

JACKSON HOUSING COMMISSION

REGULAR MEETING – March 22, 2017

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Michelle Pultz- Orthaus, President

Michelle Woods, Vice-President

Gerald Montgomery, Commissioner

James Stark, Commissioner

4. Public Comments (limited to 3 minutes)

5. Approval of Regular Meeting Minutes: March 15, 2017

6. Approval of the Previously Paid Liabilities February 2017

7. RESOLUTIONS

Resolution No. 2017-04: Collection Losses Write Offs March 2015

Resolution No. 2017-05: Approval of Revisions to the By-Laws of the Jackson Housing Commission

Resolution No. 2017-06: Approval of FY2017-18 Operating Budget

Resolution No. 2017-06: Approval of JHC Section 3 Policy

DIRECTOR'S 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

Board of Commissioners Resident Commissioner Search Update

9. ADJOURNMENT

NEXT REGULAR MEETING: Reed Manor Board Room- April 19, 2017

ANNUAL MEETING: Reed Manor Board Room-April 23, 2017

Jackson Housing Commission

Regular Meeting
February 15, 2017
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on February 15, 2017 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery and Michelle Woods. The following commissioners were absent: Teresa Gibson and James Stark.

Also present were:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Director
Tremachel Johnson, Finance Director
Chelsea Bryant, Executive Secretary

17-02-15-001 Public Comments

Members of the public were present; no comments were made.

17-02-15-002 Approval of the Minutes of the Regular Meeting held January 18, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held January 18, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: T. Gibson, J. Stark

17-02-15-003 Approval of the Previously Paid Liabilities: February 2017

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for January 2017
Commissioner Woods **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery

NAYS:

ABSTAIN:

ABSENT: T. Gibson, J. Stark

17-02-15-004 Resolution No. 2017-03: Collection Losses: February 2017

Commissioner Woods **MOVED** to approve the Collection Losses February 2017 in the amount of \$1,664.65. Commissioner Stark **SECODED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery, T. Gibson

17-02-15-005 Director's Reports

Staff gave reports regarding the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Ms. Ingram commented that administrative fees are at 77%; the lowest since sequestration.

Public Housing

B. Tenant Accounts Receivables

Ms. Ingram advised that forty-five late payment notices were filed. However, many affected residents have made payment arrangements to address their delinquent accounts.

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram advised that six vacant units needing extensive work were referred to Ink Contracting to be turned because the time needed to turn difficult units was affecting the overall productivity of JHC staff. As a result, a cost analysis determined the appropriateness of contracting certain units to be turned, while allowing JHC staff to turn other units quickly and devote time to other maintenance tasks.

Executive

Ms. Johnson stated that the finance software is working well due to a higher level of training offered by the vendor. Ms. Johnson also explained that changes in HUD personnel hindered timely approval of the Operating Subsidy paid to the JHC, causing operating fund balances to appear low.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

Clarification was given regarding monies paid through Petty Cash for bingo prizes.

- I. After Hours/Emergency Response Report
Ms. Ingram mentioned that alternative entry solutions are being explored to help residents frequently locked out of their units.
- J. Utility Costs and Consumption

17-02-15-06 Other Business

President Pultz-Orthaus advised that Teresa Gibson no longer resides at the Jackson Housing Commission and is not eligible to serve as a Resident Commissioner on the Board of Commissioners. As a result a letter requesting to remove Ms. Gibson from the board was submitted to the mayor. Three persons expressing an interest in serving as a resident commissioner will be contacted and a recommendation will be made to the Mayor/City Council for approval.

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

The Regular Meeting held February 15, 2017 adjourned at 12:20pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Check Register Detail Report
Public Housing
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Sp/fit Detail	Pmt/Dep	Amount	Balance	Memo
02/01/2017	062036	Consumer Energy	Payment	1,627.00	(31,347,539.21)	Utility Reimbursement
		1122 URP	45.00			Abston, Cherice K: 100046010201
		1122 URP	45.00			Adams, Bethany Raquel: 103011998566
		1122 URP	63.00			Anderson, Tamara K.: 103007281696
		1122 URP	36.00			Andrew, Margaret D.: 1030 0503 7876
		1122 URP	45.00			Bacon, Laura L.: 103003912575
		1122 URP	22.00			Barker, Sirena E.: 103021682226
		1122 URP	50.00			Barnett, David Allen: 103023839998
		1122 URP	28.00			Benedict, Kristen N.: 1030 1254 2702
		1122 URP	22.00			Blanden, Chanel
		1122 URP	28.00			Bright, Tenisha D.: 103012274314
		1122 URP	28.00			Brown, Yolanda Irene: 1030 0787 6677
		1122 URP	36.00			Cockream, Jessica L: 103007038096
		1122 URP	28.00			Corleon, Leslie: 1030 0580 9829
		1122 URP	36.00			Crane, Rebecca L
		1122 URP	45.00			Davis, Robin R.: 103007408331
		1122 URP	22.00			Denard, Lashaunya C.: 103013101185
		1122 URP	28.00			Diggins, Ann G: 1030 0048 1475
		1122 URP	28.00			Fells, Jennifer M.: 103011601590
		1122 URP	22.00			Foster, Leah M
		1122 URP	22.00			Fowler, Charise
		1122 URP	38.00			Goodall, Tashara A.: 1030 1110 8034
		1122 URP	63.00			Hotchkin, Stacy: 103015771894
		1122 URP	57.00			Humphrey, Amber L.: 103020078798
		1122 URP	36.00			Jayne, Christina L: 100005645013
		1122 URP	22.00			Johnson, Jethery S.: 1030 062/ 8446
		1122 URP	22.00			Johnson, Sylvia A.: 103023950613
		1122 URP	22.00			Jones, Cori: 1030 1066 0423
		1122 URP	28.00			Lemaster, Misty: 103022285706
		1122 URP	45.00			Love, Anika N.: 103013538733
		1122 URP	22.00			Mack, Kimani: 1030221391166
		1122 URP	45.00			Mack, Shahrazad I: 103014989752
		1122 URP	28.00			Manor, Elizabeth A: 103020771145
		1122 URP	45.00			Marizette, Naquelle L.: 1030 0160 6930
		1122 URP	50.00			Oldenburg, Gail M: 103019974809
		1122 URP	18.00			Oliver, Cheryl: 103015238209
		1122 URP	28.00			Oliver, Kimyahita D: 1030 0180 9872
		1122 URP	22.00			Olivier, Jacqueline J.: 103003790260
		1122 URP	22.00			Perry, Christie M.
		1122 URP	45.00			Perusse, Monica M: 1000 5846 5673
		1122 URP	45.00			Reynolds, Shakayla: 103021215241
		1122 URP	6.00			Stone, Melissa Y: 103000489957

Jackson Housing Commission
Public Housing
Check Register Detail Report
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		1122 UR	36.00			Taylor, Ariel: 103015419577
		1122 UR	22.00			Taylor-Hamby, Adrianna J.
		1122 UR	28.00			Watkins, Anthony: 103020928364
		1122 UR	22.00			Webb, Maria E.: 103014133898
		1122 UR	45.00			White, Trista L.: 103011181163
		1122 UR	28.00			Williams, Brandy M.: 103001711508
		1122 UR	36.00			Williams, Kimberly L.: 103003333012
		1122 UR	22.00			Wiseman, Charlotte R.: 103005273588
02/02/2017	062038	A-1 LOCK SHOP	Payment	71.12	(31,347,610.33)	3 INVOICES
		94200.1 Ord. Maint. And Operations, Material	71.12			MAINTENANCE SUPPLIES
		4390 \$29.56				
		4428 \$24.56				
		4442 \$17.00				
02/02/2017	062039	AccuShred, LLC	Payment	55.00	(31,347,665.33)	1 INVOICE
		94300.3 Ord. Main. And Operations,	55.00			TRASH SERVICE CONTRACT- DEC
		36641 \$55.00 SHAHAN				
02/02/2017	062040	AFLAC	Payment	109.32	(31,347,774.65)	VX312
		96140.1 All Other Insurance - CT	109.32			SUPPLEMENTAL INSURANCE
		734916 \$109.32				
02/02/2017	062041	APCO SUPPLY	Payment	652.07	(31,348,426.72)	ACCT# 178131
		94200.1 Ord. Maint. And Operations, Material	652.07			MAINTENANCE SUPPLIES
		1309953-00 \$41.03				
		1310736-00 \$611.04				
02/02/2017	062042	Aspen One Hour Heating & Air	Payment	729.50	(31,349,156.22)	ACCT# 151323
		94300.2 Ord. Main And Operations, Contracts	729.50			NO HEAT IN THE G BUILDING
		365254 \$ 729.50				
02/02/2017	062043	Brooklyn Plumbing, Heating & A/C, Inc	Payment	447.55	(31,349,603.77)	2 INVOICES
		94300.1 Ord. Main. And Operations,	110.79			PLUMBING SERVICE 100 LAUREL CT
		94300.2 Ord. Main And Operations, Contracts	336.76			PLUMBING SERVICE E BUILDING
		649171 \$336.76				
		649454 \$110.79				
02/02/2017	062044	CASLER HARDWARE	Payment	157.25	(31,349,761.02)	CUST# 33561
		94200.2 Ord. Maint. And Operations,	142.78			MAINTENANCE SUPPLIES
		94200.3 Ord. Main. And Operations, Materials	14.47			MAINTENANCE SUPPLIES
		111488 \$11.79				
		111735 \$24.99				
		112017 \$106.00				
		111487 \$14.47				
02/02/2017	062045	CUT-RATE PLUMBING	Payment	26.66	(31,349,787.68)	1 INVOICE

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		94200.3 Ord. Main. And Operations, Materials 688994 \$26.66	26.66			MAINTENANCE SUPPLIES
02/02/2017	062046	DBI BUSINESS INTERIORS	Payment	162.19	(31,349,949.87)	CUST# 224241
		91600.1 Office Expenses - CT	80.88			OFFICE SUPPLIES CHALET
		91600.2 Office Expenses - RM	81.31			OFFICE SUPPLIES- REED MANOR
		03JJ9371 \$81.31				
		03JJ9390 \$80.88				
02/02/2017	062047	EDWARD LESTER	Payment	50.00	(31,349,999.87)	P-002-3321-17
		91900.2 Other Expenses - RM	50.00			FINAL ACCOUNTING VACATED 10/9/2016
		FINAL ACCOUNTING				
02/02/2017	062048	ERADICO PEST SERVICES, AN	Payment	3,391.00	(31,353,390.87)	CUST# 14338735
		94300.1 Ord. Main. And Operations,	878.00			MONTHLY PEST CONTRACT JULY 2016 AND
		94300.2 Ord. Main And Operations, Contracts	1,699.00			MONTHLY PEST CONTRACT JULY 2016 AND
		94300.3 Ord. Main. And Operations,	814.00			MONTHLY PEST CONTRACT JULY 2016 AND
		441629B \$110.00 441597B \$384.00 JULY 2016				
		441598B \$687.00 441627B \$325.00 JULY 2016				
		441628B \$134.00 441596B \$340.00 JULY 2016				
		3979072 \$384.00 3979071 \$687.00				
		3979070 \$340.00				
02/02/2017	062049	FRANCES COLE	Payment	170.00	(31,353,560.87)	REED MANOR TENANT ASSOCIATION
		92400.2 Tenant Services - Other - RM	170.00			REED MANOR TENANT ASSOCIATION STIPEND
		REED MANOR TENANT ASSOCIATION				
		JANUARY STIPEND				
02/02/2017	062050	GLG PRINT	Payment	37.50	(31,353,598.37)	1 INVOICE
		91600.1 Office Expenses - CT	9.38			OFFICE SUPPLIES
		91600.2 Office Expenses - RM	18.74			OFFICE SUPPLIES
		91600.3 Office Expenses - SBN	9.38			OFFICE SUPPLIES
		49322 \$37.50				
02/02/2017	062051	GRIMES PLUMBING COMPANY, INC	Payment	317.47	(31,353,915.84)	1 INVOICE
		94300.3 Ord. Main. And Operations,	317.47			PLUMBING WORK 335 MONROE
		2630 \$317.47				
02/02/2017	062052	HAMMOND HARDWARE	Payment	179.40	(31,354,095.24)	CUST# 33515
		94200.1 Ord. Maint. And Operations, Material	179.40			MAINTENANCE SUPPLIES
		C217910 \$34.17 B349890 \$13.48				
		C218135 \$5.36 C217895 \$16.19				
		C218457 \$80.08 C218397 \$30.12				
02/02/2017	062053	Home Depot Credit Services	Payment	272.23	(31,354,367.47)	6035 3225 4017 5928
		94200.1 Ord. Maint. And Operations, Material	272.23			MAINTENANCE SUPPLIES

Jackson Housing Commission
Public Housing
Check Register Detail Report
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		COMMERCIAL ACCOUNT				
		\$272.23				
02/02/2017	062054	INK CONTRACTING LLC	Payment	2,750.00	(31,357,117.47)	3 INVOICES LAWN CARE MAINTENANCE
		94300.1 Ord. Main. And Operations,	1,100.00			LAWN CARE MAINTENANCE
		94300.2 Ord. Main And Operations, Contracts	550.00			LAWN CARE MAINTENANCE
		94300.3 Ord. Main. And Operations,	1,100.00			LAWN CARE MAINTENANCE
		1071 \$1300.00				
		1079 \$1300.00				
		1089 \$150.00				
02/02/2017	062055	J McEldowney Inc.	Payment	953.27	(31,358,070.74)	2 INVOICES TAX AND COPY USAGE CONTRACT
		01600.1 Office Expenses - GT	953.27			
		80425 \$328.50				
		80426 \$624.77				
02/02/2017	062056	JACKSON GLASS WORKS INC	Payment	318.00	(31,358,388.74)	1 INVOICE BROKEN WINDOW REPAIR B-18
		94200.2 Ord. Maint. And Operations,	318.00			
		401329 \$318.00				
02/02/2017	062057	JACKSON WATER COLLECTION	Payment	17,943.88	(31,376,332.62)	PLEASE SEE ATTACHMENTS WATER CONSUMPTION 217600
		93100.3 Water Expense - SBN	8,058.63			WATER CONSUMPTION 131000
		93600.3 Sewer Expense - SBN	4,041.48			
		93100.2 Water Expense - RM	3,644.42			
		93600.2 Sewer Expense - RM	2,199.35			
		PLEASE SEE ATTACHMENTS				
02/02/2017	062058	Keepin It Clean	Payment	55.00	(31,376,387.62)	1 INVOICE UNIT TURNS F-1
		94300.2 Ord. Main And Operations, Contracts	55.00			
		1545 \$55.00				
02/02/2017	062059	Lammers Heating & A/C	Payment	230.00	(31,376,617.62)	2 INVOICES HVAC SERVICE 1215 LAUREL LANE HVAC SERVICE 146 SHAHAN
		94300.1 Ord. Main. And Operations,	90.00			
		94300.3 Ord. Main. And Operations,	140.00			
		12741-13176 \$140.00				
		12741-13040 \$90.00				
02/02/2017	062060	MCGOWAN ELECTRIC SUPPLY INC	Payment	102.33	(31,376,719.95)	CUST ID# 101263 MAINTENANCE SUPPLIES
		94200.2 Ord. Maint. And Operations,	102.33			
		1258310 \$102.33				
02/02/2017	062061	MENARDS - JACKSON	Payment	2,208.47	(31,378,928.42)	ACCT# 31610470 MAINTENANCE SUPPLIES GAS RANGE 302 BARBERRY MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES
		94200.1 Ord. Maint. And Operations, Material	454.47			
		1450.114 CFP Site Improvement - 2014- CT	379.00			
		94200.2 Ord. Maint. And Operations,	753.66			
		94300.3 Ord. Main. And Operations,	621.34			

Jackson Housing Commission
Check Register Detail Report
Public Housing
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		77546 \$130.80 78144 \$622.86				
		78446 \$117.98 78364 \$134.06				
		78006 \$401.45 CFP				
		78160 \$179.98 78105 \$322.44				
		77938 \$298.90				
02/02/2017	062062	MINUTEMAN SEWER & DRAIN INC.	Payment	381.25	(31,379,309.67)	1 INVOICE PLUMBING SERVICE I-46
		94300.2 Ord. Main And Operations, Contracts	381.25			
		161763 \$381.25				
02/02/2017	062063	OSBORNE PROCESS SERVICE	Payment	610.02	(31,379,919.69)	21 INVOICES PROCESS SERVER FEES PROCESS SERVER FEES PROCESS SERVER FEES PROCESS SERVER FEES
		91700.1 Legal Expenses - CT	127.99			
		91700.3 Legal Expenses - SBN	90.03			
		91700.2 Legal Expenses - RM	28.00			
		91700.2 Legal Expenses - RM	364.00			
		2017000022 \$30.01 2017000013 \$30.01				
		2017000015 \$30.01 2016003837 \$28.92				
		2017000020 \$28.57 2017000014 \$27.93				
		2017000065 \$42.57 2017000149 \$28.00				
		2017000144 \$28.00 2017000145 \$28.00				
		2017000136 \$28.00 2017000135 \$28.00				
		2017000142 \$28.00 2017000139 \$28.00				
		2017000148 \$28.00 2017000138 \$28.00				
		2017000150 \$28.00 2017000143 \$28.00				
		2017000134 \$28.00 2017000133 \$28.00				
		2017000137 \$28.00				
02/02/2017	062064	PLIC - SBD Grand Island	Payment	97.40	(31,380,017.09)	ACCT# 1044559-10001 LIFE AD&D FEB LIFE AD&D FEB LIFE AD&D FEB
		96140.1 All Other Insurance - CT	40.95			
		96140.2 All Other Insurance - RM	33.05			
		96140.3 All Other Insurance - SBN	23.40			
		02/01/2017-02/28/2017 BILLING PERIOD				
02/02/2017	062065	PURCHASE POWER	Payment	250.00	(31,380,267.09)	8000-9000-0062-0884 POSTAGE POSTAGE POSTAGE
		91600.1 Office Expenses - CT	55.00			
		91600.2 Office Expenses - RM	135.00			
		91600.3 Office Expenses - SBN	60.00			
		ACCT# 8000-9000-0062-0884				
02/02/2017	062066	Rooney's Sewer Service	Payment	270.00	(31,380,537.09)	3 INVOICES PLUMBING SERVICE
		94300.2 Ord. Main And Operations, Contracts	270.00			
		INV-3158 \$90.00				
		INV-3135 \$90.00				
		INV-3153 \$90.00				

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/02/2017	062067	The SBAM Plan	Payment	15,246.49	(31,395,783.58)	CID# 281224
	91500.1	Employee Benefit Contributions,	976.98			EMPLOYEE BENEFITS
	91501.1	Insurance Coverage-Retirees -CT	1,494.28			RETIRES COVERAGE
	91900.1	Other Expenses- CT	7.00			ADMIN FEES
	94500.1	Maintenance Benefits - CT	2,063.91			MAINTENANCE BENEFITS
	91500.2	Employee Benefit Contributions,	1,566.80			EMPLOYEE BENEFITS
	91900.2	Other Expenses - RM	7.00			ADMIN FEES
	94500.2	Maintenance Benefits - RM	5,463.20			MAINTENANCE BENEFITS
	91500.3	Employee Benefit Contributions,	1,645.08			EMPLOYEE BENEFITS
	91900.3	Other Expenses - SBN	7.00			ADMIN FEES
	94500.3	Maintenance Benefits - SBN	2,015.24			MAINTENANCE BENEFITS
		SEAM ID 92594				
		02/01/2017-02/28/2017				
02/02/2017	062068	SHATEZ SIMPSON	Payment	25.00	(31,395,808.58)	P-003-6555-12
	91900.3	Other Expenses - SBN	25.00			FINAL ACCOUNTING VACATED 10/1/2016
		FINAL ACCOUNTING				
02/02/2017	062069	THE HELPING HAND HANDYMAN	Payment	2,185.00	(31,397,993.58)	2 INVOICES
	94300.1	Ord. Maint. And Operations,	925.00			PAINTING SERVICE
	94300.3	Ord. Maint. And Operations,	1,260.00			PAINTING SERVICE
		1012 \$925.00				
		# 325 #1230 #1219				
		1013 \$1260.00				
		#138 #216				
02/02/2017	062070	Tran Supply LLC	Payment	524.00	(31,398,517.58)	ACCT# 10014
	94200.2	Ord. Maint. And Operations,	524.00			MAINTENANCE SUPPLIES
		34297 \$524.00				
02/02/2017	062071	WILMAR INDUSTRIES	Payment	843.82	(31,399,361.40)	ACCT# 70585
	94200.2	Ord. Maint. And Operations,	14.20			MAINTENANCE SUPPLIES
	94200.3	Ord. Maint. And Operations, Materials	829.62			MAINTENANCE SUPPLIES
		388923989 \$14.20				
		389704974 \$219.38				
		389828583 \$610.24				
02/02/2017	062072	CONSUMERS ENERGY	Payment	36,946.34	(31,436,307.74)	27 INVOICES
	93200.1	Electricity Expense - CT	1,412.48			KWH CONSUMPTION 9816
	93300.1	Gas Expense - CT	8,693.31			MCF CONSUMPTION 1193
	91900.1	Other Expenses- CT	58.82			ADJUSTMENTS
	93200.2	Electricity Expense - RM	16,272.98			KWH CONSUMPTION 129840
	93300.2	Gas Expense - RM	9,046.28			MCF CONSUMPTION 1203
	91900.2	Other Expenses - RM	149.57			ADJUSTMENTS
	93200.3	Electricity Expense - SBN	501.07			KWH CONSUMPTION 2823

Jackson Housing Commission
Check Register Detail Report
Public Housing
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		8529114280369921 \$10.12 221 JANKE ST				
02/02/2017	062075	**VOID** COMCAST 91600.1 Office Expenses - CT Void Refer 062075 Should have been entered in COCC and not PH.	Payment (264.41)	(264.41)	(31,436,307.74)	3 INVOICES INTERNET SERVICE
02/10/2017	062076	A-1 LOCK SHOP 94200.2 Ord. Maint. And Operations, 4461 \$30.00	Payment 30.00	30.00	(31,436,337.74)	1 INVOICE KEYS FOR SOCIAL ROOM
02/10/2017	062077	AccuShred, LLC 94300.1 Ord. Main. And Operations, 94300.2 Ord. Main And Operations, Contracts 94300.3 Ord. Main. And Operations, INV# 36829 \$145.00	Payment 55.00 35.00 55.00	145.00	(31,436,482.74)	1 INVOICE SHRED SERVICE- JAN SHRED SERVICE - JAN SHRED SERVICE- JAN
02/10/2017	062078	APCO SUPPLY 94200.3 Ord. Main. And Operations, Materials 94200.1 Ord. Maint. And Operations, Material 94200.3 Ord. Main. And Operations, Materials INV# 1313377-00 \$88.80 INV# 1314543-00 \$133.20 SUPPLIES FOR USIG INV# 1313934-00 \$600.00 INV# 1309153-00 \$150.50 INV# 1311922-00 \$970.88	Payment 88.80 1,727.36 133.20	1,949.36	(31,438,432.10)	ACCT# 178131 SUPPLIES FOR USIG MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES
02/10/2017	062079	Aspen One Hour Heating & Air 94300.3 Ord. Main. And Operations, INV#365281 \$297.00 152 SHAHAN, NO HEAT	Payment 297.00	297.00	(31,438,729.10)	1 INVOICE 152 SHAHAN, NO HEAT.
02/10/2017	062080	Brooklyn Plumbing, Heating & A/C, Inc 94300.1 Ord. Main. And Operations, 94300.1 Ord. Main. And Operations, INV# 649472 \$289.73 PLUMBING SERVICE- 306 BARBERRY INV# 649777 \$280.17 PLUMBING SERVICE 310 BARBERRY	Payment 289.73 280.17	569.90	(31,439,299.00)	2 INVOICES PLUMBING SERVICE 306 BARBERRY PLUMBING SERVICE 310 BARBERRY
02/10/2017	062081	City Of Jackson - Finance Department 91500.1 Employee Benefit Contributions, 94500.1 Maintenance Benefits - CT 91500.2 Employee Benefit Contributions,	Payment 1,062.28 2,139.06 1,264.88	9,672.80	(31,448,971.80)	EE & ER CONTRIBUTIONS EMPLOYEE BENEFITS - ADMIN CONTRIBUTIONS MAINTENANCE BENEFITS EMPLOYEE BENEFITS ADMIN, CONTRIBUTIONS

