

# JACKSON HOUSING COMMISSION

REGULAR MEETING – September 17, 2014

Reed Manor Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
James Stark, Vice President  
Patricia Davis-Dye, Commissioner  
Gerald Montgomery, Commissioner  
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on August 13, 2014.
5. Approval of the Previously Paid Liabilities from August 14, 2014 to September 17, 2014.
6. RESOLUTIONS  
Resolution No. 2014-23: Collection Losses Write Off August 2014  
Resolution No. 2014-24: FirstMerit Bank Signatories  
Resolution No. 2014-25: County National Bank Signatories
7. DIRECTORS' REPORTS  
**Section 8**  
*Leasing and HAP Utilization Report*  
**Public Housing**  
*Tenant Accounts Receivable*  
*Consolidated TARS*  
*Move Outs*  
*Vacant Unit Turnaround*  
**Executive**  
*S8 Income Statement*  
*PH Income Statement*  
*Petty Cash Fund Register*  
*After Hours/Emergency Response Report*  
*Utility Costs and Consumption*
8. OTHER BUSINESS
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **October 15, 2014 – Reed Manor-Board Room**

## Jackson Housing Commission

Minutes of the Regular Meeting

August 13, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on August 13, 2014.

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

Upon roll call, the following Commissioners were present: Orthaus, Woods, Stark and Davis-Dye. Absent: Montgomery

Also present were: Patricia Tyus, Executive Director  
Connie Crandall, Public Housing Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Executive Secretary  
Gloria Harris, Comptroller

### 14-08-001 PUBLIC COMMENTS

Barbara Ollinger, Reed Manor Tenant, asked what will be done for the safety of the tenants. She noted that she has resided within Reed Manor for two months. She stated there are drugs in the halls, and she smells all kinds of smells. She said drugs are found often in the fire extinguisher case on the wall.

Ms. Tyus responded, stating that the residents are working to start a neighborhood watch. The residents that are working to start the neighborhood watch, met with the Police Chief. She has not received a briefing on the meeting as of date.

Victor, a resident of Reed Manor's I Building, stated there is a misconception with the residents that the cameras do not work. He stated that there are tenants who are urinating in the halls and by the mailboxes. Ms. Crandall & Ms. Tyus asked that he fill out a complaint form so they can review the cameras to see who is doing it. The cameras work; however, they are not monitored continuously.

Ms. Tyus and Ms. Crandall are working on new procedures and policies, such as a policy regarding open alcohol containers, to mirror the City of Jackson's ordinance; however, the change is not an overnight process.

### 14-08-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD July 16, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting Minutes held July 16, 2014. Commissioner Davis-Dye **SECONDED** the motion.

**SECONDED** the motion, and upon voice vote, the motion was adopted.

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

**14-08-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM July 17, 2014 to August 13, 2014.**

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities July 17, 2014 to August 13, 2014. Commissioner Woods **SECONDED** motion, and upon voice vote, the motion was adopted:

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

**14-08-004 RESOLUTIONS**

A. Resolution No. 2014-21: Collection Losses Write-Off August 2014

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$6,034.16 for August 2014. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

B. Resolution No. 2014-22: Trash Pick Up Contract

Commissioner Stark **MOVED** to approve the Executive Director to award and execute a contract with Modern Waste Systems, Inc. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

**14-08-005 DIRECTORS' REPORTS**

The Board Reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

Mrs. Boyce reported that the Waiting List opening the previous week resulted in 948 applications being taken. They have roughly 300 of the applications entered, and they are

working to enter the remaining applications into the computer. Once completed, they will use a randomizer program to conduct the lottery to determine the waiting list order. They expect to have this completed mid to late September.

Mrs. Boyce noted that the Unit Months Leased (UML) number is concerning to her. It is due to people sitting on their voucher and not working to find a unit to rent. We currently have 22 vouchers pending.

#### Public Housing

##### B. Tenant Accounts Receivables

##### C. Consolidated TARs

##### D. Turnaround Time

We have seen an increase in vacancies. The number of turn around days should go down next month. Maintenance teams have been realigned, and we have moved a strong team leader to Reed Manor who will also be training new maintenance staff. So far, the results have been positive.

