

JACKSON HOUSING COMMISSION

REGULAR MEETING – June 18, 2014

Chalet-Terrace Community Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on May 21, 2014.
5. Approval of the Minutes of the Closes Session on May 21, 2014.
6. Approval of the Minutes of the Special Meeting on June 10, 2014.
7. Approval of the Previously Paid Liabilities from May 19, 2014 to June 17, 2014.
8. RESOLUTIONS
Resolution No. 2014-13: Collection Losses Write Off
Resolution No. 2014-14: County National Bank Signature Cards
Resolution No. 2014-15: FirstMerit Bank Signature Cards
Resolution No. 2014-16: Public Housing Utility Allowances
Resolution No. 2014-17: FOIA Policy
9. DIRECTORS' 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
SEMAP Scores
10. OTHER BUSINESS
Shahan Blackstone North Office Procurement
11. ADJOURNMENT
12. NEXT REGULAR MEETING: **July 16, 2014 – Reed Manor-Board Room**

Jackson Housing Commission

Minutes of the Regular Meeting

May 21, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on May 21, 2014.

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

Upon roll call, the following Commissioners were present: Orthaus, Stark, Woods, and Montgomery. Commissioner Davis-Dye arrived at 12:12p.m.

Also present were: Patricia Tyus, Executive Director
Connie Crandall, Public Housing Director
Brenda Fridd, Office Manager
Gloria Harris, Comptroller

14-05-001 PUBLIC COMMENTS

No public comments were heard.

14-05-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON April 16, 2014.

Commissioner Orthaus **MOVED** to approve the minutes of the Regular Meeting held April 16, 2014 with the change, to delete Katie Dickerson listed as absent from Commissioner roll call. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-05-003 APPROVAL OF THE MINUTES OF THE ANNUAL MEETING HELD ON April 30, 2014.

Commissioner Montgomery **MOVED** to have the minutes of the Annual Meeting held on April 30, 2014 added to the agenda, Commissioner Woods **SECONDED**. Commissioner Woods **MOVED** to approve the minutes of the Annual Meeting held on April 30, 2014, Commission Montgomery **SECONDED** motion and upon the following roll call, the motion was adopted:

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

**14-05-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM
April 17, 2014 to May 16, 2014.**

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from April 17, 2014 to May 16, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-05-005 RESOLUTIONS

A. Resolution No. 2014-10: Collection Losses Write-Off

Commissioner Orthaus made a motion to approve the Write-Off of Collection Losses of \$6,614.68, and upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-11: Flat Rents

Commissioner Orthaus entertained a motion to approve the proposed Flat Rents as presented, Commissioner Stark **MOVED**, Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Ms. Tyus commented that she had spoken to Reed Manor Resident Council and they will have their presentation at the next board meeting regarding their annual activity. She mentioned that she had an extensive conversation with the accountant regarding the new account we opened for COCC. The non-federal funds will be deposited into that account, and it will include all management fees paid to the Central office. The laundry reimbursement and Community room rentals are considered Federal funds because Federal funds were used to purchase/build the facility.

14-04-006 DIRECTORS' REPORTS

Section 8

- A. Utilization Report
Ms. Boyce was absent

Public Housing

- B. Tenant Accounts Receivables
Ms. Crandall presented the Tenant Accounts Receivables as stated.
- C. Consolidated TARs
Ms. Crandall presented the Consolidated TARs.
- D. Turnaround Time
Ms. Crandall discussed the turnaround time
- E. Reasons for Move Outs
Ms. Crandall stated the reasons for tenant move outs.

Executive

- F. S8 Income Statement
- G. PH Income Statement
- H. Petty Cash Fund Register
- I. After Hours/ Emergency Response Report
- J. Utility Costs and Consumption
Ms. Tyus presented the reports as stated.

14-05-007 EXECUTIVE EVALUTION

Patricia Tyus asked that the evaluation be discussed in Closed Session.

Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation at 12:41p.m., Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

Commissioner Orthaus made a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Commissioner Orthaus noted that while in Closed Session, the board discussed Ms. Tyus' evaluation, however, not action was taken.

Commissioner Orthaus made a **motion** that out of a possible 125 points, Ms. Tyus scored a 103 points on her evaluation which rates her as exceeds

expectations and to increase her pay from STEP 7 to STEP 8 with another evaluation at the one (1) year mark with the potential of an additional pay increase. Commissioner Montgomery **SECONDED** the motion. Ms. Tyus expressed concerns about a one-step increase and asked if she could negotiate after looking back at what previous director's salaries were and work that she has performed, she felt one (1) step was unacceptable.

Commissioner Stark **MOVED** that the board go back into Closed Session to further discuss the STEP increase; Commissioner Montgomery **SECONDED** the motion.

After returning from Closed Session, Commissioner Montgomery made a motion to change the 1 step increase to a 2 step increase to STEP (9). Commissioner Davis-Dye **SECONDED** and after roll call the motion was adopted.

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

14-05-008 OTHER BUSINESS

Procurement contracts: Health Care Services, Auditor and legal services. City council did not pass for us to enter into the contract with insurance, at Tuesdays City council meeting. The communications was not positive. With the denial of the health care services, we are put into a situation where we cannot use federal funds to pay for the health care. We have gone through a formal procurement process so technically we should stop the payment for the insurance which would leave staff with no medical insurance. We are also not in compliance with the state law PS152. We must procure the health insurance in accordance with our procurement policy and without the approval of City Council, it puts the JHC in a catch twenty-two situation. Ms. Tyus stated that City Council's some of the reasoning for not approving our insurance were: it is a richer plan than the City's and JHC will not have a better insurance plan than the city; JHC should put the funds in capital improvement; or take the money and get the security guards back. Commission Stark made a suggestion that the Executive Director and some of the board of commissioners get together with the Mayor and City Manager to do a presentation for City Council that will be acceptable. Ms. Tyus explained that we are in a time crunch if a decision is not reached soon, the effective date of the insurance plan could increase the rates of the insurance. Ms. Tyus did confirm with HUD that federal funds do pay for the insurance and you cannot put federal funds to something you have not procured. Ms. Tyus went onto to discuss that we must procure all services, such as, legal services, auditing services and elevator services. Contracts we have already entered into such as the auditor and one with the elevator, we cannot pay with federal funds because we did not go through the procurement process. JHC has allocated enough federal funds to pay the elevator contract for this year, but we have a contract extended for 3 years that will need to be paid for with non-federal funds, if they are not willing to let us out of the contract. JHC will need legal services if Otis sues JHC and will not let us out of the contract.

Ms. Tyus noted that the Commissioners did not bring her back to her evaluation and if so, would have discussed what the board expects from her going forward. Commission Orthaus stated that they had wrote down comments and was going to provide the information to Deborah to put in her personnel file. One of the suggestions Commission Orthaus mentioned was to reinstate the Standing Committee that is in the bi-laws which could help improve communication with the Board and also to review staff titles, job descriptions, salaries, wage compensations schedule properly.