Jackson Housing Commission
Public Housing
Check Register Detail Report

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		93300.3 Gas Expense - SBN	724.74			MCF CONSUMPTION 90
		91900.3 Other Expenses - SBN	87.09			ADJUSTMENTS
		100075348746 \$80.55 100035146164 \$1204.24				
		100035145687 \$269.71 100000120905 \$2484.62				
		100000120798 \$4310.66 100000120855 \$1696.35				
		103023724448 \$89.60 100034185205 \$28.88				
		100000120764 \$9046.28 100000120988 \$1791.28				
		100000121028 \$4835.82 100000121093 \$1144.55				
		100000472256 \$1863.17 100000473114 \$2053.12				
		100000473429 \$3804.95 100035144961 \$929.66				
		100035145133 \$-1.68 100035140910 \$169.10				
		100034278001 \$348.21 103023650670 \$288.02				
		100075348993 \$29.07 100071426818 \$102.49				
		100071388217 \$128.22 100071426843 \$76.32				
		103023559042 \$22.71 103024276109 \$150.72				
		100071426793 \$67.30				
02/02/2017	062073	AFLAC	Payment	47.88	(31,436,355.62)	ACCT# VX312
		96140.4 All Other Insurance - COCC	47.88			SUPPLEMENTAL INSURANCE
		734916 \$47.88				
02/02/2017	062073	**VOID** AFLAC	Payment	(47.88)	(31,436,307.74)	ACCT# VX312
		96140.4 All Other Insurance - COCC	(47.88)			SUPPLEMENTAL INSURANCE
		Void Refer 062073				
		Should have been entered in COCC and not PH				
02/02/2017	062074	DBI BUSINESS INTERIORS	Payment	317.31	(31,436,625.05)	CUST# 224241
		91600.4 Office Expenses - COCC	317.31			OFFICE SUPPLIES
		03JJ7829 \$62.97				
		03JJ7827 \$37.66				
		03JJ7830 \$2.39				
		03JJ4980 \$214.29				
02/02/2017	062074	**VOID** DBI BUSINESS INTERIORS	Payment	(317.31)	(31,436,307.74)	CUST# 224241
		91600.4 Office Expenses - COCC	(317.31)			OFFICE SUPPLIES
		Void Refer 062074				
		Should have been entered in COCC and not PH				
02/02/2017	062075	COMCAST	Payment	264.41	(31,436,572.15)	3 INVOICES
		91600.1 Office Expenses - CT	264.41			INTERNET SERVICE
		8529114280104708 \$89.52				
		109 SHAHAN				
		8529114280363940 \$164.77				
		301 STEWARD OFC				

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		94500.2 Maintenance Benefits - RM	3,652.05			MAINTENANCE BENEFITS
		91500.3 Employee Benefit Contributions,	422.83			EMPLOYEE BENEFITS, ADMIN CONTRIBUTIONS
		94500.3 Maintenance Benefits - SBN	1,131.70			MAINTENANCE BENEFITS
		EE & ER CONTRIBUTIONS- JAN 2017				
02/10/2017	062082	CONSUMERS ENERGY	Payment	5,931.68	(31,454,903.48)	6 INVOICES
		93200.1 Electricity Expense - CT	5,518.76			KWH CONSUMPTION 43040
		93300.3 Gas Expense - SBN	91.58			MCF CONSUMPTION 24.40
		93200.3 Electricity Expense - SBN	224.67			KWH CONSUMPTION 487
		93200.3 Electricity Expense - SBN	9.28			KWH CONSUMPTION 51
		93300.3 Gas Expense - SBN	10.58			MCF CONSUMPTION 1.3
		91900.3 Other Expenses - SBN	76.81			ADJUSTMENTS
		100035145554 \$3160.80				
		100000120954 \$2357.96				
		103024575088 \$17.07				
		100071426801 \$87.73				
		103024276109 \$63.59				
		103023559570 \$147.86				
		103023559356 \$96.67				
02/10/2017	062083	CUT-RATE PLUMBING	Payment	75.15	(31,454,978.63)	2 INVOICES
		94200.1 Ord. Maint. And Operations, Material	48.42			MAINTENANCE SUPPLIES 310 BARBERRY
		94200.2 Ord. Maint. And Operations,	26.73			MAINTENANCE SUPPLIES B-8
		628765 \$ 48.42				
		689056 \$ 26.73				
02/10/2017	062084	DELANA GOODWIN	Payment	22.50	(31,455,001.13)	P-001-1116-11
		91900.1 Other Expenses- CT	22.50			FINAL ACCOUNTING, VACATED UNIT ON
		FINAL ACCOUNTING				
		VACATED UNIT ON 11/30/2016				
02/10/2017	062085	ERADICO PEST SERVICES, AN	Payment	1,138.00	(31,456,139.13)	CUST# 14338735
		94300.1 Ord. Main. And Operations,	220.00			COMM PEST GENERAL MAINTENANCE
		94300.2 Ord. Main And Operations, Contracts	650.00			COMM PEST GENERAL MAINTENANCE
		94300.3 Ord. Main. And Operations,	268.00			COMM PEST GENERAL MAINTENANCE
		INV# 3997555				
		COMMERICAL PEST GENERAL MAINTENANCE				
		FOR CHALET				
		REED AND SHAHAN BLACKSTONE				
02/10/2017	062086	ETNA Supply	Payment	423.66	(31,456,562.79)	CUSTOMER#
		1460.216 CFP Dwelling Structures 2016-RM	406.56			WATER HEATER I-10
		94200.2 Ord. Maint. And Operations,	17.10			MAINTENANCE SUPPLIES
		S102098323.001 \$406.56 CFP				
		WATER HEATER I-10				

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		S102001637.001 \$17.10				
02/10/2017	062087	FRANCES COLE	Payment	237.40	(31,456,800.19)	REED MANOR TENANT ASSOCIATION REED MANOR TENANT ASSOCIATION RMTA STIPEND- FEB
		92400.2 Tenant Services - Other - RM	62.40			
		92400.2 Tenant Services - Other - RM	175.00			
		REED MANOR TENANT ASSOCIATION				
		WELCOME BASKETS				
		RMTA STIPEND - FEB				
02/10/2017	062088	GLG PRINT	Payment	117.25	(31,456,917.44)	2 INVOICES EMERGENCY RESPONSE FORM EMERGENCY RESPONSE FORM POOL, JONES BUSINESS CARD, EMERGENCY BROCHURES BROCHURES BROCHURES
		91600.1 Office Expenses - CT	10.33			
		91600.2 Office Expenses - RM	10.33			
		91600.3 Office Expenses - SBN	66.59			
		91600.1 Office Expenses - CT	10.00			
		91600.2 Office Expenses - RM	10.00			
		91600.3 Office Expenses - SBN	10.00			
		49307 \$56.25				
		J. POOL S. JONES BUSINESS CARDS				
		49476 \$31.00				
		EMERGENCY RESPONSE FORMS				
		PH BROCHURES \$30.00				
02/10/2017	062089	HAMMOND HARDWARE	Payment	474.16	(31,457,391.60)	12 INVOICES MAINTENANCE SUPPLIES, MULTIPLE UNITS MAINTENANCE SUPPLIES
		94200.1 Ord. Maint. And Operations, Material	312.95			
		94200.1 Ord. Maint. And Operations, Material	161.21			
		C219240 \$25.19 B350681 \$25.18				
		C219078 \$17.98 C219908 \$16.19				
		B350311 \$8.54 C219845 \$53.30				
		C218967 \$129.90 C219959 \$15.28				
		C218771 \$106.15 B349944 \$24.28				
		C219122 \$25.19 C219711 \$26.98				
		HD Supply Facilities Maintenance				
02/10/2017	062090	94200.2 Ord. Maint. And Operations,	Payment	482.98	(31,457,874.58)	CUST# 461000 MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES
		94200.3 Ord. Main. And Operations, Materials	306.80			
		9151864892 \$176.18	176.18			
		9151846110 \$228.65				
		9151864894 \$78.15				
02/10/2017	062091	Hirst Electric Company	Payment	482.27	(31,458,356.85)	1 INVOICE ELECTRICAL SERVICE
		94300.2 Ord. Main And Operations, Contracts	482.27			
		60476 \$ 482.27				
02/10/2017	062092	Jackson Housing Commission	Payment	24,321.33	(31,482,678.18)	PH MANAGEMENT FEES CHALET MANAGEMENT FEES JAN 2017 REED MANOR MANAGEMENT FEES JAN 2017
		92000.1 Management Fee - CT	5,499.56			
		92000.2 Management Fee - RM	13,569.26			

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		92000.3 Management Fee - SBN	5,262.51			SHAHAN BLACKSTONE MANAGEMENT FEES JAN
		PH MANAGEMENT FEES				
		JAN 2017				
02/10/2017	062093	Keepin It Clean	Payment	168.00	(31,482,846.18)	2 INVOICES
		94300.1 Ord. Main. And Operations,	110.00			UNIT TURNS 1217 HEATHER 325 BARBERRY
		94300.2 Ord. Main And Operations, Contracts	58.00			B-11 UNIT TURN
		1552 \$55.00				
		1217 HEATHER LANE				
		1542 \$55.00				
		325 BARBERRY				
		1559 B-11				
02/10/2017	062094	LIBERTY ENVIRONMENTALISTS,	Payment	35.00	(31,482,881.18)	1 INVOICE
		94200.1 Ord. Maint. And Operations, Material	35.00			DISPOSAL OF FURNITURE
		12541 \$35.00				
02/10/2017	062095	MCGOWAN ELECTRIC SUPPLY INC	Payment	170.24	(31,483,051.42)	CUST ID# 101263
		94300.2 Ord. Main And Operations, Contracts	170.24			ELECTRICAL SERVICE I-27
		1258644 \$170.24				
02/10/2017	062096	MENARDS - JACKSON	Payment	1,820.94	(31,484,872.36)	ACCT# 31610470
		94200.1 Ord. Maint. And Operations, Material	215.74			MAINTENANCE SUPPLIES
		1450.114 CFP Site Improvement - 2014- CT	379.00			RANGE STOVE
		94200.2 Ord. Maint. And Operations,	555.61			MAINTENANCE SUPPLIES
		1450.314 CFP Site Improvements - 2014 -	379.00			RANGE STOVE
		94200.3 Ord. Main. And Operations, Materials	32.98			MAINTENANCE SUPPLIES
		94200.3 Ord. Main. And Operations. Materials	248.61			MAINT. SUPPLIES
		78715 \$92.58 79280 \$502.16 (379 CFP)				
		79359 \$84.91 79286 \$14.46				
		79191 \$20.17 78756 \$384.46				
		78653 \$51.61 79055 \$411.99 (379 CFP)				
		79360 \$258.60				
02/10/2017	062097	SmartSign	Payment	138.00	(31,485,010.36)	1 INVOICE
		94200.2 Ord. Maint. And Operations,	138.00			PARKING PERMITS
		ORDER # MPP-85655 \$138.00				
02/10/2017	062098	OSBORNE PROCESS SERVICE	Payment	355.00	(31,485,365.36)	4 INVOICES
		91700.2 Legal Expenses - RM	355.00			PROCESS SERVICE FEE
		OBP-2017000146 \$28.00				
		OBP-2017000147 \$28.00				
		OBP-2017000126 \$172.00				
		OBP-2017000131 \$127.00				
02/10/2017	062099	PDQ SUPPLY, INC.	Payment	199.71	(31,485,565.07)	CUST# 118660

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		94200.1 Ord. Maint. And Operations, Material				MAINTENANCE SUPPLIES
		SI-247112 \$199.71	199.71			
02/10/2017	062100	Rooney's Sewer Service	Payment	360.00	(31,485,925.07)	1 INVOICE
		94300.2 Ord. Main And Operations, Contracts	180.00			PLUMBING SERVICE A- BUILDING AND B-5
		94300.2 Ord. Main And Operations, Contracts	180.00			PLUMBING SERVICE REED MANOR
		INV-3247 \$180.00				
		A- BUILDING				
		APT B-5				
		INV#-3317 \$90.00				
		I-64				
		INV#-3290 \$90.00				
		I-3				
02/10/2017	062101	SAFETY SYSTEMS INC	Payment	1,071.09	(31,486,996.16)	CUST# 00938
		94300.2 Ord. Main And Operations, Contracts	303.09			KEY FOB AND ALARM SERVICE
		94300.1 Ord. Main. And Operations,	768.00			ANNUAL MAINT. CHALET HEAD START
		465453 \$180.09				
		KEY FOBS				
		465399 \$123.00				
		SERVICE				
		465650 \$768.00				
		ANNUAL MAINT. CHALET				
02/10/2017	062102	SELENA VERNON	Payment	377.00	(31,487,373.16)	P-002-2219-06
		91900.2 Other Expenses - RM	377.00			FINAL ACCOUNTING
		FINAL ACCOUNTING				
		VACATED UNIT ON 01/13/2017				
02/10/2017	062103	TOMMARK, INC.	Payment	260.76	(31,487,633.92)	CUST ID# 100596
		94200.3 Ord. Main. And Operations, Materials	260.76			MAINTENANCE SUPPLIES
		812612635 \$260.76				
02/10/2017	062104	Trail Supply LLC	Payment	2,426.90	(31,490,060.82)	ACCT# 10014
		94200.1 Ord. Maint. And Operations, Material	850.02			MAINTENANCE SUPPLIES
		94200.2 Ord. Maint. And Operations,	1,195.40			MAINTENANCE SUPPLIES
		94200.1 Ord. Maint. And Operations, Material	381.48			MAINT. SUPPLIES
		34474 \$524.00				
		34540 \$ 326.02				
		34422 \$ 629.86				
		34423 \$ 565.54				
		34612 \$381.48				
02/10/2017	062105	White & Hotchkiss, PLLC	Payment	450.00	(31,490,510.82)	FILE# 1919
		91700.1 Legal Expenses - CT	104.41			LEGAL SERVICE CHALET - JAN 2017
		91700.2 Legal Expenses - RM	244.49			LEGAL SERVICE REED MANOR- JAN 2017

Jackson Housing Commission
Public Housing
Check Register Detail Report

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		91700.3 Legal Expenses - SBN	101.10			LEGAL SERVICE SHAHAN BLACKSTONE- JAN
		79539 \$450.00				
02/10/2017	062106	WILMAR INDUSTRIES		1,684.53	(31,492,195.35)	ACCT# 70585
		94200.2 Ord. Maint. And Operations,	Payment	713.86		MAINTENANCE SUPPLIES
		94200.3 Ord. Main. And Operations, Materials	105.72			MAINTENANC SUPPLIES
		94200.1 Ord. Maint. And Operations, Material	389.87			maint. supplies
		94200.2 Ord. Maint. And Operations,	475.08			maint supplies
		390361681 \$32.13				
		390361699 \$681.73				
		390481992 \$105.72				
		391318912 \$475.08				
		391182847 \$389.87				
02/13/2017	062107	AMBS CALL CENTER		604.47	(31,492,799.82)	ACCT# 1909
		91600.1 Office Expenses - CT	Payment	140.24		ANSWERING SERVICE - FEB
		91600.2 Office Expenses - RM	328.41			ANSWERING SERVICE- FEB
		91600.3 Office Expenses - SBN	135.82			ANSWERING SERVICE- FEB
		1701100149 \$604.47				
02/13/2017	062108	American Office Solutions		90.94	(31,492,890.76)	ACCT# J1087
		91600.2 Office Expenses - RM	Payment	90.94		FUEL SERVICE CHARGE
		4500830XMXM364N				
		208334-216524				
		8190@\$0.010780				
02/13/2017	062109	CHRISTINE JUSTAIN		184.00	(31,493,074.76)	P-002-4472-11
		91900.2 Other Expenses - RM	Payment	184.00		FINAL ACCOUNTING
		FINAL ACCOUNTING				
		VACATED UNIT ON 01/19/2017				
02/13/2017	062110	DBI BUSINESS INTERIORS		58.18	(31,493,132.94)	CUST # 224241
		91600.3 Office Expenses - SBN	Payment	58.18		OFFICE SUPPLIES SHAHAN
		03JK2083 \$58.18				
02/13/2017	062111	DUCTZ		125.00	(31,493,257.94)	152 SHAHAN DR
		94300.3 Ord. Main: And Operations,	Payment	125.00		HVAC SERVICE 152 SHAHAN DR
		760996 \$125.00				
02/13/2017	062112	FERGUSON ENTERPRISES,		547.12	(31,493,805.06)	CUSTOMER# 31919
		1460.116 CFP Dwelling Structures 2016-CT	Payment	547.12		WATER HEATER1217 HEATHER LN
		4149356 \$547.05 CFP				
02/13/2017	062113	JOANNA CUMMINGS		174.00	(31,493,979.06)	P-002-4427-14
		91900.2 Other Expenses - RM	Payment	174.00		FINAL ACCOUNTING
		FINAL ACCOUNTING				

Jackson Housing Commission
Check Register Detail Report
Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		VACATED UNIT ON 02/02/2017				
02/13/2017	062114	Lammers Heating & A/C 94300.2 Ord. Main And Operations, Contracts INV# 12741-13716 \$367.50 152 SHAHAN	Payment 367.50	367.50	(31,494,346.56)	1 INVOICE HVAC SERVICE 152 SHAHAN
02/13/2017	062115	LEUTZ CABINETS 94200.1 Ord. Maint. And Operations, Material INV# 52675 \$185.00 929 MAPLE, 110 LAUREL LN	Payment 185.00	185.00	(31,494,531.56)	CUST# JAXH MAINT. SUPPLIES 929 MAPLE, 110 LAUREL LN
02/13/2017	062116	MABLE DIGGINS 91900.2 Other Expenses RM FINAL ACCOUNTING VACATED UNIT ON 01.31.2017	Payment 153.00	153.00	(31,494,684.56)	P-002-3327-06 FINAL ACCOUNTING
02/13/2017	062117	MODERN WASTE SYSTEMS 94300.1 Ord. Main. And Operations, 94300.2 Ord. Main And Operations, Contracts 94300.3 Ord. Main. And Operations, INV# 53877 \$5882.26	Payment 1,704.20 2,118.56 2,059.50	5,882.26	(31,500,566.82)	ACCT# 23056 GARBAGE CONTRACT FEB GARBAGE CONTRACT- FEB GARBAGE CONTRACT - FEB
02/13/2017	062118	PC Solutions 91600.1 Office Expenses - CT 91600.2 Office Expenses - RM 91600.3 Office Expenses - SBN M16910 \$476.37	Payment 158.79 158.79 158.79	476.37	(31,501,043.19)	CUST ID# JACKSON HOUSING CO COMPUTER SUPPORT OFFICE SUPPORT OFFICE SUPPORT
02/13/2017	062119	THE SHERWIN - WILLIAMS CO. 94200.1 Ord. Maint. And Operations, Material 94200.2 Ord. Maint. And Operations, # 4337-9 \$952.20 # 0385-2 \$317.40	Payment 317.40 952.20	1,269.60	(31,502,312.79)	ACCT# 5291-3816-6 MAINT. SUPPLIES MAINT. SUPPLIES
02/13/2017	062120	SPRINT 91600.1 Office Expenses - CT 91600.2 Office Expenses - RM 91600.3 Office Expenses - SBN INV# 128763256-029 \$1020.46	Payment 471.28 382.48 166.70	1,020.46	(31,503,333.25)	ACCT# 128763256 CELL PHONE SERVICE - JAN CELL PHONE SERVICE- JAN CELL PHONE SERVICE- JAN
02/13/2017	062121	TALX THE WORK NUMBER 91900.1 Other Expenses- CT 91900.2 Other Expenses - RM 91900.3 Other Expenses - SBN B1-249586 \$89.75	Payment 29.91 29.91 29.93	89.75	(31,503,423.00)	CUST# 8805983 TENANT PRE SCREENING TENANT PRE SCREENING TENANT PRE SCREENING

Jackson Housing Commission
 Check Register Detail Report
 Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/13/2017	062122	TDS Metrocom	Payment	2,519.98	(31,505,942.98)	5 INVOICES
		91600.1 Office Expenses - CT	718.05			fax and phone service
		91600.2 Office Expenses - RM	1,175.00			fax and phone service
		91600.3 Office Expenses - SBN	626.93			fax and phone service
		517-787-6494 \$91.12				
		517-787-1188 \$1880.81				
		517-787-0168 \$419.83				
		517-780-0620 \$96.48				
		517-780-0181 \$31.74				
02/13/2017	062123	THE HELPING HAND HANDYMAN	Payment	1,300.00	(31,507,242.98)	2 INVOICES
		94300.3 Ord. Main. And Operations, 128 SHAHAN \$850.00 126 SHAHAN \$450.00	1,300.00			126/128 SHAHAN
02/13/2017	062124	TRANS UNION LLC	Payment	186.18	(31,507,429.16)	CUST ID# 4408R0064047
		91900.1 Other Expenses- CT	62.06			PRE TENANT SCREENING
		91900.2 Other Expenses - RM	62.06			PRE TENANT SCREENING
		91900.3 Other Expenses - SBN 01731172 \$186.18	62.06			PRE TENANT SCREENING
02/13/2017	062125	PURCHASE POWER	Payment	136.67	(31,507,565.83)	8000900000620884
		91600.1 Office Expenses - CT	35.34			POSTAGE
		91600.2 Office Expenses - RM	73.90			POSTAGE
		91600.3 Office Expenses - SBN 8000-9000-0062-0884 \$136.67	27.43			POSTAGE
02/24/2017	062126	ACE ROOFING	Payment	745.00	(31,508,310.83)	1 INVOICE
		94300.2 Ord. Main And Operations, Contracts \$745.00	745.00			ROOF REPAIR H BUILDING
02/24/2017	062127	AFLAC	Payment	109.32	(31,508,420.15)	ACCT# VX312
		96140.1 All Other Insurance - CT INV# 174462 FEBRUARY INVOICE	109.32			SUPPLEMENTAL INSURANCE-FEB
02/24/2017	062128	American Office Solutions	Payment	109.00	(31,508,529.15)	ACCT# J1087
		91600.1 Office Expenses - CT	27.25			OFFICE SUPPLIES
		91600.2 Office Expenses - RM	54.50			OFFICE SUPPLIES
		91600.3 Office Expenses - SBN INV# IN109358 \$109.00 STAPLES	27.25			OFFICE SUPPLIES
02/24/2017	062129	ANTHONY WATKINS	Payment	148.00	(31,508,677.15)	P-003-5537-06
		91900.3 Other Expenses - SBN	148.00			FINAL ACCOUNTING

Jackson Housing Commission
Public Housing
Check Register Detail Report
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		FINAL ACCOUNTING				
		VACATED UNIT ON 2/6/2017				
02/24/2017	062130	Aspen One Hour Heating & Air 1460.216 CFP Dwelling Structures 2016-RM 1460.316 CFP Dwelling Structures 2016-SBN # 365776 \$300.00CFP # 362482 \$153.00CFP	Payment 300.00 153.00	453.00	(31,509,130.15)	ACCT# 151323 WATER HEATER I-10 WATER HEATER 117 SHAHAN DR.
02/24/2017	062131	Brooklyn Plumbing, Heating & A/C, Inc 94300.1 Ord. Main. And Operations, # 649684 \$196.33	Payment 196.33	196.33	(31,509,326.48)	1 INVOICE PLUMBING SERVICE
02/24/2017	062132	CASLER HARDWARE 94200.2 Ord. Maint. And Operations, # I-12542 \$5.58 # I-12546 \$19.25	Payment 24.83	24.83	(31,509,351.31)	CUST# 33561 MAINTENANCE SUPPLIES
02/24/2017	062133	Community Action Agency 92400.1 Tenant Services - Other - CT 92400.2 Tenant Services - Other - RM TENANT SERVICES 1.1.2017-1.31.2017	Payment 416.60 416.60	833.20	(31,510,184.51)	SEVENTH MONTH TENANT SERVICES- JAN 2017 TENANT SERVICES- JAN 2017
02/24/2017	062134	CONSUMERS ENERGY 93200.1 Electricity Expense - CT 93300.1 Gas Expense - CT 91900.1 Other Expenses- CT 93300.2 Gas Expense - RM 91900.2 Other Expenses - RM 100035145687 \$110.71 100000120905 \$2960.60 100000120798 \$3482.19 100000120855 \$1380.54 100035145554 \$2925.93 100000120954 \$2507.99 100034183796 \$14.06 100034185205 \$77.44 100000120764 \$9810.70 103024276109 CREDIT	Payment 5,515.38 7,769.34 173.84 9,810.70 0.90	23,270.16	(31,533,454.67)	10 INVOICES KWH USAGE 43896 MCF USAGE 914 ADJUSTMENTS MCF USAGE 1162 ADJUSTMENTS
02/24/2017	062135	CUT-RATE PLUMBING 94200.1 Ord. Maint. And Operations, Material 94200.3 Ord. Main. And Operations, Materials #879248 \$7.12 #689246 \$14.96	Payment 62.84 22.08	84.92	(31,533,539.59)	3 INVOICES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES

