

Jackson Housing Commission

Minutes of the Regular Meeting

February 18, 2015

The Jackson Housing Commission's Regular Meeting was held on February 18, 2015, in the Reed Manor Board Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:02pm. Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Patricia Davis-Dye, Gerald Montgomery and Michelle Woods. Upon roll call, the following commissioner was absent: James Stark.

All persons present stood for the Pledge of Allegiance.

Also present were:

- Patricia Tyus, Executive Director
- Shari Boyce, Section 8 Director
- Katie Dickerson, Reports and Contract Analyst
- Tremachel Johnson, Comptroller
- Chelsea Bryant, Executive Secretary
- Randall Pentiuk, Attorney, Pentiuk, Couvreur & Kobiljak, P.C.
- April Knoch, Associate Attorney, Pentiuk, Ccuvreur & Kobiljak, P.C

15-02-001 INTRODUCTION OF THE ATTORNEY

Ms. Tyus introduced Attorney Randal A. Pentiuk of the law firm Pentiuk, Couvreur and Kobiljak, P.C.. Mr. Pentiuk's firm was recently retained through procurement to provide legal counsel to the agency. Mr. Pentiuk stated that his firm has developed a specialization in providing legal counsel to Public Housing Authorities. Mr. Pentiuk also introduced April Knoch, an associate attorney, who is one of many staff attorneys available to provide expertise in areas pertaining to PHAs. Ms. Tyus also added that the firm was highly recommended and supported by various PHA's throughout the State of Michigan.

15-02-002 PUBLIC COMMENTS

Members of the public were present, but no comments were made.

15-02-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD JANUARY 21, 2015

Commissioner Woods advised that Commissioner Montgomery was not present at the board meeting held January 21, 2015. Therefore corrections were needed and no actions were taken on the meetings minutes. Commissioner Pultz-Orthaus **MOVED** to postpone the approval of the minutes, and present the minutes at the regular board meeting held March 18, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-02-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM JANUARY 22, 2015 THRU FEBRUARY 12, 2015

Commissioner Woods requested explanations regarding checks voided and out of sequence, and advised that a payee's name was misspelled. Questions were also asked regarding a check paid to Aladdin for a furnace check and replacement. Ms. Tyus answered Commissioner Montgomery's inquiries regarding monies paid to Manpower for temporary staff used to cover administrative needs of the AMPS, as well as, a memo entry describing a ceiling repair provided by Brooklyn Plumbing. Katie Dickerson provided clarification regarding the purchase of furniture for Shahan Blackstone offices under renovation. Per the request of Commissioner Davis-Dye, clarification was provided regarding the volume purchase of ice melt for the AMPS.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities from January 22, 2015 thru February 12, 2015. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

15-02-005 RESOLUTIONS

Resolution No. 2015-03: Collection Losses Write Off January 2015

Commissioner Davis-Dye **MOVED** to approve the Write-Off of the Collection Losses of \$1784.59 of Fiscal Year 2014. Commissioner Montgomery **SECONDED** the motion and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

15-02-006 DIRECTOR'S REPORTS

Section 8

- A. Leasing HAP Utilization Report
- Public Housing
- B. Tenant Accounts Receivable
- C. Consolidated TARS
- D. Move Outs

E. Vacant Unit Turnaround

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

Commissioner Pultz-Orthaus commended Ms. Johnson on the Petty Cash Report. Ms. Tyus also informed the board that a complete reconciliation of the Petty Cash Account was completed with the advice of the fee accountant. Ms. Tyus also advised that by April 2015, the accounts payables will be cleaned up and payments made timely to vendors.

I. After Hours/Emergency Response Report

An alarm issue causing an increase of emergency calls to Building C was resolved

J. Utility Costs and Consumption

During the Directors Report, Ms. Tyus advised that the funding drawdowns continue to be slow. Ms. Tyus also stated that after consulting with the fee accountant the proposed adjustment to the budget was not necessary, because the line items of the budget will be corrected by journal entries. Ms. Tyus also advised that dwelling rents at Chalet Terrace are showing less revenue than expected.

Commissioner Pultz-Orthaus commented that four out of ten units turned around in 15 days or less and inquired about 1208 Heather Lane's 85 vacancy. Per Ms. Tyus the delay is a result of seeking pre-approval from HUD to install customized cabinets for the unit. Ms. Tyus stated that there are a number of units turning due to right-sizing of the units. The four bedroom waiting list has been exhausted. Currently, a family needing a four bedroom unit will have to wait less than thirty days.

15-02-07

OTHER BUSINESS

Ms. Tyus informed the board that Landlord Tenant Legal Services was recently procured as an isolated service from the rest of the legal services. White & Hotchkiss, PLLC was awarded the contract and a resolution was not needed due to the cost of services obtained.

Commissioner Davis-Dye commended the maintenance staff on the timely and excellent snow removal during the recent storms. Pleased residents stated that this was the best snow removal that they have ever seen. Ms. Tyus also stated that she received positive feedback regarding maintenance staff and their snow removal efforts.

Also during the discussion of Other Business, Commissioner Pultz-Orthaus stated that Ms. Tyus' one year evaluation was not completed in November 2014. As a result, the evaluation was added as an

agenda item for the meeting. Ms. Tyus asked if the session could be closed and the board meeting reconvene later. Commissioner Pultz-Orthaus requested a motion to move to a closed session. Commissioner Woods **MOVED** to approve the closed session for the evaluation of Patricia Tyus and Commissioner Davis-Dye **SECONDED**. The meeting entered a closed session at 12:32pm.

The JHC Board of Commissioners reconvened from the closed session at 1:54pm. Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Patricia Davis-Dye, and Gerald Montgomery and Michelle Woods. Upon roll call, the following commissioner was absent: James Stark.

Commissioner Pultz-Orthaus advised that the board conducted a performance evaluation for Ms. Tyus that was due November 2014. Therefore Ms. Tyus is eligible for a one step increase to her pay. Commissioner Pultz-Orthaus **MOVED** that Ms. Tyus receive her one year step pay increase retroactive effective November 12, 2014. Commissioner Montgomery **SECONDED** the motion and upon roll call, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

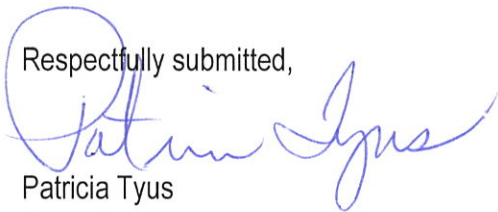
ABSTAIN: None

ABSENT: J. Stark

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

The Regular Meeting on February 18, 2015 adjourned at 1:56pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President