

Jackson Housing Commission
Minutes of the Regular Meeting
March 18, 2015

The Jackson Housing Commission's Regular Meeting was held on March 18, 2015, in the Shahan Blackstone North Community Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:16pm. 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.

Also present were: Patricia Tyus, Executive Director
Shari Boyce, Section 8 Director
Tremachel Johnson, Comptroller
Chelsea Bryant, Executive Secretary

15-03-001 PUBLIC COMMENTS

During the public comments Ms. Tonya Holmes, a resident at Chalet Terrace, expressed her concerns regarding residents that own Pitt Bulls. Ms. Holmes conveyed that she is afraid of dogs and asked if there were guidelines for Pit Bulls. Ms. Tyus acknowledged that there is a contractual relationship indicating that residents may not have Pit Bulls in their homes. However, if a dog is considered a Reasonable Accommodation, the agency may not prohibit ownership of a dog. Therefore, documentation substantiating the tenant's need for the dog would be kept in their file. Ms. Holmes also asked if residents are required to obtain training for older dogs and if there is a limit on the number of pets that residents may have. Ms. Tyus answered that proof of training is not a requirement, and a resident may have up to two pets. Commissioner Davis-Dye also mentioned that the JHC Pet Policy prohibits owners from leaving pets unattended at any time on the premises. Commissioner Montgomery requested that the agency verify who is liable in the State of Michigan, if an individual is attacked by a dog on the premises.

15-03-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 18, 2015

During the discussion of the February 18, 2015 Minutes, President Pultz-Orthaus corrected the Regular Meeting dates for January, February, and April on the agenda. Also, to correct an omission in the minutes, Commissioners Davis-Dye and Commissioner Woods confirmed that Commissioner Montgomery seconded the motion to approve Ms. Tyus' one-step pay raise increase retroactive November 12, 2014.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held February 18 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

15-03-002

APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD JANUARY 21, 2015

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held January 21, 2015. 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

15-03-003

APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM FEBRUARY 19, 2015 THRU MARCH 12, 2015

Commissioner Montgomery requested clarification for payments made for the insurance deductible and work completed at the Shahan Blackstone North's offices and community room. Ms. Tyus verified that a reimbursement check was received by the agency from the insurance company. Also, Commissioner Woods mentioned a payee's name remained uncorrected.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from February 19, 2015 thru March 12, 2015. Commissioner Davis-Dye **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

15-03-004

RESOLUTIONS

A. Resolution No. 2015-04: Collection Losses Write Off February 2015

Commissioner Davis-Dye **MOVED** to approve the Write-Off of the Collection Losses in the amount of \$4,182.59. 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

B. Resolution No. 2015-05: Tenant Selection Plan

Commissioner Davis-Dye **MOVED** to approve the Tenant Selection Plan. Commissioner Woods **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

C. Resolution No. 2015-06: Internal Controls Manual

During the discussion of the Internal Controls Manual, Ms. Tyus explained that some existing policies were updated, as well as, the additions of written policies and a table of contents. The manual also includes governance of the Fee Accountant and procedures for various financial activities.

Commissioner Montgomery **MOVED** to approve the Internal Controls Manual. Commissioner Davis-Dye **SECONDED** the motion and upon roll call vote, the motion was adopted:

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

15-03-005

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

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

During the discussion of the Utility Costs and Consumption, Ms. Johnson explained that the gas and electric charges for Reed Manor appeared on the same bill. As a result, the payments were previously combined and coded as electric. However, beginning March 2015, payment will be accurately coded. Ms. Tyus also mentioned that Ms. Johnson is working closely with the Fee Accountants on the proper coding of expenses and journal entries. Ms. Johnson will meet with the Emerge staff in Atlanta in the upcoming month.

OTHER BUSINESSPublic Hearing for the Annual Plan

Members of the public were present, but no comments from the public regarding the Annual Plan. During the discussion of the Annual Plan, Ms. Tyus discussed proposed projects and how Capital Funds will be used during the fiscal year. Highlighted projects included:

- Local Code related issues at scattered sites
- Resolved plumbing issues at Reed Manor
- Painting units occupied five years or more at Reed Manor
- Replacing the counter tops at Shahan Blackstone North Scattered Sites

After the discussion of the Annual Plan, President Pultz-Orthaus solicited comments from the public and closed the public hearing. At this time, President Pultz-Orthaus stated that the board would discuss the evaluation of Patricia Tyus. However, President Pultz-Orthaus asked the board to reconsider the February 18, 2015 Regular Meeting Minutes. In an earlier discussion, Commissioners Davis-Dye and Woods confirmed that Commissioner Montgomery seconded the motion to approve Ms. Tyus one-step salary increase during the February 18, 2015 Regular Board Meeting.

Commissioner Pultz-Orthaus **MOVED** to approve the February 18, 2015, Minutes. 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

Upon the return to the discussion of Ms. Tyus' evaluation, Ms. Tyus requested that the discussion be moved to a closed session. Commissioner Woods **MOVED** to approve the closed session for the evaluation of Patricia Tyus. Commissioner Davis-Dye **SECONDED**. The meeting entered a closed session at 1:16pm.

Upon returning from the closed session, Commissioner Woods **MOVED** to reconvene the Regular Board Meeting from the closed session. Commissioner Davis-Dye **SECONDED**. The Regular Board Meeting reconvened at 1:56pm.

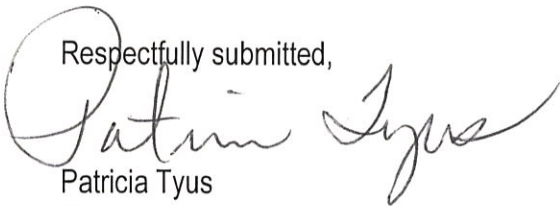
During the discussion of the closed session, President Pultz-Orthaus stated that the Board of Commissioners received two anonymous letters containing very disparaging remarks against the Executive Director. Interviews conducted regarding staff concerns, confirmed that the allegations in the letter were unfounded and that there was no indication of illegal activity. As a result, President Pultz-Orthaus advised that the Board of Commissioners be contacted if there are illegal activities occurring under the Whistle Blowers Act. In other instances, the chain of command should be

followed by speaking with a supervisor and/or human resource representative. Staff may also use the Executive Director's Open Door Policy to discuss concerns with no threat of repercussions. The board is confident that the Executive Director will be fair and impartial when approached with concerns.

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

The Regular Meeting on March 18, 2015 adjourned at 1:58pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President