Jackson Housing Commission
Check Register Detail Report
 Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/24/2017	062136	#629128 \$62.84 DAVID WILLIAMS 91900.2 Other Expenses - RM FINAL ACCOUNTING VACATED ON 2.1.2017	Payment 312.00	312.00	(31,533,851.59)	P-002-4381-11 FINAL ACCOUNTING
02/24/2017	062137	Grand River Insurance Agency, LLC 96130.1 Worker's Compensation - CT 96130.2 Worker's Compensation - RM 96130.3 Worker's Compensation - SBN GRB WC5002339 01 \$610.08 POLICY PERIOD 7.30.2016-7.30.2017	Payment 134.22 329.44 146.42	610.08	(31,534,461.67)	GRB WC5002339 01 WORKERS COMPENSATION WORKERS COMPENSATION WORKERS COMPENSATION
02/24/2017	062138	GLG PRINT 91600.1 Office Expenses - CT 91600.2 Office Expenses - RM #49615 \$14.75 #49600 \$14.75	Payment 14.75 14.75	29.50	(31,534,491.17)	2 INVOICES M. MARKS BUSINESS CARDS P. POSTMA BUSINESS CARDS
02/24/2017	062139	HAMMOND HARDWARE 94200.1 Ord. Maint. And Operations, Material # B350844 \$23.38 # C220037 \$71.99 # B350726 \$37.77	Payment 133.14	133.14	(31,534,624.31)	CUST# 33515 MAINTENANCE SUPPLIES
02/24/2017	062140	HD Supply Facilities Maintenance 94200.2 Ord. Maint. And Operations, # 0152340500 \$410.00	Payment 418.00	418.00	(31,535,042.31)	CUST# 461000 MAINTENANCE SUPPLIES
02/24/2017	062141	Housing Authority Risk Retention 96120.1 Liability Insurance - CT 96120.2 Liability Insurance - RM 96120.3 Liability Insurance - SBN # HG00085942 \$36885.00 POLICY# HARRG-385-167930-2017 COMMERCIAL LIABILITY \$20187 PUBLIC OFFICIALS \$1818 EMPLOYEE PRACTICE \$12080 PESTICIDE \$0 EMPLOYEE BENEFITS ADMIN \$250 TERRORISM \$365 MOLD, OTHER \$2185	Payment 4,057.35 9,958.95 4,426.20	18,442.50	(31,553,484.81)	CUST ID# 385 LIABILITY INSURANCE CHALET LIABILITY INSURANCE REED LIABILITY INSURANCE SHAHAN BLACKSTONE
02/24/2017	062142	Housing Insurance Services, Inc. 96110.1 Property Insurance - CT	Payment 17,420.18	75,087.00	(31,628,571.81)	CUST ID# 385 LIABILITY INSURANCE CHALET

Jackson Housing Commission
Check Register Detail Report
Public Housing
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		96110.2 Property Insurance - RM	40,794.77			LIABILITY INSURANCE REED
		96110.3 Property Insurance - SBN	16,872.05			LIABILITY INSURANCE SHAHAN BLACKSTONE
		# HP00077447 YEAR 31				
		POLICY# HAPI-385-167929-2017				
		ACCTS RCVBL \$0				
		COMM. PROPERTY \$75087				
		ORDINANCE LAW \$0				
		VALUABLE PAPERS \$0				
		EARTHQUAKE \$0				
		FLOOD \$0				
		SPOILAGE \$0				
02/24/2017	062143	INK CONTRACTING LLC	Payment	14,930.00	(31,643,501.81)	3 INVOICES
		94300.1 Ord. Main. And Operations,	14,930.00			CONTRACT SERVICE FOR CHALET UNIT TURNS
		# 1094 \$8730.00 306 BARBERRY				
		# 1096 \$3100.00 116 LAUREL CT.				
		# 1095 \$3100.00 1231 LAUREL LN				
02/24/2017	062144	Jackson Transportation Authority	Payment	256.66	(31,643,758.47)	1 INVOICE
		94200.1 Ord. Maint. And Operations, Material	107.82			FUEL SERVICE- JAN
		94200.2 Ord. Maint. And Operations,	16.63			FUEL SERVICE- JAN
		94200.3 Ord. Main. And Operations, Materials	132.21			FUEL SERVICE- JAN
		# 0027455-IN \$256.66				
		JAN -SERVICE				
02/24/2017	062145	Jannaa Pool	Payment	80.43	(31,643,838.90)	REIMBURSEMENT
		92400.1 Tenant Services - Other - CT	49.43			GORDONS FOOD
		91900.1 Other Expenses- CT	25.00			DELTA AIRLINES
		92400.1 Tenant Services - Other - CT	6.00			DOLLAR TREE
		GORDONS FOOD \$49.43				
		DELTA AIRLINES \$25.00				
		DOLLAR TREE \$6.00				
02/24/2017	062146	Lammers Heating & A/C	Payment	365.00	(31,644,203.90)	1 INVOICE
		94300.3 Ord. Main. And Operations,	365.00			HVAC SERVICE 325 MOORMAN
		# 12741-13778 \$365.00				
		325 MOORMAN				
02/24/2017	062147	LEUTZ CABINETS	Payment	640.00	(31,644,843.90)	2 INVOICES
		94200.2 Ord. Maint. And Operations,	640.00			MAINTENANCE SUPPLIES
		# 52673 \$265.00				
		# 52674 \$375.00				
02/24/2017	062148	LIBERTY ENVIRONMENTALISTS,	Payment	30.00	(31,644,873.90)	1 INVOICE
		94200.1 Ord. Maint. And Operations, Material	30.00			1256 LAUREL LN RUBBISH REMOVAL

Jackson Housing Commission
Check Register Detail Report
 Public Housing

From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		TICKET# 158705 \$30.00				
		RUBBISH REMOVAL 1256 LAUREL LN				
02/24/2017	062149	MENARDS - JACKSON	Payment	1,289.24	(31,646,163.14)	ACCT# 31610470
		94200.1 Ord. Maint. And Operations, Material	337.89			MAINTENANCE SUPPLIES
		94200.2 Ord. Maint. And Operations,	58.25			MAINTENANCE SUPPLIES
		1450.214 CFP Site Improvements - 2014 - RM	399.00			STOVE
		1460.216 CFP Dwelling Structures 2016-RM	494.10			FRIDGE
		# 80264 \$337.89				
		# 80029 \$457.25 CFP				
		# 80030 \$494.10 CFP				
02/24/2017	062150	MODERN WASTE SYSTEMS	Payment	304.40	(31,616,167.54)	2 INVOICES
		94200.1 Ord. Maint. And Operations, Material	304.40			RUBBISH REMOVAL LAUREL CT AND LAUREL LN
		# 24091V \$145.00				
		# 24092V \$159.40				
02/24/2017	062151	OSBORNE PROCESS SERVICE	Payment	800.08	(31,647,267.62)	28 INVOICES
		91700.1 Legal Expenses - CT	57.46			PROCESS SERVER FEE
		91700.2 Legal Expenses - RM	28.00			PROCESS SERVER FEE
		91700.1 Legal Expenses - CT	173.50			PROCESS SERVER FEE
		91700.2 Legal Expenses - RM	56.00			PROCESS SERVER FEE
		91700.3 Legal Expenses - SBN	205.12			PROCESS SERVER FEE
		91700.2 Legal Expenses - RM	168.00			PROCESS SERVE FEE
		91700.2 Legal Expenses - RM	112.00			PROCESS SERVER FEE
		OBP-2017000440 \$28.73 OBP-2017000442 \$28.73				
		OBP-2017000448 \$28.00 OBP-2017000383 \$29.05				
		OBP-2017000424 \$28.89 OBP-2017000445 \$28.89				
		OBP-2017000399 \$28.89 OBP-2017000395 \$28.89				
		OBP-2017000384 \$28.89 OBP-2017000416 \$28.00				
		OBP-2017000418 \$28.00 OBP-2017000400 \$29.05				
		OBP-2017000426 \$28.89 OBP-2017000427 \$29.86				
		OBP-2017000423 \$28.89 OBP-2017000444 \$29.85				
		OBP-2017000443 \$28.73 OBP-2017000396 \$29.85				
		OBP-2017000455 \$28.00 OBP-2017000456 \$28.00				
		OBP-2017000421 \$28.00 OBP-2017000450 \$28.00				
		OBP-2017000454 \$28.00 OBP-2017000453 \$28.00				
		OBP-2017000419 \$28.00 OBP-2017000420 \$28.00				
		OBP-2017000369 \$28.00 OBP-2017000368 \$28.00				
02/24/2017	062152	OTIS ELEVATOR COMPANY	Payment	550.00	(31,647,817.62)	CUST# 299178
		94300.2 Ord. Maint And Operations, Contracts	550.00			ELEVATOR MAINTENANCE CONTRACT
		# CVJ34032001 \$550.00				
02/24/2017	062153	PLIC - SBD Grand Island	Payment	97.40	(31,647,915.02)	ACCT# 1044559-10001

Jackson Housing Commission
Check Register Detail Report
 Public Housing
 From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		96140.1 All Other Insurance - CT	46.80			LIFE AD&D MARCH
		96140.2 All Other Insurance - RM	27.20			LIFE AD&D MARCH
		96140.3 All Other Insurance - SBN	23.40			LIFE AD&D MARCH
		BILLING PERIOD				
		03.01.2017-03.31.2017				
02/24/2017	062154	SAFETY SYSTEMS INC	Payment	1,098.00	(31,649,013.02)	CUST# 00938
		94300.2 Ord. Main And Operations, Contracts	1,098.00			ALARM SYSTEM MAINTENANCE
		# 465374 \$1098.00				
02/24/2017	062155	The SBAM Plan	Payment	15,246.49	(31,664,259.51)	CID# 281224
		91500.1 Employee Benefit Contributions,	976.98			EMPLOYEE BENEFITS CONTRIBUTIONS, ADMIN
		91501.1 Insurance Coverage-Retirees -CT	1,494.28			INSURANCE COVTRAGI RTIRFFS
		91900.1 Other Expenses- CT	7.00			ADMIN FEES
		94500.1 Maintenance Benefits - CT	2,063.91			MAINTENANCE BENEFITS
		91500.2 Employee Benefit Contributions,	1,566.80			EMPLOYEE BENEFITS CONTRIBUTIONS ADMIN
		91900.2 Other Expenses - RM	7.00			ADMIN FEES
		94500.2 Maintenance Benefits - RM	5,463.20			MAINTENANCE BENEFITS
		91500.3 Employee Benefit Contributions,	1,645.08			EMPLOYEE BENEFITS CONTRIBUTIONS ADMIN
		91900.3 Other Expenses - SBN	7.00			ADMIN FEE
		94500.3 Maintenance Benefits - SBN	2,015.24			MAINTENANCE BEENFITS
		SBAM ID# 92594 \$15246.49				
		BILLING PERIOD				
		03.01.2017-03.31.2017				

Jackson Housing Commission
Check Register Detail Report
General COCC Account
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/02/2017	002757	J McEldowney Inc.	Payment	1,257.45	(925,363.14)	3 INVOICES
		91600.4 Office Expenses - COCC		1,257.45		FAX COPY MACHINE OVERAGE CHARGES
		80418 \$657.00				
		80419 \$300.00				
		80420 \$300.45				
02/02/2017	002758	PC Solutions	Payment	74.25	(925,437.39)	JACKSON HOUSING CO
		91600.4 Office Expenses - COCC		74.25		COMPUTER SUPPORT
		M16863				
02/02/2017	002759	PLIC - SBD Grand Island	Payment	35.10	(925,472.49)	ACCT# 1044559-10001
		96140.4 All Other Insurance - COCC		35.10		LIFE AD&D COVERAGE
		02/01/2017-02/28/2017				
		BILLING PERIOD				
02/02/2017	002760	PURCHASE POWER	Payment	150.00	(925,622.49)	8000-9000-0062-0884
		91600.4 Office Expenses - COCC		150.00		POSTAGE REFILL
		8000-9000-0062-0884 \$150.00				
02/02/2017	002761	The SBAM Plan	Payment	8,420.51	(934,043.00)	CID# 281224
		91500.4 Employee Benefit Contributions,		5,069.35		EMPLOYEE BENEFITS
		91501.4 Insurance Coverage-Retirees -		3,344.16		RETIRES BENEFITS
		91900.4 Other Expenses - COCC		7.00		ADMIN FEES
		SBAM ID# 92594 CID281224				
		02/01/2017-02/28/2017				
		BILLING PERIOD				
02/02/2017	002762	SKII PATH SEMINARS	Payment	199.00	(934,242.00)	1 INVOICE
		1408.415 CFP MANAGEMENT		199.00		LAKESHIA ACCOUNTS PAYABLE TRAINING
		11401243 \$199.00				
		LAKESHIA BAKER ACCOUNTS PAYABLE				
		TRAINING				
02/03/2017	002763	AFLAC	Payment	47.88	(934,289.88)	ACCT# VX312
		96140.4 All Other Insurance - COCC		47.88		SUPPLEMENTAL INSURANCE- JAN
		734916 \$47.88				
02/03/2017	002764	DBI BUSINESS INTERIORS	Payment	691.88	(934,981.76)	CUST# 224241
		91600.4 Office Expenses - COCC		691.88		OFFICE SUPPLIES COCC
		03JJ7829 \$62.97				
		03JJ7827 \$37.66				
		03JJ7830 \$2.39				
		03JJ4980 \$214.29				
		03JK2108 \$189.70				
		03JK0519 \$159.92				
		03JK0517 \$24.95				

Jackson Housing Commission
Check Register Detail Report
General COCC Account
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/03/2017	002765	COMCAST	Payment	746.68	(935,728.44)	7 INVOICES
		91600.4 Office Expenses - COCC	488.28			INTERNET SERVICE
		91600.4 Office Expenses - COCC	91.58			109 SHAHAN INTERNET SERVICE
		91600.4 Office Expenses - COCC	166.82			301 STEWARD OFC INTERNET
		8529 11 428 0104708 8529 11 428 0104708				
		109 SHAHAN \$89.52 109 SHAHAN \$91.58				
		8529 11 428 0363940 8529 11 428 0363940				
		301 STEWARD OFC \$164.77- 301 STEWARD AVE OFC				
		\$166.82				
		8529 11 428 0369921				
		221 JANKE \$10.12				
		8529 11 428 0309913 \$124.47				
		316 BARBERRY				
		8529 11 428 0358478 \$124.47				
		410 E HIGH ST				
02/10/2017	002766	AccuShred, LLC	Payment	25.00	(935,753.44)	1 INVOICE
		94300.4 Ord. Main. And Operations,	25.00			PAPER SHRED SERVICE
		36829 \$25.00				
02/10/2017	002767	City Of Jackson - Finance Department	Payment	5,252.12	(941,005.56)	EE & ER CONTRIBUTIONS
		91500.4 Employee Benefit Contributions,	5,252.12			EMPLOYEE BENEFIT, ADMIN CONTRIBUTIONS
		EE & ER CONTRIBUTIONS				
		JAN 2017				
02/10/2017	002768	First National Bank Omaha	Payment	296.93	(941,302.49)	4988659183672469
		91600.4 Office Expenses - COCC	257.14			GOOGLE APPS
		91600.4 Office Expenses - COCC	39.79			4 GB SINGLE
		GOOGLE APPS \$ 257.14				
		CRUCIAL 4GB SINGLE \$39.79				
02/10/2017	002769	GLG PRINT	Payment	24.75	(941,327.24)	1 INVOICE
		91600.4 Office Expenses - COCC	14.75			T. JOHNSON BUSINESS CARDS
		91600.4 Office Expenses - COCC	10.00			BROCHURES
		49353 \$14.75				
		48103 \$10.00				
02/10/2017	002770	Stamp-Rite, Inc.	Payment	170.70	(941,497.94)	1 INVOICE
		91600.4 Office Expenses - COCC	170.70			ADMINISTRATION AND RECV CLERK SIGN
		169389 \$170.70				
02/13/2017	002771	HOUSING DATA SYSTEMS, INC.	Payment	240.00	(941,737.94)	CLIENT 6183
		91600.4 Office Expenses - COCC	240.00			MTCS TRANSMITTAL SERVICE
		INV# 222542 \$240.00				
		MCTS TRANSMITTAL SERVICE				

Jackson Housing Commission
Check Register Detail Report
General COCC Account
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/13/2017	002772	01.01.2017-03.31.2017 PC Solutions 91600.4 Office Expenses - COCC M16967 \$30.00 M16894 \$104.24 M16875 \$40.00 M16910 \$158.79	Payment 333.03	333.03	(942,070.97)	CUST ID# JACKSON HOUSING CO computer support
02/13/2017	002773	SCOTT ACCOUNTING & COMPUTER 91600.4 Office Expenses - COCC -INV# 128957 \$60.00	Payment 60.00	60.00	(942,130.97)	CUST# 11421 SACS SOFTWARE MAINTENANCE
02/13/2017	002774	SPRINT 91600.4 Office Expenses - COCC 128763256-029 \$216.26	Payment 216.26	216.26	(942,347.23)	ACCT# 128763256 CELL PHONE SERVICE
02/13/2017	002775	TDS Metrocom 91600.4 Office Expenses - COCC 517-787-9241	Payment 154.33	154.33	(942,501.56)	1 INVOICE FAX AND PHONE SERVICE
02/13/2017	002776	THE WATER STORE INC 91600.4 Office Expenses - COCC INV# 34383 \$33.25	Payment 33.25	33.25	(942,534.81)	1 INVOICE FOR THE WATER COOLER
02/13/2017	002777	PURCHASE POWER 91600.4 Office Expenses - COCC 8000-9000-0062-0884 \$79.05	Payment 79.05	79.05	(942,613.86)	800090000620884 POSTAGE
02/24/2017	002778	AFLAG 96140.4 All Other Insurance - COCC # 174462 \$47.88 FEBRUARY BILLING PERIOD	Payment 47.88	47.88	(942,661.74)	ACCT# VX312 SUPPLEMENTAL INSURANCE
02/24/2017	002779	Community Action Agency 91900.4 Other Expenses - COCC TENANT SERVICES 01.01.2017-01.31.2017	Payment 833.53	833.53	(943,495.27)	SEVENTH MONTH TENANT SERVICES - JAN
02/24/2017	002780	DBI BUSINESS INTERIORS 91600.4 Office Expenses - COCC 03JK3202 \$99.95 03JK5048 \$9.99 03JK4335 \$89.89	Payment 199.83	199.83	(943,695.10)	CUST# 224241 OFFICE SUPPLIES
02/24/2017	002781	COMCAST 91600.4 Office Expenses - COCC 8529 11 428 0369921	Payment 12.18	12.18	(943,707.28)	1 INVOICE INTERNET SERVICE

Jackson Housing Commission
Check Register Detail Report
General COCC Account
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		221 JANKE ST. \$12.18				
02/24/2017	002782	Grand River Insurance Agency, LLC 96130.4 Worker's Compensation - COCC GRB WC5002339 01 \$366.05 POLICY PERIOD 07.30.2016-07.30.2017	Payment 366.05	366.05	(944,073.33)	GRB WC5002339 01 WORKERS COMPENSATION
02/24/2017	002783	Housing Authority Risk Retention 91900.4 Other Expenses - COCC HG00085942 YEAR 32 COMM LIABILITY \$20187 PUBLIC OFFICIALS \$1018 EMPLOYMENT PRACTICE \$ 12080 PESTICIDE \$0 EMPLOYEE BENEFITS ADMIN LIABILITY \$250 TERRORISM \$365 MOLD, OTHER \$2185	Payment 11,065.50	11,065.50	(955,138.83)	CJST ID# 385 COMMERCIAL LIABILITY INSURANCE
02/24/2017	002784	PC Solutions 91600.4 Office Expenses - COCC M16994 \$198.00 M17039 \$238.98	Payment 436.98	436.98	(955,575.81)	JACKSON HOUSING CO COMPUTER SUPPORT
02/24/2017	002785	Pentiuk, Couvreur & Kobijjak, P.C 91700.4 Legal Expenses - COCC # 29821 \$2592.79 JANUARY INVOICE	Payment 2,592.79	2,592.79	(958,168.60)	ACCT# 114310.001 LEGAL SERVICE FEES
02/24/2017	002786	PLJC - SBD Grand Island 96140.4 All Other Insurance - COCC BILLING PERIOD 03.01.2017-03.31.2017	Payment 29.25	29.25	(958,197.85)	ACCT# 1044559-10001 LIFE AD&D MARCH
02/24/2017	002787	The SBAM Plan 91500.4 Employee Benefit Contributions, 91501.4 Insurance Coverage-Retirees - 91900.4 Other Expenses - COCC CID# 281224 SBAM ID# 92594 03.01.2017-03.31.2017 \$8420.51	Payment 5,069.35 3,344.16 7.00	8,420.51	(966,618.36)	CID# 281224 EMPLOYEE BENEFIT CONTRIBUTIONS, ADMIN INSURANCE COVERAGE RETIREES ADMIN FEES

Jackson Housing Commission
Check Register Detail Report
Section 8 Housing Voucher Prog
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/02/2017	054463	AFLAC	Payment	250.44	(535,929.33)	ACCT# VX312 SUPPLEMENTAL INSURANCE- JAN
		96140.5 All Other Insurance - S8P 734916 \$250.00				
02/02/2017	054464	PURCHASE POWER	Payment	100.00	(536,029.33)	8000-9000-0062-0884 POSTAGE REFILL
		91600.5 Office Expenses - S8P 8000-9000-0062-0884 \$100.00				
02/02/2017	054465	PLIC - SBD Grand Island	Payment	17.55	(536,046.88)	ACCT# 1044559-10001 LIFE AD&D FEB
		96140.5 All Other Insurance - S8P 1044559-10001 02/1/2017-02/28/2017 BILLING PERIOD				
02/02/2017	054466	The SBAM Plan	Payment	2,235.44	(538,282.32)	CID# 281224 EMPLOYEE BENEFITS
		91500.5 Employee Benefit Contributions, 91900.5 Other Expenses - S8P SBAM ID# 92594 CID# 281224 02/01/2017-02/28/2017 BILLING PERIOD				ADMIN FEES
02/10/2017	054467	AccuShred, LLC	Payment	15.00	(538,297.32)	1 INVOICE PAPER SHRED SERVICE
		94300.5 Ord. Maint. And Operations, 36829 \$15.00				
02/10/2017	054468	City Of Jackson - Finance Department	Payment	1,720.72	(540,018.04)	EE & ER CONTRIBUTIONS EMPLOYEE BENEFITS, ADMIN CONTRIBUTIONS
		91500.5 Employee Benefit Contributions, EE & ER CONTRIBUTIONS JAN 2017				
02/10/2017	054469	DBI BUSINESS INTERIORS	Payment	507.09	(540,525.13)	CUST# 224241 OFFICE SUPPLIES
		91600.5 Office Expenses - S8P 91600.5 Office Expenses - S8P 03JJ4983 \$242.05 03JJ7828 \$242.10 03JK2862 \$19.94				OFFICE SUPPLIES
02/10/2017	054470	J McEldowney Inc.	Payment	1,353.60	(541,878.73)	3 INVOICES FAX AND COPY MACHINE USAGE AND OVERAGE
		91600.5 Office Expenses - S8P 80424 \$297.00 80421 \$450.00 80422 \$606.60				
02/10/2017	054471	Jackson Housing Commission	Payment	3,000.00	(544,878.73)	SECTION 8 MANAGEMENT FEES SECTION 8 MANAGEMENT FEES -JAN 2017
		91900.5 Other Expenses - S8P SECTION 8 MANAGEMENT FEES				

Jackson Housing Commission
Check Register Detail Report
Section 8 Housing Voucher Prog
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
JAN 2017						
02/13/2017	054472	BRENDA HUGHES 91900.5 Other Expenses - S8P REPAYMENT PLAN OVERAGE \$2.12	Payment 2.12	2.12	(544,880.85)	PAYMENT PLAN OVERAGE
02/13/2017	054473	GLG PRINT 91600.5 Office Expenses - S8P INV# 48103 \$10.00	Payment 10.00	10.00	(544,890.85)	1 INVOICE BROCHURES
02/13/2017	054474	PC Solutions 91600.5 Office Expenses - S8P M10910 \$ 150.03	Payment 158.83	158.83	(545,049.68)	CUST ID# JACKSON HOUSING CO COMPUTER SUPPORT
02/13/2017	054475	SPRINT 91600.5 Office Expenses - S8P 128763256-029	Payment 14.60	14.60	(545,064.28)	ACCT# 128763256 CELL PHONE SERVICE
02/13/2017	054476	TALX THE WORK NUMBER 91900.5 Other Expenses - S8P INV# B1-249586 \$306.50	Payment 306.50	306.50	(545,370.78)	CUST# 8805983 PRE TENANT SCREENING
02/13/2017	054477	TDS Metrocom 91600.5 Office Expenses - S8P 517-787-6326 \$73.52	Payment 73.52	73.52	(545,444.30)	1 INVOICE FAX AND PHONE SERVICE
02/14/2017	054478	PURCHASE POWER 91600.5 Office Expenses - S8P 8000-9000-0062-0884 \$319.11	Payment 319.11	319.11	(545,763.41)	8000900000620884 POSTAGE
02/24/2017	054479	AFLAC 96140.5 All Other Insurance - S8P # 174462 \$250.44 FEBRUARY INVOICE	Payment 250.44	250.44	(546,013.85)	ACCT# VX312 SUPPLEMENTAL INSURANCE
02/24/2017	054480	Community Action Agency 91900.5 Other Expenses - S8P TENANT SERVICES 01.01.2017-01.31.2017	Payment 416.60	416.60	(546,430.45)	SEVENTH MONTH TENANT SERVICES
02/24/2017	054481	Grand River Insurance Agency, LLC 96130.5 Worker's Compensation - S8P GRB WC5002339 01 POLICY PERIOD 07.30.2016-07.30.2017	Payment 244.02	244.02	(546,674.47)	GRB WC5002339 01 WORKERS COMPENSATION
02/24/2017	054482	Housing Authority Risk Retention 91900.5 Other Expenses - S8P	Payment 7,377.00	7,377.00	(554,051.47)	CUST ID# 385 COMMERCIAL LIABILITY INSURANCE

Jackson Housing Commission
Check Register Detail Report
Section 8 Housing Voucher Prog
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		HG00085942 YEAR 31				
		COMM LIABILITY \$20187				
		PUBLIC OFFICIALS \$1818				
		EMPLOYMENT PRACTICE \$12080				
		PESTICIDE \$0				
		EMPLOYEE BENEFIT ADMIN \$250				
		TERRORISM \$365				
		MOLD, OTHER \$2185				
02/24/2017	054483	Jackson Transportation Authority	Payment	46.08	(554,097.55)	1 INVOICE
		91900.5 Other Expenses - S8P	46.08			FUEL SERVICE JAN
		0027455-IN				
		FUEL SERVICE- JAN				
02/24/2017	054484	PLIC - SBD Grand Island	Payment	23.40	(554,120.95)	ACCT# 1044559-10001
		96130.5 Worker's Compensation - S8P	23.40			WORKERS COMPENSATION
		BILLING PERIOD				
		03.01.2017-03.31.2017				
02/24/2017	054485	The SBAM Plan	Payment	2,235.45	(556,356.40)	CID# 281224
		91500.5 Employee Benefit Contributions,	2,228.45			EMPLOYEE BENEFIT CONTRIBUTION, ADMIN
		91900.5 Other Expenses - S8P	7.00			ADMIN FEE
		CID# 281224 SBAM ID#92594				
		BILLING PERIOD				
		03.01.2017-03.31.2017				
02/24/2017	054486	TRANS UNION LLC	Payment	15.02	(556,371.42)	CUST ID# 4408R0064047
		91900.5 Other Expenses - S8P	15.02			PRETENANT SCREENING
		# 01731172 \$15.02				
		S8 TENANT SCREENING				

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____ read in full and considered:

RESOLUTION NO. 2017-04

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	\$5,510.50
AMP 2: Reed Manor	\$ 436.70
AMP 3: Shahan-Blackstone Apts.	<u>\$ -0-</u>
Total	\$5,947.20

The attached Collection Losses Report reflects the delinquent amount of **\$5,947.20** and is hereby approved for fiscal year 2016-2017 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SECONDED** the motion and by 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 March 15, 2017.

