

Jackson Housing Commission
Minutes of the Regular Meeting
January 21, 2015

The Jackson Housing Commission's Regular Meeting was held on January 21, 2015, 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, Patricia Davis-Dye, and Michelle Woods. Upon roll call, the following commissioner was absent: Gerald Montgomery. Commissioner James Stark entered the meeting at 12:02pm.

Also present were:

- Patricia Tyus, Executive Director
- Shari Boyce, Section 8 Director
- Katie Dickerson, Reports and Contract Analyst
- Tremachel Johnson, Comptroller
- Chelsea Bryant, Executive Secretary

15-01-001 PUBLIC COMMENTS

Members of the public in attendance chose not to comment

15-01-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 18, 2014

Commissioner Pultz-Orthaus and Stark advised that corrections to the minutes were needed.

Commissioner Davis-Dye **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held December 18, 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

15-01-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM DECEMBER 19, 2014 to JANUARY 8, 2015

Per the request of Commissioner Woods, Chelsea Bryant provided explanations for two items voided due to a wrong vendor printed on a check and the other as a result of a changed funding source.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from December 19, 2014 to January 8, 2015. 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

15-01-004 RESOLUTIONS

A. Resolution No. 2015-01: Collections Losses Reports Reflecting Delinquent Amounts for Fiscal Year Write Off 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses for Fiscal Year 2014 in the amount of \$1356.42. Commissioner Stark **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. 2015-02: Lake Region Inc.

During the discussion of Resolution No.2015-02 Commissioner Pultz-Orthaus asked if the previous contract intended to supply the same refrigeration needs was awarded to this vendor. In response Ms. Tyus said that a model change nullified the previous bid awarded to Lake Region Inc. Therefore this company was allowed to submit a proposal. However, in the event that Lake Region Inc. fails to execute the contract, they will be excluded from future bids with the Jackson Housing Commission. After a review of the resolution, Commissioner Pultz-Orthaus advised that grammatical corrections needed to be made to the resolution document.

Commissioner Davis-Dye **MOVED** to authorize the Executive Director to award and execute a contract for 122 refrigerators for Shahan Blackstone, AMP 3, with Lake Region Inc. 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

Commissioner Pultz-Orthaus requested explanations regarding the turnaround times for vacant units as well as the status of repairs. Katie Dickerson advised that turnaround times were impacted in cases that paperwork was not submitted by staff timely or correctly. Ms. Tyus indicated that internal issues impacting the operations and procedures have been addressed.

Executive

F. S8 Income Statement

G. PH Income Statement

Per Ms. Tyus, HUD has restricted submissions for approvals and funding drawdowns to Fridays only. Ms. Tyus received notification that the independent audit was rejected for the second time.

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

14-11-006 OTHER BUSINESS

Tremachel Johnson was introduced as the newly hired comptroller, thus filling the position that remained vacant since December 1, 2014. Ms. Johnson holds a Masters of Business Administration and has over thirteen years of experience in the accounting field.

Ms. Tyus advised that progress reports updating the status of the twenty-two findings within the Corrective Action Plan are being submitted monthly. The documents submitted should clear at least nine of the twenty-two findings. The timeframe for some of the remaining items has changed. Per Ms. Tyus, Internal Controls will be finalized in March as well as the Tenant Selection Plan once a comment period for residents is complete.

During the discussion of Other Business, Commissioner Davis-Dye's requested an update regarding the status of the contract with Otis Elevator. Ms. Tyus stated that she met with Otis Elevator in January to discuss the agency's requirement to re-procure the current contract. Ms. Tyus expressed a desire for a win/win solution without litigation on behalf of

both parties. During the discussion Commissioner Stark asked if there was a way that the agency could discuss the parameters of the bid with Otis Elevator. Ms. Tyus explained that the agency may not meet with a vendor outside of the Pre-Bid meeting regarding the procurement. In addition, Otis Elevator did not submit a bid during the recent Request for Proposals because they assumed that since they held the current contract it was not necessary to submit a bid. Ms. Tyus stated that she is willing to amend the bid to extend the timeframe.

Also during discussion, Ms. Tyus expressed her concerns regarding HUD's perception of an agency with operations that do not agree with the ACC. Currently, Emerge, Otis Elevator, and Walsh Laundry are vendors that are in a five year contract with the agency and are out of compliance with the ACC. Ms. Tyus did advise that switching to the new ACC would remedy this issue. Mr. Stark stated that he does not want to see the agency switch to the new ACC "because it's the only leg that we have to stand on." After Ms. Tyus asked for clarification, it was understood that Mr. Stark's comment pertained to the open issue with HUD and the City of Jackson concerning the Liens and Titles for the properties managed by the Jackson Housing Commission. In a response to Mr. Stark's concerns, Ms. Tyus explained that HUD's interest in the status of the holdings is to assure that their investments will be used to provide affordable housing for the City of Jackson. Ms. Tyus conveyed to the board that she continues to communicate and solicit feedback from the City of Jackson to assure that there is a shared vision for the community.

14-11-007

NEW BUSINESS

Under New Business, Katie Dickerson provided clarification regarding a bid process. A Request for Proposals was advertised to procure computer/helpdesk services. Three companies, including one locally operated responded. Computers Ties was the lowest bidder providing contract services that include on-site service calls and troubleshooting. Commissioner Pultz-Orthaus asked if PC Solutions submitted a bid. Per Ms. Dickerson, the company did not submit a bid. Ms. Dickerson also advised that the bid was posted nationally on the FHADA and the Jackson Housing Commission website.

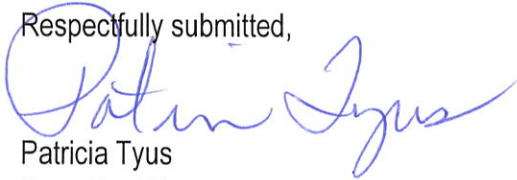
Also during the discussion of New Business, Ms. Tyus stated that her first year review was due in November. Commissioner Pultz-Orthaus asked if Deborah Davis, the Jackson Housing Commission's Human Resource Specialist, could provide an evaluation tool and facilitate the process for the Board of Commissioners. Commissioner Pultz-Orthaus asked that the evaluation be added as an agenda item during February's Regular Board Meeting.

Also during the discussion of New Business, Commissioner Stark stated that Jackson's City Manager informed him that the recent Civil Rights investigation involving the City of Jackson provided no findings.

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

The Regular Meeting on January 21, 2015 adjourned at 1:31pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____


Michelle Pultz-Orthaus, President

