

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-07

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	\$ 0.00
AMP 2: Reed Manor	\$275.00
AMP 3: Shahan-Blackstone Apts.	<u>\$ 0.00</u>
Total	\$275.00

The attached Collection Losses Report reflects the delinquent amount of \$ **275.00** and is hereby approved for fiscal year 2014 write-off.

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 April 16, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

April, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	none			
Reed Manor	Calvin Love	002-3278	01/09/2014	\$49.00
	Brenda White	002-4381	01/07/2014	\$183.00
	Parrish Joplin	002-4397	01/10/2014	\$ 43.00
Shahan	none			

Board Resolution: 2014-

Total Write Off: \$275.00

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-08

WHEREAS, an operating budget shall be developed for each AMP, Section 8 and COCC;

WHEREAS, the operating budget shall be approved by the Board for the fiscal year;

WHEREAS, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

THEREFORE BE IT RESOLVED THAT the Commission adopts the attached Fiscal Year 2014 (April 1, 2014 to March 31, 2015) Operating Budgets for each AMP, COCC and Section 8.

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 April 16, 2014.

Patricia Tyus
Executive Director

Jackson Housing Commission
Operating Budget - Recap
For Period Ending March 31, 2014

Operating Budget - Chalet Terrace

Operating Income	\$	766,602
Operating Expenses	\$	748,915
Net Profit / (Loss)	\$	<u>17,686</u>

Operating Budget - Reed Manor

Operating Income	\$	1,200,485
Operating Expenses	\$	1,166,195
Net Profit / (Loss)	\$	<u>34,290</u>

Operating Budget - Shahan Blackstone

Operating Income	\$	558,488
Operating Expenses	\$	557,548
Net Profit / (Loss)	\$	<u>939</u>

Operating Budget - COCC

Operating Income	\$	539,639
Operating Expenses	\$	507,614
Net Profit / (Loss)	\$	<u>32,025</u>

Operating Budget - Section 8

Operating Income	\$	2,746,549
Operating Expenses	\$	2,745,489
Net Profit / (Loss)	\$	<u>1,060</u>

Jackson Housing Commission
Operating Budget - Payroll
For Period Ending March 31, 2015

	COCC	Current Salary	Increase	New Salary	FICA	H/DV/PDC	Pension	WC	Life	TOTALS
Executive Director	Tyus	74,932.19	9,356.34	84,288.53	6,448.07	19,269.24	9,305.45	81.38	59.40	119,452.08
Executive Secretary	Dickerson	41,579.20	1,247.38	42,826.58	3,276.23	-	5,361.89	46.54	59.40	51,570.64
Office Manager	Fidd	47,707.61	1,431.23	49,138.84	3,759.12	19,269.24	6,152.18	62.92	59.40	78,441.70
Assistant Comptroller	Harris	35,306.75	1,059.20	36,365.95	2,782.00	18,950.16	4,553.02	46.54	59.40	62,757.07
Public Housing Director	Candall	61,831.37	1,854.94	63,686.31	4,872.00	18,950.16	7,973.53	81.64	59.40	95,623.04
Human Resource Specialist	Davis	36,857.60	1,103.73	37,963.33	2,904.19	19,269.24	4,753.01		59.40	64,949.17
		16,054.82		314,269.54	24,041.62	95,708.04	38,099.08	319.02	356.40	472,793.69

Chalet Terrace

Property Manager	Hegwood	41,507.71	1,245.23	42,752.94	3,270.60	18,950.16	5,352.67	43.68	59.40	70,429.45
Sr. Team Leader	Davis	59,073.03	1,772.19	60,845.22	4,654.66	19,269.24	7,617.82	1,341.86	59.40	93,788.20
Worker	Arnold	46,495.00	1,394.85	47,889.85	3,663.57	16,989.48	5,995.81	1,056.12	59.40	75,654.23
Worker	Cann	43,826.00	1,314.78	45,140.78	3,453.27	19,269.24	5,651.63	1,056.12	59.40	74,630.44
		5,727.05		196,628.79	15,042.10	74,478.12	24,617.92	3,497.78	237.60	314,502.32