Michele Pultz-Orthaus
President

Collection Losses Report

Three months or greater

March 2017

Board Resolution 2017-04

Property	Account Number	Move Out	Amount
Chalet Terrace	001-1121-04	12-28-16	\$ 480.10
Chalet Terrace	001-1193-06	12-13-16	\$2,650.00
Chalet Terrace	002-3296-14	12-26-16	\$ 375.10
Chalet Terrace	001-1129-10	12-29-16	\$2,005.30
Reed Manor	001-1111-04	12-12-16	\$ 436.70

Property	Total
Chalet Terrace	\$5,510.50
Reed Manor	\$ 436.70
Shahan Blackstone North	0
Total Write Off	\$5,947.20

Note: Accounts are written off after three or more months of delinquency.

**Jackson Housing Commission
Jackson, Michigan**

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

RESOLUTION NO. 2017-05

WHEREAS, the Commission observed that the By-Laws of the Jackson Housing Commission must be revised to ensure consistent management and oversight of the agency;

WHEREAS, the Jackson Housing Commission's Board of Commissioners reviewed the revised bylaws and recommends revisions as shown;

THEREFORE BE IT RESOLVED THAT the stated revisions of the By-Laws of the Jackson Housing Commission are hereby approved for immediate implementation.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner _____ **SUPPORTED** the motion and, upon the following roll call 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 March 15, 2017.

Michelle Pultz-Orthaus
President

BY-LAWS OF THE JACKSON HOUSING COMMISSION

ARTICLE I - THE COMMISSION

Section 1 - Name of the Commission. The name of the Commission shall be the "Jackson Housing Commission".

Section 2 - Offices of the Commission. The offices of the Commission shall be located at 301 Steward Ave., Jackson, Michigan, but the Commission may hold its meetings at such other place or places as it may from time to time designate by resolution.

ARTICLE II - COMMISSION MEMBERSHIP

Section 1. Commissioners. The Commission shall be comprised of five (5) Board Members appointed by the Mayor of Jackson, Michigan, with confirmation by the Jackson City Council, to staggered five (5) year terms so that there is one vacancy each year. At least one (1) Board Member shall be a Commission resident or program participant.

Section 2. Resignation. Any member desiring to resign from the Commission prior to the expiration of his/her appointed term shall submit a written resignation to the President of the Commission or the Executive Director of the City of Jackson Housing Commission.

Section 3. Removal. Housing Commission members may be removed by the Mayor, with confirmation by the Jackson City Council, pursuant to the applicable City of Jackson Codified Ordinances.

ARTICLE III - EXECUTIVE DIRECTOR

Section 1. Executive Director. The Executive Director shall be appointed by the commission and shall agree to terms of employment and compensation as established by the Commission. The Executive Director shall have general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Commission. He/she shall be charged with the management of the housing projects of the Commission, and the management of the Commission's Housing Choice Voucher Program.

Section 2. Employment of Housing Commission Staff. The Executive Director may from time to time employ such persons he/she determines necessary for the efficient and effective administration of the Housing Commission.

Section 3. Duties and Responsibilities. The Executive Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. He/she shall sign all orders and checks for the payment of money and shall pay out and

disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks shall be in accordance with the then existing check writing policy. The Commission may, by resolution, appoint the Executive Director to sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. The Executive Director shall keep regular books of accounts, receipts and expenditures and shall render to the Commission, at each regular meeting (or when requested). The Executive Director shall report all of his/her transactions and also the financial condition of the Commission. He/she will be insured under the Housing Commission's general liability insurance policy.

Section 4. Performance Evaluation and Compensation. The Commission shall conduct a performance evaluation of the Executive Director prior to the annual organization meeting held in April. The compensation of the Executive Director will be determined by the Commission, with the approval of the Mayor.

Section 5. *Ex Officio Secretary*. The Executive Director shall be the *Ex Officio Secretary* of the Commission. He/she shall keep the records of the Commission. Also shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a minute book and resolution book to be kept for that purpose.

Section 6. No member of the commission or the City of Jackson City Council shall be eligible to serve as the Executive Director.

ARTICLE IV - OFFICERS

Section 1 - Officers. The officers of the Commission shall be a President, a Vice President and the Executive Director as *Ex Officio Secretary*.

Section 2 - President. The President shall preside at all meetings of the Commission. In the Executive Director's absence or incapacity to sign, or except as otherwise authorized by resolution of the Commission, the President is authorized to sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. At each meeting the President shall submit such recommendations and information as may be considered proper concerning the business, affairs, and policies of the Commission.

Section 3 - Vice-President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President, shall perform duties as are imposed on the President until such time as the Commission shall elect a new President.

Section 4 - Additional Duties. The Executive Director and the Officers of the Commission shall perform such other duties and functions required by the Commission, its by-laws or rules and regulations, or State and Federal regulations.

Section 5 - Election or Appointment. The President and Vice President shall be elected at the annual meeting of the Commission from among members of the Commission, and shall hold office for one year or until their successors are elected and qualified. The election shall be by roll call vote with ayes and nays recorded.

Section 6- Vacancies. The Executive Director shall inform the Mayor of the approaching end of term of any Commissioner. A Commissioner shall continue to serve as a voting member of the Commission after the expiration of his/her term of office until the Commissioner has been reappointed or a successor has been appointed to fill the expired term. When a non-resident commissioner vacancy on the Commission occurs, the President of the Commission shall inform the Mayor. The Mayor will be requested to fill such vacancies within sixty (60) days. Appointments will be made in accordance with City of Jackson Ordinances and with Public Act 18 of the State of Michigan. Upon a vacancy, the Commission and/or Executive Director may recommend a potential Commissioner to the Mayor. In accordance with Public Act 18 of the State of Michigan, at least one Commissioner shall be a resident of the Commission's Public Housing facilities or a participant of the Commission's Section 8 Rental Assistance Program.

Section 7- Additional Personnel. Upon recommendation by the Executive Director, the Commission may from time to time employ such personnel as it deems necessary to exercise its power, duties, and functions. Such personnel shall be selected by and be responsible to the Executive Director at such compensation as set by the Commission in the financial records of the Commission. The compensation of the Executive Director will be determined by the Commission, with the approval of the Mayor. No member of the Commission nor any member of the Jackson City Council shall be eligible for employment by the Commission.

ARTICLE III- MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Commission shall be held on the last Wednesday in April following the close of the fiscal year at a time and place to be determined by the Commission at its preceding March Regular Meeting.

Section 2 - Regular Meetings. Meetings shall be held at such time and place as may from time to time be designated by resolution. All meetings shall be noticed and conducted pursuant to the Michigan Open Meetings Act. (MCL 15.261 et.al).

Section 3 - Special Meetings. The President of the Commission may, when deemed expedient, and shall, upon the written request of two members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The notice of a special meeting shall be in accordance with the

Michigan Open Meetings Act (MCL.15.261 et. al). At such special meeting no business shall be considered other than as designated in the call, but if all the members of the Commission are present at a special meeting any and all business may be transacted at such special meeting.

Section 4 - Quorum. At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purpose of transacting business; provided that a small number may meet and adjourn to some other time or until a quorum is obtained.

Section 5 - Order of Business. At the regular meeting of the Commission the following shall be the order of business:

1. Roll Call.
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications.
4. Reports of the Director.
5. Reports of Committees.
6. Other Business.
7. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Commission.

Section 6 - Manner of Voting. The voting on all financial questions coming before the Commission shall be by roll call. All other questions shall be answered by voice vote unless a Commissioner requests a roll call. The ayes and nays on all votes shall be entered upon the minutes of such meeting.

ARTICLE IV - COMMITTEES

Section 1 - Standing Committees. There shall be three Standing Committees of the Commission to provide guidance and conduct specialized business between regular meetings, as necessary, whose functions shall include, but not necessarily be limited to, true following:

1. The Personnel Practices Committee shall review and recommend changes to Commission personnel policies, to budgetary considerations relating to staffing structure, employee compensation and benefits, to employee grievance procedures, and, at the Director's request, provide advice as to employee disciplinary matters.

This Committee shall privately conduct the Director's performance evaluations and report results and recommendations to the Commission unless the Director requests in writing a public evaluation by the full Board of Commissioners.

2. The Tenant Relations Committee shall review and recommend changes to policies and procedures as they relate to tenant relations such as admissions, continued occupancy policies, grievance procedures, charges for work orders and services, tenant association activities, and interagency public service relations.

3. The Finance Committee shall review and recommend changes to policies and procedures as they relate to the Commission's financial condition such as procurement and disbursement, the budgetary process, accounting and auditing, inventory and property control, and internal cash controls.

Section 2 - Ad Hoc Committees. The President, as the Commission deems necessary, shall appoint ad hoc committees to review and make recommendations regarding special programs or extraordinary circumstances.

Section 3 - Membership. The committees shall be composed of at least one, but not more than two, Commissioners, the Director, and appropriate Staff, tenants, and/or ancillary personnel. Commissioners shall not serve on more than two Standing Committees but shall serve on at least one Standing Committee.

Section 4 - Meetings. Committees shall meet as often as necessary for the reasonable accomplishment of Committee business but not less than once per Commission fiscal year. The senior Commission Officer, or senior Commissioner, assigned to a Committee shall preside at meetings.

ARTICLE V – AMENDMENTS

Section 1 - Amendments to By-Laws. The By-Laws of the Commission shall be amended only with the approval of at least three members of the Commission at a regular or special meeting.

BY-LAWS OF THE JACKSON HOUSING COMMISSION

ARTICLE I - THE COMMISSION

Section 1 - Name of the Commission. The name of the Commission shall be the "Jackson Housing Commission".

Section 2 - Offices of the Commission. The offices of the Commission shall be located ~~at in the City Hall in the City of~~ 301 Steward, Jackson, Michigan, but the Commission may hold its meetings at such other place or places as it may from time to time designate by resolution.

ARTICLE II - COMMISSION MEMBERSHIP

Section 1.

~~Section 3~~ - Commissioners. The Commission shall be comprised of five (5) Board Members appointed by the Mayor of Jackson, Michigan, with confirmation by the Jackson City Council, to staggered five (5) year terms so that there is one vacancy each year. At least one (1) Board Member shall be a Commission resident or program participant.

Section 2. Resignation. Any member desiring to resign from the Commission prior to the expiration of his/her appointed term shall submit a written resignation to the President of the Commission or the Executive Director of the City of Jackson Housing Commission.

Section 3. Removal. Housing Commission members may be removed by the Mayor, with confirmation by the Jackson City Council, pursuant to the applicable City of Jackson Codified Ordinances.

ARTICLE III - EXECUTIVE DIRECTOR

Section 1. Executive Director. The Executive Director shall be appointed by the commission and shall agree to terms of employment and compensation as established by the Commission. The Executive Director shall have general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Commission. He/she shall be charged with the management of the housing projects of the Commission.

Section 2. Employment of Housing Commission Staff. The Executive Director may from time to time employ such persons he/she determines necessary for the efficient and effective administration of the Housing Commission, subject to the approval of the Commissioners.

Section 3. Duties and Responsibilities. The Executive Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks shall be in accordance with the then existing check writing policy. The Commission may, by resolution, appoint the Executive Director to sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. The Executive Director shall keep regular books of accounts, receipts and expenditures and shall render to the Commission, at each regular meeting (or when requested). The Executive Director shall report all of his/her transactions and also the financial condition of the Commission. He/she will be insured under the Housing Commission's general liability insurance policy.

Section 4. Performance Evaluation and Compensation. The Commission shall conduct a performance evaluation of the Executive Director prior to the annual organization meeting held in April. The compensation of the Executive Director will be determined by the Commission, with the approval of the Mayor.

Section 5. Ex Officio Secretary. The Executive Director shall be the Ex Officio Secretary of the Commission. He/she shall keep the records of the Commission. Also shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a minute book and resolution book to be kept for that purpose.

Section 6. No member of the commission or the City of Jackson City Council shall be eligible to serve as the Executive Director.

ARTICLE IV - OFFICERS

Section 1 - Officers. The officers of the Commission shall be a President, a Vice President and the Executive Director as *Ex Officio Secretary*. ~~and a Director (who shall also be the Secretary of the Commission).~~

Section 2 - President. The President shall preside at all meetings of the Commission. In the Executive Director's absence or incapacity to sign, or except as otherwise authorized by resolution of the Commission, the President is authorized to sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. ~~Except as otherwise authorized by resolution of the Commission, the President shall sign all contracts, deeds and other instruments made by the Commission.~~ At each meeting the President shall submit such recommendations and information as may be considered proper concerning the business, affairs, and policies of the Commission.

Proposed Revised Bylaws IHC 02/05/17

Section 3 - Vice-President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President, shall perform duties as are imposed on the President until such time as the Commission shall elect a new President.

~~Section 4 - Director. The Director shall have general supervision over the administration of the business affairs of the Commission subject to the direction of the Commission. The Director shall be charged with the management of the housing projects and programs of the Commission. The Director shall have the care and custody of all funds of the Commission. Such funds shall be accounted for in the manner prescribed by the Commission and shall be disbursed only on written authorization under supervision of the Commission. The Director shall render to the Commission at each meeting (or oftener when requested), an account of transactions, report on the Commission's financial condition, and perform other duties as the Commission may determine. The compensation of the Director shall be determined by the Commission, with the approval of the Mayor of the City of Jackson.~~

~~Section 5 - Secretary. The Director shall be the Secretary of the Commission, and shall keep records of the Commission, shall act as Secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for that purpose, and shall perform all duties incident to the office of Secretary.~~

Section 46 - Additional Duties. The Executive Director and the Officers of the Commission shall perform such other duties and functions required by the Commission, its by-laws or rules and regulations, or State and Federal regulations. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or the by-laws or rules and regulations of the Commission.

Section 57 - Election or Appointment. The President and Vice President shall be elected at the annual meeting of the Commission from among members of the Commission, and shall hold office for one year or until their successors are elected and qualified. The election shall be by roll call vote with ayes and nays recorded.

Section 6- Vacancies. The Executive Director shall inform the Mayor of the approaching end of term of any Commissioner. A Commissioner shall continue to serve as a voting member of the Commission after the expiration of his/her term of office until the Commissioner has been reappointed or a successor has been appointed to fill the expired term. When a non-resident commissioner vacancy on the Commission occurs, the President of the Commission shall inform the Mayor. The Mayor will be requested to fill such vacancies within sixty (60) days. Appointments will be made in accordance with City of Jackson Ordinances and with Public Act 18 of the State of Michigan. Upon a vacancy, the Commission and/or Executive Director may recommend a potential Commissioner to the Mayor. In

accordance with Public Act 18 of the State of Michigan, at least one Commissioner shall be a resident of the Commission's Public Housing facilities or a participant of the Commission's Section 8 Rental Assistance Program.

Section 7- Additional Personnel. Upon recommendation by the Executive Director, the Commission may from time to time employ such personnel as it deems necessary to exercise its power, duties, and functions. Such personnel shall be selected by and be responsible to the Executive Director at such compensation as set by the Commission in the financial records of the Commission. The compensation of the Executive Director will be determined by the Commission, with the approval of the Mayor. No member of the Commission nor any member of the Jackson City Council shall be eligible for employment by the Commission.

~~The Director shall be appointed by the Commission. Any person appointed to fill the office of the Director, or any vacancy therein, shall have such term as the Commission fixes, but no member of the Commission shall be eligible to hold this office.~~

~~Section 8 - Vacancies. Should the offices of President or Vice President become vacant, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of the said office. When the office of Director becomes vacant, the Commission shall appoint a successor as aforesaid.~~

~~Section 9 - Additional Personnel. The Commission may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. Such personnel (including the Director), shall be selected and appointed by the Commission at such compensation as the Commission, with the approval of the Mayor of the City of Jackson, Michigan, shall determine.~~

ARTICLE III- MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Commission shall be held on the last Wednesday in April following the close of the fiscal year at a time and place to be determined by the Commission at its preceding March Regular Meeting.

Section 2 - Regular Meetings. Meetings shall be held at such time and place as may from time to time be designated by resolution. All meetings shall be noticed and conducted pursuant to the Michigan Open Meetings Act. (MCL 15.261 et.al).

~~Meetings shall be held without notice at such time and place as may from time to time be designated by resolution. In the event any such date shall fall on a legal holiday, the meeting shall be held on the next secular day.~~

Section 3 - Special Meetings. The President of the Commission may, when deemed expedient, and shall, upon the written request of two members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The notice of a special meeting shall be in accordance with the

Proposed Revised Bylaws JHC 02/05/17

~~Michigan Open Meetings Act (MCL.15.261 et. al). The call for a special meeting may be delivered at any time prior to the proposed meeting to each member of the Commission, or may be mailed to the business or home address of each member of the Commission at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all the members of the~~
Commission are present at a special meeting any and all business may be transacted at such special meeting.

Section 4 - Quorum. At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purpose of transacting business; provided that a small number may meet and adjourn to some other time or until a quorum is obtained.

Section 5 - Order of Business. At the regular meeting of the Commission the following shall be the order of business:

1. Roll Call.
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications.
4. Reports of the Director.
5. Reports of Committees.
6. Other Business.
7. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Commission.

Section 6 - Manner of Voting. The voting on all financial questions coming before the Commission shall be by roll call. All other questions shall be answered by voice vote unless a Commissioner requests a roll call. The ayes and nays on all votes shall be entered upon the minutes of such meeting.

ARTICLE IV - COMMITTEES

Section 1 - Standing Committees. There shall be three Standing Committees of the Commission to provide guidance and conduct specialized business between regular meetings, as necessary, whose functions shall include, but not necessarily be limited to, true following:

1. The Personnel Practices Committee shall review and recommend changes to Commission personnel policies, to budgetary considerations relating to staffing structure, employee compensation and benefits, to employee grievance procedures, and, at the Director's request, provide advice as to employee disciplinary matters.

This Committee shall privately conduct the Director's performance evaluations and report results and recommendations to the Commission unless the Director requests in writing a public evaluation by the full Board of Commissioners.

2. The Tenant Relations Committee shall review and recommend changes to policies and procedures as they relate to tenant relations such as admissions, continued occupancy policies, grievance procedures, charges for work orders and services, tenant association activities, and interagency public service relations.

3. The Finance Committee shall review and recommend changes to policies and procedures as they relate to the Commission's financial condition such as procurement and disbursement, the budgetary process, accounting and auditing, inventory and property control, and internal cash controls.

Section 2 - Ad Hoc Committees. The President, as the Commission deems necessary, shall appoint ad hoc committees to review and make recommendations regarding special programs or extraordinary circumstances.

Section 3 - Membership. The committees shall be composed of at least one, but not more than two, Commissioners, the Director, and appropriate Staff, tenants, and/or ancillary personnel. Commissioners shall not serve on more than two Standing Committees but shall serve on at least one Standing Committee.

Section 4 - Meetings. Committees shall meet as often as necessary for the reasonable accomplishment of Committee business but not less than once per Commission fiscal year. The senior Commission Officer, or senior Commissioner, assigned to a Committee shall preside at meetings.

ARTICLE V - AMENDMENTS

Section 1 - Amendments to By-Laws. The By-Laws of the Commission shall be amended only with the approval of at least three members of the Commission at a regular or special meeting.

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2017-06

WHEREAS, an operating budget shall be developed for each AMP, Section 8 and COCC;

WHEREAS, the operating budget shall be approved by the Board prior to the start of the fiscal year;

WHEREAS, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

THEREFORE BE IT RESOLVED THAT the Commission adopts the attached Fiscal Year 2017 (April 1, 2017 to March 31, 2018) Operating Budgets for each AMP, COCC and Section 8.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner _____ **SUPPORTED** the motion, and, upon roll call 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 March 15, 2017.

Michelle Pultz-Orthaus
President

Administrative Offices
301 Steward Avenue, Bldg. C
Jackson, MI 49201-1132



Phone: (517) 787-9241
Fax: (517) 787-6143
www.jacksonhousing-mi.org

MEMO

To: JHC Board of Commissioners
From: Laurie Ingram, Executive Director
Date: March 15, 2017

RE: Proposed budget for FY2017-18

Dear Commissioners:

In this month's Board packet you will find our proposed budget for the Fiscal Year beginning April 1, 2017.

We have worked hard to present a balanced budget, which takes into account the current landscape of Public Housing and Section 8 subsidies, to the greatest extent possible.

We had a couple of priorities this funding year:

1) To respond to the salary survey that we completed last year. There is a graph attached to this proposal, and as you can see, many of our staffing categories are drastically underpaid. This not only presents a problem in our ability to recruit quality staff quickly when we have an open position, but also makes it very difficult to retain good staff once they are here. Staff turnover is very expensive, and salary is the most commonly cited reason for leaving in an exit interview.

I am submitting to City Council a proposal to raise staff salaries to the level noted in the attached chart, which will make us competitive in Jackson, and bring us into alignment with like-sized Housing Authorities in Michigan.

This proposal will also include a plan to implement a merit-based pay system, and will remove JHC employees from the current 4% "step" increases, using instead a more modest annual COLA increase of 2%, and the opportunity for a bonus (of up to an additional 3%) if budget and performance allow. This allows JHC to more predictably and responsibly manage staffing costs, and also rewards good employees to the greatest degree possible.

Staff positions increased as part of the salary survey results are: Maintenance Aide, Maintenance Team Lead, Housing Aide, Housing Specialist, AP Specialist, AR Specialist, and HCV Director. These job classifications were increased in order to bring JHC staff into alignment with other Housing Authorities, and to make their pay fair and reflective of the hard work that they perform on behalf of the Agency.

All other job classifications (Finance and HR Director, Executive Director, Executive Secretary, and Housing Managers) will receive a 4% increase in the FY17-18, and we have not budgeted for bonuses. The 2%-2% merit pay will start in the FY18-19.

"Housing Jackson, one family at a time."



2) To maximize fees paid to the COCC from the AMPs. As you know, fees paid to the COCC are currently our only source of non-federal funds. We rely on these funds to pay COCC staff, but also to cover any expense ineligible for Federal expenditure. In the FY18-19 HUD has announced, as part of an OIG finding, that they will RE-FEDERALIZE all fees paid to the COCC. This means that we will not have any source of non-federal monies. As a result, we have prioritized maximizing fees to the AMPs this year, so that we may put in reserve as much as possible this FY.

