

**JACKSON HOUSING COMMISSION**  
REGULAR MEETING – SEPTEMBER 18, 2013  
Reed Manor Board Room  
**AGENDA**

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
Gerald Montgomery, Vice President  
Arlene Robinson, Commissioner  
Patricia Davis-Dye, Commissioner  
James Stark, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Special Meeting Minutes on August 19, 2013.
5. Approval of the Special Meeting Minutes on August 20, 2013.
6. Approval of the Minutes of the Regular Meeting on August 21, 2013
7. Approval of the Previously Paid Liabilities from August 22 to September 12, 2013.
8. RESOLUTIONS  
Resolution No. 2013-40: Collection Losses Write-Off  
Resolution No. 2013-41: Close Franklin Templeton Account
7. 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*
8. OTHER BUSINESS
  - a. H. Hill FOIA Fee Waiver
  - b. Recovery Plan & HUD Reports
  - c. Memorandum of Understanding
  - d. Legal Services Procurement
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **October 16, 2013 – Reed Manor-Board Room**

**Jackson Housing Commission**  
Minutes of the Special Meeting  
August 20, 2013

The Jackson Housing Commission held a special meeting at Community Action Agency in the Conference Room at 12:11 PM on August 20, 2013.

Commissioner Puttz-Orthaus called the meeting to order at 12:11 PM.

Roll Call: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, James Stark. Absent: Arlene Robinson

Also present were: Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director  
Patricia Ryals, Reed Manor Tenant Association President

\*Arlene Robinson entered at 12:12 PM.

**13-08-002 Interview of Mr. Donald Paredez via Skype**

President Pultz-Orthaus introduced the board to the candidate along with Connie Crandall, Shari Boyce, and Patricia Ryals.

The board took turns asking Mr. Paredez questions for the interview. The board started with a list of questions, however, they deviated it from the list based off of answers Mr. Paredez provided.

Commissioner Montgomery moved to adjourn the meeting; Commissioner Stark seconded the motion. The meeting adjourned at 1:17 pm.

Respectfully submitted,

Connie Crandall, PHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

**Jackson Housing Commission**  
Minutes of the Special Meeting  
August 19, 2013

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at 12:02 PM on August 19, 2013.

Commissioner Puttz-Orthaus called the meeting to order at 12:02 PM.

President Pultz-Orthaus stated the agenda for the meeting and it is to interview Mr. Eric Temple; no other business or public comments will be heard.

Roll Call: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, James Stark, and Arlene Robinson. Absent: None

Also present were: Shari Boyce, Section 8 Director  
Connie Crandall, Public Housing Program Director

**13-08-001 Interview of Mr. Eric Temple**

Board members asked Mr. Temple a list of questions and allowed him time to answer each questions. The board started with a list of questions, the board deviated from the list based off Mr. Temple's answers to previous questions. Mr. Temple asked to see the entire JHC complex.

Commissioner Montgomery moved to adjourn the meeting; Commissioner Davis-Dye seconded the motion. The meeting adjourned at 1:14 pm.

Respectfully submitted,

Connie Crandall, PHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

# Jackson Housing Commission

Minutes of the Regular Meeting

August 21, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:06 PM on August 21, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:06 p.m. and upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, Davis-Dye, Robinson. Absent: None

Also present were: Connie Crandall, Interim Executive Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Executive Secretary

## 13-08-003 PUBLIC COMMENTS

Patricia Ryals, Resident Council President for Reed Manor, thanked the board for the Memorandum of Understanding. She also shared her thoughts on the Executive Director Selection process and felt the board should give Mr. Temple the position.

## 13-08-004 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD July 17, 2013.

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held July 17, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

Commissioner Pultz-Orthaus would like to amend agenda to consider the Memorandum of Understanding between the Board and Reed Manor Tenant Association under Other Business & would like to add the deliberation and vote of Executive Director. Commissioner Stark **MOVED** to add the MOU and the Executive Director Discussion and vote to the agenda. Commissioner Montgomery **SECONDED** the motion, and upon the following roll call, the motion was adopted:

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

**13-08-005      APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM July 18 to August 15 and August 18 to August 21, 2013.**

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from July 18 to August 15 and August 18 to August 21, 2013. Commissioner Stark **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-08-006      RESOLUTIONS**

A. Resolution No. 2013-36: Collection Losses Write-Off

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses \$1,406.29 with amending the amount to \$1,406.29 in the Resolution. Commissioner Davis-Dye. **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2013-37: HCV Program Administrative Plan Update

Commissioner Davis-Dye **MOVED** to the HCV Program Administrative Plan Updates. Commissioner Stark **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

C. Resolution No. 2013-38: Closure of the Oppenheimer Investment Account

Commissioner Stark **MOVED** to adopt the forgoing resolution to re-procure health care services. Commissioner Robinson **SECONDED** the motion and, upon roll call, the motion was adopted:

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

D. Resolution No. 2013-39: Approval of Contract with White, Hotchkiss & Falahee, PLLC

Commissioner Robinson **MOVED** to approve the execution of a contract for legal services with White, Hotchkiss & Falahee, PLLC. Commissioner Stark **SECONDED** the motion and, upon discussion, the motion was Rescinded by Commissioner Robinson.

Commissioner Stark **MOVED** to entered into a contract with Pentiuik, Couveur & Kobiljak & to send the procurement to HUD for approval. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call, the motion was adopted:

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

**13-08-007 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Not a good month.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for June was great.

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. Crandall presented the reports as stated.

## **13-08-008 OTHER BUSINESS**

Ms. Crandall informed the board that she gave Katie Dickerson, Executive Secretary a Merit Raise based of her performance over the past few months. Ms. Dickerson has stepped up the plate and continued to go above and beyond to keep the Commission operating smoothly as possible.

Ms. Crandall also made the board aware of possible litigation regarding the termination of Ms. Truman via a MLive article.

Ms. Crandall showed the board a letter regarding the HCV SMAP Score. Our score was a 96% which designates us as a High Performer.

Commissioner Pultz-Orthaus moved the discussion towards the search for an Executive Director. She told the board they have three options:

1. Select Eric Temple
2. Select Donald Paredez
3. Go back out to look for other candidates.

The Commissioners discussed the two candidates and all agreed that both interviewed well and have some good points. However, the board was concerned with Mr. Paredez's past employment history. He jumped from position to position and was only at each position roughly 2 years. The board was concerned with Mr. Temple's past convictions and the warning from HUD officials regarding employment of Mr. Temple. The board also did not like his statement that HUD isn't a fan of mine.

The Board discussed how both candidates were not asked the same questions and felt the interviews were not the same. Commissioner Robinson asked if they should be discussing the financial situations of the candidates in the open, Commissioner Pultz-Orthaus said both candidates were offered closed session to discuss their employment, credit and criminal history and both opted out of it; preferring an open session.

Commissioner Stark **MOVED** to go back out to gather more Executive Director Candidates. Commissioner Robinson **SECONDED** the motion, and upon roll call, the motion was adopted:

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

The board stated the posting should be posted at all free avenues and to ask for approval of posting at sites that require a fee.

Free sites include Non-Profit Network, PHADA and the JHC website.

Commissioner Pultz-Orthaus asked the board members to look over the Memorandum of Understanding and then she would entertain a motion.

Commissioner Davis-Dye **MOVED** to approve the MOU between the Board of Commissioners, JHC and the Reed Manor Tenant Association. Commissioner Montgomery **SECONDED** the motion, and upon roll call, the motion was adopted:

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

Commissioner Pultz-Orthaus informed the board that HUD-DOF is asking for a Recovery Plan based off the late submission of the audit that resulted in the JHC losing its High Performer status. Please look it over and then entertain a motion on a plan.

The Commissioners took a break at 1:50 PM and reconvened at 1:54 PM.

Commissioner Stark **MOVED** to amend the recovery plan and to send it to HUD. Commissioner Davis-Dye **SECONDED** the motion, and upon roll call, the motion was adopted:

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

Commissioner Pultz-Orthaus would like to a copy of the SEMAP scanned and emailed to her.

The trash service contract needs to be looked into to see what pick up days and times are for Chalet-Terrace.



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

The regular meeting adjourned at 2:11 p.m.