##### E. Reasons for Move Outs

Commissioner Woods asked what the asterisk meant on the Move-Out Report, as it did not reference anything. Ms. Crandall stated it was the unit involved in the July 5<sup>th</sup> incident, and it has been leased up already.

#### Executive

##### F. S8 Income Statement

The issue with the shortfalls with the financials was due to changing the contact person with our DUNS number. The DUNS number expired, and it was still linked to previous administration. The DUNS number had to be renewed; and the funds were frozen until the number was renewed. This prevented the timely drawdown of funds for the month. The process to fix the DUNS number was not an overnight process.

##### G. PH Income Statement

The Sundry line item did not have a budget amount for our records; however, the fee accountant was putting items to that line item. It was determined that the FICA withholdings and inspection expense was being put into the Sundry. We are working to have the line items correctly represented.

##### H. Petty Cash Fund Register

##### I. After Hours/ Emergency Response Report

Commissioner Woods asked if there is anything being done to rectify the multiple lock outs of a few of the tenants. Ms. Crandall stated that they are charged \$5 for the first lockout, \$15 for the second and \$25 for the third and subsequent lock outs. She also stated she has spoken with the tenant that Ms. Woods is referencing to encourage him to wear his keys around his neck to help prevent the lock outs.

##### J. Utility Costs and Consumption

Commissioner Stark questioned the total amount of Electricity and Gas. He wanted to know the reasoning for the cost difference when comparing the monthly totals of 2013 to 2014, as we have spent almost \$43,000 more in electricity at Chalet than last year. Ms. Tyus stated it was due to the harsh winter we had.

14-08-006

**OTHER BUSINESS**

Ms. Tyus informed the board that the audit was done on time and has been accepted.

We have entered into a contract with Barry Gaudett to complete the audit. The contract was not presented to the board as it was under the \$25,000 total cost and did not require board approval per the procurement policy. We received five proposals and Mr. Gaudett was the best cost over the three year period at \$10,000 per year.

Ms. Tyus informed the board that the second draft of the Section 8 OIG audit is looking better than the first draft. The board will receive a final draft once it has been issued.

Ms. Tyus also informed the board that we have a new Revitalization Specialist as Ms. Paul has left her position. We will now be working with Mr. Douglas Gordon. Ms. Tyus will be making contact with him shortly to being the line of communication.

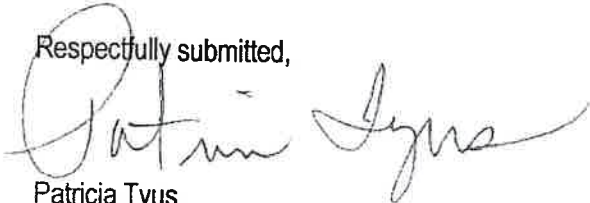
Ms. Tyus also informed the board of staffing changes. Ms. Connie Crandall, Director of Public Housing will be retiring effective August 29, 2014. Ms. Cheryl Hegwood will be moving to Reed Manor as the Property manager, effective Monday, August 18, 2014. She is the strongest manager we currently have when it comes to recertifications and unit turnaround. Katie Dickerson, Executive Secretary has accepted a new position as Reports and Contract Analyst. Her main job will be procurement and management of the contracts and reports. The Executive Secretary position will be filled as it is an easier position to fill than the Reports & Contract Analyst position. Mrs. Dickerson has been managing the contracts and knows the procurement. We are also looking to hire two Property Managers. We have lost two. Ms. Tyus is interviewing prospective applicants this week.

Commissioner Davis-Dye wanted to Thank Ms. Tyus for her assistance at the National Night Out Event. Commissioner Davis-Dye said she received much praise for Ms. Tyus being at the event and attending it the entire time.