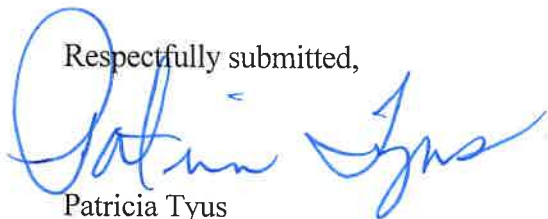
One last thing that Ms. Tyus discussed was the status of the Shahan renovations. The target date was for July, however, it was initially pushed back to September, and when the architect completed the bid packet they pushed it into November. She also discussed the status of the Chalet daycare building and the scatter site home with water damage.

Commissioner Davis-Dye also wanted to thank Ms. Tyus for being seen at the Chalet Terrace complex, she has been hands on and Ms. Davis was very appreciative.

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

The regular meeting adjourned at 2:28 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission

Minutes of the Closed Session
May 21, 2014

The board moved into Closed Session at 12:41 p.m.

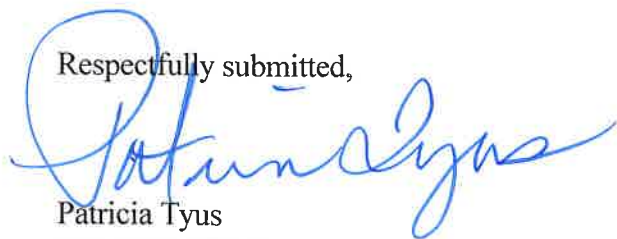
Commissioner Orthaus **MOVED** to go into Closed Session to discuss the Executive Director's evaluation, Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

The board discussed the Executive Director's Evaluation; however, no action was taken while in Closed Session.

Commissioner Orthaus made a motion to reconvene from Closed Session at 1:37p.m., Commissioner Woods **MOVED**, Commissioner Davis-Dye **SECONDED** the motion.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission

Minutes of the Special Meeting

June 10, 2014

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at 12:00pm on June 10, 2014.

President Pultz-Orthaus called the meeting to order at 11:58 am and upon roll call, the following Commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, and James Stark Absent: Michelle Woods

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

14-06-001 Health Insurance

President Pultz-Orthaus updated the Board on a meeting held on June 9, 2014 with the Mayor, City Manager, Councilman Dobies and explained why the City Council denied our request to approve our Health Insurance.

President Pultz-Orthaus raised the question should we offer two plans or only one plan? Discussion resulted in the Board and Ms. Tyus agreeing upon offering only one plan to the employees.

HUD has verbally approved our procurement; however, all documentation will need to be submitted.

The Plan 3A seems the most reasonable for our employees and most likely to be approved by City Council. Commissioner Davis-Dye asked for input from the employees present at the meeting if they thought the plan was acceptable. The concern was not many doctors in Jackson accepting the 3A plan; however, Ms. Davis was able to provide an extensive list of doctors to ease employees concerns.

Commissioner Stark **MOVED** to select the 3A Focus Plan as a single option for JHC Employees and to ask City Council for their consideration under given the circumstances. Commissioner Montgomery **SECONDED** the motion.

Upon Roll Call, the motion carried:

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

Retirees are no able to participate in the same BCN plan as active employees and must have a separate plan of similar design due to options with Medicare and no vision and dental is offered to retirees. After considering the two options, it was agreed upon that in state retirees will be offered the plan that is similar to the plan offered to active employees.

Commissioner Montgomery **MOVED** to select the 3A Focus Plan as a single option for JHC in state Retirees. Commissioner Stark **SECONDED** the motion. Upon roll call, the motion carried:

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

Out of state retirees are not eligible for the Blue Care Network plan that will be offered to active employees and out of state employees.

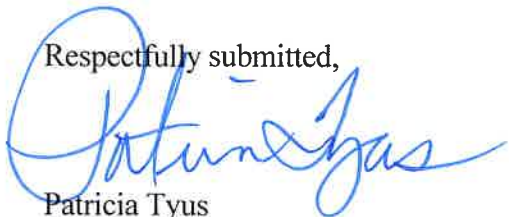
Resolution No. 2014-12: Out of State Retiree Health Insurance

Commissioner Montgomery **MOVED** to adopt the BCBS plan for out of state retirees through the Craft Agency. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call, the motion carried:

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

Commissioner Stark **MOVED** to adjourn the meeting. Commissioner Davis- Dye **SECONDED** the motion. All were in favor. The meeting adjourned at 1:06 pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059560	05/21/2014	Denny Blaschko	Payment	14,170.00	(1) Invoice Replaced Retaining Wall @ SBN 421 Madison
059561	05/21/2014	MENARDS - JACKSON	Payment	1,338.18	Account #31610470 Invoice #67208 - Various Maintenance Supplies, Invoice #67234 - Various Maintenance Supplies, Invoice #67735 - Various Maintenance Supplies, Invoice #68033 - Various Maintenance Supplies, Invoice #68144 - Various Maintenance Supplies, Invoice #68656 - Various Maintenance Supplies, Invoice #70932 - Various Maintenance Supplies, Invoice #73091 - Various Maintenance Supplies, Invoice #73130 - (1) DBL Flute Masonry, Invoice #73932 Various Maintenance Supplies, Invoice #73950 - Various Maintenance Supplies, Invoice #73951 - Various Maintenance Supplies, Invoice #74166 - Various Maintenance Supplies, Invoice #74195 - Various Maintenance Supplies, Invoice #74898 - (3) 13W CFL SW Twin 10PK
059562	05/21/2014	DAKINS	Payment	177.70	Account #27395 Invoice #310420 - Snow Blower Repair
059563	05/21/2014	NAHRO	Payment	1,320.00	Member ID#0000000000042 Membership Due Renewal 09/01/14-08/31/15
059564	05/21/2014	HD Supply Facilities Maintenance	Payment	402.60	Customer #461000 Invoice #9129126541 - Various Maintenance Supplies
059565	06/03/2014	JACKSON WATER COLLECTION	Payment	17,590.41	Water & Sewer Bills RM 02/25/14 - 03/27/14
059566	06/03/2014	CONSUMERS ENERGY	Payment	31,268.48	SBN 01/09/14-04/02/14 Gas & Elec. Bills #93200.1 - Cons. 46,151 kwh #93300.1 - Cons. 700.9 mcf #93200.2 - Cons. 99,000 kwh #93300.2 - Cons. 596.6 mcf #93200.3 - Cons. 1,008 kwh #93300.3 - Cons. 28.4 mcf
059567	06/03/2014	SAFETY SYSTEMS INC	Payment	797.00	Customer #00938 Invoice #429261 - Service Call Due To Keypad Not Working At RM H-Building Invoice #429425 - Annual Lease Maintenance For 410 E. High St. May-Apr.
059568	06/03/2014	Acuity	Payment	2,120.77	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
059569	06/03/2014	COMCAST	Payment	638.28	(3) Invoice Account #01721422344-01-1 - Telephone Service For SBN 221 Janke Maintenance Garage Account #01721413438-01-3 - Internet & Basic Cable For 301 Steward Main Office Account #01721422342-01-5 - Internet & Phone Service For 316 Barberr Account #01721346503-01-6 - Internet & Phone Service For CT Ayieko Building

