

Jackson Housing Commission

Minutes of the Regular Meeting

February 19, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on February 19, 2014.

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

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

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

14-02-001 PUBLIC COMMENTS

No public comments were heard.

14-02-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD January 15, 2014.

Commissioner Davis-Dye **MOVED** to approve the minutes of the Regular Meeting held January 15, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-02-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM January 16, 2014 to February 19, 2014.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from January 16, 2014 to February 19, 2014. Commissioner Davis-Dye **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-02-004 RESOLUTIONS

A. Resolution No. 2014-03: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$3,472.79. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-04: Annual Plan

Commissioner Woods **MOVED** to approve the Annual Plan with revisions. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

14-02-005 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.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for January is extremely high. Many factors, mostly snow fall, contributed to the high number. Strategies are in place to pull workers from other AMPS to complete units.

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.

14-02-006

OTHER BUSINES

Shahan-Blackstone office mold remediation has been completed. Working to issue an RFP and still on schedule to have office back up and running by mid-July.

Water damage occurred in the Chalet-Terrace childcare center due to a burst pipe. Insurance company is evaluating damage. Damage was minimal due to the quick response of the on call maintenance.

A scatter site home had significant damage due to pipe bursting. The unit will be going off line to remediate.

A scatter site home on Robinson is one of the homes that have a frozen water main coming into the home. The residents have been offered options for re-locating and have declined. Water is being delivered daily to the residents to flush toilets and other uses.

Audit was completed on time. HUD pointed out some errors and those have been rectified and the Audit resubmitted per HUD's deadline.

OIG is still present at the Commission reviewing areas in Section 8. There are issues with the waiting list, and we will be notified if it will go to a full audit.

We had a phone conference with HUD regarding the Discrepancy Report from the EIV system in both Public Housing and Section 8; HUD listed concerns regarding the number of individuals on the report, as well as the dollar amounts in both public housing and Section 8; both department heads are working to rectify and update HUD. We will be receiving written correspondence from HUD regarding the report.

Employee Handbook has been updated and a copy provided for the board. The Executive Director questioned if the manual needed to be approved by the board. It was decided that the final version of the manual would be provided to the board for review.

Chalet-Terrace Memorandum of Understanding was presented. President Orthaus noted some changes that must be made before it will be signed.

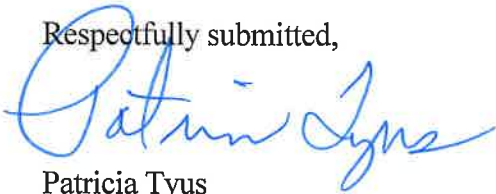
Commissioner Stark **MOVED** to authorize the President and Executive Director to enter into the MOU upon further research and corrections made to current MOU. Commissioner Woods **SECONDED** the motion, and upon the following roll call, the motion was adopted:

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

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


The regular meeting adjourned at 1:25 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


Michelle Pultz-Orthaus, President