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 1:22 p.m.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:

\_\_\_\_\_  
Michelle Pultz-Orthaus, President

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/21/2014 To: 09/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059838	08/25/2014	JACKSON WATER COLLECTION	Payment	13,987.83	Water & Sewer Bill RM 05/28/14 - 06/23/14 SBN 04/02/14-07/17/14
059839	08/25/2014	CONSUMERS ENERGY	Payment	5,000.81	Electric Bill #93200.2 - Cons. 37,680 kwh
059840	08/25/2014	MODERN WASTE SYSTEMS	Payment	9,001.70	Account #23056 Monthly Garbage Service For Aug. 2014 & Trash Pick UP @ SBN 335 Madison
059841	08/25/2014	Acuity	Payment	1,063.39	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
059842	08/25/2014	MENARDS - JACKSON	Payment	819.70	Account #31610470 Invoice #83772 - Various Maintenance Supplies Invoice #84149 - Various Maintenance Supplies Invoice #84518 - Various Maintenance Supplies Invoice #84667 - Various Maintenance Supplies
059843	08/25/2014	Jackson Housing Commission	Payment	27,192.00	Management Fees Management Fees For The Month Of July 2014. To Be Deposited In General COCC Account Per Emerge Accounting
059844	08/25/2014	SAFETY SYSTEMS INC	Payment	2,108.20	Customer #00938 Invoice #432440 - Service On Alarm @ RM 301 Steward 05/13/14 Invoice #432560 - Service On Alarm @ RM 07/16/14 Invoice #432696 - Annual Lease Maintenance @ RM Main Office Aug-Jul Invoice #432698 - Annual Lease Maintenance @ SBN Aug-Jul Invoice #432699 - Annual Lease Maintenance @ RM Aug-Jul
059845	08/25/2014	White & Hotchkiss, PLLC	Payment	450.00	File #1919 Invoice #62772 - Monthly Service For The Month Of July 2014
059846	08/25/2014	AMBS CALL CENTER	Payment	245.00	Account #1909 Invoice #140710172 - Service Period 08/01/14-08/31/14 Usage Period 06/30/14-07/30/14
059847	08/25/2014	TransUnion Rental Screening	Payment	187.10	Customer ID #4408R0064047 Monthly Charges For Background Checks & Evictions
059848	08/25/2014	Verizon Wireless	Payment	478.00	Account #587119039-00001 Invoice #9729217813 - Cell Phone Charges For The Period Of 06/24-14-07/23/14
059849	08/25/2014	ERADICO SERVICES, INC.	Payment	4,484.74	Acct. #153858,153859 & 153860 Invoice #175786B - CDT Insp. Annual For CT 316 Barbary 07/01/14 Invoice #187776B - CDT Insp. Annual For CT 316 Barbary 08/01/14 Invoice #175737B - CDT Insp. Annual For RM 301 Steward Ave. 07/01/14 Invoice #176105B - Comm. Contract For RM 301 Steward Ave. 07/01/14 Invoice #474700 - BB heat Treatment @ RM G-34

Date: 09/11/2014  
Time: 14:17:34

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 08/21/2014 To: 09/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059850	08/25/2014	TDS Metrocom	Payment	1,182.31	Invoice #187753B - CDT Insp. Annual For RM 301 Steward Ave. 08/01/14 Invoice #188069B - Comm. Contract For RM 301 Steward Ave. 08/01/14 Invoice #175748B - CDT Insp. Annual For SBN 109 Shahan 07/01/14 Invoice #187757B - CDT Insp. Annual For SBN 109 Shahan 08/01/14 (4) Bills Enclosed (517) 787-0168 - \$461.06 (517) 787-9241 - \$552.68 (517) 787-0218 - \$222.45 (517) 787-1188 - \$498.80
059851	08/25/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	464.00	Invoice #150577 Lab-Drug Screen & Physical Exam For Maria McClusky, Tarron Phillips, Quantrel Turner & Christopher Jenkins
059852	08/25/2014	OSBORNE PROCESS SERVICE	Payment	108.40	(4) Invoices Invoice #8226 - Eviction Processed For Kandra Johnson @ SBN 414 Jefferson Invoice #8227 - Evictions Processed For Terry Jackson @ RM 301 Steward Ave. E-8
059853	08/25/2014	J McEldowney Inc.	Payment	297.00	Invoice #8228 - Eviction Processed For Julian Slaughter @ RM 315 Steward Ave. I-16 Invoice #8329 - Eviction Processed For Crystal Faling @ CT 1251 Laurel Lane
059854	08/25/2014	Keepin It Clean	Payment	45.00	Invoice #66845 Service Agreement On Kyocera FS-1135 For CT 316 Barbary
059855	08/25/2014	Ms. Ebone McGee	Payment	105.25	(1) Invoice Clean Carpet @ RM E-21 Security Deposit
059856	08/25/2014	PURCHASE POWER	Payment	250.00	Final Accounting For 316 Moorman Drive, Vacated On 07/29/14 Acct #8000-9000-0062-0884
059857	08/25/2014	PERFORMANCE AUTOMOTIVE	Payment	39.58	Postage Meter Refill Tran Date 07/10 Post Date 07/15 Invoice #1596379
059858	08/25/2014	CUT-RATE PLUMBING	Payment	7.86	Lawn Equipment Supplies For RM Customer ID#644
059859	08/25/2014	WEATHERPROOF INC	Payment	22.97	Invoice #675488 - Various Maintenance Supplies Customer #JAC HOUS COM
059860	08/25/2014	LEUTZ CABINETS	Payment	90.00	Invoice #302902 - Repaired Broken Window @ 154 Shahan Customer #JAXH
059861	08/25/2014	COMCAST	Payment	160.07	Invoice #51809 - (2) Kitchen Drawer Boxes For CT 903 Chittock Account #01721423972-01-9
059862	08/26/2014	City Of Jackson - Finance Department	Payment	4,270.84	Internet & Telephone Service For RM Resident Council Pension
059863	08/26/2014	AFLAC	Payment	154.08	Employee/Employer Pension Contribution Payroll 08/04/14-08/17/14 Account #VX312 Invoice #235322 - Monthly Bill For August 2014