Historically, COCC has charged fees to a lesser degree and allowed AMPs to retain that funding in their own individual budgets. This is allowable; however, we feel that because of the federalizing change, and the uncertain funding landscape, we would be well-served to reserve as much flexibility as possible in our funds.

3) To obligate some work to be done through maintenance contracts. The Maintenance Contracts line item for each AMP includes some funding for a contractor to complete our lawn care. We did this last summer, and it worked really well. We have decided to continue to do our own snow removal.

Further, we have budgeted for a contractor to complete some unit turns. As discussed at previous Board meetings, it is nearly impossible to stay current on unit turns with our in-house maintenance staff if we have several badly damaged units become vacant at the same time. It is more cost effective, in terms of staff cost and subsidy, to contract out the unit turns of the badly damaged units – a contracted can turn them quickly and we can get them back online.

We have also budgeted for a hallway and common area renovation at Reed Manor. This will work in conjunction with the lighting and camera work done through the EPC, and will provide new paint and flooring throughout the hallways and common areas in each building.

4) To invest in security services and equipment at Reed Manor. Security issues continue to be a concern for residents at Reed Manor. As such, we have budgeted for a security guard to work night shifts on-site at Reed 7 days per week. We feel that this will both act as a deterrent for visitors and guests to the property, who seem to cause most of the upheaval and disruption, and also give some peace of mind to our vulnerable tenant population. Further, we have budgeted to have cameras installed in the first floor laundry rooms, which have become a popular place for unauthorized guests to enter the buildings.

A word about Energy Savings – while we may start to see some savings under the Energy Performance Contract toward the end of this fiscal year, we used actual utility costs in the budget. First, because we do not know how to project the savings, as we do not have an EPC plan as of yet. And, second, because the savings in the first years will likely be offset by the cost of the financing. Given that, we did not budget for a reduction in Energy costs this year.

A word about healthcare – July healthcare premiums are not out, as of the finalization of this budget. We budgeted for a 10% increase, which is consistent with the increases that have been announced for plan years beginning in April.

Thank you all for your support, and please let me know if you have any questions or concerns.

Laurie Ingram
Executive Director



Jackson Housing Commission
Operating Budget - Recap
For Period Ending March 31, 2018

Operating Budget - Chalet Terrace

Operating Income	\$ 837,306
Operating Expenses	\$ 830,564
Net Profit / (Loss)	<u>\$ 6,742</u>

Operating Budget - Reed Manor

Operating Income	\$ 2,594,135
Operating Expenses	\$ 1,963,936
Net Profit / (Loss)	<u>\$ 630,199</u>

Operating Budget - Shahan Blackstone

Operating Income	\$ 591,899
Operating Expenses	\$ 577,077
Net Profit / (Loss)	<u>\$ 14,823</u>

Operating Budget - COCC

Operating Income	\$ 510,652
Operating Expenses	\$ 448,290
Net Profit / (Loss)	<u>\$ 62,363</u>

Operating Budget - Section 8

Operating Income	\$ 2,823,034
Operating Expenses	\$ 2,805,923
Net Profit / (Loss)	<u>\$ 17,112</u>

Jackson Housing Commission
Operating Budget - Chalet Terrace
For Period Ending March 31, 2018

Rent Revenue	\$ 331,891
Vacancy Lost (3%)	\$ (9,957)
Net Rental Income	\$ 321,934
Operating Subsidy	\$ 482,955
Rental/Fee Income	<u>\$ 804,889</u>

Other Income	\$ 32,417
Operating Income	<u>\$ 837,306</u>

Administrative Salaries	\$ 83,455
Asset Management Fee	\$ 6,192
Management Fee	\$ 69,171
Bookkeeping Fee	\$ 10,440
Membership/dues	\$ 500
Resident Council Activities	\$ 3,075
Telecommunications	\$ 2,677
IT Services	\$ 3,096
Staff Training	\$ 10,000
Legal	\$ 6,238
Auditing Fees	\$ 2,000
Employee benefits - Admin	\$ 12,225
Office Supplies	\$ 10,000
Tenant Services - CAA	\$ 2,500
Postage	\$ 2,000
PILOT	\$ 2,659
Employee Contributions	\$ 18,017
Insurance Health Employee Portion	\$ 11,458
Insurance Aflac	\$ 942
Insurance Liability, Property	\$ 21,068
Retirees Health Insurance	\$ 21,674
Retirees Payout	\$ 6,028
Other Administrative Expenses	\$ 10,000
Administrative Expense	<u>\$ 315,415</u>

Salaries - Maintenance	\$ 148,330
Employee benefits - Maintenance	\$ 66,890
Maintenance Salaries and Benefits	<u>\$ 215,220</u>

Water	\$ 48,727
Sewer	\$ 15,782
Electricity	\$ 72,642
Gas	\$ 50,117
Fuel	\$ 417
Other utilities expense	\$ 2,000
Utilities Expense	<u>\$ 189,685</u>

Maintenance Materials	\$ 63,637
Contract Costs	\$ 46,606
Ordinary Maintenance & Operation Expense	<u>\$ 110,243</u>

Operating Expenditures	<u>\$ 830,564</u>
-------------------------------	-------------------

Net Income (Loss)	<u>\$ 6,742</u>
--------------------------	-----------------

Jackson Housing Commission
Operating Budget - Reed Manor
For Period Ending March 31, 2018

Rent Revenue	\$	718,724
Vacancy Lost (3%)	\$	(21,562)
Net Rental Income	\$	697,162
Operating Subsidy (85% Pro-Ration)	\$	1,833,450
Rental/Fee Income	\$	2,530,612

Other Income	\$	63,523
Operating Income	\$	2,594,135

Administrative Salaries	\$	213,513
Asset Management Fee	\$	14,112
Management Fee	\$	177,788
Bookkeeping Fee	\$	26,010
Membership/Dues	\$	2,000
Resident Council Activities	\$	7,175
Telecommunications	\$	386
IT Services	\$	7,056
Staff Training	\$	20,000
Legal	\$	25,000
Auditing Fees	\$	2,000
Employee benefits - Admin	\$	47,376
Office Supplies	\$	20,000
Tenant Services - CAA	\$	20,000
Postage	\$	1,200
PILOT	\$	29,785
Empoyee Contributions	\$	45,692
Insurance Health Employee Portion	\$	17,830
Insurance Aflac	\$	-
Insurance Liability, Property	\$	50,147
Retirees Health Insurance	\$	21,674
Retirees Payout	\$	6,028
Security Services and Equipment	\$	115,000
Other Administrative Expenses	\$	20,000
Administrative Expense	\$	889,773

Salaries - Maintenance	\$	223,315
Employee benefits - Maintenance	\$	97,204
Maintenance Salaries and Benefits	\$	320,519

Water	\$	44,997
Sewer	\$	19,359
Electricity	\$	175,828
Gas	\$	49,319
Fuel	\$	685
Other utilities expense	\$	5,000
Utilities Expense	\$	295,188

Maintenance Materials	\$	112,280
Contract Costs	\$	346,176
Ordinary Maintenance & Operation Expense	\$	458,456

Operating Expenditures	\$	1,963,936
-------------------------------	-----------	------------------

Net Income (Loss)	\$	630,199
--------------------------	-----------	----------------

Jackson Housing Commission
Operating Budget - Shahan Blackstone
For Period Ending March 31, 2018

Rent Revenue	\$	121,269
Vacancy Lost (3%)	\$	(3,638)
Net Rental Income	\$	117,631
Operating Subsidy (85% Pro-Ration)	\$	460,321
Rental/Fee Income	\$	577,952
Other Income	\$	13,948
Operating Income	\$	591,899
Administrative Salaries	\$	51,902
Asset Management Fee	\$	5,760
Management Fee	\$	64,335
Bookkeeping Fee	\$	10,890
Membership/dues	\$	500
Resident Council Activities	\$	2,925
Telecommunications	\$	1,120
IT Services	\$	2,880
Staff Training	\$	4,000
Legal	\$	10,000
Auditing Fees	\$	2,000
Employee benefits - Admin	\$	27,277
Office Supplies	\$	1,000
Tenant Services - CAA	\$	2,500
Postage	\$	1,200
PILOT	\$	6,522
Empoyee Contributions	\$	8,864
Insurance Health Employee Portion	\$	4,584
Insurance Aflac	\$	500
Insurance Liability, Property	\$	19,046
Retirees Health Insurance	\$	19,703
Retirees Payout	\$	6,028
Other Administrative Expenses	\$	2,094
Administrative Expense	\$	255,631
Salaries - Maintenance	\$	70,523
Employee benefits - Maintenance	\$	27,015
Maintenance Salaries and Benefits	\$	97,538
Water	\$	32,834
Sewer	\$	16,788
Electricity	\$	4,716
Gas	\$	3,260
Other utilities expense	\$	1,913
Fuel	\$	312
Utilities Expense	\$	59,823
Maintenance Materials	\$	75,125
Contract Costs	\$	88,960
Ordinary Maintenance & Operation Expense	\$	164,085
Operating Expenditures	\$	577,077
Net Income (Loss)	\$	14,823

Jackson Housing Commission
Operating Budget - COCC
For Period Ending March 31, 2018

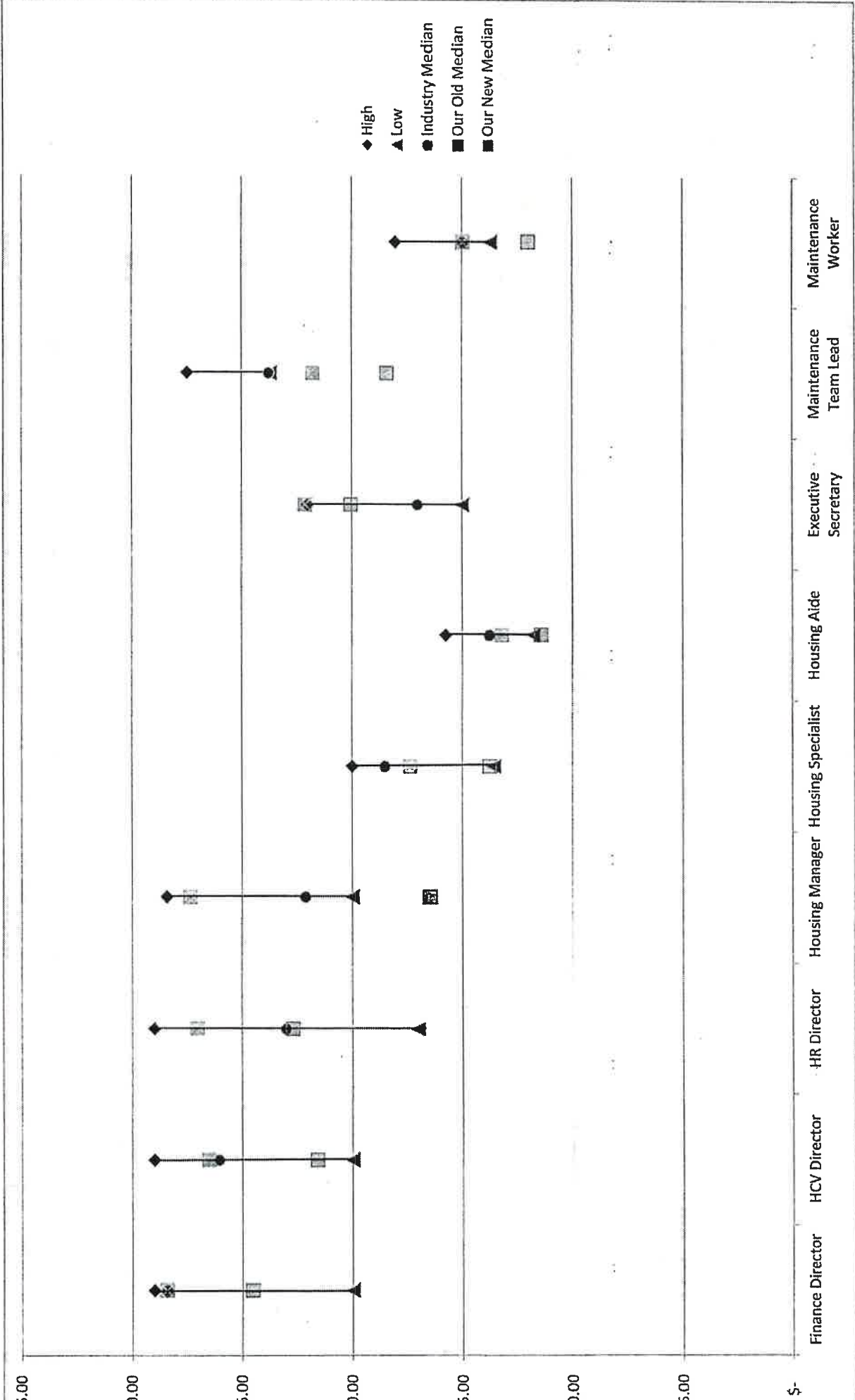
Management Fee	\$ 347,294
Asset Management Fee	\$ 26,064
Booking Fee	\$ 47,340
CFP Administration Fee	\$ 58,900
Other Income	\$ 31,054
Revenue Income	\$ 510,652

Administrative Salaries	\$ 251,994
Employee benefits - Admin	\$ 81,438
Membership and Dues	\$ 5,289
Telecommunications	\$ 8,000
Audit Fees	\$ 2,000
Staff Travel	\$ 10,000
Legal Expense	\$ 25,000
Utilities	
Postage	\$ 2,500
Printing	\$ 5,000
Payroll Service	\$ 1,206
Office Supplies	\$ 4,808
Employee Contributions	\$ 18,244
Service Contracts	\$ 5,000
Insurance Health Employee Portion	\$ 9,568
Insurance/Aflac	\$ 3,241
Advertising/Marketing	\$ 5,000
Other Administrative Expenses	\$ 10,000
Operating Expenditures	\$ 448,290

\$ 62,363

Jackson Housing Commission**Operating Budget - Section 8****For Period Ending March 31, 2018**

Housing Assistance Revenue	\$	2,546,892
Administration Fees	\$	232,728
Port-In HAP		
Port-In Admin		
Other Income	\$	23,414
Fraud Recovery	\$	20,000
Operating Income	\$	2,823,034
Administrative Salaries	\$	146,929
Employee benefits - Admin	\$	54,595
Management Fee	\$	36,000
Payroll Services	\$	1,206
Office Expense	\$	10,000
Utilities		
Postage	\$	1,269
Printing	\$	2,500
Staff Training	\$	10,000
Tenant Services - CAA	\$	4,999
Telecommunications	\$	1,007
Inspection Expense	\$	33,979
Employee Contributions	\$	12,321
Insurance Health Employee Portion	\$	8,593
Audit Fees	\$	2,000
Insurance - Aflac	\$	2,501
Administrative Expense	\$	327,899
Housing Assisted Payments	\$	2,478,024
General Expense	\$	2,478,024
Operating Expenditures	\$	2,805,923
Net Income (Loss)	\$	17,112



Jackson Housing Commission
Jackson, Michigan 49201

The following Resolution was introduced by _____ read in full and considered:

RESOLUTION NO. 2017-07

WHEREAS, The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Act of 1992 is to "ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed toward low and very low income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low-income persons.";

WHEREAS, the JHC Section 3 Policy provides reasonable assurance that to the greatest extent feasible that the JHC will inform recipients and contractors of potential contract opportunities and employment;

THEREFORE BE IT RESOLVED THAT the attached JHC Section 3 Policy is hereby approved for immediate implementation.

Commissioner _____ **MOVED** to adopt foregoing Resolution with noted changes.
Commissioner _____ **SUPPORTED** the motion and upon roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

President _____ 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 March 15, 2017.

Michelle Pultz-Orthaus
President



SECTION 3 POLICY

301 Steward Avenue

Jackson, Michigan 49201

Board Approval and Adoption: _____

Resolution Number: _____

SECTION 3 POLICY

TABLE OF CONTENT	PAGE
I. Execution Statement	2
II. Background	3
III. Applicability	3
IV. Definitions	4
V. Section 3 Goals and Preferences	6
VI. Self-Certification of Section 3 Residents and Section 3 Business Concerns	8
VII. Contractor Responsibilities in Meeting Section 3 Goals	8
VIII. Other Economic Opportunities to Achieve Contractor Compliance	12
IX. Internal Hiring for JHC Staff Positions	12
X. Complaints	13
XI. Compliance Monitoring	13
XII. Cure and Termination for Violations of Section 3	13
XIII. Forms	
Section 3 Form 1--Section 3 Clause	15
Section 3 Form 2—Section 3 Business Concern Self-Certification	16
Section 3 Form 3-Contractor Section 3 Assurance of Compliance and Action Plan	17-23
Section 3 Form 4--Section 3 Resident Self-Certification and Skills Data Form	24-25
XIV. Internal Section 3 Procedures	26-32

This policy is developed for the Jackson Housing Commission for the exclusive use of the agency, hereafter referred to as JHC, its contractors, subcontractors, bidders, developers, sub-grantees, related affiliates, or instrumentalities, collaborating local government entities, and any other sub-recipients of covered funding in partnership with JHC. The funding type and program/grant names may change over the years; however, the intent of this policy is to encompass all applicable funding from the U.S. Department of Housing and Urban Development (HUD). All hiring and contracting must meet any conflict of interest requirements set forth in federal, state, or local laws, regulations, or policies and comply with the internal JHC hiring policies.

II. BACKGROUND ON THE SECTION 3 REGULATION

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, is to “ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.”

Consistent with 24 CFR Part 135, as a recipient of HUD Public Housing funding, the Jackson Housing Commission (JHC) requires fulfillment of Section 3 obligations on all contracts that make use of that assistance.

These policies are implemented regardless of the contract amount, whether it is designated as housing construction, housing rehabilitation, or other public construction project, or whether it is any other non-construction expenditure resulting from the use of covered operating funding, modernization funding, or development funding from HUD

JHC works to ensure the provision of employment, training, contracting, and other economic opportunities to its residents and other low-income persons. In doing so, JHC utilizes Section 3 as a means of promoting stability and self-sufficiency to Section 3 Residents. Implementation procedures may be amended periodically by JHC to ensure that the policy requirements are being met and/or to enhance the efficiencies of compliance.

III. APPLICABILITY

Section 3 requirements apply to all projects and activities funded in whole or in part with covered funds. If any HUD funding is used for the project/activity, then the entire project budget is then subject to Section 3 regulations.

Section 3 requirements do not apply to projects and activities of JHC that do not receive any HUD funding, such as non-subsidized market rate developments owned by JHC.

Section 3 requirements do not apply to any agreement or contract for the purchase of supplies and materials only.

IV. DEFINITIONS

Please refer to the 24 CFR 135.5 for a full list of prevailing definitions found in the regulation.

RECIPIENT: Any entity which receives Section 3 covered funding, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, Public Housing Authority, Indian Housing Authority, Indian Tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee, or transferee of any such recipient, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

CONTRACTOR: Any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

SUBCONTRACTOR: Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a section 3 covered project.

NEW HIRES: Full-time employees for permanent, temporary, or seasonal employment opportunities.

EMPLOYMENT OPPORTUNITIES GENERATED BY SECTION 3 COVERED ASSISTANCE: All employment opportunities generated by the expenditure of Section 3 covered funding (i.e. operating funding, Development funding, and modernization funding) and with respect to Section 3 covered housing and community Development funding, all employment opportunities arising in connection with Section 3 covered projects, including management and administrative jobs (including architectural, engineering, or related professional services and jobs directly related to administrative support of these activities) connected with the Section 3 covered project.

SECTION 3 RESIDENT: A Section 3 resident is:

- A. A public housing resident or Housing Choice Voucher holder; or
- B. An individual who resides in the metropolitan area in which the Section 3 covered assistance is expended, and is a low-income person or a very low-income person.

METROPOLITAN AREA: The metropolitan area means a metropolitan statistical area (MSA) as established by the U.S. Office of Management and Budget. For JHC, the MSA area determined by HUD is the "Jackson Housing Commission MSA" which includes residents of Jackson County.

LOW-INCOME PERSON: Families (including single persons) whose incomes do not exceed 80% of the median income for the area as determined by HUD.

Please refer to www.huduser.org/portal/datasets/il.html for current, local Income Limit information.

- ❖ Select current year.
- ❖ Select "Access Individual Income Limit area"

VERY LOW-INCOME PERSON: Families (including single persons) whose incomes do not exceed 50% of the median family income for the area as determined by HUD.

SECTION 3 BUSINESS CONCERN: A Section 3 business concern is one:

- A. That is fifty-one percent (51%) or more owned by Section 3 residents; or
- B. Whose permanent, full-time employees includes persons, at least 30 percent of whom are current Section 3 residents, or within three years of the date of first employment with the Section 3 business concern were Section 3 residents; or
- C. That provides evidence of a commitment to subcontract a minimum of 25 percent of the total contract award amount (including any modifications) to Section 3 business concerns that meet the requirements described in A or B. Example: If the Contract Amount is = \$1,000,000, contractor must subcontract at least 25% or \$250,000 to Section 3 business concern(s) as defined in A or B in this part.

RESIDENT-OWNED BUSINESS (ROB): As described in 24 CFR Part 963, a resident-owned business is a business concern owned or controlled by public housing residents. "Owned and controlled" means a business (a) at least 51% owned and operated by a public housing resident; and (b) whose management and daily business operations are controlled by one or more such individuals. If for a specific procurement, JHC decides to elect the alternative procurement process found in 24 CFR Part 963 for a limiting the solicitation only to ROBs, the ROB must also meet the additional eligibility and other requirements described in the regulations.

SECTION 3 CLAUSE: The contract provisions set forth in 24 CFR 135.38 and which must be included in all Section 3 covered contracts.

SECTION 3 COVERED ACTIVITY: Any activity that is funded by Section 3 covered funding.

SECTION 3 COVERED ASSISTANCE: With respect to public housing authorities, Section 3 covered assistance means HUD assistance to which the obligation to provide training, employment, contracting, and other economic opportunities under Section 3 apply, including: (1) Public housing development assistance; (2) Public housing operating assistance; (3) Public housing modernization assistance; and (4) any other HUD funds, regardless of HUD program, utilized for the operation, modernization, or rehabilitation of public housing properties or developments as defined under statutes.

SECTION 3 COVERED CONTRACT: A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance or for work arising in connection with a Section 3 covered project. "Section 3 covered contracts" do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a "Section 3 covered contract."

SECTION 3 COVERED PROJECT: The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development funding.

SECTION 3 JOINT VENTURE: An association of business concerns, one of which qualifies as a Section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 business Concern:

- Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- Performs at least 25% of the work and is contractually entitled to compensation proportional to its work.

V. SECTION 3 GOALS AND PREFERENCES

It is JHC's policy to achieve Section 3 goals by providing opportunities in one or more of the following areas:

A. Training and Employment Opportunities for Section 3 Residents:

When the Section 3 regulation is triggered by the need for new hires, JHC and its contractors and subcontractors will make every effort within their disposal to the greatest extent feasible to attempt to hire Section 3 residents amounting to at least 30% of the aggregate number of full-time new hires.

When hiring opportunities are offered and all requirements are met and remain equal, JHC, contractors and subcontractors shall direct their efforts to hire Section 3 residents in the order of priority preference provided below:

1. Residents at the housing development or developments where the work is being performed (Category 1 residents).
2. Residents of other JHC public housing developments and holders of housing choice vouchers (Section 8 rent assistance) managed by JHC (If applicable) (Category 2 residents).
3. Participants in Youthbuild programs being carried out in the metropolitan area in which the Section 3 covered assistance is expended (Category 3 residents).
4. Other Section 3 area residents (Category 4 residents).

B. Contracting Opportunities for Section 3 Business Concerns:

When the Section 3 regulation is triggered by the need for subcontracting a portion of the work to another business, JHC and its contractors and subcontractors will make every effort within their disposal to the greatest extent feasible to attempt to subcontract:

- A. **Building Trades:** At least 10% of the total dollar amount of all Section 3 covered contracts or purchase orders for building trades work maintenance, repair, modernization, or development of public housing to Section 3 business concerns.
- B. **Other contracts (non-building trades):** For other Section 3 covered contracts or purchase orders that are not building trades work covered above, the goal is to subcontract at least 3% of the total dollar amount to Section 3 business concerns. This includes professional service contracts such as legal, architects, engineers, consultants, or any other contract or purchase order for services that are not building trades work.

When contracting opportunities are offered and all requirements are met and remain equal, JHC, contractors and subcontractors shall direct their efforts to contract/subcontract with Section 3 business concerns in the order of priority preference provided below:

1. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 1 businesses).
2. Business concerns that are 51 percent or more owned by residents of other public housing developments or developments managed by JHC or by holders of housing choice vouchers managed by JHC, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 2 businesses).
3. Youthbuild programs being carried out in the metropolitan area (or non-metropolitan county) in which the section 3 covered assistance is expended (category 3 businesses).
4. Business concerns that are 51 percent or more owned by other section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent section 3 residents (category 4 businesses), or that subcontract in excess of 25 percent of the total amount of subcontracts to business concerns identified in paragraphs 1 and 2 above.