Respectfully submitted,



Connie Crandall, PHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058797	08/22/2013	James Woods	Payment	236.80	Contract Labor Casual Labor Performed @ CT 08/05/13-08/08/13
058798	08/22/2013	CONSUMERS ENERGY	Payment	29,783.14	Gas & Elec. Bills #93200.1 - Cons. 51,702 kwh #93300.1 - Cons. 110.8 mcf #93200.2 - Cons. 148,120 kwh #93300.2 - Cons. 1.6 mcf #93200.3 - Cons. 707 kwh #93300.3 - Cons. 2.0 mcf
058799	09/06/2013	COMCAST	Payment	13.35	(2) Invoices Account #01721346503-01-6 - Internet & Phone Service @ CT 410 E. High St. Ayieko Center \$8.00 Account #01721422342-01-5 - Internet & Phone Service @ CT 316 Barberrry Dr. Main Office \$5.35
058800	09/06/2013	Home Depot Credit Services	Payment	2,768.53	Account #6035322540175928 Invoice #4025120 - Various Maintenance Supplies Invoice #4970065 - Various Maintenance Supplies
058801	09/06/2013	GENCO BOOT SHOP	Payment	255.60	Invoice #14094 New Work Boots For Richard Jackman & Michael Spang
058802	09/06/2013	CASLER HARDWARE	Payment	37.10	Customer #33561 Invoice #15094 - Various Maintenance Supplies Invoice #15123 - Various Maintenance Supplies
058803	09/06/2013	CAMPBELL'S SEWER CLEANING	Payment	165.00	(2) Invoices Clear Out Sink Line @ CT 1227 Laurel Ct. Clear Out Bathroom Line @ RM H-19
058804	09/06/2013	MENARDS - JACKSON	Payment	321.40	Account #31610470 Invoice #39058 - Various Maintenance Supplies Invoice - Various Maintenance Supplies
058805	09/06/2013	T.L. Plumbing & Drain Cleaning	Payment	576.99	(3) Invoices Run Out Sink @ RM H-22 Replace Water Heater @ RM Maintenance Garage Leak Repaired In Between Wall @ CT 303 Barberrry
058806	09/06/2013	Trail Supply LLC	Payment	457.21	Account #10014 Invoice #17109 - Various Maintenance Supplies
058807	09/06/2013	All Your Needs	Payment	700.00	(2) Invoices Invoice #167882 - Repaired & Replaced Damaged Drywall In Utility Room @ CT 303 Barberrry Invoice #779926 - Repair Porch, New Handrails & Spindles @ CT 940 Maple
058808	09/06/2013	HD Supply Facilities Maintenance	Payment	653.69	Customer #461000 Order #114177760 - Various Maintenance Supplies
058809	09/06/2013	JACKSON OUTDOOR EQUIPMENT	Payment	124.18	Customer #104542

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058810	09/06/2013	HAMMOND HARDWARE	Payment	12.13	Invoice #12498 - Various Maintenance Supplies Invoice #14124 - Various Maintenance Supplies Customer #33515
058811	09/06/2013	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	48.63	Invoice #B201085 - 2PK 3OZ. Grease Invoice #C126603 - 1 1/4 Flexible Coupling Customer #31919
058812	09/06/2013	JACKSON KEY WORKS	Payment	273.05	Invoice #2691294 - Delta Cartridge (2) Invoices
058813	09/06/2013	CUT-RATE PLUMBING	Payment	57.81	Invoice #35934 - 1 Arrow Entry Dead Bolt Invoice #35946 - Rekey Core Locks & Keys ID #644
058814	09/06/2013	Armorknight Security, Inc.	Payment	3,626.00	Invoice #584675 - Shark Cap 1/2 Invoice #670298 - Various Maintenance Supplies Invoice #1595
058815	09/06/2013	City Of Jackson - Finance Department	Payment	6,522.06	Security Guard Services For RM 06/16/13-06/30/13
058816	09/06/2013	ICMA Retirement Corporation	Payment	25.33	Pension Employee/Employer Pension Contribution Payrolls 08/05/13-08/18/13
058817	09/12/2013	CONSUMERS ENERGY	Payment	29,778.09	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Gas & Elec. Bills
058818	09/12/2013	CAMPBELL'S SEWER CLEANING	Payment	150.00	#93200.1 - Cons. 51,462 kwh #93300.1 - Cons. 421.5 mcf #93200.2 - Cons. 132,280 kwh #93300.2 - Cons. 1.5 mcf #93200.3 - Cons. 911 kwh #93300.3 - Cons. 3.8 mcf
058819	09/12/2013	City Of Jackson - Finance Department	Payment	6,790.88	(2) Invoices Run Out Kitchen Sink @ CT 1221 Laurel Lane Run Out Kitchen Sink @ RM G-1
058820	09/12/2013	OSBORNE PROCESS SERVICE	Payment	54.20	Pension Employee/Employer Pension Contribution Payrolls 08/19/13-09/01/13
058821	09/12/2013	Armorknight Security, Inc.	Payment	7,585.00	(2) Invoices Invoice #4754 - Eviction Processed For Michael Johnson @ RM 315 Steward Invoice #4903 - Eviction Processed For Reginald London @ RM E-2
					(2) Invoices Invoice #1608 - Security Guard Services For RM 07/01/13-07/15/13
					Invoice #1608 - Security Guard Services For RM

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058822	09/12/2013	M.C. Smith Associates and Arcitectural Group	Payment	2,262.50	07/16/13-07/31/13 Invoice #11 Architectural Services For RM Exterior Camera/Lighting Project 05/02/13-08/07/13 2011 CFP
058823	09/12/2013	Computer Ties LLC	Payment	18,953.39	Application #4 Security Camera Project For RM - Final Payment CFP 2011
058824	09/12/2013	J McEidowney Inc.	Payment	1,632.38	(5) Invoices Invoice #61613 - Service Agreement On Kyocera KM-5035 7/1/13-06/30/14 Invoice #61614 - Service Agreement On Canon IR1740 07/01/13-09/30/13 Invoice #61615 - Contract Overage Charge On Canon IR 1740 Invoice #61616 - Service Agreement On Kyocera KM-5035 Invoice #61617 - Contract Overage Charge On Kyocera KM-5035
058825	09/12/2013	TransUnion Rental Screening	Payment	274.10	Customer ID #4408R0064047 Invoice #06334295 - Monthly Charges For Background Checks & Evictions
058826	09/12/2013	Petty Cash	Payment	1,322.01	Petty Cash Replenish Petty Cash From Transaction #67 07/12/13 To Transaction #98 09/12/13
058827	09/12/2013	NAHRO	Payment	1,315.00	Order #1006281805 Membership Due Renewal 09/2013-08/2014
058828	09/12/2013	Emerge Accounting	Payment	2,493.75	Invoice #August-001 Accounting Services For August 2013
058829	09/12/2013	Stamp-Rite, Inc.	Payment	91.35	Invoice #148236 ADA Photopolymer Door Sign For "Clerk"
058830	09/12/2013	Shred-It USA - Grand Rapids	Payment	53.50	Account #11661270 Invoice #9402251060 - On Site Shredding Services (3) Consoles
058831	09/12/2013	Jackson Transportation Authority	Payment	1,139.60	(3) Invoices Invoice #0024353 - IN - Fuel For June 2013 Invoice #0024438 - IN - Late Charge On Invoice #24353 Invoice #0024406 - IN - Fuel Charge For July 2013
058832	09/12/2013	TDS Metrocom	Payment	1,665.50	(4) Bills Enclosed (517) 787-0168 - \$438.44 (517) 787-9241 - \$485.09 (517) 787-0218 - \$216.30 (517) 787-1188 - \$525.67
058833	09/12/2013	COMCAST	Payment	173.66	Account #01721422344-01-1 Internet & Phone Service @ SBN 221 Janke St.
058834	09/12/2013	MODERN WASTE SYSTEMS	Payment	17,991.40	Account #23056 Monthly Garbage Service For August & September
058835	09/12/2013	AMBS CALL CENTER	Payment	491.68	Account #1909

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 08/22/2013 To: 09/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
058836	09/12/2013	Acuity	Payment	1,833.30	Invoice #130610676 - Service Period 08/01/13-08/31/13 Usage Period 07/01/13-07/30/13 Invoice #130810144 - Service Period 09/01/13-09/30/13 Usage Period 07/31/13-08/29/13 Policy #X65676-4 Workers Compensation - Policy Term 03/26/13-03/26/14
058837	09/12/2013	TALX THE WORK NUMBER	Payment	259.80	Customer #8805983 Invoice #1337083 - Employment Verification For May 2013 Invoice #1355367 - Employment Verification For June 2013 Invoice #1377107 - Employment Verification For July 2013
058838	09/12/2013	ERADICO SERVICES, INC.	Payment	3,709.08	Account #153858 Invoice #44862B - CDT Insp. For SBN 109 Shahan 06/2013 Invoice #44892B - CDT Insp. For CT 306 Barberry 06/2013 Invoice #44717B- Commercial Contract For RM Invoice #44858B - CDT Insp. For RM 06/2013 Invoice #55354B - CDT Insp. For RM 07/2013 Invoice #55812B - Comm. Contract For RM 07/2013 Invoice #55430B - CDT Insp. For CT 07/2013 Invoice #55367B - CDT Insp. For SBN
058839	09/12/2013	Verizon Wireless	Payment	1,295.46	Account #587119039-0001 Invoice #9708781767 - Monthly Charges For The Period Of 06/24/13-07/23/13 Invoice #9710451276 - Monthly Charges For The Period Of 07/24/13-08/23/13
058840	09/12/2013	SAFETY SYSTEMS INC	Payment	912.00	Customer #07270 Invoice #418089 - Annual Lease Maint. Monitoring For June-May

**Total:** ( 148,885.63)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-40**

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	\$ 1,106.10
AMP 3: Shahan-Blackstone Apts.	<u>\$ 330.60</u>
<b>Total</b>	<b>\$ 1,436.70</b>

The attached Collection Losses Report reflects the delinquent amount of \$ **1,436.70** and is hereby approved for fiscal year 2013 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as amended.  
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 September 18, 2013.