Jackson Housing Commission  
**Register - Basic Listing**  
 Public Housing

From: 08/21/2014 To: 09/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059864	08/26/2014	Petty Cash	Payment	1,805.81	Petty Cash Replenish Petty Cash From Transaction #257 08/06/14 To Transaction #268 08/22/14
059865	08/26/2014	The SBAM Plan	Payment	2,015.07	CID #281224 Insurance Coverage For Out Of State Retirees For The Coverage Period: 09/01/14-09/30/14
059866	08/26/2014	PLIC - SBD Grand Island	Payment	116.96	Account #1044559-10001 Principal Life Insurance For Employees 09/01/14-09/30/14
059867	08/26/2014	Consumer Energy	Payment	2,414.00	Utility Reimbursement
059868	08/26/2014	Staples	Payment	158.99	Router Belkin AC1800 Dual Band Router For Reed Manor Resident Council
<b>Total:</b>				( 78,726.66)	



Jackson Housing Commission  
**Register - Basic Listing**  
General COCC Account  
From: 08/21/2014 To: 09/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002007	08/25/2014	Acuity	Payment	636.23	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
002008	08/25/2014	TransUnion Rental Screening	Payment	81.50	Customer #4408R0064047 Monthly Charges For Background Checks & Evictions
002009	08/25/2014	Verizon Wireless	Payment	37.61	Account #587119039-00001 Invoice #9729217813 - Cell Phone Charges For The Period Of 06/24/14-07/23/14
002010	08/25/2014	TDS Metrocom	Payment	362.01	(4) Bills Enclosed (517) 787-0168 - \$461.06 (517) 787-9241 - \$552.68 (517) 787-0218 - \$222.45 (517) 787-1188 - \$498.80
002011	08/25/2014	PURCHASE POWER	Payment	150.00	Acct. #8000-9000-0062-0884 Postage Meter Refill Tran Date 07/10 Post Date 07/15
002012	08/26/2014	First National Bank Omaha	Payment	731.95	Account #4988659157764912 Card Charges For The Period Of 07/23/14-08/19/14
002013	08/26/2014	Patricia Tyus	Payment	484.26	Travel Expense Meals & Incidental Expense, Mileage To And From DTW Airport, Airport Parking & Valet/Self Park For Executive Director Training In Washington D.C. 09/04/14-09/07/14
002014	08/26/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
002015	08/26/2014	Greater Bible Way Temple	Payment	250.00	08/06/14-08/07/14 Use of Facilities For Section 8 Applications
002016	08/26/2014	City Of Jackson - Finance Department	Payment	3,208.86	Pension Employee/Employer Pension Contribution Payroll 08/04/14-08/17/14
002017	08/26/2014	The Jackson County Branch NAACP	Payment	665.00	Patricia Tyus (8) Banquet Tickets & 1/4 Page Add
002018	08/26/2014	AFLAC	Payment	344.30	Account #VX312 Invoice #235322 - Monthly Bill For August 2014
002019	08/26/2014	Petty Cash	Payment	42.89	Petty Cash Replenish Petty Cash From Transaction #257 08/06/14 To Transaction #268 08/22/14
002020	08/26/2014	PLIC - SBD Grand Island	Payment	41.74	Account #1044559-10001 Principal Life Insurance For Employees 09/01/14-09/30/14