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059570	06/03/2014	HOUSING DATA SYSTEMS, INC.	Payment	240.00	410 High St. Client #6183
059571	06/03/2014	TransUnion Rental Screening	Payment	552.30	Invoice #216401 - MTCS Transmittal Service For 04/01/14-06/30/14 Custome ID#4408R0064047
059572	06/03/2014	ANDERSON PRINTING	Payment	330.94	Invoice #04433624 - Monthly Charges For Background Checks & Evictions Invoice #18629
059573	06/03/2014	MLive Media Group	Payment	67.20	(2,500) White Logo Envelopes Customer #20008879
059574	06/03/2014	DBI BUSINESS INTERIORS	Payment	203.41	Ad #0004812717 - Job Posting For Maintenance Aide Position Customer #224241
059575	06/03/2014	MENARDS - JACKSON	Payment	1,246.80	Invoice #08LL6602 - (2) Boxes Paper Invoice #08LL7027 - Various Office Supplies Invoice #08LL7641 - (2) Heavy Duty Binders Account #31610470
059576	06/03/2014	JACKSON OUTDOOR EQUIPMENT	Payment	93.09	Invoice #70932 - Various Maintenance Supplies Invoice #74216 - Various Maintenance Supplies Invoice #74363 - (3) 20" Drawer Slides Invoice #74674 - (1) Round Premium Toilet Seat For 1215 Laurel Lane Invoice #74762 - (2) String For Trimmer Invoice #75424 - Various Maintenance Supplies Customer #104542
059577	06/03/2014	M & K Jetting and Televising	Payment	1,000.00	Invoice #28681 - Belt For Cub Cadet & Bolt For Deck Wheel @ CT Invoice #29059 - (1) Belt For Tractor @ CT Invoice #29060 - Deck Wheel For Tractor @ CT Invoice #14277
059578	06/03/2014	HAMMOND HARDWARE	Payment	16.70	Sewer Jet Man Hole Line @ RM Customer #33515
059579	06/03/2014	CUT-RATE PLUMBING	Payment	62.56	Invoice #B241654 - Various Maintenance Supplies Invoice #C142853 - (1) 18" Thermocouple Customer #644
059580	06/03/2014	A-1 LOCK SHOP	Payment	123.17	Invoice #595236 - Various Maintenance Supplies (2) Invoices
059581	06/03/2014	Heather Letts	Payment	150.00	Invoice #2173 - Keys For Office Key Box @ CT Invoice #2182 - (45) 1C Keys Security Deposit
059582	06/03/2014	Keepin It Clean	Payment	230.00	Final Accounting For 107 Shahan Dr. Vacated On April 27,2014 (1) Invoice Clean B-Building Hallway @ RM
059583	06/03/2014	LIBERTY ENVIRONMENTALISTS, INC.	Payment	87.00	(4) Invoices Invoice #140458 - Dump Leaves For CT

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059584	06/03/2014	OSBORNE PROCESS SERVICE	Payment	40.20	Invoice #141550 - Dump Debris From Apt G-6 @ RM Invoice #141591 - Dump Debris From Apt G-6 @ RM Invoice #141620 - Dump Leaves & Brush From RM (2) Invoices Invoice #7415 - Eviction Processed For Kerry Oliver @ RM 428 Wildwood Ave. A-1 H-20
059585	06/03/2014	SAFETY SYSTEMS INC	Payment	201.00	Customer #00938 Invoice #430100 - Repair Intercom @ RM B-Building
059586	06/03/2014	T.L. Plumbing & Drain Cleaning	Payment	295.00	(4) Invoices Invoice #050901 - Ran Out Main Line @ RM G-Building Invoice #050902 - Repaired Broken Water Pipe In Wall @ RM I-82 Invoice #051201 - Repaired Broken Pipe Inside Ceiling @ RM I-48 Invoice #051302 - Ran Out Tub Drain Line @ SBN 315 Moorman
059587	06/03/2014	ETNA Supply	Payment	1,592.83	Customer #4218 Invoice #S101068070.001 - (1) 40 Gal. Water Heater Serial #1411a009385 & (6) 3/4 Dielectric Fip X Cop Union For SBN 342 Moorman Invoice #S101069614.001 - (2) Lochinvar 40 Gal. Water Heaters Serial #1410a017653 & 1404a029113 & (1) 3/4" 1/4 Turn Boiler Drain For RM Stock Invoice #S101073105.001 - (2) Lochinvar 40 Gal. Water Heaters Serial #1410A026942 & 1410A006873 & (17) 3/4 Dielectric Union For RM
059588	06/03/2014	DAKINS	Payment	93.44	Account #27395 Invoice #311197 - Repair Lawn Equipment @ SBN
059589	06/03/2014	PERFORMANCE AUTOMOTIVE	Payment	67.80	Invoice #1570820 (6) Lawn Mower Blades For RM
059590	06/03/2014	TOMMARK, INC.	Payment	141.85	Customer ID# 100596 Invoice #812423855 - (1) Lennox Ventor Assembly For Furnace @ SBN 152 Shahan Dr.
059591	06/03/2014	Home Depot Credit Services	Payment	711.78	Account #6035322540175928 Invoice #3025436 - Various Maintenance Supplies Invoice #3027397 - Various Maintenance Supplies Invoice #7026634 - Various Maintenance Supplies Invoice #8024400 - Various Maintenance Supplies Invoice #9591178 - (1) Flex Cplg.
059592	06/03/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment
059593	06/03/2014	City Of Jackson - Finance Department	Payment	7,291.93	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Pension Employee/Employer Pension Contribution

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059594	06/03/2014	Denny Blaschko	Payment	13,270.00	Payroll 05/12/14-05/25/14 (1) Invoice Removed 54 Light Poles & Concrete From SBN
059595	06/03/2014	All Your Needs	Payment	750.00	(2) Invoices Invoice #719572 - Repaired Damaged Dry Wall @ 1256 Laurel Lane Invoice #719573 - Replaced Kitchen Counter Top @ 1256 Laurel Lane
059596	06/03/2014	PURCHASE POWER	Payment	500.00	Customer ID#00678952003 Postage Meter Refill 04/25- 04/27
059597	06/03/2014	Emerge Accounting	Payment	2,493.75	Invoice #April-001 Accounting Services For April 2014
059598	06/03/2014	HireRight, Inc.	Payment	329.75	Customer #300245 Invoice #G1444173 - MVR Background Check Application & Surcharges
059599	06/03/2014	JACKSON GLASS WORKS INC	Payment	310.00	Customer #JHOU Invoice #J0023544 - Replaced Truck Window @ RM
059600	06/03/2014	GENERAL ELECTRIC CO.	Payment	955.00	Account #12-HSN90 Invoice #12-196541 - (1) GE Refrigerator GTN18CBEWW & (1) Hotpoint Refrigerator HPS15BTHRWW
059601	06/03/2014	CASLER HARDWARE	Payment	11.85	Customer #33561 Invoice #03639 - (1) Plastic Hose For Sprayer @ SBN
059602	06/03/2014	General Electric Company	Payment	54.99	Invoice #03734 - Various Maintenance Supplies Customer #977ZQ40
059603	06/12/2014	Lonnie's Hauling & Tree Service	Payment	450.00	Invoice #51-294183 - (3) Cover For Vegetable Pan For Vacant Units @ RM (1) Invoice Removal Of One Lare Maple Down And Haul Brush @ SBN
059604	06/12/2014	ERADICO SERVICES, INC.	Payment	900.00	Account #153859 Invoice #432678 - Performed Heat Remediation Treatment @ RM G-6
059605	06/12/2014	Computer Ties LLC	Payment	90.00	Receipt #21835 Installed Adobe Acrobat 11 On Deb Davis PC & Switched To Adobe Reader On Gloria
059606	06/12/2014	NAN MCKAY & Associates, Inc.	Payment	224.00	Customer ID#JAC49201 Invoice #INV194589 - Annual Subscription Fee For Model Admission & Cont. Policy Revision For S8P
059607	06/12/2014	AFLAC	Payment	897.08	Account #VX312 Invoice #383565 - Monthly Bill For June 2014
059608	06/12/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHNJCV Ref Code Plan #300193
059609	06/12/2014	City Of Jackson - Finance Department	Payment	7,140.19	Pension Employee/Employer Pension Contribution