Reed Manor

Property Manager	Sullivan	29,733.60	892.01	30,625.61	2,342.86	16,989.48	3,834.33	48.88	59.40	53,900.55
Admin. Assistant	Pool	22,497.00	674.91	23,171.91	1,772.65	19,269.24	2,558.18	26.00	59.40	46,857.38
Maintenance Super	Caddell	59,580.14	1,787.40	61,367.54	4,694.62	19,269.24	7,683.22	1,353.56	59.40	94,427.58
Worker	Young	31,534.00	946.02	32,480.02	2,484.72	11,385.00	4,066.50	713.96	59.40	51,189.60
Worker	Jackman	26,312.00	789.36	27,101.36	2,073.25	19,269.24	2,991.99	674.96	59.40	52,170.20
Worker	McCafferty	20,000.00	600.00	20,600.00	1,575.90	7,078.80	2,274.24	516.88	59.40	32,105.22
Worker	Oakley	34,158.86	1,024.77	35,183.63	2,691.55	19,269.24	4,404.99	775.84	59.40	62,384.64
		6,714.47		230,530.07	17,635.55	112,530.24	27,813.44	4,110.08	415.80	393,035.18

Shahan-Blackstone

Property Manager	McClintic	29,702.00	891.06	30,593.06	2,340.37	19,269.24	3,830.25	41.60	59.40	56,133.92
Team Leader	Fountain	35,360.00	1,060.80	36,420.80	2,786.19	19,269.24	4,559.88	751.92	59.40	63,847.44
Worker	Neal	47,258.00	1,417.74	48,675.74	3,723.69	19,269.24	6,094.20	1,281.02	59.40	79,103.30
Vacant		21,424.00	642.72	22,066.72	1,688.10		2,436.17	713.96	59.40	26,964.35
		4,012.32		137,756.32	10,538.36	57,807.72	16,920.50	2,788.50	237.60	226,049.00

Section 8

Section 8 Director	Boyce	42,578.00	1,277.34	43,855.34	3,354.93	18,950.16	5,490.69	50.44	59.40	71,760.96
Housing Specialist	Greer	27,372.80	821.18	28,193.98	2,156.84	18,950.16	3,112.62	36.40	59.40	52,509.40
Housing Specialist	Lamb	25,064.00	751.92	25,815.92	1,974.92	19,269.24	2,850.08		59.40	49,969.56
		2,850.44		97,865.24	7,486.69	57,169.56	11,453.38	86.84	178.20	174,239.92

Totals		941,690.86	35,359.10	977,049.96	74,744.32	397,693.68	118,904.33	10,802.22	1,425.60	1,580,620.11
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part I: Summary

PHA Name: Jackson Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P03850114 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2014 FFY of Grant Approval: 2014
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Type of Grant
 Original Annual Statement
 Performance and Evaluation Report for Period Ending:
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	113,122			
3	1408 Management Improvements	40,561			
4	1410 Administration (may not exceed 10% of line 21)	56,561			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	27,810			
8	1440 Site Acquisition				
9	1450 Site Improvement	126,000			
10	1460 Dwelling Structures	196,555			
11	1465.1 Dwelling Equipment—Nonependable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	5,000			
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part I: Summary		FFY of Grant: 2014	
PHA Name: Jackson Housing Commission	Grant Type and Number Capital Fund Program Grant No: M133P03850114 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2014	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	565,609				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director <i>[Signature]</i>		Date	4/10/14	Signature of Public Housing Director <i>[Signature]</i>	Date	4/10/14

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2014		
PHA Name: Jackson Housing Commission		Capital Fund Program Grant No: M133P03830114				
		CFPP (Yes/No):				
		Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
AMP1	Roofing Replacement	1460	8	50,000		
	Tub surrounds for Seniors	1460	32	40,000		
AMP2	Roofing, Decking, Eaves troughs, soffit Replacement	1460	9	106,555		
Reed Manor	Ramp (Accessible for disable)	1450	1	15,000		
	Painting and repair Column A's	1450		11,000		
AMP3	Removing of Light Poles	1450		14,000		
Shahan Blackstone	Non-dwelling Equipment (Maintenance office cubicle and computer)	1475		5,000		
	Stoves	1450	125	62,500		
	Addressographs	1450	108	23,500		
PHA Wide	Management Improvements	1408		40,561		
PHA Wide	Administration	1410		56,561		
PHA Wide	A/E FEES & Cost	1430		27,810		
PHA Wide	Operations	1406		113,122		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-09

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 Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Evaluations of proposals and Non-Disclosure statements.

WHEREAS, the Commission will comply with Public Act 152 by capping its annual contribution toward health-care costs at defined dollar amounts per employee effective July 2013;

WHEREAS, Craft Agency was the lowest 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 Craft Agency through Blue Care Network (BCN) of Michigan;

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 April 16, 2014.

Patricia Tyus
Executive Director