Total: ( 7,061.68)

Jackson Housing Commission  
**Register - Basic Listing**  
Section 8 Housing Voucher Prog  
From: 08/21/2014 To: 09/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054026	08/25/2014	Acuity	Payment	424.15	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
054027	08/25/2014	TransUnion Rental Screening	Payment	268.50	Customer ID #4408R0064047 Monthly Charges For Background Checks & Evictions
054028	08/25/2014	TDS Metrocom	Payment	190.67	(4) Bills Enclosed (517) 787-0168 - \$461.06 (517) 787-9241 - \$552.68 (517) 787-0218 - \$222.45 (517) 787-1188 - \$498.80
054029	08/25/2014	PURCHASE POWER	Payment	100.00	Acct. #8000-90000-0062-0884 Postage Meter Refill Tran Date 07/10 Post Date 07/15
054030	08/26/2014	City Of Jackson - Finance Department	Payment	1,002.37	Pension Employee/Employer Pension Contribution Payroll 08/04/14-08/17/14
054031	08/26/2014	AFLAC	Payment	304.38	Account #VX312 Invoice #235322 - Monthly Bill For August 2014
054032	08/26/2014	MLive Media Group	Payment	624.12	Account #20008879 Public Notice Announcement For Opening Of the Section 8 Waiting List 07/22/14-07/31/14
054033	08/26/2014	American Speedy Printing	Payment	432.00	Account #6926 Invoice #30639 - Copy & Staple 1,200 Section 8 Applications
054034	08/26/2014	PLIC - SBD Grand Island	Payment	42.41	Account #1044559-10001 Principal Life Insurance For Employees 09/01/14-09/30/14
054035	08/27/2014	Jackson Housing Commission	Payment	24,484.00	S8P Reimbursement To COCC NOTE TO CASHIER: PLEASE DEPOSIT INTO GENERAL FUND ENTITLED SECTION 8 PROGRAM REIMBURSEMENT TO COCC PER EMERGE ACCOUNTING FOR THE MONTH OF JULY 2014.
054036	08/27/2014	Jackson Housing Commission	Payment	24,000.00	S8P Reimbursement To COCC NOTE TO CASHIER: PLEASE DEPOSIT INTO GENERAL FUND ENTITLED SECTION 8 PROGRAM REIMBURSEMENT TO COCC PER EMERGE ACCOUNTING FOR THE MONTH OF JUNE 2014.
054037	08/27/2014	Internal Revenue Service	Payment	3,158.00	ID #382726106 Levy On Wages And Other Income For Basil Hampton 38-6004701
<b>Total:</b>				(	55,030.60)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-23**

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	\$ 00.00
AMP 2: Reed Manor	\$2,406.41
AMP 3: Shahan-Blackstone Apts.	<u>\$ 00.00</u>
<b>Total</b>	<b>\$2,406.41</b>

The attached Collection Losses Report reflects the delinquent amount of **\$2,406.41** 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 voice vote 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 September 17, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

September, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Ankalah Bolzman	002-2201	06/09/2014	\$240.34
	Thomas Delaet	002-3268	06/27/2014	\$430.00
	Ronald Frinkle	002-4370	06/02/2014	\$778.32
	Kerry Oliver	002-2201	06/06/2014	\$957.75
Shahan	None			

**Board Resolution: 2014-23**

**Total Write Off: \$2,406.41**

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-24**

**WHEREAS**, Connie Crandall has retired from the Jackson Housing Commission and was an authorized signature for the accounts;

**WHEREAS**, it is necessary to remove Connie Crandall and sign new FirstMerit Signature Cards for all accounts;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all FirstMerit Bank accounts.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_ 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 September 17, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-25**

**WHEREAS**, Connie Crandall has retired from the Jackson Housing Commission and was an authorized signature for the accounts;

**WHEREAS**, it is necessary to remove Connie Crandall and sign new County National Signature Cards for all accounts;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all County National Bank accounts.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.

Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_ 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 September 17, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Leasing and HAP Utilization

CY 14

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	100.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	96.8%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July	208,192	201,506	96.8%	439	458.01	92.4%	475	2,151	5	6,686	145,776
August	208,192	203,292	92.0%	444	457.86	93.6%	475	841	6	4,900	151,523
September											
October											
November											
December											
	1,760,620	1,618,425	92.8%	3572	453.06	94.0%	3800	9,291	37	142,195	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - August 2014  
 Project: 001 - Chalet Terrace

**A. Basic Identification Data**

3. Total Units Available: 127      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 08/31/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125      2. Total Charges: 26,548.24      3. Dwelling Rental: 23,056.03      4. Retroactive Rent: 285.00      5. Excess Utility: 784.00      6. Additional Charges: 2,423.21

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable					Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges		
One Month or Less Delinquent	15	678.35	0.00	89.50	563.29	1,331.14	
Over One Month Delinquent	64	1,396.80	887.00	747.28	7,567.22	10,598.30	
Total for TIP	79					11,929.44	
Vacated TAR	5					2,859.64	
<b>Total</b>	<b>84</b>					<b>14,789.08</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	4,688.32
Under Formal Repayment Agreement with Payments Up-to-Date	21	4,688.32
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	58	7,241.12

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	08/31/2014	08/31/2013	08/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	63	59	47
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	27	42	29

**F. Collection Losses**

1. Amount Charged to Loss this Period      1,779.38  
 2. Amount Charged to Loss this Year to Date      12,491.28



**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - August 2014  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 08/31/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 57,212.46      3. Dwelling Rental: 53,172.00      4. Retroactive Rent: 716.56      5. Excess Utility: 991.00      6. Additional Charges: 2,332.90

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable					Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges		
One Month or Less Delinquent	25	802.00	2,719.00	22.00	711.80	4,254.80	
Over One Month Delinquent	61	3,119.35	2,012.00	150.00	15,806.82	21,088.17	
Total for TIP	86					25,342.97	
Vacated TAR	17					12,373.15	
<b>Total</b>	<b>103</b>					<b>37,716.12</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	13,246.48
Under Formal Repayment Agreement with Payments Up-to-Date	21	13,246.48
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	65	12,096.49

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 08/31/2014	Prior FY (one year to date) 08/31/2013	Previous FY (two years to date) 08/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	30	23	21
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	21	5	7

**F. Collection Losses**

1. Amount Charged to Loss this Period	3,502.50
2. Amount Charged to Loss this Year to Date	8,052.14

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - August 2014  
 Project: 003 - Shahan-Blackstone

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 08/31/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119      2. Total Charges: 16,480.16      3. Dwelling Rental: 14,055.00      4. Retroactive Rent: 592.00      5. Excess Utility: 0.00      6. Additional Charges: 1,833.16

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	12	541.53	0.00	0.00	710.76	1,252.29
Over One Month Delinquent	39	554.61	1,055.00	6.86	5,178.48	6,794.95
Total for TIP	51					8,047.24
Vacated TAR	4					1,405.50
<b>Total</b>	<b>55</b>					<b>9,452.74</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	9	3,053.54
Under Formal Repayment Agreement with Payments Up-to-Date	9	3,053.54
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	42	4,993.70

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	08/31/2014	08/31/2013	08/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	43	35	23
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	30	17	35

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,027.10
2. Amount Charged to Loss this Year to Date	6,244.80

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - August 2014  
 Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 08/31/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 531      2. Total Charges: 100,240.86      3. Dwelling Rental: 90,283.03      4. Retroactive Rent: 1,593.56      5. Excess Utility: 1,775.00      6. Additional Charges: 6,589.27

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	52	2,021.88	2,719.00	111.50	1,985.85	6,838.23
Over One Month Delinquent	164	5,070.76	3,954.00	904.14	28,552.52	38,481.42
Total for TIP	216					45,319.65
Vacated TAR	26					16,638.29
<b>Total</b>	<b>242</b>					<b>61,957.94</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	51	20,988.34
Under Formal Repayment Agreement with Payments Up-to-Date	51	20,988.34
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	165	24,331.31