\_\_\_\_\_  
Connie Crandall  
Interim Executive Director/Secretary

# Collection Losses Report

Three months or greater

September, 2013

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	James Lemarr	002-4466	06/26/2013	\$1106.10
Shahan	Carol Lewis	003-5526	06/05/2013	\$330.60

**Board Resolution: 2013-**

**Total Write Off: \$1436.70**

Note: Accounts are written off at the end of the month and after three months of delinquency

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-41**

**WHEREAS**, HUD requires the Commission to have a General Depository Agreement with each of its depositories and a Collateralization Agreement for deposits over \$250,000; and

**WHEREAS**, Franklin Templeton Investments failed to sign a General Depository Agreement; and

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to close its Franklin Templeton Investments account and transfer deposits the FirstMerit Bank Savings Account.

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 September 18, 2013.

\_\_\_\_\_  
Connie Crandall, PHM  
Interim Executive Director/Secretary





FRANKLIN TEMPLETON  
INVESTMENTS

Franklin Templeton Investor  
Services, LLC  
100 Fountair Parkway  
St. Petersburg, FL 33716-1205  
tel (800) 632-2350  
franklintempleton.com

August 23, 2013

Connie Crandall  
Jackson Housing Department  
301 Steward Ave.  
Jackson, MI 49201-2809

RECEIVED  
SEP 03 2013  
JACKSON HOUSING COMMISSION

Subject: Franklin U.S. Government Securities Fund - Class A  
Account #110-10182940939  
Jackson Housing Commission  
Executive Director

Dear Ms. Crandall:

We are writing in regard to recent correspondence concerning the referenced account. Franklin Templeton Investments is committed to providing the highest level of service, and we would like to address an important matter.

We received the U.S. Department of Housing and Urban Development Office of Public and Indian Housing (HUD) *General Depository Agreement* form (Form 2577). As one of our associates discussed with your financial advisor, James Grace, we are unable to sign the form as the Franklin U.S. Government Securities Fund is not a bank or credit union. Additionally the fund is not insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF).

Please contact Mr. Grace at (517) 787-8860 to discuss investment alternatives that comply with HUD requirements. We have enclosed a copy of the request and HUD Form 2577 for your reference.

We appreciate your patience while we researched your request. If you have any questions regarding this matter, please contact a Customer Service Associate, Monday through Friday, 5:30 a.m. to 5:00 p.m. Pacific Time, toll free at (800) 632-2301, and refer to identification number: 1041014AUG13.

Sincerely,

Franklin Templeton Investor Services, LLC

Kris Clark  
Representative  
Customer Operations

Enclosure(s)

cc: James Grace  
Wells Fargo Advisors, LLC  
100 S. Jackson St., Ste. 106  
Jackson, MI 49201-2252

# Leasing and HAP Utilization

CY 13

Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											57,628
January	195,834	213,813	109.2%	478	447.31	100.6%	475	1,061	52	(17,979)	40,205
February	207,481	209,642	101.0%	474	442.28	100.0%	475	140	59	(2,161)	38,143
March	207,481	206,704	99.6%	468	441.68	98.5%	475	90	49	777	38,989
April	218,698	205,698	94.0%	462	445.23	97.3%	475	90	38	13,000	52,053
May	193,169	207,056	107.2%	463	447.21	97.5%	475	90	35	(13,887)	38,228
June	194,173	205,072	105.6%	459	446.78	96.6%	475	90	27	(10,899)	27,387
July	192,220	211,182	109.9%	466	453.18	98.1%	475	0	32	(18,962)	08,441
August	183,161	210,299	114.8%	466	451.29	98.1%	475	0	23	(27,138)	-18,686
September											
October											
November											
December											
	1,592,217	1,669,466	105.2%	3736	446.24	98.3%	3800	1,561	315	(77,249)	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 2013**  
**Project: 001 - Chalet Terrace**

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 128      2. Total Charges: 28,149.18      3. Dwelling Rental: 24,581.25      4. Retroactive Rent: 342.00      5. Excess Utility: 955.00      6. Additional Charges: 2,270.93

**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	10	504.45	0.00	32.00	349.10	885.55
Over One Month Delinquent	65	5,287.12	1,383.05	1,065.16	7,536.71	15,272.04
<b>Total for TIP</b>	<b>75</b>					<b>16,157.59</b>
Vacated TAR	3					1,559.15
<b>Total</b>	<b>78</b>					<b>17,716.74</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	4,311.63
Under Formal Repayment Agreement with Payments Up-to-Date	19	4,311.63
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	56	11,845.96

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	59	47	63
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	42	29	31

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
2. Amount Charged to Loss this Year to Date      1,253.08

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - August 2013  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 291      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288      2. Total Charges: 53,031.75      3. Dwelling Rental: 50,067.50      4. Retroactive Rent: 112.00      5. Excess Utility: 1,020.00      6. Additional Charges: 1,832.25

**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	24	235.00	0.00	7.00	525.25	767.25
Over One Month Delinquent	41	322.60	304.25	57.00	3,393.31	4,077.16
Total for TIP	65					4,844.41
Vacated TAR	8					6,205.42
<b>Total</b>	<b>73</b>					<b>11,049.83</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	2,115.26
Under Formal Repayment Agreement with Payments Up-to-Date	16	2,115.26
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	49	2,729.15

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	23	21	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	5	7	8

**F. Collection Losses**

1. Amount Charged to Loss this Period      692.54  
 2. Amount Charged to Loss this Year to Date      10,299.98

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 2013**  
**Project: 003 - Shahan-Blackstone**

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 13,992.85      3. Dwelling Rental: 12,683.75      4. Retroactive Rent: 222.00      5. Excess Utility: 0.00      6. Additional Charges: 1,087.10

**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	13	505.75	0.00	0.00	436.45	942.20
Over One Month Delinquent	29	817.30	221.00	0.00	2,031.15	3,069.45
Total for TIP	42					4,011.65
Vacated TAR	5					2,012.45
<b>Total</b>	<b>47</b>					<b>6,024.10</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	1,673.01
Under Formal Repayment Agreement with Payments Up-to-Date	10	1,673.01
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	32	2,338.64

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	23	40
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	17	35	28

**F. Collection Losses**

1. Amount Charged to Loss this Period      502.75  
2. Amount Charged to Loss this Year to Date      1,407.38

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - August 2013**  
**Project: ALL - Summary**

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 08/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 536      2. Total Charges: 95,173.78      3. Dwelling Rental: 87,332.50      4. Retroactive Rent: 676.00      5. Excess Utility: 1,975.00      6. Additional Charges: 5,190.28

**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	47	1,245.20	0.00	39.00	1,310.80	2,595.00
Over One Month Delinquent	135	6,427.02	1,908.30	1,122.16	12,961.17	22,418.65
<b>Total for TIP</b>	<b>182</b>					<b>25,013.65</b>
Vacated TAR	16					9,777.02
<b>Total</b>	<b>198</b>					<b>34,790.67</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	45	8,099.90
Under Formal Repayment Agreement with Payments Up-to-Date	45	8,099.90
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	137	16,913.75

**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)
	08/31/2013	08/31/2012	08/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	28	38
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	18	18	18

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,195.29
2. Amount Charged to Loss this Year to Date	12,960.44

**Jackson Housing Commission**  
*Consolidated TARS Report*

August, 2013

<b>Category</b>	<b>Chalet</b>		<b>Reed</b>		<b>Shahan</b>		<b>Totals</b>	
	<b>Terrace</b>		<b>Manor</b>		<b>Blackstone</b>			
<b>Total Rents</b>	126		291*		122		539	
<b>Rents Collected</b>	114	90%	281	97%	118	97%	513	95%
<b>Vacant Units</b>	0	0%	4	1%	0	0%	4	1%
<b>Notices to Vacate</b>	7		4		3		14	
<b>14 Day Notices</b>	38		32		17		87	
<b>Court Filings</b>	5		2		1		8	

\*One unit is vacant and HUD approved as a casualty loss.