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059610	06/12/2014	CITY OF JACKSON - CITY CLERK	Payment	40,731.35	Payroll 05/26/14-06/08/14 Customer #007702
059611	06/12/2014	Jackson Housing Commission	Payment	25,364.00	Invoice #1400015290 - Insurance Coverage For Active Employees & Retirees For May 2014 Management Fees Management Fees For The Month Of April 2014. To Be Deposited In General COCC Account Per Emerge Accounting
Total:				(179,185.04)	

Date: 06/12/2014
Time: 14:15:47

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 05/21/2014 To: 06/12/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002000	06/03/2014	OTIS ELEVATOR COMPANY	Payment	17,117.04	Customer #299178 Invoice CVJ08105114 - Elevator Service For 01/01/14-12/31/14

Total: (17,117.04)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-13

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	\$ 0.00
AMP 2: Reed Manor	\$ 2,762.40
AMP 3: Shahan-Blackstone Apts.	<u>\$ 4,878.00</u>
Total	\$7,764.40

The attached Collection Losses Report reflects the delinquent amount of **\$7,764.40** and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion, and, upon roll call 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 June 18, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

June, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Vikki Watkins	002-3269	03/06/2014	\$129.00
	David Berry	002-3285	03/26/2014	\$351.10
	Teaire S. Lewis	002-4383	03/10/2014	\$412.10
	Chad Captain	002-4405	03/26/2014	\$1210.20
	Brian Breedlove	002-4418	03/31/2014	\$450.00
	William Gray	002-4484	03/03/2014	\$210.00
Shahan	Danielle Watley	003-5528	03/26/2014	\$4284.00
	Phillip Patterson	003-5532	03/10/2014	\$594.00

Board Resolution: 2014-13

Total Write Off: \$7640.40

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-14

WHEREAS, James Stark is the Vice-President of the Jackson Housing Commission and it is necessary to sign new County National Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all County National Bank accounts.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SECONDED** 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 on June 18, 2014.

Patricia Tyus
Executive Director

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-15

WHEREAS, James Stark is the Vice-President of the Jackson Housing Commission and it is necessary to sign new FirstMerit Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all FirstMerit Bank accounts.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SECONDED** 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 on June 18, 2014.

Patricia Tyus
Executive Director

**JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN**

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

RESOLUTION NO. 2014-16

WHEREAS, Pursuant to 24 CFR Part 965, Tenant Allowances for Utilities, and upon receipt and review of the Nelrod Corporation Resident Life Utility Allowances© survey of utility consumption and cost data, the Director, Public Housing Programs, recommends adoption of the attached program utility allowances effective July 1, 2014.

THEREFORE BE IT RESOLVED THAT the Commission hereby revises utility allowances for public housing units at Chalet Terrace, Shahan-Blackstone North Apartments and Scattered Site Units to go into effect July 1, 2014, for electricity and gas consumption as proposed:

Apartment Size	Current Allowance	Proposed	Change
2 bedroom, single story	\$90	\$77	-\$13
2 bedroom, two story	\$107	\$78	-\$29
3 bedroom, single story, SBN	\$139	\$95	-\$44
3 bedroom, two story, SBN	\$128	\$95	-\$33
3 bedroom, scattered site, single story	\$168	\$113	-\$55
3 bedroom, scattered site, two story	\$163	\$113	-\$50
4 bedroom	\$190	\$132	-\$58

(Utility allowances are subtracted from gross rent to come up with the final rent payment paid by the tenant)

Commissioner _____ **MOVED** adoption of the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion, and, upon roll call the "AYES" and NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held June 18, 2014.

Patricia Tyus
Executive Director

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2014-17

WHEREAS, the Jackson Housing Commission receives requests under the Freedom of Information Act (FOIA);

WHEREAS, the Jackson Housing Commission does not currently have a policy for Freedom of Information Act (FOIA) requests;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the Freedom of Information Act (FOIA) Policy and designates the Executive Director as the FOIA Coordinator and the Executive Secretary as the FOIA Co-Coordinator.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SECONDED** 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 on June 18, 2014.

Patricia Tyus
Executive Director

Freedom of Information Act Policy

Purpose:

The Jackson Housing Commission is committed to ensuring timely and appropriate responses to requests for information in accordance with the Michigan Freedom of Information Act (FOIA), Act No. 442 of the Public Acts of 1976, as amended (the "Act"). The purpose of this policy is to set forth the policies and procedures JHC will abide by in responding to such requests for information. JHC's goal in establishing this policy is to maximize the amount of information available to the public, establish a reasonable fee structure for copying public records and to streamline procedures used to disseminate this information.

This policy applies to JHC in dealing with requests from public for information as set forth in the Freedom of Information Act.

It is the intent of JHC that public business be performed in an open and public manner so that the citizens will have the opportunity to be informed. In accordance with Michigan FOIA laws, the public has the right to "reasonable access" to public records. FOIA provides that it shall be the responsibility of the public body to establish rules and regulations regarding public records as well as fees charged for copying of such records. All requests for information made pursuant to FOIA shall be processed in the manner outlined below.

SECTION 1

DEFINITIONS

Act:

The Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976, as amended.

FOIA Coordinator:

The *JHC Employee*, as designated by JHC, is responsible for accepting and processing requests for public records as approving denials of requests, and those person designated by the *JHC Employee* as provided by the Act.

Person:

An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

JHC:

The Jackson Housing Commission.

Policy:

The JHC FOIA Policy.

Requestor:

The person who submits a FOIA request.

Public Record: A writing which is prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function from the time it is created and as otherwise defined by the act. The Act separates public record into two classes: those which are exempt from disclosure, and all others, which shall be subjected to disclosure under the FOIA.