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	08/31/2014	08/31/2013	08/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	41	34	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	24	18	18

**F. Collection Losses**

1. Amount Charged to Loss this Period	6,308.98
2. Amount Charged to Loss this Year to Date	26,788.22

# Jackson Housing Commission

## Consolidated TARS Report

August, 2014

Category	Chalet Terrace*		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	116	93%	279	96%	116	95%	511	95%
Vacant Units	2	2%	7	2%	1	1%	10	2%
Notices to Vacate	2		4		2		8	
14 Day Notices	33		34		25		92	
Court Filings	5		2		4		11	

\*One unit off line due to casualty loss

# Move-Outs Report

August, 2014

Account Number	Address	Reason
	<b>Chalet Terrace</b>	
P-001-1187-07	102 Laurel Ct	Eviction
P-001-1105-10	1251 Laurel Ln	Eviction
P-001-1152-09	1229 Heather Ln	Voluntary
	<b>Reed Manor</b>	
P-002-3275-09	301 Steward Ave. E-02	Deceased
P-002-4406-05	207 Steward Ave. H-37	Voluntary
P-002-4420-06	315 Steward Ave. I-07	Voluntary
P-002-3294-04	301 Steward Ave. E-21	Evicted
P-002-4465-13	315 Steward Ave. I-52	Eviction
P-002-4382-04	207 Steward Ave. H-13	Voluntary
	<b>Shahan</b>	
P-003-6573-13	330 Moorman	Voluntary

**JACKSON HOUSING COMMISSION  
COMMISSION MEETING  
PETTY CASH REPORT**

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT USED:</i>	<i>REMAINING BALANCE:</i>
06-Aug-14	257	Replenish Petty Cash	\$ (1,246.89)	\$ 2,000.00
06-Aug-14	258	Court Filing Fee For (7) Evictions/B.Fridd	\$ 315.00	\$ 1,685.00
06-Aug-14	259	Mileage Reimb. For On-Call 07/04/14-07/11/14/M.Oakley	\$ 7.16	\$ 1,677.84
06-Aug-14	260	Mileage Reimb. For On-Call 07/18/14-07/25/14/M.Oakley	\$ 22.23	\$ 1,655.61
07-Aug-14	261	Refund From Transaction #258	\$ (75.00)	\$ 1,730.61
08-Aug-14	262	Mileage Reimb. For On-Call 08/01-08/08/L.Neal	\$ 12.32	\$ 1,718.29
12-Aug-14	263	Court Filing Fee For (1) Evictions/J.McClintic	\$ 45.00	\$ 1,673.29
19-Aug-14	264	Court Filing Fee For (1) WRIT/B.Fridd	\$ 15.00	\$ 1,658.29
20-Aug-14	265	Mileage Reimb. For On-Call 08/08-08/15/J.Arnold	\$ 31.58	\$ 1,626.71
20-Aug-14	266	Mileage Reimb. For On-Call 07/25-08/01/G.Cram	\$ 37.52	\$ 1,589.19
20-Aug-14	267	Mileage Reimb. For Various Errands/P.Tyus	\$ 42.89	\$ 1,546.30
20-Aug-14	268	Court Filing Fee For (12) Evictions/B.Fridd	\$ 540.00	\$ 1,006.30
26-Aug-14	269	Mileage Reimb. For On-Call 08/15-08/22/M.Oakley	\$ 28.11	\$ 978.19
27-Aug-14	270	Purchase Plaque For Connie Crandall Retirement/D.Davis	\$ 31.87	\$ 946.32
27-Aug-14	271	Purchase Cake For Connie Crandall Retirement/D.Davis	\$ 21.48	\$ 924.84
01-Sep-14	272	Mail Package To Emerge Accounting/G.Harris	\$ 20.00	\$ 904.84
02-Sep-14	273	Mileage Reimb. For On-Call 08/22/14-08/29/14/L.Neal	\$ 19.04	\$ 885.80
03-Sep-14	274	Carpet Plug Cutter For Reed Manor/M.Fountain	\$ 33.75	\$ 852.05