

# Jackson Housing Commission

Minutes of the Regular Meeting

May 21, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on May 21, 2014.

Commissioner Pultz-Orthaus called the meeting to order at 12:00 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Stark, Woods, and Montgomery. Commissioner Davis-Dye arrived at 12:12p.m.

Also present were: Patricia Tyus, Executive Director  
Connie Crandall, Public Housing Director  
Brenda Fridd, Office Manager  
Gloria Harris, Comptroller

## 14-05-001 PUBLIC COMMENTS

No public comments were heard.

## 14-05-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON April 16, 2014.

Commissioner Orthaus **MOVED** read the agenda item to approve the minutes of the Regular Meeting held April 16, 2014. ~~with the change, to delete Katie Dickerson listed as absent from Commissioner roll call.~~ Commissioner Orthaus commented that Katie Dickerson's name should be removed from the Commissioners roll call. Commissioner Montgomery **SECONDED** Commissioner Orthaus comments, and the minutes were approved with changes. ~~upon the following roll call, the motion was adopted.~~ Upon a voice vote, the ayes and nays were as follows:

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

## 14-05-003 APPROVAL OF THE MINUTES OF THE ANNUAL MEETING HELD ON April 30, 2014.

Commissioner Montgomery **MOVED** to have the minutes of the Annual Meeting held on April 30, 2014 added to the agenda, Commissioner Woods **SECONDED**. Commissioner Woods **MOVED** to approve the minutes of the Annual Meeting held on April 30, 2014, Commission Montgomery **SECONDED** motion and upon the following roll call a voice vote, the motion was adopted. The ayes and nays were as follows:

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

\*Commissioner Davis-Dye entered the meeting at 12:12 p.m.

**14-05-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM  
April 17, 2014 to May 16, 2014.**

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from April 17, 2014 to May 16, 2014. Commissioner Woods **SECONDED** motion, and ~~upon the following roll call~~ upon a voice vote, the motion was adopted. The ayes and nays were as follows:

AYES:	Orthaus, Stark, Davis-Dye, Woods, and Montgomery
NAYS:	None
ABSTAIN:	None
ABSENT:	None

**14-05-005 RESOLUTIONS**

A. Resolution No. 2014-10: Collection Losses Write-Off

Commissioner Orthaus ~~made~~ called for a motion to approve the Write-Off of Collection Losses of \$6,614.68. No motion was made or seconded, however, and ~~upon the following roll call~~ was done and, the motion was adopted:

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

B. Resolution No. 2014-11: Flat Rents

Commissioner Orthaus entertained a motion to approve the proposed Flat Rents as presented, Commissioner Stark **MOVED** to adopt the forgoing Resolution as introduced and read. Commissioner Montgomery **SECONDED** the motion and, ~~upon the following roll call~~ voice vote, the motion was adopted. The ayes and nays were as follows:

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

Ms. Tyus commented that she had spoken to Reed Manor Resident Council and they will have their presentation at the next board meeting regarding their annual activity. She mentioned that she had an extensive conversation with the accountant regarding the new account we opened for COCC. The non-federal funds will be deposited into that account, and it will include all management fees paid to the Central office. The laundry reimbursement and Community room rentals are considered Federal funds because Federal funds were used to purchase/build the facility.

**14-04-006 DIRECTORS' REPORTS**

Section 8

- A. Utilization Report  
Ms. Boyce was absent

Public Housing

- B. Tenant Accounts Receivables  
Ms. Crandall presented the Tenant Accounts Receivables as stated.
- C. Consolidated TARs  
Ms. Crandall presented the Consolidated TARs.
- D. Turnaround Time  
Ms. Crandall discussed the turnaround time
- 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. Tyus presented the reports as stated.

**14-05-007 EXECUTIVE EVALUATION**

Patricia Tyus asked that the evaluation be discussed in Closed Session.

Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation at 12:41p.m., Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Commissioner Orthaus called for a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Commissioner Orthaus noted that while in Closed Session, the board discussed Ms. Tyus' evaluation; however, not action was taken.

Commissioner Orthaus made a **motion** that out of a possible 125 points, Ms. Tyus scored a 103 points on her evaluation which rates her as exceeds expectations and to increase her pay from STEP 7 to STEP 8 with another evaluation at the one (1) year mark with the potential of an additional pay increase. Commissioner Montgomery **SECONDED** the motion. Ms. Tyus expressed concerns about a one-step increase and asked if she could negotiate after looking back at what previous director's salaries made and work that she has performed, she felt one (1)

step was unacceptable.