Public Body: The JHC, board, division, commission, council or agency of the JHC. Any other body which is created by the JHC or which is primarily funded by or through JHC.

Unusual Circumstances: Entails the need to search for, collect, or appropriately examine or review a voluminous amount of public records and/or the need to collect public records from numerous locations apart from the processing office.

Where not otherwise defined, the words and phrases contained in this policy shall have the meaning given to them, if any, by the Act.

SECTION 2 – RIGHT TO RECORDS

A person has the right to public records(s) from JHC. The request must be in writing and sufficiently describe the public record to enable the FOIA Coordinator to identify the requested public record.

A person has the right to inspect a public record, or receive copies of requested record, unless exempted by law or court order. Upon written request, a person will be provided with a reasonable opportunity to examine the public records provided by the public body. Persons with special needs should contact the FOIA Coordinator to insure that arrangements for special needs or reasonable facilities are prepared. The JHC shall protect public records from loss, unauthorized alteration, mutilation, or destruction. A person may request that copies of public record be provided subject to the payment of fees outlined in Section 4.

A person has the right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid up to six months, at the request of the subscriber, and shall be renewable.

SECTION 3 – RIGHTS AND OBLIGATIONS OF THE JHC

The FOIA Coordinator will provide a certified copy of a public record if a person so requests in writing.

The Act does not require the JHC or the FOIA Coordinator to make a compilation, summary, report of information, or create a new public record. This exemption includes analyzing, compiling, or summarizing existing information into a new format. Neither the JHC nor the FOIA Coordinator are obligated to provide answers to oral or written requests.

The FOIA Coordinator shall keep a copy of all written requests on file for no less than one year.

SECTION 4 – PROVISIONS FOR COPYING PUBLIC RECORDS

All FOIA requests submitted pursuant to the Act shall be subject to the fees and charges adopted by the JHC Board of Commission. Fees shall be limited to the actual mailing costs and to the actual incremental cost of duplication or

publications including labor, the cost of the search, examination, review, and deletion and separation of exempt from nonexempt information.

The FOIA Coordinator may charge a fee for the labor involved with searching for, examining, and reviewing a public record as permitted by the Act. Where total fees and charges are reasonably anticipated to exceed Fifty Dollars (\$50.00), the JHC requires that fifty percent of the estimated fees and charges be paid in advance of the performance of the work authorized by the Act. The balance must be paid prior to the release of documents. The FOIA Coordinator will not charge additional fees for certification of any copies. Charges for labor costs will be determined by using the wages of the lowest, paid, full-time public body employee capable of retrieving and reviewing the requested information.

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as a primarily benefiting the general public.

A public record search shall be made and a copy of a public record shall be furnished without charge for the first twenty dollars (\$20.00) of the fee for each request by an individual who is entitled to information under this Act and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigence. The affidavit must be sworn under penalty of perjury and/or notarized.

SECTION 5 – PROCEDURES OF THE PUBLIC BODY IN PROCESSING A FOIA REQUEST

After a person has made a written request for a public record in accordance with the Act, the FOIA Coordinator shall respond within five (5) business days after its receipt. A written request made by facsimile, electronic mail, or other electronic transmission is not considered received by a public body's FOIA Coordinator until one (1) business day after the electronic transmission is made. The FOIA Coordinator will then process the request in one of four ways:

1. Grant the request.

If the request indicates that the person desires to inspect the public records, the FOIA Coordinator will contact the person to arrange for inspection at a reasonable time during normal business hours.

If the request generates fees of fifty dollars (\$50.00) or less, the FOIA Coordinator will forward the notification to the requester indicating the amount due and where the documents may be released.

If the request generates fees of fifty dollars (\$50.00) or more, the FOIA Coordinator will require fifty percent (50%) of the estimated charges be paid in advance of the performance of the work. The balance must be paid prior to release of documents.

2. Issue a written notice denying the request. The notice of the denial shall include:

- a. An explanation as to why the requested public record is exempt from disclosure in accordance with the Act, or

- b. An explanation that the requested public record does not exist, or
- c. An explanation or general description of information which had to be separated or deleted from the public record.

In addition to the explanations noted above, the denial shall also include an explanation of the person's right to appeal the denial to the JHC Commission and/or seek judicial review in accordance with the Act.

3. Grant the request in part, and issue a written notice denying the request in part. In the latter instance, the public records exempted from disclosure shall be treated as in (2) above.
4. Issue a written notice extending the time in which to respond to the request by ten (10) business days.

Where a written request is received which does not sufficiently describe the public records requested so as to enable the FOIA Coordinator to locate the same, the FOIA Coordinator will notify the requester for a clarification. Such notice, if sent, shall not be interpreted as a denial of the request for the purposes of the Act or this Policy.

SECTION 6 – PROCEDURES FOR SEPERATION OF RECORDS

If a request is made for an existing public record that includes information which is exempt from disclosure under the Act and information which is not exempt, the FOIA Coordinator must separate the material and make the nonexempt material available for examination and/or copying. Additionally, the FOIA Coordinator is directed to generally describe the material which had to be separated, unless doing so would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

SECTION 7 – DESIGNATION OF FOIA COORDINATOR

JHC hereby authorizes the Executive Director pursuant to Resolution No. ____ Dated _____. In addition, the following shall be authorized to act as Co-Coordiators the Executive Secretary. The FOIA Coordinator and Co-Coordiators shall be responsible to accept and process requests for public records and approve denials in accordance with Section 5(4) and (5) of the Act.

SECTION 8 – APPEALS

In accordance with the Act, where a person's request for a public record is denied, in whole or in part, the person shall be entitled to file a written appeal on the decision in accordance with the following process:

1. The person shall be advised by the FOIA Coordinator of the right to file a written appeal to the JHC Board of Commission which shall specifically state the work "appeal" and identify the reason(s) for the reversal of the denial.
2. When a written appeal is received by the JHC in accordance with the Act, the JHC Board of Commission shall do one of the following:
 - a. Place the appeal on the agenda for the next regularly scheduled meeting, or
 - b. Consider and decide the appeal at the meeting at which it was received, or

- c. Direct that a special meeting be scheduled to consider the appeal.
3. In its consideration of any appeal, the JHC Board of Commission shall review the materials submitted by the appellant, any written comments received from the FOIA Coordinator, any other information as the JHC Board of Commission deems necessary and within ten (10) business days after receiving the appeal, take one of the following actions:
 - a. Reverse the disclosure denial, or
 - b. Issue a written notice to the requesting person affirming the disclosure denial, or
 - c. Reverse the disclosure denial in part and issue a written notice to the requesting person affirming the denial in part.
 - d. Under unusual circumstances issue a notice extending for not more than ten (10) business days the period during which the JHC Board of Commission will respond to the appeal.
4. The appellant may choose to commence an action in the Circuit Court to compel the public body's disclosure of the public records within 180 days after the City's determination to deny a request.



To: FOIA Coordinator
Jackson Housing Commission
301 Steward Avenue
Jackson, MI 49201
(517) 787-6143 (fax)

Date of Request: _____

Pursuant to the Michigan Freedom of Information Act, P.A. 442 of 1976, I am requesting the following:

Records requested: The records and documents I am requesting are all those relating to:

Three horizontal lines for listing requested records.

