

Jackson Housing Commission

Minutes of the Regular Meeting

July 16, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on July 16, 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 Montgomery. Absent: Davis-Dye

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

14-07-001 PUBLIC COMMENTS

No public comments were heard.

14-07-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD June 18, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting Minutes held June 18, 2014. Commissioner Stark **SECONDED** the motion.

*Commissioner Davis-Dye entered the meeting at 12:02 pm.

After discussion, Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes held June 18, 2014 with changes to the location of where the meeting was held and changes to the vote tallies for the resolutions to correct the voting Commissioner to Commissioner Montgomery instead of Commissioner Stark. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted.

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

14-07-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM June 19, 2014 to July 16, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from June 19, 2014 to July 16, 2014. Commissioner Stark **SECONDED** motion, and upon voice vote, the motion was adopted:

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

14-07-004 RESOLUTIONS

A. Resolution No. 2014-18: Collection Losses Write-Off May 2014

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

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

B. Resolution No. 2014-19: Annual Raise

After discussion, the Board decided the requested 3% raise was not going to be approved by City Council. Instead, the Board recommended a 2.5% raise for the staff retroactive to April 1, 2014; the beginning of the fiscal year. In addition, the Board would like to see an updated Merit Compensation schedule based off an updated industry salary study. They would also like to see a procedure/policy with the City regarding Merit Compensation and raises.

Commissioner Stark **MOVED** to approve the annual raise at 2.5% instead of 3% and to notify the City that JHC will look at implementing annual raises using a performance based method in the future. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

The Board began to discuss that Ms. Tyus' raise was not approved by City Council. Commissioner Stark **MOVED** to change her raise from a two (2) Step raise that the Board had previously approved at her six (6) month anniversary; to a one (1) step raise. Commissioner Stark said the two (2) Step raise was not going to be passed by the City Council. Ms. Tyus stated that she had not been notified of this and noted that Commissioner Stark and

Commissioner Orthaus must have discussed the raise outside of the meeting because Commissioner Orthaus had the same discussion with Ms. Tyus. Ms. Tyus questioned how the City Council could have made that decision since nothing has been presented to them. Ms. Tyus was under the understanding that her raise would have stayed with the board. She noted that the documentation supporting her raise was not available to send in with the PAR, so she had the PAR cancelled; therefore, no information was presented to the City Council for them to vote on. Commissioner Orthaus said Ms. Tyus' raise and the documentation will be presented to the City Council for the August 12th meeting and the raise will be retroactive to her six month anniversary, May 11, 2014. Another evaluation will be forth coming at her one year evaluation. Commissioner Woods stated that the Board should stay with her two step raise, since it was previously approved. Commissioner Stark was under the assumption that the raise was pulled from City Council because they were planning to not approve the two steps but planning to only approve a one step, however, Commissioner Orthaus stated it was miscommunications. Ms. Tyus stated that in an email, Mayor Smith asked why she should receive a two-step raise. Ms. Tyus felt that Mayor Smith's question should not be answered by her, but rather the Board should do it. Commissioner Orthaus will be submitting the documentation to City Council for the August 12th meeting.

C. Resolution No. 2014-20: SBN Refrigerators

Commissioner Woods **MOVED** to approve the Executive Director to enter into and execute a contract to purchase 122 refrigerators for Shahan Blackstone North AMP with Lake Region, Inc. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

14-07-005 DIRECTORS' REPORTS

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

Section 8

A. Utilization Report

Public Housing

- B. Tenant Accounts Receivables
- C. Consolidated TARs
- D. Turnaround Time
- E. Reasons for 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

14-07-006

OTHER BUSINESS

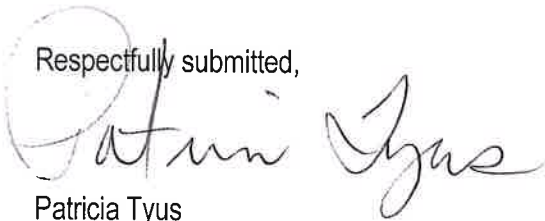
Shari Boyce informed the board that the Section 8 Waiting List will be opened for two days to take 1,000 applications. The board provided additional places to advertise that are free and recommended updating the Admin Plan to include these places. The ad for the waiting list opening will be posted for 10 days prior to the opening date. There will be an ad in The Jackson Citizen Patriot, The Blazer, 2-1-1 Email Blast, the Non-Profit Network Email Blast, DHS office and on the JHC website along with a notice on the front door to C-Building.

Commissioner Orthaus updated the board on a meeting held on July 15, 2014 with HUD Representatives, including Willie Garrett; the City Manager, Mr. Burtch; Council Member Dobies; Mayor Smith; Board Commissioners Stark and Orthaus; and Executive Director Ms. Tyus. The meeting was held at Congressman Walberg's office. There are potentially two issues that should be resolved for the Zero Threshold to be lifted. HUD representatives were asked to communicate in writing whether or not Commissioners Orthaus and Woods being on the board are a conflict of interest. The second issue is regarding the City of Jackson deeding land that the housing sites are on over to the Jackson Housing Commission.

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

The regular meeting adjourned at 1:55 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:


Michelle Pultz-Orthaus, President