# Move-Outs Report

August, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
None		
	<i>Reed Manor</i>	
P-002-2208-04	428 Wildwood Ave. A-8	Voluntary
P-002-3282-10	301 Steward Ave. E-9	Voluntary
P-002-4409-0	207 Steward Ave. H-40	Evicted
	<i>Shahan</i>	
P-003-5511-07	124 Shahan Drive	Voluntary
P-003-5518-10	110 Shahan Drive	Voluntary
P-003-5536-10	206 Janke St.	Voluntary
P-003-6569-11	326 Moorman Drive	Evicted



Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 08/01/2013 and 08/30/2013

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
001-1180	1228 Laurel Lane		07/03/2013	07/08/2013	4	07/15/2013	8	08/01/2013	16	28	0	0	0	
001-7643	122 Stanley		07/21/2013	07/24/2013	2	08/08/2013	16	08/23/2013	14	32	0	0	0	
002-4430	315 Steward Avenue	I-17	07/22/2013	07/23/2013	0	08/07/2013	15	08/07/2013	0	15	0	0	0	
002-3275	301 Steward Ave	E-2	07/22/2013	07/22/2013	0	08/05/2013	14	08/09/2013	3	17	0	0	0	
002-3235	301 Steward Ave	B-12	07/23/2013	07/23/2013	0	07/31/2013	8	08/09/2013	8	16	0	0	0	
003-6592	349 Moorman Drive		07/24/2013	07/24/2013	0	07/31/2013	7	08/01/2013	0	7	0	0	0	
001-1119	1211 Laurel Lane		07/29/2013	07/29/2013	0	08/19/2013	21	08/27/2013	7	28	0	0	0	
002-4384	207 Steward Avenue	H-15	07/31/2013	07/31/2013	0	08/13/2013	13	08/15/2013	1	14	0	0	0	
002-3266	301 Steward Ave	D-19	07/31/2013	08/01/2013	0	08/19/2013	19	08/26/2013	6	25	0	0	0	
002-3299	301 Steward Ave	E-26	08/08/2013	08/12/2013	3	08/15/2013	4	08/29/2013	13	20	0	0	0	
003-5518	110 Shahan Drive		08/09/2013	08/09/2013	0	08/15/2013	5	08/15/2013	0	5	0	0	0	
003-5511	124 Shahan Drive		08/12/2013	08/12/2013	0	08/15/2013	3	08/19/2013	3	6	0	0	0	
003-5536	206 Janke Street		08/16/2013	08/16/2013	0	08/22/2013	6	08/23/2013	0	6	0	0	0	
003-6569	326 Moorman Drive		08/16/2013	08/16/2013	0	08/26/2013	9	08/26/2013	0	9	0	0	0	
<b>Total Units:</b>		<b>14</b>			<b>9</b>		<b>148</b>		<b>71</b>	<b>228</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 08/01/2013 and 08/30/2013

Element # - Description	
V12400 - Total number of turnaround days:	228
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:	14
V12800 - Average number of days units were in down time:	0.64
V12900 - Average number of days units were in make-ready:	10.57
V13000 - Average number of days units were in lease-up:	5.07
V13100 - Average unit turnaround days:	16.28

**Jackson Housing Authority**  
**Variance Explanations**  
**August 2013 Financials**

**CHALET TERRACE**

This AMP had a loss of \$22,482 for the month of August. The contributing factors to the loss for this month are as follows:

- There were two months (Jun and July) of water payments processed that exceeded budget by \$4,672
- Subsidy received was \$22,254 below budget

**REED MANOR**

This AMP had a loss of \$49,098 for the month of August. The contributing factors to the loss for this month are as follows:

- There were two months (Jun and Jul) of electricity payments processed that exceeded budget by \$10,952
- Subsidy received was \$41,767 below budget

**SHAHAN BLACKSTON**

This AMP had a loss of \$10,300 for the month of August. The contributing factors to the loss for this month are as follows:

- Maintenance benefits exceeded budget by \$3,790
- Subsidy received was \$23,054 below budget

**SECTION 8**

This AMP had a loss of \$27,990 for the month of August. The contributing factors to the loss for this month are as follows:

- Administrative Salaries cost absorbed 20% of income received
- Employee Benefits cost absorbed 24% of income received

**COCC**

The COCC had a loss of \$1,671 for the month of August. The contributing factors to the loss for this month are as follows:

- Employee Benefits exceeded monthly budget by \$6,742

**Jackson Housing Authority  
Ratios  
For Year Ended 08/31/2013**

Quick Ratio:		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 310,921.59}{\$ 35,939.00} =$	8.65	12.00	12.00	100%
RM	$\frac{\$ 418,381.57}{\$ 48,360.15} =$	8.65	12.00	12.00	100%
SB	$\frac{\$ 57,590.83}{\$ 6,656.85} =$	8.65	12.00	12.00	100%

**MENAR:**

CT	$\frac{\$ 274,982.59}{\$ 64,371.20} =$	4.27	11.00	11.00	100%
RM	$\frac{\$ 370,021.42}{\$ 106,514.80} =$	3.47	10.78	11.00	98%
SB	$\frac{\$ 50,933.99}{\$ 44,199.00} =$	1.15	6.82	11.00	62%

**Debt Service Coverage Ratio:**

CT	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

<b>CT Total Score</b>	<u><b>25.00</b></u>	<u><b>25.00</b></u>	<u><b>100%</b></u>
<b>RM Total Score</b>	<u><b>24.78</b></u>	<u><b>25.00</b></u>	<u><b>99%</b></u>
<b>SB Total Score</b>	<u><b>20.82</b></u>	<u><b>25.00</b></u>	<u><b>83%</b></u>
<b>Average Weighted Score</b>	<u><b>23.53</b></u>	<u><b>25.00</b></u>	<u><b>94%</b></u>

# Jackson Housing Commission

## Section 8 Voucher Program

### Income Statement

Month Ending August 31, 2013

	<u>Monthly Totals</u>	<u>Percentage Of Total</u>	<u>YTD Total</u>	<u>YTD Percentage Of Total</u>
<b>Income</b>				
Housing Assistance Revenue	183,161	91%	798,260	92%
Administrative Fees	17,936	9%	71,619	8%
Port-In HAP	151	0%	957	0%
Port-In Admin	39	0%	203	0%
Fraud Recovery	-	0%	270	0%
Interest Income	24	0%	132	0%
Other Income	-	0%	-	0%
<b>Operating Income</b>	<b>201,311</b>	<b>100%</b>	<b>871,441</b>	<b>100%</b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	3,771	20%	19,962	25%
Employee Benefits - Admin	4,614	24%	24,465	30%
Audit Fees	-	0%	-	0%
Certification Training	-	0%	-	0%
Inspection Expense	1,449	8%	9,657	12%
Insurance	2,903	15%	10,726	13%
Legal	-	0%	-	0%
Management Fee	3,000	16%	9,000	11%
Office Supplies	1,211	6%	3,155	4%
Postage	-	0%	-	0%
Staff Travel	-	0%	-	0%
Sundry	2,122	11%	3,453	4%
Telecommunications	-	0%	-	0%
<b>Total Administrative Expense</b>	<b>19,070</b>	<b>100%</b>	<b>80,418</b>	<b>100%</b>
<b>General Expense</b>				
Housing Assisted Payments	210,230	100%	827,979	100%
<b>Total General Expense</b>	<b>210,230</b>	<b>100%</b>	<b>827,979</b>	<b>100%</b>
<b>TOTAL Operating Expense</b>	<b>229,300</b>	<b>114%</b>	<b>908,397</b>	<b>99%</b>
<b>NET INCOME (LOSS)</b>	<b>(27,990)</b>	<b>-14%</b>	<b>(36,956)</b>	<b>1%</b>

