

## **Jackson Housing Commission**

### **Minutes of the Regular Meeting**

June 19, 2013

The Jackson Housing Commission held its regular meeting at Chalet-Terrace in the Community Room at 12:00 PM on June 19, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:00 p.m. & upon discovering Commissioner Robinson was almost there, held the meeting until she arrived. Commissioner Robinson arrived at 12:07 p.m. and upon roll call, the following Commissioners were present: Montgomery, Robinson, Stark, Pultz-Orthaus, Davis-Dye. Absent: None.

Also present were: Phillip M. Fracker, Interim Executive Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary  
Shari Boyce, Section 8 Director

#### **13-06-008 PUBLIC COMMENTS**

Patricia Ryals, Resident Council President for Reed Manor, read a letter she was presenting to Board President, Michelle Pultz-Orthaus. The letter addressed Ms. Pultz-Orthaus actions at recent meetings and Ms. Ryals disappointment in her actions.

#### **13-06-009 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD May 15, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held April 17, 2013 with changes to 13-05-005 changing names Burtch & Dobies to Pultz-Orthaus & Stark. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

AYES:	Stark, Montgomery, Pultz-Orthaus, Davis-Dye
NAYS:	None
ABSTAIN:	None
ABSENT:	Robinson

**13-06-010      APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD  
June 6, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Special Meeting held June 6, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

AYES:	Robinson, Stark, Montgomery, Pultz-Orthaus, Davis-Dye
NAYS:	None
ABSTAIN:	None
ABSENT:	None

**13-06-011      APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD  
June 11, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Special Meeting held June 11, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

AYES:	Robinson, Stark, Montgomery, Pultz-Orthaus, Davis-Dye
NAYS:	None
ABSTAIN:	None
ABSENT:	None

**13-06-012      APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM May 16  
to June 13, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from May 16 to June 13, 2013. Commissioner Robinson **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

AYES:	Robinson, Stark, Montgomery, Pultz-Orthaus, Davis-Dye
NAYS:	None
ABSTAIN:	None
ABSENT:	None

**13-06-013      RESOLUTIONS**

**A. Resolution No. 2013-22: Interim Director**

As the Board entered into an agreement with Mr. Fracker as Interim Executive Director and whereas HUD is not approving the contract stating it wasn't procured correctly, Mr. Fracker is asking to be released from his contract so JHC can pay their bills and is recommending Connie Crandall, Public Housing Director be appointed as Interim Director until a suitable replacement is found. Ms. Crandall is OK with the appointment.

Commissioner Stark **MOVED** to approve the Interim Executive Director but to recommend Ms. Crandall's salary increase to the Mayor for approval. Commissioner Robinson **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES:	Montgomery, Pultz-Orthaus, Stark Davis-Dye, Robinson.
NAYS:	None
ABSTAIN:	None
ABSENT:	None

B. Resolution No. 2013-23: Collection Losses Write-Off

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses \$2,894.34. Commissioner Stark **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES:	Pultz-Orthaus, Stark, Montgomery, Davis-Dye, Robinson
NAYS:	None
ABSTAIN:	None
ABSENT:	None

C. Resolution No. 2013-24: Oppenheimer

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES:	Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson
NAYS:	None
ABSTAIN:	None
ABSENT:	None

D. Resolution No. 2013-25: Franklin Templeton

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES:	Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson
NAYS:	None
ABSTAIN:	None
ABSENT:	None



E. Resolution No. 2013-26: Wells Fargo

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Robinson **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

F. Resolution No. 2013-27: Citizens Bank/FirstMerit

Commissioner Montgomery **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Davis-Dye **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

G. Resolution No. 2013-28: County National

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Montgomery **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

H. Resolution No. 2013-29: Revised Procurement Policy

Commissioner Pultz-Orthaus **MOVED** to approve the foregoing Resolution with the amendments of raising the small purchase threshold from \$5,000 to \$25,000 and to add to page 18 "...in accordance with the JHC Disposition Policy." Commissioner Montgomery **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

I. Resolution No. 2013-30: Revised Credit Card Policy

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Montgomery **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

J. Resolution No. 2013-31: Document Signatories

Commissioner Stark **MOVED** to approve the foregoing resolutions as introduced and read. Commissioner Montgomery **SECONDED** the motion and, upon roll call, the motion was adopted:

AYES: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**13-06-014 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Ms. Crandall stated more people owe money but the amounts they owe is significantly less than previous years.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for May was awesome.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

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

Ms. Crandall presented the reports as stated.

**13-06-015 OTHER BUSINESS**

Commissioner Robinson was questioning the denial of Ms. Truman's Grievance Request and how Mr. Fracker could deny it when he wasn't authorized by HUD to be at the Housing Commission. Mr. Fracker explained how the Grievance process was for employees and not for the Executive Director. The Executive Director is the final person for the grievance and it isn't meant to deal with the Executive Director. Interim Executive Director isn't addressed in the handbook and it should be. Commissioner Robinson understands that this will not assist Ms. Truman, but should be addressed for future Interim Executive Directors. Commissioner Robinson **MOVED** to take a look at the employee handbook and to address the positions of Acting and Interim Executive Director. Commissioner Pultz-Orthaus **SECONDED** the motion and upon a voice vote, the motion carried:

AYES:	Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson
NAYS:	None
ABSTAIN:	None
ABSENT:	None

The board continued to discuss what the circumstances were under Ms. Truman and what wasn't done and should have been done. She should have received direction in writing as to what she wasn't or was doing to the board's satisfaction. Commissioner Robinson will bring suggestions to the board on how to amend the handbook.

Commissioner Stark **MOVED** to adjourn; Commissioner Pultz-Orthaus **SECONDED** the motion. All members of the board were in favor of adjournment.


The regular meeting adjourned at 1:23 p.m.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

ATTESTED:

  
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Michelle Pultz-Orthaus, President