Delivery Specifications: Please Check ONE (1).

- Mail to the address below.
Email to the email address below if possible, if file is too large (5 MB or less) mail to address below.
In-Office Inspection: Please contact me with an acceptable contact, time & date when I may appear for inspection.
Pick-Up: Please contact me with an acceptable contact, time & date when I may pick up the documents.

Media Specification: Please Check One (1).

- Paper Copies
Email attachment less than 5 MB

Person Requesting Record:

Name: _____ Phone: (_____) _____

Mailing address: _____
Street City State Zip

Email Address: _____

I understand the Jackson Housing Commission (JHC) has five (5) business days to respond to my request, and that the above request is subject to review by the JHC Attorney before it may be released to me. I understand that the JHC may request an extension of ten (10) Business days in which to respond to my request, and hereby agree to allow an extension if such additional time is needed to respond.

I further understand F.O. I. A allows a researching and processing fee and agree to pay any such charges.

Signature: _____ Date: _____

For Department Use Only

Request Received: _____ Date: _____
JHC Employee Initials

ID Verified: _____ Date: _____
JHC Employee Initials

Completed By: _____ Cost: _____ Date: _____

Leasing and HAP Utilization

CY 14

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)	NRA Available
Balance Forward											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	89.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June											
July											
August											
September											
October											
November											
December											
	927,852	1,012,125	89.1%	2247	450.55	94.6%	2375	3,588	21	123,919	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 2014
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 05/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 127 2. Total Charges: 25,671.54 3. Dwelling Rental: 23,281.00 4. Retroactive Rent: 91.02 5. Excess Utility: 472.50 6. Additional Charges: 1,827.02

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	15	-42.07	0.00	38.50	488.97	485.40
Over One Month Delinquent	43	2,241.45	569.00	244.98	6,653.34	9,708.77
Total for TIP	58					10,194.17
Vacated TAR	3					5,694.02
Total	61					15,888.19

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	5,122.78
Under Formal Repayment Agreement with Payments Up-to-Date	18	5,122.78
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	40	5,071.39

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)
	05/31/2014	05/31/2013	05/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	46	47	38
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	20	20	26

F. Collection Losses

1. Amount Charged to Loss this Period	6,554.98
2. Amount Charged to Loss this Year to Date	6,554.98

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - May 2014
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 05/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287 2. Total Charges: 56,635.35 3. Dwelling Rental: 52,630.25 4. Retroactive Rent: 1,855.00 5. Excess Utility: 7.00 6. Additional Charges: 2,143.10

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	38	1,862.79	680.00	-1.00	2,490.10	5,031.89
Over One Month Delinquent	46	2,440.51	3,429.00	12.00	9,245.28	15,126.79
Total for TIP	84					20,158.68
Vacated TAR	11					7,769.64
Total	95					27,928.32

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	20	9,123.59
Under Formal Repayment Agreement with Payments Up-to-Date	20	9,123.59
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	64	11,035.09

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)
	05/31/2014	05/31/2013	05/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	29	19	15
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	12	7

F. Collection Losses

1. Amount Charged to Loss this Period	24.00
2. Amount Charged to Loss this Year to Date	299.00

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 2014
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 05/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 16,089.33 3. Dwelling Rental: 13,044.00 4. Retroactive Rent: 1,711.00 5. Excess Utility: 22.23 6. Additional Charges: 1,312.10

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	9	-3.15	1,254.00	0.00	269.24	1,520.09
Over One Month Delinquent	23	-142.49	175.00	29.09	4,562.77	4,624.37
Total for TIP	32					6,144.46
Vacated TAR	4					6,692.10
Total	36					12,836.56

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	6	3,630.54
Under Formal Repayment Agreement with Payments Up-to-Date	6	3,630.54
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	26	2,513.92

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)
	05/31/2014	05/31/2013	05/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	27	29	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	8	24

F. Collection Losses

1. Amount Charged to Loss this Period	35.70
2. Amount Charged to Loss this Year to Date	35.70

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 2014
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 05/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 533 2. Total Charges: 98,396.22 3. Dwelling Rental: 88,955.25 4. Retroactive Rent: 3,657.02 5. Excess Utility: 501.73 6. Additional Charges: 5,282.22

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	62	1,817.57	1,934.00	37.50	3,248.31	7,037.38
Over One Month Delinquent	112	4,539.47	4,173.00	286.07	20,461.39	29,459.93
Total for TIP	174					36,497.31
Vacated TAR	18					20,155.76
Total	192					56,653.07

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	44	17,876.91
Under Formal Repayment Agreement with Payments Up-to-Date	44	17,876.91
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	130	18,620.40

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)
	05/31/2014	05/31/2013	05/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	28	24
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	14	15

F. Collection Losses

1. Amount Charged to Loss this Period	6,614.68
2. Amount Charged to Loss this Year to Date	6,889.68

Jackson Housing Commission

Consolidated TARS Report

May, 2014

Category	Chalet Terrace		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125*		292		122		539	
Rents Collected	118	94%	277	95%	120	99%	515	96%
Vacant Units	0	0%	5	1%	1	1%	6	1%
Notices to Vacate	4		6		1		11	
14 Day Notices	31		33		21		85	
Court Filings	3		4		0		7	

*One unit currently off rent rolls.

Move-Outs Report

May, 2014

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
P-001-1197-08	1256 Laurel Lane	Eviction
	<i>Reed Manor</i>	
P-002-3309-09	301 Steward F-10	Voluntary
P-002-4379-10	207 Steward Ave. H-10	Eviction
	<i>Shahan</i>	
P-003-5524-10	107 Shahan	Voluntary
P-003-6580-07	337 Moorman	Eviction

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time

Public Housing
for Units Re-Occupied between: 05/01/2014 and 05/31/2014

Prj-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
002-3308	301 Steward Ave	F-9	03/30/2014	03/31/2014	0	04/30/2014	31	05/01/2014	0	31	0	0	0	0
002-4404	207 Steward Avenue	H-35	04/14/2014	04/14/2014	0	05/08/2014	24	05/09/2014	0	24	0	0	0	0
003-5539	200 Janke Street		04/27/2014	04/28/2014	0	05/02/2014	4	05/02/2014	0	4	0	0	0	0
003-5530	218 Janke Street		04/30/2014	04/30/2014	0	05/08/2014	7	05/08/2014	0	7	0	0	0	0
002-3227	301 Steward Ave	B-4	04/30/2014	04/30/2014	0	05/21/2014	21	05/22/2014	0	21	0	0	0	0
003-5524	107 Shahan Drive		05/05/2014	05/05/2014	0	05/09/2014	3	05/09/2014	0	3	0	0	0	0
001-1197	1256 Laurel Lane		05/05/2014	05/06/2014	0	05/21/2014	16	05/30/2014	8	24	0	0	0	0
Total Units:		7			0		106		8	114	0	0	0	0