# Jackson Housing Commission

## Chalet Terrace

Income Statement  
Month Ending August 31, 2013

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	22,460	22,456	4	113,958	112,278	1,680
Operating Subsidy	20,671	42,925	(22,254)	191,349	214,625	(23,276)
Other Income	2,768	1,250	1,518	13,056	6,250	6,806
<b>Operating Income</b>	<b>45,899</b>	<b>66,631</b>	<b>(20,732)</b>	<b>318,363</b>	<b>333,153</b>	<b>(14,790)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	2,679	8,138	5,459	13,268	40,688	27,420
Employee Benefits- Admin	3,442	3,751	310	20,527	18,757	(1,771)
Administrative Expense	360	792	432	10,969	3,958	(7,011)
Audit Fees		188	188	-	938	938
Bookkeeping Fees		542	542	1,084	2,708	1,625
City Administrative Fees		833	833	-	4,167	4,167
Legal Expense		250	250	1,391	1,250	(141)
Management Fees	5,974	9,525	3,551	36,971	47,625	10,654
Office Supplies	1,128	329	(799)	5,125	1,646	(3,479)
Retirees Health Insurance	2,856	2,101	(756)	13,207	10,504	(2,703)
Staff Training		658	658	-	3,292	3,292
Telecommunications		642	642	-	3,208	3,208
<b>Total Administrative Expense</b>	<b>16,438</b>	<b>27,748</b>	<b>11,310</b>	<b>102,542</b>	<b>138,740</b>	<b>36,198</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	6,913	6,525	(387)	37,355	32,627	(4,728)
Employee Benefits - Maintenance	7,680	3,514	(4,165)	42,623	17,572	(25,051)
Maintenance Contracts	1,174	4,583	3,410	24,451	22,917	(1,535)
Maintenance Materials	717	3,333	2,617	9,169	16,667	7,497
Security Contracts		375	375	-	1,875	1,875
<b>Total Maintenance Expense</b>	<b>16,483</b>	<b>18,332</b>	<b>1,849</b>	<b>113,599</b>	<b>91,658</b>	<b>(21,941)</b>
<b>Tenant Services</b>						
Tenant Services Participation		-	-	-	-	-
Contract Costs		1,667	1,667	-	8,333	8,333
Lifestart Grant		-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>1,667</b>	<b>1,667</b>	<b>-</b>	<b>8,333</b>	<b>8,333</b>
<b>Utilities &amp; General Expenses</b>						
Electric	13,580	5,833	(7,747)	29,284	29,167	(117)
Gas	4,149	3,667	(482)	26,529	18,333	(8,196)
Insurance	4,725	1,833	(2,892)	23,678	9,167	(14,511)
Payments in Lieu of Taxes		1,192	1,192	12,148	5,958	(6,190)
Water & Sewer - Chalet Terrace	13,006	4,167	(8,839)	14,076	20,833	6,758
<b>Total Utilities</b>	<b>35,460</b>	<b>16,692</b>	<b>(18,768)</b>	<b>105,715</b>	<b>83,458</b>	<b>(22,256)</b>
<b>TOTAL Operating Expense</b>	<b>68,381</b>	<b>64,438</b>	<b>(3,943)</b>	<b>321,856</b>	<b>322,190</b>	<b>333</b>
<b>NET INCOME (LOSS)</b>	<b>(22,482)</b>	<b>2,193</b>	<b>(24,674)</b>	<b>(3,493)</b>	<b>10,963</b>	<b>(14,456)</b>

# Jackson Housing Commission

## Reed Manor

### Income Statement

Month Ending August 31, 2013

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	51,505	44,458	7,047	252,472	222,292	15,326
Operating Subsidy	1,983	43,750	(41,767)	284,629	218,750	1,399
Other Income	4,007	2,833	1,174	19,808	14,167	2,541
<b>Operating Income</b>	<b>57,496</b>	<b>91,042</b>	<b>(33,546)</b>	<b>556,908</b>	<b>455,208</b>	<b>19,266</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	2,460	4,951	2,491	18,624	24,753	2,482
Employee Benefits- Admin	4,822	2,444	(2,378)	30,489	12,221	(14,478)
Administrative Expense	4,535	417	(4,118)	15,756	2,083	(3,135)
Audit Fees		192	192	-	958	575
Bookkeeping Fees		542	542	1,084	2,710	542
City Administrative Fees		833	833	-	4,167	2,500
Legal Expense		417	417	1,734	2,083	266
Management Fees	13,844	22,125	8,281	85,781	110,625	8,281
Office Supplies	2,042	558	(1,484)	15,270	2,792	(5,373)
Retirees Health Insurance		347	347	-	1,733	1,040
Staff Training		458	458	-	2,292	1,375
Telecommunications		625	625	-	3,125	1,875
<b>Total Administrative Expense</b>	<b>27,702</b>	<b>33,909</b>	<b>6,206</b>	<b>168,738</b>	<b>169,543</b>	<b>(4,050)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	7,805	14,672	6,867	55,002	73,360	
Employee Benefits - Maintenance	10,294	6,271	(4,023)	49,690	31,356	(14,443)
Maintenance Contracts	55	3,750	3,695	40,618	18,750	(14,266)
Maintenance Materials	672	3,333	2,662	23,791	16,667	980
Security Contracts		375	375	15,226	1,875	(6,423)
<b>Total Maintenance Expense</b>	<b>18,825</b>	<b>28,401</b>	<b>9,576</b>	<b>184,327</b>	<b>142,007</b>	<b>(34,152)</b>
<b>Tenant Services</b>						
Tenant Services Participation			-	-	-	-
Contract Costs		1,250	1,250	-	6,250	6,250
Lifestart Grant			-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>	<b>6,250</b>	<b>6,250</b>
<b>Utilities &amp; General Expenses</b>						
Electric	37,618	13,333	(24,285)	73,286	66,667	4,332
Gas	7,924	3,750	(4,174)	28,443	18,750	(9,269)
Insurance	5,271	1,833	(3,438)	28,147	9,167	(9,223)
Payments in Lieu of Taxes		2,429	2,429	32,499	12,146	(25,212)
Water & Sewer - Chalet Terrace	9,253	4,750	(4,503)	17,133	23,750	6,370
<b>Total Utilities</b>	<b>60,066</b>	<b>26,096</b>	<b>(33,971)</b>	<b>179,508</b>	<b>130,479</b>	<b>(33,002)</b>
<b>TOTAL Operating Expense</b>	<b>106,594</b>	<b>89,656</b>	<b>(16,938)</b>	<b>532,574</b>	<b>448,280</b>	<b>(64,954)</b>
<b>NET INCOME (LOSS)</b>	<b>(49,098)</b>	<b>1,386</b>	<b>(50,484)</b>	<b>24,335</b>	<b>6,929</b>	<b>(45,688)</b>

## Jackson Housing Commission

### Shahan Blackstone

Income Statement  
Month Ending August 31, 2013

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	10,654	9,296	1,358	51,281	46,479	4,802
Operating Subsidy	14,863	37,917	(23,053)	149,359	189,583	(40,224)
Other Income	1,197	1,333	(136)	7,691	6,667	1,024
<b>Operating Income</b>	<b>26,714</b>	<b>48,546</b>	<b>(21,832)</b>	<b>208,331</b>	<b>242,729</b>	<b>(34,398)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	1,798	5,584	3,786	10,097	27,922	17,826
Employee Benefits- Admin	2,920	3,613	693	17,535	18,065	530
Administrative Expense	618	750	132	6,662	3,750	(2,912)
Audit Fees		167	167	-	833	833
Bookkeeping Fees		542	542	1,084	2,708	1,624
City Administrative Fees		-	-	-	-	-
Legal Expense		83	83	1,084	417	(668)
Management Fees	5,784	9,167	3,383	35,686	45,833	10,148
Office Supplies	656	517	(139)	3,442	2,583	(859)
Retirees Health Insurance	516	1,463	947	2,084	7,315	5,231
Staff Training		83	83	-	417	417
Telecommunications		625	625	-	3,125	3,125
<b>Total Administrative Expense</b>	<b>12,292</b>	<b>22,594</b>	<b>10,302</b>	<b>77,674</b>	<b>112,969</b>	<b>35,295</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	5,689	6,468	780	33,008	32,342	(666)
Employee Benefits - Maintenance	7,290	3,500	(3,791)	40,638	17,498	(23,140)
Maintenance Contracts	4,761	2,500	(2,261)	22,012	12,500	(9,512)
Maintenance Materials	946	2,500	1,554	6,110	12,500	6,390
Security Contracts		375	375	-	1,875	1,875
<b>Total Maintenance Expense</b>	<b>18,685</b>	<b>15,343</b>	<b>(3,342)</b>	<b>101,769</b>	<b>76,715</b>	<b>(25,053)</b>
<b>Tenant Services</b>						
Tenant Services Participation			-	-	-	-
Contract Costs	-	833	833	-	4,167	4,167
Lifestart Grant	-		-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>4,167</b>	<b>4,167</b>
<b>Utilities &amp; General Expenses</b>						
Electric	606	333	(273)	2,461	1,667	(794)
Gas	414	167	(248)	828	833	5
Insurance	4,734	1,833	(2,900)	20,845	9,167	(11,678)
Payments in Lieu of Taxes	-	963	963	5,846	4,813	(1,033)
Water & Sewer - Chalet Terrace	283	4,000	3,717	11,573	20,000	8,427
<b>Total Utilities</b>	<b>6,037</b>	<b>7,296</b>	<b>1,259</b>	<b>41,553</b>	<b>36,479</b>	<b>(5,074)</b>
<b>TOTAL Operating Expense</b>	<b>37,014</b>	<b>46,066</b>	<b>9,052</b>	<b>220,995</b>	<b>230,330</b>	<b>9,335</b>
<b>NET INCOME (LOSS)</b>	<b>(10,300)</b>	<b>2,480</b>	<b>(12,780)</b>	<b>(12,664)</b>	<b>12,399</b>	<b>(25,063)</b>