Commissioner Stark **MOVED** that the board go back into Closed Session to further discuss the STEP increase; Commissioner Montgomery **SECONDED** the motion.

After returning from closed session, Commissioner Orthaus called for a vote on the motion to raise Ms. Tyus salary by one step. A voice vote was taken, and the motion failed. The ayes and nays as follows:

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

~~After returning from Closed Session,~~ In addition, Commissioner Montgomery **MOVED** to change the 1 step increase to a 2 step increase to STEP (9). Commissioner Davis-Dye **SECONDED** and after a voice vote, the motion was approved. The ayes and nays were as follows:

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

**14-05-008 OTHER BUSINESS**

Procurement contracts: Health Care Services, Auditor and legal services.

City council did not pass ~~for us to enter into the contract with~~ for insurance, at Tuesday's City Council meeting. The communications ~~was~~ were not positive. With the denial of the health care services, we are put into a situation where we cannot use federal funds to pay for the health care services. We have gone through a formal procurement process, so technically we should stop the payment for the current insurance which would leave staff with no medical insurance. We are also not in compliance with the state law PS152. We must procure the health insurance in accordance with our procurement policy and without the approval of City Council, it puts the JHC is a catch twenty-two situation. Ms. Tyus stated that some of City Council's ~~some of the~~ reasoning for not approving our insurance were: it is a richer plan than the City's and JHC will not have a better insurance plan than the city; JHC should put the funds in capital improvement; or take the money and get the security guards back. Commissioner Stark made a suggestion that the Executive Director and some of the board of commissioners should get together with the Mayor and City Manager to do a presentation for City Council that ~~will~~ would be acceptable. Ms. Tyus explained that we are in a time crunch, if a decision is not reached soon, the effective date of the insurance plan could increase the rates of the insurance. Ms. Tyus did confirm with HUD that federal funds do pay for the insurance and you cannot put federal funds to something you have not procured. Ms. Tyus went onto to discuss that we must procure all services, such as, legal services, auditing services and elevator services. Contracts we have already entered into such as the one with the auditor and the one with the elevator services, ~~we cannot be pay~~ paid with federal funds because we did not go through the procurement process. JHC has allocated enough federal funds to pay the elevator contract for this year, but we have a

contract extended for 3 years that will need to be paid for with non-federal funds, if, they are not willing to let us out of the contract. JHC will need legal services if Otis sues JHC and will not let us out of the contract.

Ms. Tyus noted that the Commissioners did not bring her back to her the Closed Session evaluation as they had and discussed. ~~in the evaluation~~ If so, she would have discussed what the board expects from her going forward. Commissioner Orthaus stated that they had ~~wrote~~ written down comments and was going to provide the information to Deborah to put in her personnel file. One of the suggestions Commissioner Orthaus mentioned was to reinstate the Standing Committees that is are in the by-laws which could help improve communication with the Board and also to review staff titles, job descriptions, salaries, wage compensations schedule properly.

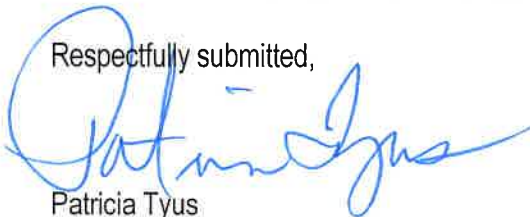
One last thing that Ms. Tyus discussed was the status of the Shahan renovations. The target date was for July, however, it was initially pushed back to September, and when the architect completed the bid packet they pushed it into November. She also discussed the status of the Chalet daycare building and the scattered site home with water damage.

Commissioner Davis-Dye also wanted to thank Ms. Tyus for being seen at the Chalet Terrace complex, she has been hands on and Ms. Davis was very appreciative.

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

The regular meeting adjourned at 2:28 p.m.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President

# Jackson Housing Commission

Minutes of the Closed Session  
May 21, 2014

The board moved into Closed Session at 12:41 p.m.

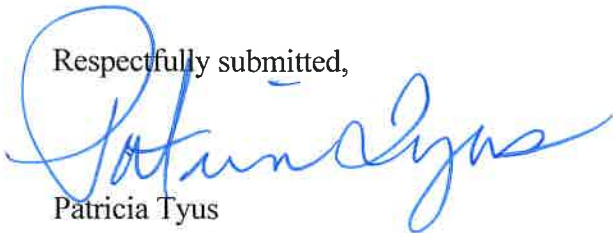
Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation, Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

The board discussed the Executive Director's Evaluation; however, no action was taken while in Closed Session.


Commissioner Orthaus made a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:

  
Michelle Pultz-Orthaus, President