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time

Public Housing
for Units Re-Occupied between: 05/01/2014 and 05/31/2014

Element # - Description

V12400 - Total number of turnaround days:	114
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:	7
V12800 - Average number of days units were in down time:	0.00
V12900 - Average number of days units were in make-ready:	15.14
V13000 - Average number of days units were in lease-up:	1.14
V13100 - Average unit turnaround days:	16.28

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

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT USED:</i>	<i>REMAINING BALANCE:</i>
19-May-14	217	Court Filing Fee For (2) WRIT's/B.Fridd	\$ 30.00	\$ 1,850.43
20-May-14	218	Mileage Reimb. For Delivery Brd. Pkts Etc./B.Fridd	\$ 48.16	\$ 1,802.27
23-May-14	219	On/Off Switch For Tank Sprayer/M.Fountain	\$ 12.00	\$ 1,790.27
23-May-14	220	Mileage Reimb. For On-Call 05/09-05/16/G.Cram	\$ 29.12	\$ 1,761.15
23-May-14	221	Mileage Reimb. For On-Call 05/16-05/23/L.Young	\$ 12.65	\$ 1,748.50
29-May-14	222	Court Filing Fees For (7) Evictions/B.Fridd	\$ 315.00	\$ 1,433.50
30-May-14	223	Reimburs. For Transaction #219	\$ (2.01)	\$ 1,435.51
30-May-14	224	Mileage Reimb. For On-Call 05/23-05/30/R.Jackman	\$ 35.56	\$ 1,399.95
30-May-14	225	Mail Package To Emerge Accounting	\$ 20.00	\$ 1,379.95
06-Jun-14	226	Court Filing Fee For (1) Eviction/C.Crandall	\$ 45.00	\$ 1,334.95
06-Jun-14	227	Mileage Reimb. For On-Call 05/30-06/06/R.Jackman	\$ 50.17	\$ 1,284.78
10-Jun-14	228	Court Filing Fee For (1) Eviction/C.Fox-Hegwood	\$ 45.00	\$ 1,239.78

**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT
MAY 2012**

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
5/2	06:30p-07:30p	CT No heat	G. Burton	Jackman
5/3	08:30a-09:00a	RM Clogged sink	T. Hoyer	Jackman
5/5	05:00p-05:30p	SBN Stove not working	T. Howard	Jackman
5/11	07:30a-08:30a	RM Plugged toilet	T. Hoyer	Cram
5/11	04:00p-05:00p	CT No power	J. Crampton	Cram
5/14	11:30p-01:15a	CT Water in unit/toilet plugged	M. Tillman	Cram
5/15	09:00p-10:15p	RM Door not locking	S. Starks	Cram
5/15	11:35p-12:45a	SBN Plugged toilet	N. Snow	Cram
5/16	07:15p-08:15p	CT Plugged toilet	L. Dingee	Young
5/17	12:30p-01:00p	RM Lockout	J. Gill	Young
5/17	01:00p-01:30p	RM Water leaking from bathroom ceiling	C. Dunson	Young
5/17	07:00p-07:45p	RM Plugged toilet	M. Garrett	Young
5/17	09:00p-09:30p	RM Lockout	E. Young	Young
5/18	12:00a-12:30a	RM Lockout	E. Young	Young
5/18	09:00a-09:45a	SBN Carbon Monoxide going off	J. Fells	Young
5/20	07:15p-07:45p	RM Lockout	J. Gill	Young
5/21	06:30p-07:15p	RM Lockout	J. Brown	Young
5/22	01:00a-01:20a	RM Life line called Ambulance there needs to open apt door	S. Kilbourn	Young
5/24	07:15a-08:00a	CT Frig not working	Y. Miller	Jackman
5/25	11:45p-01:00a	RM Apt door was kicked in	T. Smith	Jackman
5/26	10:45a-11:15a	RM Lockout	H. Boxley	Jackman
5/28	10:15p-11:00p	SBN Water leak, found leak under the tub	M. Arps	Jackman

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2013/14
		NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	
Jan-14	66,827	\$ 7,973.18	1,592.80	\$ 14,546.81						\$ 22,519.99
Jan-13	59,409	\$ 6,294.37	1,066.60	\$ 7,920.98						\$ 14,215.35
Feb-14	49,319	\$ 6,403.01	1,119.1	\$ 13,652.51	1,726	\$ 6,313.83	\$ 4,365.04	\$ 10,678.87		\$ 30,734.39
Feb-13	53,055	\$ 5,806.43	1,066.6	\$ 7,920.98	1,883	\$ 6,695.97	\$ 4,088.20	\$ 10,784.17		\$ 24,511.58
Mar-14	58,161	\$ 7,119.25	1,668.30	\$ 26,073.37	224	\$ 697.25	\$ 386.11	\$ 1,083.36		\$ 34,275.98
Mar-13	41,806	\$ 4,478.49	1,111.20	\$ 8,157.34	Storm Fee	\$ 60.00		\$ 60.00		\$ 12,695.83
Apr-14	49,116	\$ 6,324.74	1,057.20	\$ 11,002.46						\$ 17,327.20
Apr-13	51,257	\$ 5,761.21	1,053.80	\$ 9,044.24						\$ 14,805.45
May-14	46,151	\$ 5,882.59	700.90	\$ 6,786.01	2,349	\$ 7,643.10	\$ 5,061.05	\$ 12,704.15		\$ 25,372.75
May-13	46,660	\$ 5,463.87	580.00	\$ 5,178.56	1,712	\$ 6,152.82	\$ 5,657.47	\$ 11,810.29		\$ 22,452.72
Jun-14										\$ -
Jun-13										\$ -
Jul-14										\$ -
Jul-13										\$ -
Aug-14										\$ -
Aug-13										\$ -
Sep-14										\$ -
Sep-13										\$ -
Oct-14										\$ -
Oct-13										\$ -
Nov-14										\$ -
Nov-13										\$ -
Dec-14										\$ -
Dec-13										\$ -
2014	269,574.00	\$ 33,702.77	6,138.30	\$ 72,061.16	4,299.00	14,654.18	9,812.20	\$ 24,466.38		\$ 130,230.31
2013	252,187.00	\$ 27,804.37	4,878.20	\$ 38,222.10	3,595.00	12,908.79	9,745.67	\$ 22,654.46		\$ 88,680.93