VI. SELF-CERTIFICATION OF SECTION 3 RESIDENTS AND SECTION 3 BUSINESS CONCERNS

In order to receive preference as a Section 3 resident or a Section 3 business concern, the resident or business must self-certify that they meet the eligibility requirements. JHC has developed self-certification forms for both Section 3 residents and Section 3 businesses and which are included as Section 3 Form #4 and Section 3 Form #2, respectively.

A Section 3 resident seeking preference in employment must fulfill the requirements/qualifications of the sought position. If asked, they also must provide evidence of their Section 3 status (e.g., receipt of public assistance, address of residency, etc.).

A Section 3 business concern seeking preference in contracting must submit evidence to demonstrate that they are responsible firms and have the ability to perform successfully under the terms and conditions of the proposed contract. If asked, they also must provide evidence of their Section 3 status.

It is important to note that all persons and/or business concerns are self-certifying their eligibility under Section 3 to JHC and to HUD, and that severe civil and/or criminal penalties may apply for false certifications.

VII. CONTRACTOR RESPONSIBILITIES IN MEETING SECTION 3 GOALS

All contractors are held to the same Section 3 compliance requirements of JHC as listed in Section V above (Section 3 Goals and Preferences). The JHC Section 3 policy requires, that when the Section 3 regulation is triggered by a need for new hires or by a need to subcontract a portion of the work, every effort within the contractor's disposal must be made to the greatest extent feasible to direct all available employment, training and contracting opportunities to Section 3 residents based on the priorities described in Section V.

Contractors must also proactively facilitate compliance with Section 3 subject to the definition of a Section 3 Covered contract. Contractors will have fulfilled their responsibility when they can provide evidence that the following have occurred in the case of every hiring, contracting, solicitation and recruitment effort:

- A) Extra or greater efforts in notifying Section 3 residents of opportunities through posting job openings in the offices of procurement, in the local media, and on the JHC website;
- B) Conveying that the hiring/contract work is a Section 3 Covered opportunity in any advertisement for bids and proposals by placing the following language in each advertisement/public notice and website, **"This job/project is covered under the requirements of Section 3 of the HUD Act of 1968"**
- C) Notifying subcontractors in each pre-bid meeting of the Section 3 requirements;
- D) Incorporating the full HUD mandated Section 3 clause directly into all contracts and subcontracts;

- 2) Providing Section 3 Assistant Self-Certification Forms for employment at the contractor/subcontractor business offices and allowing applications to be submitted at appropriate local locations;
- F) Encouraging the training of Section 3 residents by the subcontractors;
 - G) Facilitating an opportunity or job fair for the contractor and subcontractor to meet interested Section 3 residents for possible employment. A list can be developed as a resource for contractors when seeking to hire Section 3 workers in the future;
 - H) Facilitating an opportunity fair annually for small contractors to meet large prime contractors interested in bidding work awarded by JHC;
 - I) Documenting actions taken to comply with Section 3 requirements including all results and impediments using the JHC prescribed mechanism or form;
 - J) Reporting on its efforts regarding Section 3 implementation using the JHC prescribed mechanism or form;
 - K) Refusing to award contracts to businesses or persons who have previously violated Section 3 requirements;
 - L) Posting all job sites funded by JHC with a location or phone number of whom and how to apply for any opportunities for employment, training or contracting. The sign should be no smaller than 24" x 24" in Black ink and specifically read: **"This project is covered under Section 3 of the HUD Act of 1968 which requires that any new opportunities be directed to low- and very low income persons in this community. Please contact (list the contact person name and number) for information on any Employment, Contracting, and Subcontracting opportunities.**
 - M) Including the JHC Section 3 Policy in every Section 3 covered procurement.
 - N) All Section 3 covered procurements must be communicated to current and potential Section 3 contractors and residents as part of the bid process before final bids or applications are submitted to JHC and its contractors.
 - O) Any contractor or subcontractor self-certifying itself as a Section 3 business concern must maintain that status throughout the life of the contract. Any change in status must be reported to the Section 3 Coordinator immediately.
 - P) Exercising all efforts indicated below regarding notice, encouragement, and facilitation as indicated below.

<p align="center">REQUIREMENTS</p> <p align="center"><i>Applicable to all awards and contracts DESPITE AMOUNT</i></p>	<p align="center">ADDITIONAL INFORMATION</p>	<p align="center">WHEN EXECUTED</p>
<p>NOTICE – Extra or greater efforts must be undertaken to make the low and very low-income persons in the project area aware of the existence of the opportunity before it is filled with non-Section 3 persons or businesses. This means the notice MUST be given in multiple methods (See Part VII of this policy for a list of methods) and documentation saved for audit purposes.</p> <p>As an example, contractors, sub-contractors and developers cannot simply call their normal service providers and contractors for bids without including a host of notices to other low-income people, groups and organizations locally and beyond before committing to any contracts or potential contracts.</p> <p>Remember to keep every document and record demonstrating your efforts for audit and verification. If there are no records verifying the efforts made, it will be assumed there were none. The contractor, sub-contractor, and developer will also have access to the JHC Section 3 Business Concern and Resident Listings as indicated in Part VI above.</p>	<p>This applies to all contracts using Section 3 covered assistance from HUD and begins prior to the securing of the first contract service related to the proposed project including, professional services such as legal, architecture, engineering, consultants, etc.</p>	<p>Give notice to residents and businesses before or while soliciting bids/proposals/employees</p> <p>Notice must be provided prior to the execution of any contracts via: publication, flyers, posters, social media, email, letters, web-postings and any other such method elected</p>
<p>ENCOURAGEMENT - Contractors, sub-contractors and developers must be able to document they did something to encourage low-income people, the businesses they own and the businesses that substantially employ them to apply for their opportunities before filling them with non-Section 3 people or businesses. This includes activities such as hosting opportunity fairs for contracting and employment, informational sessions on how to achieve Preference in consideration or other verifiable methods designed to enhance participation by these groups.</p> <p>JHC requires that contractors, sub-contractors, and developers review and consider the listings of self-certified Section 3 residents and business concerns both initially and if new opportunities open during the contract life. However, , contractors, subcontractors and developers should also do other encouragement and outreach efforts to the extent that new Section 3 persons and businesses can be attracted and secured if qualified. There is no requirement to hire or contract any unqualified person or business.</p>	<p>These shall be in the form of: Opportunity Fairs, Meetings, Presentations, Inducements such as Transportation or Child Care Assistance, etc.</p> <p>Most importantly you must use the attached forms when bidding and you must often mention Preference during meetings</p>	<p>This is executed prior to every major contract and annually for all small purchases but definitely before awarding any contracts or employment</p> <p>It's important this be done early so the contracting phase can begin immediately after confirmation of award</p>
<p>FACILITATION - Contractors, sub-contractors, and developers must be able to provide documentation in the form of actual signed agreements or commitments to contract and employment verification like payrolls or offers of employment they facilitated in compliance with the actual award of contracts and/or employment based on what opportunity was available.</p>	<p>Because there are various phases of contracting in a project, this step must be central to the award of contracts</p>	<p>This must be completed at every step in the contracting and employment phase from pre-award through the life of the project.</p>

As JHC does not execute subcontracts, JHC is reliant upon the compliance of its general contractors to execute an aggressive Section 3 initiative. If the overall Section 3 goals above cannot be met by the contractor, other training and economic opportunities may be provided to Section 3 residents and

opportunities may be exercised only with written JHC prior agreement and satisfactory documentation explaining why employment or contracting respectively could not or should not be met.

However, contractors are expected to do everything possible and feasible to ensure all opportunities are directed to JHC residents first. This requirement includes all labor-regulated agreements with union contractors. Examples include:

1. Distributing or posting flyers advertising positions to be filled
2. Review and consider the Section 3 Resident List provided by JHC prior to making new hires. If those hired are not Section 3 residents, or are in a lower preference category, the Contractor must explain in writing the qualifications that those on Section 3 Resident List lacked, or other reason for non-hire (e.g., job offer declined).
3. Notify the local workforce development board about open positions
4. Holding job informational meetings for residents, contractor, etc.

Additionally, JHC expects that contractors shall, to the greatest extent feasible, ensure that Section 3 new hires work approximately the same number of hours as other new hires in similar positions on the project.

Contractors must submit with any bid or proposal the prescribed forms describing the implementation of Section 3, including:

- Section 3 Form 1: Section 3 Clause
- Section 3 Form 2: Section 3 Business Concern Self-Certification form (for prime contractor and sub-contractors)
- Section 3 Form 3: Contractor Section 3 Assurance of Compliance and Action Plan

Contractors and subcontractors must keep on file all completed Section 3 Form 4: Section 3 Resident Self-Certification and Skills Data form for any and all applicants for positions you are hiring for related to the JHC project and for all Section 3 new hires.

In the absence of evidence to the contrary, a contractor that meets the minimum numerical goals set forth in this section will be considered to have complied with the Section 3 Preference requirements.

In evaluating compliance under this part, a contractor that has not met the numerical goals set forth in this section has the burden of demonstrating why it was not feasible to meet the numerical goals set forth in this section. Such justification may include impediments encountered despite actions taken. Contractors also can indicate other economic opportunities, such as those listed below, which were provided in its efforts to comply with Section 3 and the requirements of this part.

Contractors must also report the following information to JHC regarding any new hires by contract or subcontract: (1) name of new hire; (2) position or title; (3) number of hours worked; (4) whether the new hire is a Section 3 resident; (5) which Section 3 priority preference category the Section 3 resident

belongs to; (6) if the new hire is not a Section 3 resident or is a lower category Section 3 resident, the number of all Section 3 resident applicants passed over in favor of the non-Section 3 hire or the lower-category Section 3 hire.

VIII. OTHER ECONOMIC OPPORTUNITES TO ACHIEVE CONTRACTOR COMPLIANCE

A. A contractor may provide one or more of the following "other economic opportunities" under this subsection:

i. **Training and Employment:** "Training and Employment" related opportunities would be designed to train and/or employ Section 3 residents at a minimum rate of 2% of total contract value. A detailed plan for training should be described in a written narrative and provided for JHC review. Contractors seeking to provide training may identify a qualified training firm that has the proper experience working with low-income and public housing residents in particular. The contractor may procure the training firm/individual at its expense to provide direct recruitment and solicitation to JHC residents for employment related training. Verification of the agreement between the contractor and training firm/individual must be provided to JHC's Section 3 Coordinator.

ii. **Other Results-Oriented Economic Opportunities:** "Other Results-Oriented Economic Opportunities" are results-oriented and quantifiable programs designed to provide economic opportunities to Section 3 residents, including, but not limited to: Section 3 joint ventures, teaming agreements or combination of other economic opportunities. A contractor must submit to JHC a plan detailing these "Other Results-Oriented Economic Opportunities" and receive an approval prior to implementation.

IX. INTERNAL HIRING FOR JHC STAFF POSITIONS:

The employment policy of the Jackson Housing Commission District (JHC) is to hire the best-qualified applicants and extend equal employment opportunity practices to all qualified individuals. The company will not discriminate on the basis of race, color, religion, sex, national origin, veteran status, disability, age or any other characteristic protected from discrimination by applicable federal, state or local law.

JHC complies with Section 3 of the Housing and Urban Development Act of 1968. To the greatest extent feasible, at least thirty-percent (30%) of the aggregate annual number of its internal new hires will be residents and other Section 3 eligible persons. JHC seeks to provide current staff with growth opportunities as well, and will allow for a one-week internal posting period before following the efforts listed in Part IV of this policy. See the JHC Human Resource Policy for all of the hiring practices.

X. COMPLAINTS:

This policy is governed by the 24 CFR Part 135 – Section 3 Regulation and any future changes thereto. Any Section 3 resident or business concern that feels that the Section 3 regulations were not complied with may file a complaint directly to the Assistant Secretary for Fair Housing and Equal Opportunity at the following internet address: <http://portal.hud.gov/hudportal/documents/huddoc?id=958.pdf>

XI. SECTION 3 CONTRACT COMPLIANCE CURE AND TERMINATION PROCESSES

This language is a component of contract compliance with the work contractors and sub-contractors including developers respond to in JHC solicitations. The full requirements are provided in the Section 3 Clause found elsewhere in this package or in the HUD forms 5370-C or 5370 C1 as may be applicable.

All contractors claiming a Preference in contracting by meeting any of the three Preference requirements including a Resident Owned Business, Hiring 30% of New Hires and/or Sub-contracting at least 25% of total award to a Section 3 Concern shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through contract execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with the JHC Section 3 Action Plan.

JHC shall execute these remedies to achieve compliance in this order:

- A. Based on the first observation or report of non-compliance with Section 3, the contractor will be sent an e-mail from JHC notifying them of their non-compliance issue. The contractor will have until the next payroll or 14 calendar days, whichever is lesser to bring the contract into compliance. **All pending payments will be held until the contractor comes into compliance.**
- B. If at any time a contractor fails to bring the contract into compliance, JHC must withhold all future payments until the contract is in compliance.
- C. The contractor shall have up to 15 business days from the most recent notice of non-compliance to meet compliance as a final cure period or justify in writing to JHC why it cannot meet compliance. JHC must render a response to the contractor within 10 business days of receipt of its letter of reason for non-compliance. If JHC deems the cause to be unacceptable, at its option, JHC can extend the cause period one time for up to 5 days to allow the contractor to identify and secure other compliance options, or
- D. If the contractor fails to take any corrective action to bring the contract into compliance within seven (7) business days from the most recent notice of non-compliance, or JHC does not accept any of the contractor's corrective plans or justifications for non-compliance, JHC must terminate the contract immediately. **All funds due to the contractor shall remain held** and a financial workout of the agreement shall proceed within 24 hours of termination. The workout is to include a contract deduct equal to the total Section 3 contract violation of opportunities provided to non-Section 3 residents or business because they were not offered according to the

contract and regulation award. All remaining funds can be paid out based on work satisfactorily completed per the agreement.

Any contractor claiming to meet Section 3 compliance by committing to hire residents, fund training itself shall meet compliance within seven (7) calendar days of contract start or JHC shall halt all payments to the contractor and its sub-contractors related to the agreement and the actions listed in steps A-D in this section shall apply.

XI. COMPLIANCE MONITORING:

JHC will monitor and report all Section 3 compliance activities.

This Section Left Blank Intentionally

Economic Opportunities for Low- and Very Low-Income Persons (Section 3, HUD Act of 1968; 24 CFR 135)

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of Section 3 apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

I have read and understand these requirements of this Section 3 funded project:

Business Name: _____

Business Address: _____

Print Name: _____

Signature

Date

Section 3 Form #2: SECTION 3 BUSINESS SELF-CERTIFICATION FORM



<p>Please return this form to the following address:</p> <p><i>Jason T. Omo, Procurement & Quality Control Specialist</i> <i>Jackson Housing Commission</i> <i>301 Steward Avenue, Bldg. C</i> <i>Jackson, Michigan 49201</i></p>	<p>The JHC's Section 3 Self Certification</p> <p>For assistance completing the online application, please email: <i>Jason T. Omo</i> at j.omo@jacksonhousing-mi.org</p>
--	--

Section 3 Business Criteria: Your business is eligible for Section 3 Business Certification if it meets any one of the following criteria. Please note that the definition of Section 3 qualified person is on Section 3 Form #3, "Section 3 Resident Self-Certification Form."

- 1. Fifty-one percent or more of your business is owned by a Section 3 resident or residents.
- 2. Thirty percent or more of your permanent, full-time employees are Section 3 residents.
- 3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 businesses: (a) that are fifty-one percent or more owned by public housing residents or (b) that has thirty percent or more of their permanent, full-time employees as public housing residents.

Section 3 Business Certification Statement: I hereby certify to the U.S. Department of Housing and Urban Development (HUD) and to the Jackson Housing Commission that all of the information on this form is true and correct. I understand that it is my responsibility to conduct any due diligence necessary to make this certification and to maintain documentation establishing my Section 3 Business concern status. I also understand that failure to complete this form completely and accurately may result in debarment or other administrative remedies available to HUD, and criminal or civil penalties under federal, state, and local laws.

- My business is a Section 3 business in accordance with the standard checked above under Section 3 Business Criteria
- My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name		
Address		
Telephone Number		
Type of Business: (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		

PART I-- Purpose: To ensure that regulations promulgated under 24 CFR Part 135 "Economic Opportunities for Low- and Very Low-Income Persons" is met, JHC has developed and approved a Section 3 Policy for JHC. Information on specific compliance with Section 3 is found in JHC's Section 3 Policy, or in the regulations at 24 CFR Part 135.

This form, along with all related required documents included shall serve as the 'assurance of compliance' certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by JHC.

Name of Business: _____

Business Address: _____

Contract Name/Solicitation #: _____

Total amount of Bid: _____

PART II: PRIOR COMPLIANCE CERTIFICATION

I am certifying that my business has complied with the HUD Section 3 regulations in its past HUD contracts/purchase orders.

Signature/Title

Print Name

Date

PART III: IS SECTION 3 TRIGGERED BY THIS CONTRACT?

IF CONTRACTOR DOES NOT ANTICIPATE TRIGGERING THE SECTION 3 REGULATIONS, YOU MUST INITIAL BOTH BOXES BELOW:

I do not anticipate hiring any new permanent, temporary, or seasonal employees on this contract.

I do not anticipate subcontracting any portion of the work on this contract.

If you checked both boxes, do NOT check any other boxes or select any other options on this form!
Review all other pages and execute the attestation and notarized signature on page 23 Form #3.

IMPORTANT: IF THIS CHANGES AT ANY POINT DURING YOUR CONTRACT, YOU MUST IMMEDIATELY CONTACT YOUR JHC CONTRACT CONTACT. Please state the agency name in the email subject line.

PART VI. OTHER REQUIREMENTS

Outreach Plan:

Check all methods you will employ to hire Section 3 residents. Posting the position in community sources that are generally available to low-income residents and the general public is a standard requirement. Check at least three (3) other methods you will employ:

- The local community newspaper(s)
- The most widely distributed newspaper
- JHC website
- JHC properties management offices in a conspicuous location
- Homeless service agencies
- Local HUD-supported housing communities
- Local Workforce Board
- Other locations as approved by JHC
- Email blast residents on the JHC Section 3 Resident List
- Post notices on social media controlled by JHC

Documentation of "To the Greatest Extent Feasible":

The contractor will work with JHC Section 3 Coordinator and other designated staff to notify residents of any opportunities afforded under the contract. The contractor will collaborate with JHC by giving preference of any employment opportunities to the Section 3 persons or business concerns.

The contractor and subcontractor(s) shall recruit or attempt to recruit from JHC's Section 3 area, based on the priority order in JHC's Section 3 Plan, the necessary number of low-income and very low-income residents through documentation of their efforts and of any impediments to comply. JHC's contractors and subcontractors shall:

1. Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source, and employ such person if otherwise qualified and if a vacancy exists.
2. Review and consider the Section 3 Resident List provided by JHC prior to making new hires. If those hired are not Section 3 residents, or are in a lower preference category, the Contractor must explain in writing the qualifications that those on Section 3 Resident List lacked, or other reason for non-hire (e.g., job offer declined).
3. Provide evidence that the contractor has not filled vacant employment positions in its workforce immediately prior to undertaking work in an attempt to circumvent Section 3 regulations.

Review and determine if low-income and very low-income residents meet minimum hiring qualifications. Applicants meeting such minimum qualifications, but not hired due to lack of job openings or for other operations reasons, will be placed on a priority-hiring list and offered positions upon the occurrence of the first available appropriate job opening.

Recordkeeping:

The contractor shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from subcontractors, etc., in connection with this contract. If there is a report that is needed as part of the submission, you agree to provide it timely. The contractor shall, upon request, provide such records or copies of records to JHC, its staff, or agents.

Reports:

The contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3.

Certification:

The contractor will certify that any vacant employment positions, including training positions, that filled...

- (1) after the contractor is selected but before the contract is executed; and
- (2) with persons other than Section 3 residents

...were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.

Other Economic Opportunities:

If a contractor has demonstrated that it has no need or plans to subcontract or hire, or that can demonstrate that it has attempted, to the greatest extent feasible, to meet Section 3 hiring and contracting goals but cannot, may provide other economic opportunities to Section 3 residents and business concerns as described in the JHC Section 3 Policy. These opportunities must be described in a written plan on how the contractor will offer other economic opportunities. A contractor that has a need to hire or sub-contract may not use other economic opportunities as a substitute to attempt to meet hiring or contracting goals; the contractor must still demonstrate how it attempted to the greatest extent feasible, to meet the goals.

Grievance and Compliance:

The contractor or sub-contractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

SECTION 3 CONTRACT COMPLIANCE CURE AND TERMINATION PROCESSES

This language is a component of contract compliance with the work contractors and sub-contractors including developers respond to in JHC solicitations. The full requirements are provided in the Section 3 Clause found elsewhere in this package or in the HUD forms 5370-C or 5370 C1 as may be applicable.

All contractors claiming a Preference in contracting by meeting any of the three Preference requirements including a Resident Owned Business, Hiring 30% of New Hires and/or Sub-contracting at least 25% of total award to a Section 3 Concern shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through contract execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with the JHC Section 3 Action Plan.

JHC shall execute these remedies to achieve compliance in this order:

- E. Based on the first observation or report of non-compliance with Section 3, the contractor will be sent an e-mail from JHC notifying them of their non-compliance issue. The contractor will have until the next payroll or 14 calendar days, whichever is lesser to bring the contract into compliance.
- F. If at any time a contractor fails to bring the contract into compliance, JHC must withhold all future payments until the contract is in compliance.
- G. The contractor shall have up to 15 business days from the most recent notice of non-compliance to meet compliance as a final cure period or justify in writing to JHC why it cannot meet compliance. JHC must render a response to the contractor within 10 business days of receipt of its letter of reason for non-compliance. If JHC deems the cause to be unacceptable, at its option, JHC can extend the cause period one time for up to 5 days to allow the contractor to identify and secure other compliance options, or
- H. If the contractor fails to take any corrective action to bring the contract into compliance within seven (7) business days from the most recent notice of non-compliance, or JHC does not accept any of the contractor's corrective plans or justifications for non-compliance, JHC must terminate the contract immediately. **All funds due to the contractor shall be held** and a financial workout of the agreement shall proceed within 24 hours of termination. The workout is to include a contract deduct equal to the total Section 3 contract violation of opportunities provided to non-Section 3 residents or business because they were not offered according to the contract and regulation award. All remaining funds can be paid out based on work satisfactorily completed per the agreement.

Any contractor claiming to meet Section 3 compliance by committing to hire residents, fund training itself **shall meet compliance within seven (7) calendar days of contract start** or JHC shall halt all payments to the contractor and its sub-contractors related to the agreement and the actions listed in steps A-D in this section shall apply.

ATTESTATION:

I attest that the above information is true and correct and that by signing below, the Contractor hereby agrees to comply with Section 3 requirements.

Name of Prime Contractor: _____

Name of Authorized Officer: _____

Title of Authorized Officer: _____

Signature

Date

NOTARY REQUIRED

STATE:

COUNTY:

I, the undersigned a Notary Public in and for said authority and in said State, hereby certify that, _____, whose named as _____ (Title) of _____ (Company) is signed to the foregoing conveyance and who is known to me, acknowledged before me on this day, that, being informed of the contents of the foregoing conveyance, he/she, in his/her capability as _____ (Officer Title), and with full authority, executed the same voluntarily for and as the act of said corporation.

Given under my hand and official seal, this the _____ day of _____, 20____.

Notary Public My Commission Expires: _____ {SEAL}

Section 3 Form #4-- SECTION 3 RESIDENT SELF-CERTIFICATION AND SKILLS DATA FORM (Page 1 of 2)

The purpose of this form is to comply with HUD Section 3 administration and certification regulations.

Printed Name of Individual: _____

My home address is (must be a street address and NOT a P.O. Box number):

Street Address _____ Apt Number _____ City _____ State _____ Zip _____

Phone #: _____ **Email Address:** _____

I certify that I am a legal resident of the United States and meet the income eligibility and federal guidelines for a Section 3 Resident below:

To qualify as a Section 3 Resident, you must meet one of the following standards:

1. Be a public housing resident or a Housing Choice Voucher program participant (Section 8 rent assistance voucher) managed by JHC; OR
2. Be a low income or very low income person who resides in the city where Jackson Housing Commission is located and whose total household income does not exceed the following amounts:

Table of Adjusted Median Income for Jackson Housing Commission

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	31,750	36,300	40,850	45,350	49,000	52,650	56,250	59,900

(Check all that apply):

- I am a public housing resident (Name of housing development: _____)
- I am a Section 8 rent assistance participant with JHC (have a Housing Choice Voucher)
- I live in the service area of the Housing Authority (Jackson Housing Commission)

My total annual household income is \$_____ and there are a total of _____ people living in my household.