**Jackson Housing Commission**  
**Central Office (COCC)**  
Income Statement  
Month Ending August 31, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
<b>Income</b>						
Management Fee	28,601	43,817	(15,215)	167,438	219,083	(51,645)
Other Income	31	833	(802)	2,104	4,167	(2,063)
<b>Operating Income</b>	<u>28,633</u>	<u>44,650</u>	<u>(16,017)</u>	<u>169,542</u>	<u>223,250</u>	<u>(53,708)</u>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	10,962	20,590	9,628	71,445	102,951	31,506
Employee Benefits- Admin	13,955	7,213	(6,742)	87,059	36,063	(50,996)
Accounting Fees		2,350	2,350	2,375	11,750	9,375
Administrative Expense	967	250	(717)	3,622	1,250	(2,372)
Audit Fees		333	333	-	1,667	1,667
Insurance	3,295	417	(2,878)	15,092	2,083	(13,009)
Legal Expense		500	500	2,308	2,500	192
Membership and Dues		125	125	-	625	625
Office Supplies	1,115	250	(865)	7,494	1,250	(6,244)
Postage		100	100	-	500	500
Staff Travel		250	250	812	1,250	438
Sundry	11	417	406	2,326	2,083	(242)
Telecommunications		417	417	-	2,083	2,083
<b>Total Administrative Expense</b>	<u>30,303</u>	<u>33,211</u>	<u>2,908</u>	<u>192,534</u>	<u>166,056</u>	<u>(26,479)</u>
<b>TOTAL Operating Expense</b>	<u>30,303</u>	<u>33,211</u>	<u>2,908</u>	<u>192,534</u>	<u>166,056</u>	<u>(26,479)</u>
<b>NET INCOME (LOSS)</b>	<u>(1,671)</u>	<u>11,439</u>	<u>(13,110)</u>	<u>(22,993)</u>	<u>57,194</u>	<u>(80,187)</u>





## MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

AUGUST 2013

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
08/01	08:30p-09:15p	SBN No power	M. Andrew	Jackman
08/03	01:00p-01:10p	RM Lockout	L. Shanyfelt	Walker
08/03	01:30p-01:40p	RM Lockout	A. King	Walker
08/04	05:20p-05:25p	RM Lockout	J. Ausborn	Walker
08/05	08:58p-09:05p	RM Lockout	T. Keeder	Walker
08/05	11:05p-11:07p	RM Lockout	R. Lovejoy	AKS
08/07	04:30p-04:35p	RM Lockout	R. Clark	Walker
08/07	07:35p-08:30p	SBN Smoke alarm going off, tenant removed	D. Curtis	Arnold
08/07	11:57p-12:03a	RM Lockout	S. Bristow	AKS
08/09	07:15p-07:20p	RM Lockout	D. Monroe	AKS
08/09	07:40p-08:30p	CT House broken into all copper cut from utility room Tenant called police and I had plumber came out Sat	B. Anderson	Davis
08/10	09:30a-10:45a	CT went to let plumber in, they were still on another job	B. Anderson	Davis
08/10	12:45p-01:15p	CT went back to let plumber in	B. Anderson	Davis
08/10	06:30p-06:35p	RM Lockout	J. Marr	AKS
08/14	07:45p-07:50p	RM Lockout	R. Lupp	Walker
08/16	07:10p-07:15p	RM Lockout	T. Hoyer	Walker
08/18	08:15a-08:30a	RM Lockout	D. Peacock	Walker
08/18	03:00p-04:00p	RM Water leaking into water heater, and kit lite area	A. Woods	Oakley
08/18	06:25p-06:30p	RM Lockout	P. Rivera	Walker
08/21	06:42a-07:00a	RM Lifeline was called, tenant fell	S. Kilbourn	Oakley
08/21	08:35p-08:40p	RM Lockout	R. Kemp	Walker
08/21	10:16p-11:15p	RM 2nd floor, door window was broken. AKS called	E-bldg	Oakley
08/23	11:30a-11:25a	RM Lockout	St Glaspie	AKS
08/23	04:15p-05:00p	RM Smelling gas, used tester, didn't find any leak	M Cox	Young
08/24	09:45a-10:30a	CT No hot water	J. Hammond	Young
08/24	10:30a-11:15a	RM Plugged toilet	D. Blair	Young
08/24	02:55p-03:00p	RM Lockout	P. Joplin	Walker
08/24	04:30p-05:00p	RM Plugged toilet	T. Hoyer	Young
08/26	05:30p-06:30p	SBN Water leaking , kit sink	T. Estes	Young
08/27	04:00p-04:30p	SBN Frig problems, swapped with spare	T. Jones	Young
08/27	08:30p-09:00p	RM Leaking kitchen sink	R. Daugherty	Young
08/28	05:30p-06:30p	RM Kitchen sink problems, unplugged aerator	D. Jones	Young
08/29	07:00p-07:45p	CT Co2 Detector going off	R. Tyler	Young
08/31	04:45p-05:00p	CT No hot water	A. Kennedy	Spang

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012/2013
Jan-13	59,409	\$ 6,294.37	1,303.80	\$ 9,551.06				\$ -	\$ 15,845.43
Jan-12	55,760	\$ 6,061.65	1,031.30	\$ 9,100.71				\$ -	\$ 15,162.36
Feb-13	53,055	\$ 5,806.43	1,066.60	\$ 7,920.98	1,883	\$ 6,695.97	\$ 4,088.20	\$ 10,784.17	\$ 24,511.58
Feb-12	55,561	\$ 5,868.09	1,130.60	\$ 9,951.85	1,593	\$ 5,648.12	\$ 3,575.96	\$ 9,224.08	\$ 25,044.02
Mar-13	41,806	\$ 4,478.49	1,111.20	\$ 8,157.34	Storm fee	\$ 60.00		\$ 60.00	\$ 12,695.83
Mar-12	52,157	\$ 5,531.50	1,056.40	\$ 9,327.00	212	\$ 652.60	\$ 423.74	\$ 1,076.34	\$ 15,934.84
Apr-13	51,257	\$ 5,761.21	1,053.80	\$ 9,044.24				\$ -	\$ 14,805.45
Apr-12	48,873	\$ 5,245.13	575.50	\$ 4,328.48				\$ -	\$ 9,573.61
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
May-12	41,692	\$ 4,623.97	489.60	\$ 3,682.36	1,802	\$ 6,248.16	\$ 3,888.43	\$ 10,136.59	\$ 18,442.92
Jun-13	48,556	\$ 6,530.50	335.80	\$ 3,073.54	220	\$ 692.72	\$ 502.59	\$ 1,195.31	\$ 10,799.35
Jun-12	43,418	\$ 5,122.49	258.90	\$ 1,640.98	224	\$ 685.64	\$ 411.92	\$ 1,097.56	\$ 7,861.03
Jul-13	51,702	\$ 7,049.86	110.80	\$ 1,075.47				\$ -	\$ 8,125.33
Jul-12	61,789	\$ 7,635.71	188.80	\$ 1,446.47				\$ -	\$ 9,082.18
Aug-13	51,462	\$ 7,307.85	421.50	\$ 3,249.58				\$ -	\$ 10,557.43
Aug-12	61,789	\$ 7,098.85	153.90	\$ 1,186.81				\$ -	\$ 8,285.66
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
2013	403,907.00	\$ 48,692.58	5,983.50	\$ 47,250.77	3,815.00	13,601.51	10,248.26	\$ 23,849.77	\$ 119,793.12
2012	421,039.00	\$ 47,187.39	4,885.00	\$ 40,664.66	3,831.00	13,234.52	8,300.05	\$ 21,534.57	\$ 109,386.62