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2013/14
	KW HOURS	CONSUMPTION	NET BILL	MCF CONSUMPTION	NET BILL	CCF CONSUMPTION	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	
Jan-14	108,440	\$	12,707.27	1,336.8	\$ 12,205.87	1,479	\$ 3,746.85	\$ 2,271.68	\$ 6,018.53	\$	\$	\$	30,931.67
Jan-13	123,360	\$	12,846.49	934.6	\$ 6,785.05	1,461	\$ 2,988.19	\$ 1,884.75	\$ 4,872.94	\$	\$	\$	24,504.48
Feb-14	169,960	\$	20,457.11	1,307.7	\$ 16,150.43	965	\$ 2,625.51	\$ 2,616.79	\$ 5,242.30	\$	\$	\$	41,849.84
Feb-13	121,560	\$	12,706.02	1,135.3	\$ 8,372.26	835	\$ 2,278.50	\$ 1,926.75	\$ 4,205.25	\$	\$	\$	25,283.53
Mar-14	117,560	\$	14,314.02	1,318.8	\$ 20,325.96	1,185	\$ 3,052.56	\$ 2,316.16	\$ 5,368.72	\$	\$	\$	40,008.70
Mar-13	107,320	\$	11,491.28	1,076.8	\$ 7,885.59	771	\$ 2,241.60	\$ 1,432.99	\$ 3,674.59	\$	\$	\$	23,051.46
Apr-14	100,360	\$	12,546.80	934.6	\$ 9,932.39	1,386	\$ 3,498.61	\$ 2,536.42	\$ 6,035.03	\$	\$	\$	28,514.22
Apr-13	120,240	\$	12,866.37	866.1	\$ 7,442.63	840	\$ 2,398.07	\$ 2,260.57	\$ 4,658.64	\$	\$	\$	24,967.64
May-14	99,000	\$	12,286.84	596.6	\$ 5,759.21				\$ -	\$	\$	\$	18,046.05
May-13	46,660	\$	5,463.87	580.0	\$ 5,178.56				\$ -	\$	\$	\$	10,642.43
Jun-14													
Jun-13													
Jul-14													
Jul-13													
Aug-14													
Aug-13													
Sep-14													
Sep-13													
Oct-14													
Oct-13													
Nov-14													
Nov-13													
Dec-14													
Dec-13													
2014	595,320	\$	72,312.04	5,494.50	\$ 64,373.86	5,015.00	\$ 12,923.53	\$ 9,741.05	\$ 22,664.58	\$	\$	\$	159,350.48
2013	519,140	\$	55,374.03	4,592.80	\$ 35,664.09	3,907	\$ 9,906.36	\$ 7,505.06	\$ 17,411.42	\$	\$	\$	108,449.54

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		NET		WATER		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2013/14
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL		
Jan-14	1,992	\$ 337.35	92.9	\$ 815.82	2,164	\$ 7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 12,326.45						
Jan-13	2,574	\$ 381.06	62.1	\$ 522.34	2,327	\$ 7,746.23	\$ 4,638.86	\$ 12,385.09	\$ 13,288.49						
Feb-14	1,201	\$ 276.95	68.6	\$ 838.94					\$ 1,115.89						
Feb-13	4,896	\$ 630.55	57.4	\$ 462.59					\$ 1,093.14						
Mar-14	945	\$ 1,009.60	68.2	\$ 178.37					\$ 1,187.97						
Mar-13	9,930	\$ 1,196.19	56.6	\$ 412.97					\$ 1,609.16						
Apr-14	929	\$ 208.22	43.9	\$ 433.33	2,046	\$ 6,714.77	\$ 5,506.92	\$ 12,221.69	\$ 12,863.24						
Apr-13	990	\$ 169.23	49.3	\$ 426.35	2,092	\$ 7,056.53	\$ 4,233.27	\$ 11,289.80	\$ 11,885.38						
May-14	1,008	\$ 259.79	28.4	\$ 294.04					\$ 553.83						
May-13	3	\$ 0.63	0.1	\$ 1.18					\$ 1.81						
Jun-14															
Jun-13															
Jul-14															
Jul-13															
Aug-14															
Aug-13															
Sep-14															
Sep-13															
Oct-14															
Oct-13															
Nov-14															
Nov-13															
Dec-14															
Dec-13															
2014	6,075	\$ 2,091.91	302.00	\$ 2,560.50	4,210	\$ 14,145.21	\$ 9,249.76	\$ 23,394.97	\$ 28,047.38						
2013	18,393	\$ 2,377.66	225.50	\$ 1,825.43	4,419	\$ 14,802.76	\$ 8,872.13	\$ 23,674.89	\$ 27,877.98						

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2012
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	NET BILL		
Jan-14	177,259	\$ 21,017.80	3,023	\$ 27,568.50	3,643	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 65,778.11		
Jan-13	185,343	\$ 19,521.92	2,063	\$ 15,228.37	3,788	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 52,008.32		
Feb-14	220,480	\$ 27,137.07	2,495	\$ 30,641.88	2,691	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 73,700.12		
Feb-13	179,511	\$ 19,143.00	2,259	\$ 16,755.83	2,718	\$ 8,974.47	\$ 6,014.95	\$ 14,989.42	\$ 50,888.25		
Mar-14	176,666	\$ 22,442.87	3,055	\$ 46,577.70	1,409	\$ 3,749.81	\$ 2,702.27	\$ 6,452.08	\$ 75,472.65		
Mar-13	159,056	\$ 17,165.96	2,245	\$ 16,455.90	771	\$ 2,301.60	\$ 1,432.99	\$ 3,734.59	\$ 37,356.45		
Apr-14	150,405	\$ 19,079.76	2,036	\$ 21,368.18	3,432	\$ 10,213.38	\$ 8,043.34	\$ 18,256.72	\$ 58,704.66		
Apr-13	172,487	\$ 18,796.81	1,969	\$ 16,913.22	2,932	\$ 9,454.60	\$ 6,493.84	\$ 15,948.44	\$ 51,658.47		
May-14	146,159	\$ 18,429.22	1,326	\$ 12,839.26	2,349	\$ 7,643.10	\$ 5,061.05	\$ 12,704.15	\$ 43,972.63		
May-13	93,323	\$ 10,928.37	1,160	\$ 10,358.30	1,712	\$ 6,152.82	\$ 5,657.47	\$ 11,810.29	\$ 33,096.96		
Jun-14	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Jun-13	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Jul-14	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Jul-13	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Aug-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Aug-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Sep-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Sep-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Oct-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Oct-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Nov-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Nov-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Dec-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
Dec-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -		
2014	870,969	\$ 108,106.72	11,935	\$ 138,995.52	13,524	\$ 41,722.92	\$ 28,803.01	\$ 70,525.93	\$ 317,628.17		
2013	789,720	\$ 85,556.06	9,697	\$ 75,711.62	11,921	\$ 37,617.91	\$ 26,122.86	\$ 63,740.77	\$ 225,008.45		

SEMAP SCORING 2013

Date Begin: 4/1/2013 Date End: 3/31/2014

INDICATOR	INDICATOR DESCRIPTION	POSSIBLE POINTS	PHA PROJECTED POINTS	
1	Selection from the Waiting List	15	0	
2	Reasonable Rent	20	20	
3	Determination of Adjusted Income	20	20	
4	Utility Allowance Schedule	5	5	
5	Housing Quality Standards (HQS) Quality Control Inspections	5	5	
6	HQS Enforcement	10	10	
7	Expanding Housing Opportunities	5	5	
8	Payment Standards	5	5	
9	Annual Re-examinations	10	10	
10	Correct Tenant Rent Calculations	5	5	
11	Pre-contract HQS Inspections	5	5	
12	Annual HQS Inspections	10	10	
13	Lease-up	20	20	
14	Family Self-Sufficiency			
15	Deconcentration Bonus			
	Total Points	135	120	88.89%