott
05/03	04:45p-05:10p	RM	Lockout	J. Truman Nethercott
05/04	05:00p-05:25p	CT	Alarm not set	Office Nethercott
05/04	06:45p-07:00p	RM	Lockout	D. Rutowski Nethercott
05/04	09:50p-10:15p	RM	Lockout	K. Calleja Nethercott
05/05	02:25a-02:45a	RM	Lockout	M. Ellinwood Nethercott
05/06	01:00a-01:45	CT	Lights flickering when dryer is running	K. Gant Nethercott
05/06	04:45p-05:20p	RM	Lockout	F. Anderson Nethercott
05/06	05:45p-06:20p	CT	Alarm going off looks like someone kicked main door	Office Nethercott
05/07	07:10p-07:30p	RM	Lockout	R. Trospen Nethercott
05/08	09:45p-10:20p	RM	Lockout	G. Dow Arnold
05/10	01:25p-01:55p	RM	Lockout	B. Ohlinger Arnold
05/12	05:15p-06:10p	SBN	No water in kitchen, bathroom	J. David Arnold
05/13	08:20p-09:05p	SBN	Refrigerator not working	A. Reynolds Arnold
05/15	02:30a-03:10a	RM	Fire alarm trigger, reset alarm	Maint Bldg Arnold
05/15	04:00p-04:30p	SBN	Water leaking from water heater	L. Stone Neal
05/15	05:00p-05:30p	SBN	Leak under bathroom sink	K. Benedict Neal
05/16	10:31a-11:11a	CT	Alarm needed reset	Office Neal
05/16	11:20a-11:45a	SBN	Reset Alarm, check building	Office Neal
05/16	12:30p-01:15p	CT	Gas leak outside of office and inside furnace room Consumers was called, shut off gas to office	Office Neal
05/16	04:00p-05:00p	SBN	Oven won't shut off, turn gas and power off to oven Let cool, replace igniter, still not turning off shut oven gas back off	L. Hall Neal
05/16	06:10p-07:00p	RM	Door kicked in police called	K. Barbee Neal
05/17	08:16a-08:40a	RM	Reset alarm	Office Neal
05/17	11:45a-12:15p	CT	Alarm going off	Garage Neal
05/22	06:15p-07:00p	RM	Lockout	L. Snow Davis
05/24	01:10p-03:00p	CT	Water won't shut off in bathtub	D. Ashe Davis
05/24	04:15p-05:15p	RM	Lockout	K. Charles Davis
05/26	04:10p-05:00p	CT	Alarm tripped	Office Davis
05/28	06:45p-07:45p	RM	Alarm not set (Pam in the building)	C-Bldg Davis
05/29	05:35p-06:05p	SBN	Set alarm	Maintenance Arnold
05/29	06:50p-07:35p	SBN	Alarm not set	Office Arnold
05/29	08:30p-09:00p	RM	Alarm tripped	C-Bldg Arnold
05/29	09:45p-10:40p	RM	Water leaking in apt	E. Mckenzie Arnold
05/29	11:34p-12:10a	RM	Lockout	D. Siefken Arnold
05/30	07:55a-09:45a	SBN	Repair toilet	J. Smith Arnold
05/30	10:05p-11:24p	RM	Refrigerator not working	M. Ellinwood Arnold
05/31	07:50a-09:10a	RM	Refrigerator not working	D. Claucherty Arnold

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
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	40,463	\$ 5,009.10	9,185	\$ 6,696.43	295,450	\$ 9,045.91	\$ 4,952.30	\$ 13,998.21	\$ 25,703.74
Jun-15								\$ -	\$ -
Jul-15								\$ -	\$ -
Aug-15								\$ -	\$ -
Sep-15								\$ -	\$ -
Oct-15								\$ -	\$ -
Nov-15								\$ -	\$ -
Dec-15								\$ -	\$ -
	255,524.00	\$ 30,582.94	79,690	\$ 67,289.24	521,090	\$ 16,942.63	\$ 9,118.83	\$ 26,061.46	\$ 123,933.64

Utility Cost and Consumption Report

Reed Manor (AMP 2)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2015</u>
Jan-15	141,080	\$ 16,136.50	9,650	\$ 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	113,500	\$ 2,960.68	\$ 1,761.61	\$ 4,722.29	\$ 24,054.14
May-15	100,000	\$ 11,710.37	5,906	\$ 4,315.98	105,300	\$ 2,829.78	\$ 1,641.21	\$ 4,470.99	\$ 20,497.34
Jun-15									\$ -
Jul-15									\$ -
Aug-15									\$ -
Sep-15									\$ -
Oct-15									\$ -
Nov-15									\$ -
Dec-15									\$ -
	591,480	\$ 68,394.80	52,178	\$ 41,922.10	539,500	\$ 14,393.45	\$ 8,413.46	\$ 22,806.91	\$ 133,123.81

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2015</u>
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	\$ 7,619.40	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	154,250	\$ 5,422.28	\$ 2,690.95	\$ 8,113.23	\$ 9,464.90
Apr-15	2,227	\$ 363.81	521	\$ 414.95	31,000	\$ 817.18	\$ 458.62	\$ 1,275.80	\$ 2,054.56
May-15	452	\$ 102.34	136	\$ 115.02					\$ 217.36
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15									
	14,816	2,321.00	22,911.00	18,080.68	649,050.00	21,481.26	10,564.35	32,045.61	52,447.29

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2015
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	439,680	\$ 14,717.53	\$ 7,710.78	\$ 22,428.31	\$ 70,920.99
Apr-15	158,997	\$ 18,657.03	24,621	\$ 15,707.76	163,000	\$ 4,382.96	\$ 2,552.34	\$ 6,935.30	\$ 41,300.09
May-15	140,915	\$ 16,821.81	15,227	\$ 11,127.43	400,750	\$ 11,875.69	\$ 6,593.51	\$ 18,469.20	\$ 46,418.44
Jun-15	0	-	-	-	-	-	-	-	\$ -
Jul-15	0	-	-	-	-	-	-	-	\$ -
Aug-15	0	-	-	-	-	-	-	-	\$ -
Sep-15	0	-	-	-	-	-	-	-	\$ -
Oct-15	0	-	-	-	-	-	-	-	\$ -
Nov-15	0	-	-	-	-	-	-	-	\$ -
Dec-15	0	-	-	-	-	-	-	-	\$ -
	861,820	\$ 101,298.74	154,779.00	\$ 127,292.02	1,709,640	\$ 52,817.34	\$ 28,096.64	\$ 80,913.98	\$ 309,504.74