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2012
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL		
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		
Jan-12	128,240	\$ 13,134.58	921.7	\$ 8,124.17	1,164	\$ 3,084.13	\$ 1,990.65	\$ 5,074.78	\$ 26,333.53		
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		
Feb-12	104,040	\$ 11,205.88	978.5	\$ 8,605.97	979	\$ 2,473.29	\$ 1,644.83	\$ 4,118.12	\$ 23,929.97		
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		
Mar-12	114,160	\$ 11,669.51	871.0	\$ 7,679.57	987	\$ 2,585.93	\$ 1,663.90	\$ 4,249.83	\$ 23,598.91		
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		
Apr-12	95,920	\$ 10,220.10	477.2	\$ 3,567.85	761	\$ 2,160.13	\$ 1,401.12	\$ 3,561.25	\$ 17,349.20		
May-13	97,760	\$ 11,310.19	570.7	\$ 5,191.14	943	\$ 2,625.27	\$ 1,969.57	\$ 4,594.84	\$ 21,096.17		
May-12	90,720	\$ 9,757.22	446.2	\$ 3,340.64	961	\$ 2,479.78	\$ 1,592.06	\$ 4,071.84	\$ 17,169.70		
Jun-13	125,800	\$ 16,204.36	551.9	\$ 7,897.35				\$ -	\$ 24,101.71		
Jun-12	122,640	\$ 13,991.44	287.0	\$ 1,786.91				\$ -	\$ 15,778.35		
Jul-13	148,120	\$ 21,413.75	1.6	\$ 26.38				\$ -	\$ 21,440.13		
Jul-12	173,720	\$ 20,349.39	228.7	\$ 1,727.43				\$ -	\$ 22,076.82		
Aug-13	132,280	\$ 18,980.91	1.5	\$ 22.70				\$ -	\$ 19,003.61		
Aug-12	151,000	\$ 18,341.63	183.2	\$ 1,377.17				\$ -	\$ 19,718.80		
Sep-13								\$ -	\$ -		
Sep-12								\$ -	\$ -		
Oct-13								\$ -	\$ -		
Oct-12								\$ -	\$ -		
Nov-13								\$ -	\$ -		
Nov-12								\$ -	\$ -		
Dec-13								\$ -	\$ -		
Dec-12								\$ -	\$ -		
2013	976,440	\$ 117,819.37	5,138.50	\$ 43,623.10	4,850.00	\$ 12,531.63	\$ 9,474.63	\$ 22,006.26	\$ 183,448.73		
2012	980,440	\$ 108,669.75	4,393.50	\$ 36,209.71	4,852	\$ 12,783.26	\$ 8,292.56	\$ 21,075.82	\$ 165,955.28		

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	2,574	\$ 381.06	62.1	\$ 522.34	2,327	\$ 7,746.23	\$ 4,638.86	\$ 12,385.09	\$ 13,288.49
Jan-12	2,349	\$ 344.18	53.4	\$ 497.29	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98	\$ 15,580.45
Feb-13	4,896	\$ 630.55	57.4	\$ 462.59	Storm Fee	\$ 283.10		\$ 283.10	\$ 1,376.24
Feb-12	1,967	\$ 347.46	43.9	\$ 510.52	Storm Fee	\$ 305.75		\$ 305.75	\$ 1,163.73
Mar-13	9,930	\$ 1,196.19	56.6	\$ 412.97				\$ -	\$ 1,609.16
Mar-12	1,937	\$ 293.79	39.9	\$ 388.30				\$ -	\$ 682.09
Apr-13	990	\$ 169.23	49.3	\$ 426.35	2,092	\$ 7,056.53	\$ 4,233.27	\$ 11,289.80	\$ 11,885.38
Apr-12	1,928	\$ 310.76	22.5	\$ 197.32	2,357	\$ 7,573.62	\$ 4,617.12	\$ 12,190.74	\$ 12,698.82
May-13	3	\$ 0.63	0.1	\$ 1.18				\$ -	\$ 1.81
May-12	1,267	\$ 253.93	9.0	\$ 147.79				\$ -	\$ 401.72
Jun-13	1,773	\$ 448.19	20.8	\$ 354.35				\$ -	\$ 802.54
Jun-12	1,612	\$ 226.98	4.4	\$ 41.13				\$ -	\$ 268.11
Jul-13	707	\$ 157.79	2.0	\$ 59.89				\$ -	\$ 217.68
Jul-12	1,964	\$ 335.37	3.4	\$ 82.93				\$ -	\$ 418.30
Aug-13	911	\$ 158.59	3.8	\$ 58.46				\$ -	\$ 217.05
Aug-12	2,922	\$ 443.58	4.7	\$ 91.46				\$ -	\$ 535.04
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
2013	21,784	\$ 3,142.23	252.10	\$ 2,298.13	4,419	15,085.86	\$ 8,872.13	\$ 23,957.99	\$ 29,398.35
2012	15,946	\$ 2,556.05	181.20	\$ 1,956.74	5,400	17,054.83	\$ 10,180.64	\$ 27,235.47	\$ 31,748.26

# Utility Cost and Consumption Report

*All Amps*

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	185,343	\$ 19,521.92	2,301	\$ 16,858.45	3,788	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 53,638.40
Jan-12	186,349	\$ 19,540.41	2,006	\$ 17,722.17	4,207	\$ 12,259.59	\$ 7,554.17	\$ 19,813.76	\$ 57,076.34
Feb-13	179,511	\$ 19,143.00	2,259	\$ 16,755.83	2,718	\$ 9,257.57	\$ 6,014.95	\$ 15,272.52	\$ 51,171.35
Feb-12	161,568	\$ 17,421.43	2,153	\$ 19,068.34	2,572	\$ 8,427.16	\$ 5,220.79	\$ 13,647.95	\$ 50,137.72
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
Mar-12	168,254	\$ 17,494.80	1,967	\$ 17,394.87	1,199	\$ 3,238.53	\$ 2,087.64	\$ 5,326.17	\$ 40,215.84
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
Apr-12	146,721	\$ 15,775.99	1,075	\$ 8,093.65	3,118	\$ 9,733.75	\$ 6,018.24	\$ 15,751.99	\$ 39,621.63
May-13	144,423	\$ 16,774.69	1,151	\$ 10,370.88	2,655	\$ 8,778.09	\$ 7,627.04	\$ 16,405.13	\$ 43,550.70
May-12	133,679	\$ 14,635.12	945	\$ 7,170.79	2,763	\$ 8,727.94	\$ 5,480.49	\$ 14,208.43	\$ 36,014.34
Jun-13	176,129	\$ 23,183.05	909	\$ 11,325.24	220	\$ 692.72	\$ 502.59	\$ 1,195.31	\$ 35,703.60
Jun-12	167,670	\$ 19,340.91	550	\$ 3,469.02	224	\$ 685.64	\$ 411.92	\$ 1,097.56	\$ 23,907.49
Jul-13	200,529	\$ 28,621.40	114	\$ 1,161.74	-	\$ -	\$ -	\$ -	\$ 29,783.14
Jul-12	237,473	\$ 28,320.47	421	\$ 3,256.83	-	\$ -	\$ -	\$ -	\$ 31,577.30
Aug-13	184,653	\$ 26,447.35	427	\$ 3,330.74	-	\$ -	\$ -	\$ -	\$ 29,778.09
Aug-12	215,711	\$ 25,884.06	342	\$ 2,655.44	-	\$ -	\$ -	\$ -	\$ 28,539.50
Sep-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
<b>2013</b>	<b>1,402,131</b>	<b>\$ 169,654.18</b>	<b>11,374</b>	<b>\$ 93,172.00</b>	<b>13,084</b>	<b>41,219.00</b>	<b>\$ 28,595.02</b>	<b>\$ 69,814.02</b>	<b>\$ 332,640.20</b>
<b>2012</b>	<b>1,417,425</b>	<b>\$ 158,413.19</b>	<b>9,460</b>	<b>\$ 78,831.11</b>	<b>14,083</b>	<b>43,072.61</b>	<b>\$ 26,773.25</b>	<b>\$ 69,845.86</b>	<b>\$ 307,090.16</b>

## Katie Dickerson

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**From:** Connie Crandall  
**Sent:** Wednesday, September 04, 2013 12:25 PM  
**To:** Katie Dickerson  
**Subject:** FW: Overpayment of Earnings Letter

[For next Board Meeting.](#)

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**From:** [michelle.pultz@comcast.net](mailto:michelle.pultz@comcast.net) [<mailto:michelle.pultz@comcast.net>]  
**Sent:** Wednesday, September 04, 2013 11:27 AM  
**To:** Connie Crandall  
**Subject:** Re: Overpayment of Earnings Letter

Geeze - didn't even SEE that paragraph (I was only looking at the individual items). You can add a sentence on the letter your sending stating "Per your request, I will present your request to waive fees for the FOIA you requested about Winter Done Construction to the JHC Board of Commissioners at its next regularly scheduled meeting on September 18, 2013." I guess he kind of 'gave' us an extension to do this. I doubt it will pass . . .

