

Jackson Housing Commission
Minutes of the Regular Meeting
November 19, 2014

The Jackson Housing Commission's Regular Meeting was held on November 19, 2014, in the Reed Manor Board Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:00pm.

Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, James Stark, Patricia Davis-Dye and Michelle Woods. Commissioner Gerald Montgomery entered as the meeting adjourned at 12:54pm.

Also present were: Patricia Tyus, Executive Director
Katie Dickerson, Reports and Contract Analyst
Gloria Harris, Comptroller
Chelsea Bryant, Executive Secretary

14-11-001 PUBLIC COMMENTS

There was no representation from the public in attendance.

14-11-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 15, 2014

Commissioner Pultz-Orthaus advised that corrections were needed on pages 3-4.

Commissioner Woods **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held October 15, 2014. Commissioner Davis-Dye **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

14-11-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM OCTOBER 16, 2014 to NOVEMBER 20, 2014

Ms. Tyus advised that items normally paid out of the Public Housing Operations Subsidy are being paid from the Central Office Account, as a result of funds for previously approved items not being released by HUD. Stronger procurement procedures have been implemented by staff to remedy this issue.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from October 16, 2014 to November 20, 2014. Commissioner Woods **SECONDED** the motion and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

14-11-004 RESOLUTIONS

A. Resolution No. 2014-36: Collections Losses Write Off October 2014

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$6,556.72 for October 2014. Commissioner Davis-Dye **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

B. Resolution No. 2014-37: JHC Housing Choice Voucher Administrative Plan

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

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

C. Resolution No. 2014-38: FMR Payment Standards for HVC Program

Commissioner Woods **MOVED** to approve the FMR Payment Standards for HCV Program. Commissioner Davis-Dye **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

D. Resolution No. 2014-39: Board Meeting Schedule for January 2015 to December 2015

Commissioner Pultz-Orthaus stated that a correction is necessary to change the Annual Meeting date to the last Wednesday of the Month as specified in the JHC By-Laws, as well as, the addition of the 12:00pm meeting time for all scheduled meetings.

Commissioner Stark **MOVED** to approve the Board Meeting Schedule for January 2015 to December 2015 with corrections. Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

14-11-005 DIRECTOR'S REPORTS

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivable

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

14-11-006 OTHER BUSINESS

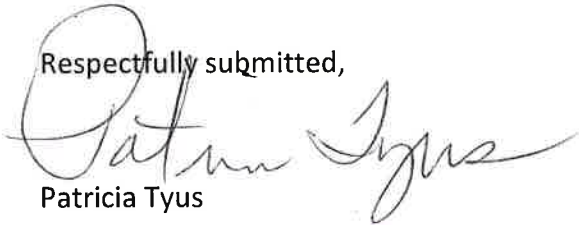
- Gloria Harris will resign from the Comptroller position effective November 28, 2014. Chelsea Bryant will fulfill duties until a person is hired for the position. Katie Dickerson may fill in if needed.
- Ms. Tyus submitted the required Correction Action Plan to the board. HUD will receive a copy of the updated documents and the status of completion. The board will receive a copy of the updated policies at December's board meeting for approval at the January Board Meeting.

- The annual audit was completed and all deadlines were made. A copy of the received audit was submitted to the board for their review.
- An overview of procedural changes concerning the Resident Council was discussed with regards to items HUD is requiring. A meeting will be held at a later date to discuss implementation.
- Commissioner Davis-Dye expressed concerns regarding statements from HUD pertaining to possible receivership or removal of the JHC Board of Directors as a result of the perceived conflict of interest concerning the City of Jackson and the JHC governing board. Commissioner Pultz-Orthaus suggested that the agency's attorney could be asked to review documents over the last five years and provide an opinion. Commissioner Stark suggested that Ms. Tyus continue to update the board of efforts to work with the City of Jackson. It was also suggested that a meeting be scheduled with the City of Jackson.

Commissioner Stark MOVED to adjourn; Commissioner Woods SECONDED the motion. All members of the board were in favor of adjournment.

The Regular Meeting on November 19, 2014, adjourned at 12:54pm.

Respectfully submitted,



Patricia Tyus

Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President