- Graduated High School or GED Yes No
- Read & Speak English Fluently Yes No
- Graduated College, Trade, or Technical School Yes No

Please list degree or certifications: _____

Check the Skills, Trades, and/or Professions you have been employed in or contracted to do for others:

- Drywall Hanging Drywall Finishing Interior Painting Framing Welding
 HVAC Electrical Interior Plumbing Siding Metal/Steel Work
 Cabinet Hanging Door Replacement Trim/Carpentry Heavy Equipment Operator
 Exterior Plumbing Exterior Framing Stucco Construction Cleaning
 Concrete/Asphalt Work Roofing Landscaping Fencing Window/Door Repl.
 Telephone Customer Service Personal Care Aide Receptionist Teaching/Training
 Sales Data Entry Cleaning Administrative/Clerical
 Driver's License Commercial Driver's License (CDL)
 Other _____ Other _____
 Other _____ Other _____

I am interested in: Training opportunities Employment Opportunities Both

I hereby certify to the U.S. Department of Housing and Urban Development (HUD) and to the Jackson Housing Commission that all of the information on this form is true and correct. I attest under penalty of perjury that my total household income and household size is as shown above, and that proof of this information may be requested in the future. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 Individual which may be grounds for termination of training, employment, or contracts that resulted from this certification. I also understand that failure to complete this form completely and accurately may result in other administrative remedies available to HUD. Finally, I authorize the Jackson Housing Commission to include my name on a list of Section 3 Residents seeking employment and to include my contact information so that contractors may contact me.

Signature

Date

Leasing and HAP Utilization

CY 2017

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)	NRP Available
Balance Forward											289,281
January	000,000	209,149	0.0%	460	454.67	96.9%	475	452	5	-	80,589
February	214,217	215,112	100.5%	469	458.66	98.8%	475	1,031	3	(895)	80,728
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	214217	424261	100.5%	929	456.67	97.9%	950	1483	8	(895)	

Vertical line of text, possibly bleed-through or a scanning artifact.

Vertical line of text, possibly bleed-through or a scanning artifact.

Vertical line of text, possibly bleed-through or a scanning artifact.

Vertical line of text, possibly bleed-through or a scanning artifact.

Vertical line of text, possibly bleed-through or a scanning artifact.

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 2017
Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 02/28/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 122 2. Total Charges: 25,272.72 3. Dwelling Rental: 23,984.75 4. Retroactive Rent: 0.00 5. Excess Utility: 384.00 6. Additional Charges: 903.97

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	7	106.50	0.00	17.87	60.50	184.87
Over One Month Delinquent	42	2,212.54	0.00	365.50	16,246.90	18,824.94
Total for TIP	49					19,009.81
Vacated TAR	7					7,932.79
Total	56					26,942.60

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	31	14,380.53
Under Formal Repayment Agreement with Payments Up-to-Date	31	14,380.53
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	18	4,629.28

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 02/28/2017	Prior FY (one year to date) 02/28/2016	Previous FY (two years to date) 02/28/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	40	51	54
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	18	28	38

F. Collection Losses

1. Amount Charged to Loss this Period	1,462.12
2. Amount Charged to Loss this Year to Date	8,002.66

Public Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2017
 Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 02/28/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 285 2. Total Charges: 55,206.63 3. Dwelling Rental: 54,337.25 4. Retroactive Rent: 251.00 5. Excess Utility: 19.00 6. Additional Charges: 599.38

C. Receivables

Tenants in Possession (TIP)

One Month or Less Delinquent

15

328.35

0.00

0.00

2,093.00

2,421.35

Over One Month Delinquent

71

3,270.00

20.00

7.00

22,618.88

25,915.88

Total for TIP

86

28,337.23

Vacated TAR

11

6,901.60

Total

97

35,238.83

No. of Accounts Delinquent

Accounts Receivable

Dwelling Rental

Retroactive Rent

Excess Utility

Additional Charges

Amounts Delinquent

D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

53

22,141.93

Under Formal Repayment Agreement with Payments Up-to-Date

53

22,141.93

Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements

33

6,195.30

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting Period (end date)
02/28/2017Prior FY (one year to date)
02/28/2016Previous FY (two years to date)
02/28/2015

1. Percent of Accounts Delinquent to No. of Tenants in Possession

30

27

33

5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges

11

13

30

F. Collection Losses

1. Amount Charged to Loss this Period 137.00

2. Amount Charged to Loss this Year to Date 24,853.96

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 2017
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 02/28/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 113 2. Total Charges: 11,951.22 3. Dwelling Rental: 12,440.50 4. Retroactive Rent: -52.00 5. Excess Utility: 25.00 6. Additional Charges: -462.28

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	5	246.00	0.00	0.00	36.50	282.50
Over One Month Delinquent	32	483.00	0.00	134.12	7,013.86	7,630.98
Total for TIP	37					7,913.48
Vacated TAR	1					1,179.00
Total	38					9,092.48

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	6,439.07
Under Formal Repayment Agreement with Payments Up-to-Date	16	6,439.07
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	21	1,474.41

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)
	02/28/2017	02/28/2016	02/28/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	26	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	12	85	59

F. Collection Losses

1. Amount Charged to Loss this Period	65.53
2. Amount Charged to Loss this Year to Date	8,009.65

Report of Tenants Accounts Receivable (TARs)

Public Housing - February 2017
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 02/28/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 520 2. Total Charges: 92,430.57 3. Dwelling Rental: 90,762.50 4. Retroactive Rent: 199.00 5. Excess Utility: 428.00 6. Additional Charges: 1,041.07

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	27	680.85	0.00	17.87	2,190.00	2,888.72
Over One Month Delinquent	145	5,965.54	20.00	506.62	45,879.64	52,371.80
Total for TIP	172					55,260.52
Vacated TAR	19					16,013.39
Total	191					71,273.91

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	100	42,961.53
Under Formal Repayment Agreement with Payments Up-to-Date	100	42,961.53
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	72	12,298.99

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 02/28/2017	Prior FY (one year to date) 02/28/2016	Previous FY (two years to date) 02/28/2015
1. Percent of Accounts Delinquent to No. of Tenants in Possession	33	33	37
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	13	25	36

F. Collection Losses

1. Amount Charged to Loss this Period 1,664.65
2. Amount Charged to Loss this Year to Date 40,868.27

Jackson Housing Commission Consolidated TARS Report

February 2017

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	83	.65	6	.05	0	39	2
Reed Manor	292	271	.93	7	.02	0	14	2
Shahan Blackstone	120	100	.83	7	.06	0	13	0

**Jackson Housing Commission
Move Out Report
February 2017**

AMP	Account Number	Move Out Date	Reason
Chalet Terrace	P -001-1165-06	2/27/2017	Relocation
Chalet Terrace	P -001-7642-06	2/6/2017	Relocation
Reed Manor	P -002-3275-12	2/28/2017	Section 8
Reed Manor	P -002-3361-13	2/14/2017	Incarcerated
Reed Manor	P -002-4381-11	2/1/2017	Found Rodent
Reed Manor	P -002-4427-14	2/2/2017	New Environment
Reed Manor	P -002-4482-10	2/6/2017	Eviction
Shahan Blackstone	P -003-5537-06	2/6/2017	Relocation
Shahan Blackstone	P -003-6600-03	2/15/2017	Moved w/ Relative

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 02/01/2017 and 02/28/2017

j-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
3-5498	150 Shahan Drive		10/07/2016	10/12/2016	4	02/07/2017	119	02/13/2017	5	128	0	0	0	
3-6568	325 Moorman Drive		10/20/2016	10/21/2016	0	01/27/2017	99	02/10/2017	13	112	0	0	0	
3-6556	313 Moorman Drive		11/03/2016	11/04/2016	0	02/21/2017	109	02/21/2017	0	109	0	0	0	
1-1131	302 Barbary Drive		11/20/2016	12/01/2016	10	01/20/2017	51	02/16/2017	26	87	0	0	0	
1-1181	1230 Laurel Lane		11/30/2016	12/01/2016	0	01/20/2017	51	02/02/2017	12	63	0	0	0	
1-1116	1219 Laurel Lane		11/30/2016	11/30/2016	0	02/07/2017	69	02/22/2017	14	83	0	0	0	
1-1148	1228 Heather Lane		12/11/2016	12/12/2016	0	02/06/2017	57	02/07/2017	0	57	0	0	0	
1-1111	1231 Laurel Lane		12/12/2016	12/12/2016	0	02/09/2017	59	02/24/2017	14	73	0	0	0	
1-1154	1217 Heather Lane		12/14/2016	12/15/2016	0	01/27/2017	44	02/07/2017	10	54	0	0	0	
1-1121	1205 Laurel Lane		12/28/2016	12/29/2016	0	02/23/2017	57	02/28/2017	4	61	0	0	0	
2-3300	301 Steward Ave	F-1	01/04/2017	01/04/2017	0	01/19/2017	15	02/01/2017	12	27	0	0	0	
2-3274	301 Steward Ave	E-1	01/05/2017	01/05/2017	0	01/26/2017	21	02/01/2017	5	26	0	0	0	
2-2219	428 Wildwood Ave	A-19	01/13/2017	01/14/2017	0	01/14/2017	1	02/01/2017	17	18	0	0	0	
2-4492	315 Steward Avenue	I-79	01/19/2017	01/19/2017	0	01/31/2017	12	02/02/2017	1	13	0	0	0	
2-2209	428 Wildwood Ave	A-9	01/19/2017	01/19/2017	0	02/04/2017	15	02/04/2017	0	15	0	0	0	
2-4472	315 Steward Avenue	I-59	01/19/2017	01/20/2017	0	02/13/2017	25	02/16/2017	2	27	0	0	0	
2-3324	301 Steward Ave	F-25	01/31/2017	02/03/2017	2	02/16/2017	13	02/16/2017	0	15	0	0	0	
2-3331	301 Steward Avenue	G-6	01/31/2017	02/01/2017	0	02/16/2017	15	02/16/2017	0	15	0	0	0	
2-4381	207 Steward Avenue	H-12	02/01/2017	02/02/2017	0	02/03/2017	1	02/03/2017	0	1	0	0	0	
2-4427	315 Steward Avenue	I-14	02/02/2017	02/03/2017	0	02/23/2017	21	02/24/2017	0	21	0	0	0	
2-4396	207 Steward Avenue	H-27	02/03/2017	02/15/2017	11	02/17/2017	2	02/17/2017	0	13	0	0	0	
3-5537	204 Janke Street		02/06/2017	02/09/2017	2	02/09/2017	1	02/15/2017	5	8	0	0	0	
2-4482	315 Steward Avenue	I-69	02/06/2017	02/06/2017	0	02/27/2017	21	02/28/2017	0	21	0	0	0	
Total Units:					29		878		140	1047	0	0	0	

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 02/01/2017 and 02/28/2017

Element # - Description

V12400 - Total number of turnaround days:	1047
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	23
V12800 - Average number of days units were in down time:	1.26
V12900 - Average number of days units were in make-ready:	38.17
V13000 - Average number of days units were in lease-up:	6.09
V13100 - Average unit turnaround days:	45.52

Jackson Housing PH AMP 1

Board Operating Statement / Budget

February, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	80,354.83	622.91	25,258.00	195.80	358,522.76	252.66	277,838.00	195.80
Excess Utilities	372.13	2.88	0.00	0.00	1,764.12	1.24	0.00	0.00
Interest Earned	37.57	0.29	0.00	0.00	219.06	0.15	0.00	0.00
Other Income	(4,068.07)	(31.54)	7,519.58	58.29	92,729.83	65.35	82,715.42	58.29
Subsidy Earned	53,089.74	411.55	45,987.58	356.49	713,627.46	502.91	505,863.42	356.49
Operating Income	129,786.20	1,006.09	78,765.16	610.58	1,166,863.23	822.31	866,416.84	610.58
Expenses								
Administrative Salaries	6,110.34	47.37	4,265.67	33.07	53,967.21	38.03	46,922.33	33.07
Legal Expense	463.06	3.59	428.75	3.32	3,189.16	2.25	4,716.25	3.32
Staff Training	0.00	0.00	294.25	2.28	0.00	0.00	3,236.75	2.28
Travel	(114.00)	(0.88)	0.00	0.00	(61.49)	(0.04)	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	1.41	0.00	0.00
Audit Fee	0.00	0.00	333.33	2.58	0.00	0.00	3,666.67	2.58
Sundry - Administrative	1,471.21	11.40	5,056.66	39.20	32,046.39	22.58	55,623.34	39.20
Management Fee Expense	7,306.44	56.64	7,005.83	54.31	34,492.09	24.31	77,064.17	54.31
Tenant Services - Materials	55.43	0.43	710.83	5.51	81.43	0.06	7,819.17	5.51
Tenant Services - Contract	416.60	3.23	0.00	0.00	1,666.40	1.17	0.00	0.00
Water	0.00	0.00	4,167.58	32.31	30,429.21	21.44	45,843.42	32.31
Electricity	12,446.62	96.49	12,500.00	96.90	67,819.99	47.79	137,500.00	96.90
Gas	16,462.65	127.62	7,559.42	58.60	47,832.33	33.71	83,153.58	58.60
Other Utilities Expense	452.66	3.51	0.00	0.00	8,567.14	6.04	0.00	0.00
Labor	9,882.95	76.61	8,127.58	63.00	136,039.75	95.87	89,403.42	63.00
Materials	8,689.62	67.36	15,655.00	121.36	44,454.50	31.33	172,205.00	121.36
Contract Cost	19,410.12	150.47	4,863.75	37.70	39,619.67	27.92	53,501.25	37.70
Garbage	1,704.20	13.21	0.00	0.00	11,110.12	7.83	0.00	0.00
Insurance-Comp Liability	21,572.28	167.23	3,293.08	25.53	33,050.85	23.29	36,223.92	25.53
Payments in Lieu of Taxes	0.00	0.00	997.42	7.73	9,602.90	6.77	10,971.58	7.73
Employee Benefits - Maint	13,921.66	107.92	6,032.58	46.76	93,126.31	65.63	66,358.42	46.76
Collection Losses	0.00	0.00	333.33	2.58	0.00	0.00	3,666.67	2.58
Operating Expenses	120,251.84	932.18	81,625.06	632.75	649,033.96	457.39	897,875.94	632.75
Operating Profit / (Loss)	9,534.36	73.91	(2,859.90)	(22.17)	517,829.27	364.93	(31,459.10)	(22.17)
Non-Operating Expenses								
Total Operating Funds Available	9,534.36	73.91	(2,859.90)	(22.17)	517,829.27	364.93	(31,459.10)	(22.17)
Retained Earnings					517,829.27	364.93	(31,459.10)	(22.17)

Jackson Housing PH AMP 2

Board Operating Statement / Budget

February, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	168,842.08	574.29	54,614.42	185.76	789,718.01	244.19	600,758.58	185.76
Excess Utilities	36.00	0.12	0.00	0.00	735.50	0.23	0.00	0.00
Interest Earned	0.00	0.00	22.33	0.08	313.31	0.10	245.67	0.08
Other Income	(11,747.33)	(39.96)	17,869.83	60.78	41,790.87	12.92	196,568.17	60.78
Subsidy Earned	32,403.24	110.22	61,799.83	210.20	445,818.19	137.85	679,798.17	210.20
Operating Income	189,533.99	644.67	134,306.41	456.82	1,278,375.88	395.29	1,477,370.59	456.82
Expenses								
Administrative Salaries	6,481.38	22.05	7,965.50	27.09	91,811.31	28.39	87,620.50	27.09
Legal Expense	1,355.49	4.61	569.00	1.90	4,722.76	1.46	6,149.00	1.90
Staff Training	0.00	0.00	320.92	1.09	0.00	0.00	3,530.08	1.09
Travel	0.00	0.00	0.00	0.00	52.08	0.02	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	0.62	0.00	0.00
Audit Fee	0.00	0.00	333.33	1.13	0.00	0.00	3,666.67	1.13
Sundry-Administrative	2,216.81	7.54	4,279.00	14.55	32,295.94	9.99	47,069.00	14.55
Management Fee Expense	15,574.22	52.97	15,694.42	53.38	75,814.70	23.44	172,638.58	53.38
Tenant Services - Salaries	345.00	1.17	0.00	0.00	843.00	0.26	0.00	0.00
Tenant Services - Materials	62.40	0.21	293.08	1.00	587.53	0.18	3,223.92	1.00
Tenant Services - Contract	416.60	1.42	0.00	0.00	2,328.40	0.72	0.00	0.00
Water	3,644.42	12.40	4,768.00	16.22	33,236.93	10.28	52,448.00	16.22
Electricity	26,083.68	88.72	13,646.92	46.42	162,434.50	50.23	150,116.08	46.42
Gas	9,046.28	30.77	3,237.25	11.01	32,413.89	10.02	35,609.75	11.01
Other Utilities Expense	2,349.82	7.99	0.00	0.00	11,152.44	3.45	0.00	0.00
Labor	15,857.39	53.94	15,518.50	52.78	187,951.80	58.12	170,703.50	52.78
Materials	7,241.33	24.63	4,816.00	16.38	63,805.68	19.73	52,976.00	16.38
Contract Cost	7,925.37	26.96	10,219.33	34.76	102,546.40	31.71	112,412.67	34.76
Garbage	2,118.56	7.21	0.00	0.00	14,554.40	4.50	0.00	0.00
Insurance-Comp Liability	50,820.97	172.86	2,806.92	9.55	72,497.59	22.42	30,876.08	9.55
Payments in Lieu of Taxes	0.00	0.00	2,385.83	8.12	32,476.00	10.04	26,244.17	8.12
Employee Benefits - Maint	21,502.75	73.14	9,352.83	31.81	135,541.41	41.91	102,881.17	31.81
Collection Losses	0.00	0.00	428.00	1.46	3,590.40	1.11	4,708.00	1.46
Operating Expenses	173,042.47	588.58	96,624.83	328.66	1,062,857.16	328.59	1,062,873.17	328.66
Operating Profit / (Loss)	16,491.52	56.09	37,681.58	128.17	215,718.72	66.70	414,497.42	128.17
Non-Operating Expenses								
Total Operating Funds Available	16,491.52	56.09	37,681.58	128.17	215,718.72	66.70	414,497.42	128.17
Retained Earnings					215,718.72	66.70	414,497.42	128.17

Jackson Housing PH AMP 3

Board Operating Statement / Budget

February, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	38,923.17	324.36	11,583.83	96.53	128,009.98	96.98	127,422.17	96.53
Excess Utilities	25.00	0.21	0.00	0.00	70.87	0.05	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	44.74	0.03	0.00	0.00
Management Fee Income	(3,244.40)	(27.04)	5,327.75	44.40	14,054.85	10.65	58,605.25	44.40
Subsidy Earned	36,183.10	301.53	37,179.00	309.83	251,969.70	190.89	408,969.00	309.83
Operating Income	71,886.87	599.06	54,090.58	450.75	394,150.14	298.60	594,996.42	450.75
Expenses								
Administrative Salaries	2,201.60	18.35	4,265.75	35.55	33,332.05	25.25	46,923.25	35.55
Legal Expense	396.55	3.30	364.58	3.04	1,695.93	1.28	4,010.42	3.04
Staff Training	0.00	0.00	277.25	2.31	0.00	0.00	3,049.75	2.31
Travel	0.00	0.00	0.00	0.00	164.93	0.12	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	1.52	0.00	0.00
Audit Fee	0.00	0.00	333.33	2.78	0.00	0.00	3,666.67	2.78
Sundry	1,052.81	8.77	3,354.50	27.95	25,278.41	19.15	36,899.50	27.95
Management Fee Expense	6,154.97	51.29	6,319.59	52.66	32,391.09	24.54	69,515.41	52.66
Tenant Services - Materials	0.00	0.00	710.83	5.92	2,048.19	1.55	7,819.17	5.92
Water	8,058.63	67.16	3,764.00	31.37	46,509.71	35.23	41,404.00	31.37
Electricity	735.02	6.13	1,258.00	10.48	8,365.76	6.34	13,838.00	10.48
Gas	826.90	6.89	146.42	1.22	2,101.50	1.59	1,610.58	1.22
Other Utilities Expense	5,612.38	46.77	0.00	0.00	18,186.74	13.78	0.00	0.00
Labor	6,705.46	55.88	8,125.83	67.72	33,188.65	63.02	89,384.17	67.72
Materials	2,867.42	23.90	3,631.17	30.26	33,229.11	25.17	39,942.83	30.26
Contract Cost	5,749.47	47.91	3,731.33	31.09	47,009.99	35.61	41,044.67	31.09
Garbage	2,059.50	17.16	0.00	0.00	15,248.15	11.55	0.00	0.00
Insurance Comprehensive Liability	21,352.05	177.93	1,357.08	11.31	30,166.11	22.85	14,927.92	11.31
Payments in Lieu of Taxes	0.00	0.00	421.58	3.51	6,133.40	4.65	4,637.42	3.51
Employee Benefit Cont.	10,303.34	85.86	6,431.75	53.60	72,123.66	54.64	70,749.25	53.60
Collection Losses	0.00	0.00	227.42	1.90	0.00	0.00	2,501.58	1.90
Operating Expenses	74,076.10	617.30	44,720.41	372.67	459,173.38	347.86	491,924.59	372.67
Operating Profit / (Loss)	(2,189.23)	(18.24)	9,370.17	78.08	(65,023.24)	(49.26)	103,071.83	78.08
Non-Operating Expenses								
Total Operating Funds Available	(2,189.23)	(18.24)	9,370.17	78.08	(65,023.24)	(49.26)	103,071.83	78.08
Retained Earnings					(65,023.24)	(49.26)	103,071.83	78.08

Balance Sheet

February, 2017

	Balance
Assets	
Current Assets	
1 General Fund Cash	139,023.21
5 Cash in Bank	(270,562.37)
7 A/R due from COCC	23,705.10
11 Allowance for Doubtful Accounts	(4,160.53)
12 Tenants Accounts Receivable	76,733.72
15 Accounts Receivable Other	106,962.17
17 A/R from Amp 2	321,644.78
20 Accounts Receivable AMP 1	284,722.59
21 Prepaid Insurance	22,860.94
50 Deferred Compensation	(526.73)
169 CFP HUD Rec/Deferred Revenue	(65,542.52)
Total Current Assets	634,860.36
Non-Current Assets	
170 Leasehold Improvements	63,357.84
174 Furn, Equip & Mach - Dwelling	81,701.00
175 Equipment - Admin	63,817.92
181 Buildings	5,329,598.78
185 Accumulated Depreciation	(4,106,742.55)
Total Fixed Assets	1,431,732.99
Total Assets	2,066,593.35
Liabilities	
Current Liabilities	
301 Tenants Security Deposit	15,694.05
304 Supplemental Insurance W/H - Aflac	41,990.24
305 Accounts Payable Other	(557.11)
310 Accrued Comp Absences	5,244.38
330 Pilot - Accrued	10,210.71
Total Current Liabilities	72,582.27
Non-Current Liabilities	
470 Comp Absences - NonCurrent	6,794.20
Total Non-Current Liabilities	6,794.20
Total Liabilities	79,376.47
Net Assets	
600 Capitalized Assets	1,431,935.62
601 Unrestricted Assets	37,451.99
700 Current Year Net Income (Loss)	517,829.27
Total Net Assets	1,987,216.88

Balance Sheet

February, 2017

Balance

Total Liabilities and Net Assets

2,066,593.35

Preview

Balance Sheet

February, 2017

Balance

Assets

Current Assets

5	Cash in Bank	613,853.64
11	Allowance for Doubtful Accounts	181,175.54
15	Accounts Receivable Other	86.98
20	Accounts Receivable AMP 1	41,980.76
21	General Investments	413,414.12
29	Prepaid Insurance	16,736.15
50	MI City Tax	2.15
169	CFP HUD Rec/Deferred Revenue	(32,090.26)

Total Current Assets

1,235,159.08

Non-Current Assets

170	Leasehold Improvements	1,221,847.00
171	Accumulated Depreciation	(10,912,659.95)
174	Buildings	14,345,534.85
175	Furn, Equip, Mach - Dwelling	168,437.27
176	Equipment - Admin	135,269.04

Total Fixed Assets

4,958,428.21

Total Assets**6,193,587.29****Liabilities**

Current Liabilities

300	Tenants Security Deposit	41,617.11
303	Accounts Payable Other	42,483.29
305	Supplemental Insurance W/H	330,767.45
310	A/P Due to COCC	4,422.90
311	A/P to Amp 1	100,725.19
325	Accrued Comp Absences	8,337.73
330	Pilot - Accrued	29,775.63

Total Current Liabilities

558,129.30

Non-Current Liabilities

470	Comp Absences - NonCurrent	5,375.20
-----	----------------------------	----------

Total Non-Current Liabilities

5,375.20

Total Liabilities**563,504.50****Net Assets**

600	Capitalized Assets	4,958,427.78
601	Unrestricted Assets	356,536.40
700	Current Year Net Income (Loss)	315,118.61

Total Net Assets

5,630,082.79

Total Liabilities and Net Assets**6,193,587.29**

Balance Sheet

February, 2017

Balance

Assets

Current Assets

5	Cash in Bank	304,059.58
11	Allowance for Doubtful Accounts	23,604.47
15	Accounts Receivable Other	(586.24)
20	Accounts Receivable AMP 1	11,295.77
29	Prepaid Insurance	10,080.14
169	CFP HUD Rec/Deferred Revenue	15,201.00

Total Current Assets

363,654.72

Non-Current Assets

170	Leasehold Improvements	56,353.67
171	Accumulated Depreciation	(5,012,457.56)
174	Buildings	6,353,543.92
175	Furn, Equip, & Mach-Dwell	85,196.00
176	Equipment - Admin	64,685.18

Total Fixed Assets

1,547,321.21

Total Assets

1,910,975.93

Liabilities

Current Liabilities

300	Tenants Security Deposit	18,861.21
303	Accounts Payable Other	43,411.54
305	Supplemental Insurance W/H	147,734.50
310	Other Current Liabilities	(3,816.34)
311	A/P to Amp 3	40,180.50
325	Accrued Comp Absences	6,262.15
330	Pilot - Accrued	8,225.97

Total Current Liabilities

260,859.53

Non-Current Liabilities

470	Comp Absences - NonCurrent	1,870.40
-----	----------------------------	----------

Total Non-Current Liabilities

1,870.40

Total Liabilities

262,729.93

Net Assets

600	Capitalized Assets	1,547,320.75
601	Unrestricted Assets	119,215.15
700	Current Year Net Income (Loss)	(18,289.90)

Total Net Assets

1,648,246.00

Total Liabilities and Net Assets

1,910,975.93

Jackson Housing Commission - COCC
Board Operating Statement / Budget

February, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Management Fee Income	53,599.18	0.00	49,033.41	0.00	256,539.29	0.00	539,367.59	0.00
Operating Income	53,599.18	0.00	49,033.41	0.00	256,539.29	0.00	539,367.59	0.00
Expenses								
Administrative Salaries	27,032.00	0.00	27,581.33	0.00	299,339.05	0.00	303,394.67	0.00
Legal Expense	2,592.79	0.00	417.00	0.00	9,852.79	0.00	4,587.00	0.00
Staff Training	0.00	0.00	624.00	0.00	6,542.69	0.00	6,864.00	0.00
Travel	0.00	0.00	378.17	0.00	1,700.90	0.00	4,159.83	0.00
Accounting Fees	0.00	0.00	1,431.83	0.00	13,750.00	0.00	15,750.17	0.00
Audit Fee	0.00	0.00	333.33	0.00	0.00	0.00	3,666.67	0.00
Computer Support	5,417.56	0.00	5,158.08	0.00	58,897.91	0.00	56,716.92	0.00
Tenant Services - Materials	0.00	0.00	0.00	0.00	89.19	0.00	0.00	0.00
Tenant Services - Contract	833.53	0.00	0.00	0.00	4,999.86	0.00	0.00	0.00
Labor	(50.00)	0.00	0.00	0.00	(139.47)	0.00	0.00	0.00
Materials	0.00	0.00	0.00	0.00	352.79	0.00	0.00	0.00
Vehicle Maintenance	0.00	0.00	0.00	0.00	1,417.41	0.00	0.00	0.00
Insurance	11,100.60	0.00	1,163.75	0.00	13,269.86	0.00	12,801.25	0.00
Employee Benefit Cont.	22,389.42	0.00	11,898.42	0.00	179,620.38	0.00	130,882.58	0.00
Operating Expenses	69,315.90	0.00	48,983.91	0.00	589,693.36	0.00	538,823.09	0.00
Operating Profit / (Loss)	(15,716.72)	0.00	49.50	0.00	(333,154.07)	0.00	544.50	0.00
Non-Operating Expenses								
Total Operating Funds Available	(15,716.72)	0.00	49.50	0.00	(333,154.07)	0.00	544.50	0.00
Retained Earnings					(333,154.07)	0.00	544.50	0.00

Balance Sheet

February, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	54,595.83
9 Petty Cash	1,099.17
15 Accounts Receivable Other	(56,634.15)
20 Accounts Receivable AMP 1	30,189.62
21 General Investments	25,154.17
29 Prepaid Insurance	2,119.95
50 MI City Tax	85.76
169 CFP HUD Rec/Deferred Revenue	17,560.95
Total Current Assets	<u>74,171.30</u>
Non-Current Assets	
171 Accumulated Depreciation	(606,679.54)
174 Buildings	583,527.00
175 Equipment - Admin	49,377.50
Total Fixed Assets	<u>26,224.96</u>
Total Assets	<u><u>100,396.26</u></u>
Liabilities	
Current Liabilities	
303 Accounts Payable Other	68,390.13
305 Supplemental Insurance W/H Aflac	76,592.51
315 Accrued Wages - Payroll	11,989.61
325 Accrued Comp Absences	7,707.18
Total Current Liabilities	<u>164,679.43</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	4,243.00
Total Non-Current Liabilities	<u>4,243.00</u>
Total Liabilities	<u><u>168,922.43</u></u>
Net Assets	
600 Capitalized Assets	30,283.00
601 Unrestricted Assets	234,344.90
700 Current Year Net Income (Loss)	(333,154.07)
Total Net Assets	<u>(68,526.17)</u>
Total Liabilities and Net Assets	<u><u>100,396.26</u></u>

Jackson Housing Commission - Section 8

Board Operating Statement / Budget

February, 2017

	<u>Monthly Totals</u>	PUM	<u>Monthly Budget</u>	PUM	YTD Totals	PUM	YTD Budget	PUM
Income								
Interest Earned on GF	6.22	0.00	0.00	0.00	84.57	0.00	0.00	0.00
Fraud Recovery Income	1,031.39	0.00	2,342.08	0.00	10,494.14	0.00	25,762.92	0.00
Admin Fee Received	22,338.00	0.00	20,465.33	0.00	163,302.92	0.00	225,118.67	0.00
Annual Contributions Earned Units Rented 0								
Operating Income	23,375.61	0.00	22,807.41	0.00	173,881.63	0.00	250,881.59	0.00
Expenses								
Administrative Salaries	8,374.40	0.00	8,522.83	0.00	95,641.51	0.00	93,751.17	0.00
Staff Training	0.00	0.00	322.92	0.00	3,725.47	0.00	3,552.08	0.00
Travel	0.00	0.00	266.67	0.00	91.00	0.00	2,933.33	0.00
Audit Costs	0.00	0.00	333.33	0.00	2,000.00	0.00	3,666.67	0.00
Sundry	9,081.75	0.00	10,103.25	0.00	48,030.09	0.00	111,135.75	0.00
Port Out Admin Fees Pd	308.14	0.00	0.00	0.00	892.70	0.00	0.00	0.00
Other General Expense	1,212.57	0.00	0.00	0.00	4,019.78	0.00	0.00	0.00
Insurance	7,644.99	0.00	566.58	0.00	10,048.81	0.00	6,232.42	0.00
Employee Benefit Cont.	6,766.42	0.00	3,553.58	0.00	45,155.27	0.00	39,089.42	0.00
Operating Expenses	33,388.27	0.00	23,669.16	0.00	209,604.63	0.00	260,360.84	0.00
Operating Profit / (Loss)	(10,012.66)	0.00	(861.75)	0.00	(35,723.00)	0.00	(9,479.25)	0.00
Non-Operating Expenses								
Total Operating Funds Available	(10,012.66)	0.00	(861.75)	0.00	(35,723.00)	0.00	(9,479.25)	0.00
Retained Earnings					(35,723.00)	0.00	(9,479.25)	0.00
HAP Activity								
Prepaid Annual Contribution	214,218.00	0.00	198,300.08	0.00	1,829,341.00	0.00	2,181,300.92	0.00
Net	214,218.00	0.00	0.00	0.00	1,829,341.00	0.00	198,300.08	0.00
HAP Payments	213,772.62	0.00	196,394.17	0.00	2,215,329.71	0.00	2,160,335.83	0.00
Net HAP	445.38	0.00	0.00	0.00	(385,988.71)	0.00	394,694.25	0.00

Balance Sheet

February, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	658.56
15 Accounts Receivable Portable	21,022.95
21 General Investments	3,640.59
29 Prepaid Insurance	1,775.46
50 Deferred Compensation	(1,452.24)
Total Current Assets	<u>25,645.32</u>
Non-Current Assets	
173 Accumulated Depreciation	(33,341.00)
174 Furniture, Equipment - Admin	33,341.00
Total Fixed Assets	<u>0.00</u>
Total Assets	<u><u>25,645.32</u></u>
Liabilities	
Current Liabilities	
304 Retirement W/H	7,830.87
305 Accounts Payable Other	57,025.83
306 Accrued Compensated Absences	6,280.25
311 A/P to Amp 1	(3,544.21)
315 Other Current Liabilities	11,693.69
Total Current Liabilities	<u>79,286.43</u>
Non-Current Liabilities	
Total Non-Current Liabilities	<u>0.00</u>
Total Liabilities	<u><u>79,286.43</u></u>
Net Assets	
602 Invested in Capital Assets	82,063.00
604 Unrestricted Assets	50,674.60
669 Prepaid Annual Contribution	1,829,341.00
699 Net HAP	163,302.92
700 Current Year Net Income (Loss)	(2,179,022.63)
Total Net Assets	<u>(53,641.11)</u>
Total Liabilities and Net Assets	<u><u>25,645.32</u></u>

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

Feb-17

AMP#	AMOUNT	ADJUSTMENT	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				USED:		BALANCE
02.01.2017	599	Tammy Lovely court filings	91700.1	\$385.00		\$ 1,016.40
02.02.2017	600	Tammy Lovely court filings	91700.2	\$110.00		\$ 191.40
02.08.2017	601	Tammy Lovely mileage reimbursement 01.6.2017-1.23.2017	91700.3	\$440.00	935.00	\$ 156.95
02.13.2017	602	Tammy Lovely mileage reimbursement 01.25.2017-02.06.2017	91700.4		34.45	\$ 122.50
02.13.2017	603	Jannaa Pool mileage reimbursement 01.10.2017-01.18.2017	91800.3		34.45	\$ 122.50
02.13.2017	604	Gary Cram mileage reimbursement 02.03.2017-02.10.2017	91800.2		61.02	\$ 61.48
02.13.2017	605	USPS reimbursement for postage from 12th district court	91600.4		1.46	\$ 60.02
02.23.2017	606	Reimbursement for # 597 tenant bingo	92400.1		(21.38)	\$ 81.40
02.23.2017	607	#562 refund from C. Bryant	91600.4		(5.00)	\$ 86.40
02.23.2017	608	Correction in petty cash led to an overage			(12.11)	\$ 98.51

Jackson Housing Commission
Emergency Work Orders- All AMPS
February 2017

WO#	Date On	Time On	AM/PM	Date Start	Time Start	AM/PM2	Problem	Address	Elapsed Hrs.
85582	2/10/2017	10:50	AM	2/10/2017	10:45	AM	No Heat	304 Barbary Drive, Jackson	0.42
85609	2/13/2017	09:43	AM	2/13/2017	09:45	AM	No hot water.	905 Chittock, Jackson	0.53
85614	2/13/2017	11:14	AM	2/13/2017	11:15	AM	The heat will not turn on.	1211 Heather Lane, Jackson	0.27
85627	2/13/2017	03:00	PM	2/13/2017	03:15	PM	No hot Water.	332 Moorman Drive, Jackson	1
85699	2/15/2017	03:48	PM	2/15/2017	03:50	PM	No hot water.	1261 Laurel Lane, Jackson	0.2
85757	2/17/2017	09:20	AM	2/17/2017	01:00	PM	Clogged toilet (upstairs)	1201 Merriman, Jackson	3.92
85840	2/9/2017	11:20	PM	2/9/2017	11:20	PM	No heat.	1573 Merriman, Jackson	1.67
85844	2/16/2017	10:20	PM	2/16/2017	10:20	PM	Alarm was not set.	Chalet Office	0.25
85846	2/15/2017	08:15	PM	2/15/2017	08:15	PM	Drain pipe in utility room is backing up.	1232 Heather Lane, Jackson	0.75
85847	2/14/2017	08:45	PM	2/14/2017	08:45	PM	Clogged toilet.	114 Laurel Court, Jackson	0.25
85848	2/11/2017	05:30	PM	2/11/2017	05:30	PM	No heat.	1221 Laurel Lane, Jackson	0.25
85849	2/12/2017	06:45	PM	2/12/2017	06:45	PM	Alarm not set.	410 High Street-Alexto Center	0.25
85850	2/12/2017	02:30	PM	2/12/2017	02:30	PM	Toilet leaking	1217 Merriman, Jackson	0.5
85881	2/12/2017	07:45	PM	2/12/2017	07:45	PM	life threatening situation per ambs from 911	338 Moorman Drive, Jackson	0.5
85910	2/10/2017	04:20	PM	2/10/2017	04:20	PM	lock out	207 Steward Avenue #H-34, Jackson	0.92
85920	2/14/2017	06:10	AM	2/10/2017	06:10	AM	Plugged toilet	315 Steward Avenue #H-36, Jackson	1.25
85921	2/12/2017	07:50	PM	2/14/2017	07:50	PM	lock out	207 Steward Avenue #H-42, Jackson	0.5
85922	2/12/2017	01:15	PM	2/12/2017	01:15	PM	water leaking from light in bathroom	301 Steward Ave #E-9, Jackson	0.75
85923	2/11/2017	12:45	PM	2/12/2017	12:45	PM	lock out	301 Steward Avenue #G-19, Jackson	0.5
85924	2/11/2017	09:00	PM	2/11/2017	09:00	PM	Water leak	301 Steward Ave #E-9, Jackson	0.5
85925	2/11/2017	03:00	PM	2/11/2017	03:00	PM	lock out	301 Steward Avenue #G-19, Jackson	0.5
85927	2/10/2017	11:50	AM	2/11/2017	11:50	AM	Smell Smoke	301 Steward Avenue #G-19, Jackson	0.75
86116	2/17/2017	05:00	PM	2/10/2017	05:00	PM	lock out	Chalet Office	0.5
86117	2/18/2017	06:36	PM	2/17/2017	06:17	PM	Alarm not set.	304 Barbary Drive, Jackson	1
86118	2/25/2017	01:45	PM	2/18/2017	08:36	PM	Bath tub leak and short in light.	1226 Heather Lane, Jackson	0.25
86121	2/25/2017	03:15	PM	2/25/2017	01:45	PM	Drain for washer backing up.	319 Moorman Drive, Jackson	0.75
86122	2/24/2017	04:45	PM	2/25/2017	03:15	PM	Clogged Toilet	222 Janke Street, Jackson	1
86252	2/25/2017	02:15	PM	2/24/2017	04:45	PM	No hot water	301 Steward Ave #F-14, Jackson	0.5
86253	2/25/2017	12:45	PM	2/25/2017	02:15	PM	No hot water	Central Office	0.5
86254	2/25/2017	09:06	AM	2/25/2017	12:45	AM	Alarm was set off	*****	0.5
86256	2/21/2017	04:28	PM	2/21/2017	09:05	PM	Lock out	Central Office	0.4
86257	2/26/2017	02:45	PM	2/21/2017	04:28	PM	Fault on alarm	Central Office	0.5
86258	2/26/2017	01:15	PM	2/26/2017	02:45	PM	Toilet clogged again	301 Steward Ave #F-7, Jackson	0.5
86259	2/26/2017	11:45	AM	2/26/2017	01:15	PM	Had to meet back up with plumber	301 Steward Ave #F-7, Jackson	0.5
86260	2/26/2017	10:45	AM	2/26/2017	11:45	AM	Met with Rooney's	301 Steward Ave #F-7, Jackson	0.5
86261	2/25/2017	08:45	AM	2/26/2017	10:45	AM	Toilet clogged in #6 and #7	301 Steward Ave #F-6, Jackson	1
86262	2/17/2017	10:43	AM	2/25/2017	08:45	AM	Leak under sink	315 Steward Avenue #H-23, Jackson	0.75
86263	2/18/2017	02:14	PM	2/17/2017	10:43	AM	No heat	207 Steward Avenue #H-23, Jackson	0.53
							Drain in kitchen sink came apart	315 Steward Avenue #H-29, Jackson	1

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CONSUMP						
Jan-16	50,674	\$ 6,395.37	927	\$ 7,314.07					\$	\$ 13,709.44
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31						\$ 15,544.12
Feb-16	53,802	\$ 6,630.98	946	\$ 7,676.79		234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Feb-17	48,896	\$ 5,515.38	923	\$ 7,825.76		253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ 27,204.41
Mar-16	48,672	\$ 5,923.22	1,127	\$ 8,346.41		24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Mar-17										\$
Apr-16	51,640	\$ 6,539.83	866	\$ 10,760.42					\$	\$ 17,300.25
Apr-17										\$
May-16	45,200	\$ 5,914.46	470	\$ 5,666.76		249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
May-17										\$
Jun-16	47,380	\$ 6,146.72	361	\$ 2,411.12		27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 15,544.12
Jun-17										\$ 9,814.15
Jul-16	45,216	\$ 5,350.28	224	\$ 501.48		324,379	\$ 10,798.27	\$ 5,912.81	\$ 16,711.08	\$ 22,562.84
Jul-17										\$
Aug-16	40,419	\$ 5,640.32	172	\$ 522.53		19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 7,301.67
Aug-17										\$
Sep-16	44,245	\$ 6,065.11	188	\$ 40.09		24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 7,379.95
Sep-17										\$
Oct-16	49,928	\$ 6,378.64	201	\$ 706.64					\$	\$ 7,085.28
Oct-17										\$
Nov-16	68,661	\$ 5,422.74	418	\$ 2,129.16		301,821	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 22,302.18
Nov-17										\$
Dec-16	23,930	\$ 6,296.30	780	\$ 3,975.60		21,900	\$ 754.96	\$ 417.72	\$ 1,172.68	\$ 11,444.58
Dec-17										\$
2016	569,767	\$ 72,703.97	6,680	\$ 50,051.07		1,227,200	\$ 40,033.44	\$ 21,689.16	\$ 61,722.60	\$ 184,477.64
2017	101,752	\$ 12,366.19	2,116	\$ 16,519.07		253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ 58,372.65

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	SEWER BILL	WATER BILL	TOTAL	MONTHLY UTILITY 2017		
Jan-16	137,240	\$ 16,186.52	980	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72			\$	
Jan-17	129,480	\$ 16,272.98	1,203	\$ 9,046.28	131,000	\$ 3,644.42	\$ 2,199.35	\$ 5,843.77	\$ 31,163.03			\$	
Feb-16	107,320	\$ 13,307.44	1,096	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25			\$	
Feb-17	111,280	\$ 14,391.81	1,165	\$ 9,844.46	120,000	\$ 3,416.79	\$ 2,031.79	\$ 5,448.58	\$ 29,684.85			\$	
Mar-16	102,320	\$ 12,133.57	1,021	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.07	\$ 4,936.50	\$ 25,102.23			\$	
Mar-17												\$	
Apr-16	101,640	\$ 12,748.07	769	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80			\$	
Apr-17												\$	
May-16	102,360	\$ 11,363.36	548	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78			\$	
May-17												\$	
Jun-16	114,200	\$ 14,106.71	292	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15			\$	
Jun-17												\$	
Jul-16	138,600	\$ 16,657.41	228	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59			\$	
Jul-17												\$	
Aug-16	160,440	\$ 19,393.01	189	\$ 1,427.16	418,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32			\$	
Aug-17												\$	
Sep-16	135,120	\$ 16,866.82	185	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24			\$	
Sep-17												\$	
Oct-16	114,200	\$ 14,689.27	268	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04			\$	
Oct-17												\$	
Nov-16	120,160	\$ 13,237.76	371	\$ 2,817.99	142,100		\$		\$ 16,055.75			\$	
Nov-17												\$	
Dec-16	126,280	\$ 14,082.56	890	\$ 7,016.59	291,831	\$ 3,006.33	\$ 1,760.06	\$ 4,766.39	\$ 25,865.54			\$	
Dec-17												\$	
2016	1,459,880	\$ 174,772.50	6,837	\$ 45,542.25	1,896,793	\$ 44,949.15	\$ 26,040.51	\$ 70,989.66	\$ 291,304.41			\$	
2017	240,760	\$ 30,664.79	2,368	\$ 18,890.74	251,000	\$ 7,061.21	\$ 4,231.14	\$ 11,292.35	\$ 60,847.88			\$	

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	WATER BILL	WATER BILL		
Jan-16	1,975	\$ 308.55	33	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75		
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 13,325.92		
Feb-16	1,375	\$ 517.53	28	\$ 801.13					\$ 1,318.66		
Feb-17	2,623	\$ 468.39	79	\$ 627.20					\$ 1,095.59		
Mar-16	1,447	\$ 352.59	21	\$ 370.33					\$ 722.92		
Mar-17											
Apr-16	1,685	\$ 266.59	19	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81		
Apr-17											
May-16	1,172	\$ 197.90	6	\$ 65.96					\$ 263.86		
May-17											
Jun-16	1,974	\$ 315.79	3	\$ 47.94					\$ 363.73		
Jun-17											
Jul-16	2,722	\$ 416.02	2	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,951.06		
Jul-17											
Aug-16	2,606	\$ 408.82	1	\$ 38.56					\$ 447.38		
Aug-17											
Sep-16	2,346	\$ 378.34	1	\$ 39.33					\$ 417.67		
Sep-17											
Oct-16	1,795	\$ 381.43	4	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,968.66		
Oct-17											
Nov-16	1,431	\$ 427.27	9	\$ 365.06					\$ 792.33		
Nov-17											
Dec-16	1,687	\$ 722.53	26	\$ 895.90					\$ 1,618.43		
Dec-17											
2016	22,215	\$ 4,693.36	153	\$ 3,192.93	1,011,800	\$ 32,833.83	\$ 16,788.14	\$ 49,621.97	\$ 57,508.26		
2017	5,446	\$ 969.46	169	\$ 1,351.94	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 14,421.51		

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		NET		TOTAL	
	KW HOURS	CONSUMP	NET BILL	NET BILL	NET BILL	WATER CCF	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	MONTHLY UTILITY 2017
Jan-16	189,889		\$ 22,890.44	\$ 14,897.71	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 4,905.71	\$ 14,331.76	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Jan-17	185,159		\$ 23,624.86	\$ 18,464.33	\$ 18,464.33	348,600	\$ 11,703.05	\$ 6,240.83	\$ 17,943.88	\$ 6,240.83	\$ 17,943.88	\$ 6,240.83	\$ 17,943.88	\$ 60,033.07
Feb-16	162,497		\$ 20,455.95	\$ 16,833.82	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 6,088.47	\$ 17,098.87	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Feb-17	162,799		\$ 20,375.58	\$ 17,670.22	\$ 17,670.22	373,700	\$ 12,483.65	\$ 6,908.20	\$ 19,391.85	\$ 6,908.20	\$ 19,391.85	\$ 6,908.20	\$ 19,391.85	\$ 58,064.85
Mar-16	152,439		\$ 18,409.38	\$ 16,748.90	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 2,279.77	\$ 6,105.89	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17
Mar-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-16	154,965		\$ 19,554.49	\$ 15,979.16	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 5,228.97	\$ 15,089.21	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86
Apr-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May-16	148,732		\$ 17,475.72	\$ 5,758.32	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 5,911.08	\$ 16,707.15	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19
May-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-16	163,554		\$ 20,569.22	\$ 4,399.01	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 1,773.03	\$ 4,928.80	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03
Jun-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jul-16	186,538		\$ 22,423.71	\$ 565.75	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 12,336.38	\$ 35,168.03	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49
Jul-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aug-16	203,465		\$ 19,801.83	\$ 1,988.25	\$ 1,988.25	437,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 7,935.84	\$ 22,318.97	\$ 7,935.84	\$ 22,318.97	\$ 49,749.37
Aug-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-16	181,711		\$ 23,310.27	\$ 1,517.80	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 2,574.19	\$ 6,901.79	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86
Sep-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-16	165,923		\$ 21,449.34	\$ 2,897.23	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 8,124.41	\$ 22,994.41	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98
Oct-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-16	190,252		\$ 19,087.77	\$ 5,312.21	\$ 5,312.21	443,921	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 5,182.18	\$ 14,750.28	\$ 5,182.18	\$ 14,750.28	\$ 39,150.26
Nov-17	0		\$ 16,272.98	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-16	151,897		\$ 21,101.39	\$ 11,888.09	\$ 11,888.09	313,731	\$ 3,761.29	\$ 2,177.78	\$ 5,939.07	\$ 2,177.78	\$ 5,939.07	\$ 2,177.78	\$ 5,939.07	\$ 38,928.55
Dec-17	0		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016	2,051,862		\$ 246,529.51	\$ 98,786.25	\$ 98,786.25	4,135,793	\$ 117,816.42	\$ 64,517.81	\$ 182,334.23	\$ 64,517.81	\$ 182,334.23	\$ 64,517.81	\$ 182,334.23	\$ 527,649.99
2015	347,958		\$ 60,273.42	\$ 36,134.55	\$ 36,134.55	722,300	\$ 24,186.70	\$ 13,149.03	\$ 37,335.73	\$ 13,149.03	\$ 37,335.73	\$ 13,149.03	\$ 37,335.73	\$ 133,743.70