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**From:** "Connie Crandall" <[c.crandall@jacksonhousing-mi.org](mailto:c.crandall@jacksonhousing-mi.org)>  
**To:** "michelle pultz" <[michelle.pultz@comcast.net](mailto:michelle.pultz@comcast.net)>  
**Sent:** Wednesday, September 4, 2013 10:15:36 AM  
**Subject:** FW: Overpayment of Earnings Letter

[Should I ask the Board to waive the fees on Winter Done Construction or not – see letter.](#)

**From:** Herman Hill [<mailto:hermanhill@gmail.com>]  
**Sent:** Thursday, August 22, 2013 8:31 PM  
**To:** Connie Crandall; [michelle.pultz@comcast.net](mailto:michelle.pultz@comcast.net); [james.stark@sbcglobal.net](mailto:james.stark@sbcglobal.net); Patricia Dye; Arlene Robinson  
**Subject:** Overpayment of Earnings Letter

Connie,

Attached you will find my response to your August 7, 2013 letter.

Herman L. Hill



301 Steward Avenue  
Jackson, MI 49201-1132  
Phone: (517) 787-9241  
Fax: (517) 787-6143

September 6, 2013

HUD Detroit Field Office  
ATTN: Anne Fisken (for Willie C. H. Garrett)  
477 Michigan Avenue, Room 1710  
Detroit, MI 48226-2592

**RE:** Late Presumptive Failure  
Proposed Recovery Plan

Dear Ms. Fisken:

On August 14, 2013, the Jackson Housing Commission (JHC) Board of Commissioners received a letter from you on behalf of Willie C. H. Garrett, Director of Public Housing in the HUD Detroit Field Office. The correspondence alerted the JHC Board that on June 5, 2013 the JHC was designated PHAS Substandard Financial based on a Late Presumptive Failure for not submitting required financial reports in a timely manner. The Board of Commissioners was required to take immediate action to identify the source(s) of the performance deficiencies and to develop and implement a plan to recover its PHAS score and ensure long-term sustainability at an acceptable level of performance.

### **Background**

Herman L. Hill was the Executive Director employed by the JHC in December 2012; Mr. Hill has since resigned (effective March 15, 2013). According to a March 26, 2013 letter submitted to Mr. Garrett at the HUD Detroit Field Office by Kimberly D. Truman, Interim Executive Director, it appears Mr. Hill failed to provide the sufficient oversight necessary to ensure the report was submitted timely. Ms. Truman reported:

- The unaudited Financial Data Schedule (FDS) was submitted timely by the fee accountant, but was subsequently rejected.
- All rejection notes were properly addressed by the fee accountant and the unaudited FDS was resubmitted timely.
- Upon scoring the unaudited FDS, the JHC was designated as a high performer.
- The audit of the JHC's financial statements was completed on time and a copy of the audit report was submitted to the HUD Detroit Field Office in September 2012. In January 2013, the HUD Detroit Field Office confirmed receipt of the audit report and that it contained no findings.
- The JHC's auditor and fee accountant discussed the FDS submission on December 28, 2012. All steps required for a successful submission were completed with the exception of actually transmitting the FDS.



An Equal Opportunity Employer





It appears that, while all steps were followed, no one took responsibility for actually submitting the report, including the Executive Director.

### **Changes in Administration/Board of Commissioners**

The JHC has undergone significant changes in both the administrative staff and Board of Commissioners:

- *December 2012* – Mayor Martin Griffin removed three (3) Commissioners and replaced them with Gerald Montgomery, Derek Dobies, and Patrick Burtch. Mr. Dobies is the City of Jackson's 6<sup>th</sup> Ward Councilperson and Mr. Burtch is the City of Jackson's City Manager.
- *January 2013* – Kimberly Truman was promoted from Director of Section 8 Programs to Assistant Director.
- *February 2013* – Herman Hill submitted a letter of resignation effective March 15, 2013. Mr. Hill's last day on the JHC campus was February 22, 2013.
- *March 20, 2013* – Kimberly Truman was appointed as Interim Executive Director by the JHC Board of Commissioners effective immediately.
- *April 22, 2013* – Mayor Griffin removed Derek Dobies and Patrick Burtch from the JHC Board of Commissioners and replaced them with James Stark and Michelle Pultz-Orthaus, effective May 1, 2013.
- *May 2013* – the JHC advertises the position of Executive Director.
- *June 6, 2013* – the JHC Board of Commissioners terminated Ms. Truman's employment through the JHC.
- *June 11, 2013* – the JHC Board of Commissioners entered into a short-term employment contract with retired Executive Director, Phillip M. Fracker. Due to being on a zero-threshold by HUD Detroit Field Office in February 2013, that contract was rejected by HUD.
- *June 19, 2013* – Mr. Fracker asked to be released from his contract and Connie Crandall, Director of Public Housing, was appointed Interim Executive Director.
- *August 5, 2013* – initial interviews of four (4) candidates for Executive Director were conducted.
- *August 19 and 20, 2013* – two (2) finalists for the position of Executive Director were interviewed.
- *August 21, 2013* – the JHC Board of Commissioners voted to re-advertise the position of Executive Director, hoping to enlarge the pool of candidates.

### **Recovery Plan**

Although there have been many changes at the JHC during 2013, this does not excuse the lack of oversight and breakdown in communication in December 2012 when Mr. Hill was still employed as the Executive Director. As it is the goal of the current JHC Board of Commissioners to elevate the JHC to a top performer and one in which other housing agencies can look to as an example, we will include oversight of upcoming reports in future Board meetings.

Nakisha Paul of the HUD Detroit Field Office provided a link to an Excel spreadsheet that not only contains the due date of various reports, but also links to the respective federal regulation or notice and report form if one is prescribed. The Excel spreadsheet covered not only the balance of 2013, but 2014 as well. This spreadsheet has been passed along to the Interim Executive Director and Executive Secretary for their information and calendaring purposes.

The JHC has, in part, already started recovery from this Late Presumptive Failure by searching for and hiring a new Executive Director outside of the agency. The new Executive Director will be held to the highest accountability possible and can be molded to perform to superior standards and expectations of the Board.

During the course of the next year, as reports become due, the Executive Director will develop procedures, including a flow chart, to specifically delineate staff responsibilities up to and including the Executive Director's ultimate responsibility to confirm the report has been submitted timely. The Executive Director will provide a copy of the submitted report, including the date of submission, to the Board of Commissioners at its next regularly scheduled Board meeting. Further, the Executive Director will discuss and provide status updates to the Board of Commissioners at each regularly scheduled Board meeting of upcoming reports to be submitted before the next Board meeting. The Executive Director will also keep the Board of Commissioners informed as to any problems or issues the report is expected to uncover and his/her plan to correct those problems or issues as expediently as possible.

It is my understanding the 2012 financial reports have been submitted and received by HUD, albeit late, negating the need to correct deficient performance areas within 90 days. However, if this is not the case, please let me know immediately so corrective action can be undertaken.

Thank you for this opportunity to respond to the Late Presumptive Failure and develop a Recovery Plan to avoid this oversight in the future.

Sincerely,



Michelle L. Pultz-Orthaus  
President, JHC Board of Commissioners

cc: JHC Board of Commissioners  
Connie Crandall, Interim Executive Director

Due Date	FYE 3/31/14	Description	HCV	PH	Grants	ONAP	Authority	Form
<b>October 2013</b>								
15		Moving to Work Plan	X	X	X		Key Dates for MTW Sites	HUD-50900
<b>November 2013</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
2		Maintenance Wage Rate Recommendation		X			42 U.S.C. § 1437i(a)	HUD-52158
<b>January 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
15	X	Moving to Work Plan	X	X	X		Key Dates for MTW Sites	HUD-50900
16	X	Indian Housing Plan				X	PIH 2011-23 (HA)	Form HUD-52737
16	X	5-year PHA Plan	X	X			24 CFR § 903.5(a) (2011)	Form HUD-50075
16	X	Annual PHA Plan (Non-Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	Form HUD-50075
16	X	Civil Rights Certification (Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	HUD-50077-CR
16	X	Capital Fund Program Performance and Evaluation Report		X			PIH 2011 - 24 (HA)	HUD - 50075.1
16	X	Capital Fund Annual Statement (Non-Qualified PHAs First-Time Submission)		X			PIH 2011 - 24 (HA)	HUD - 50075.1
22	X	VMS Submissions	X				PIH 2012-21	n/a
25	X	Capital Fund Requests for Extensions		X			PIH 2011 - 24 (HA)	n/a
30	X	Federal Financial Report for IHBG				X	PIH 2011-21 (ONAP)	SF-425
30	X	ICDBG Federal Financial Report				X	24 CFR § 84.52	SF-425
31	X	Ross-SC FY 2009 Annual Performance Report			X		Notice of Funding Availability (N	SF-425
31	X	Ross-SC FY 2010 Annual Performance Report			X		Notice of Funding Availability (N	SF-425
31	X	EPIC Quarterly Reporting		X			EPIC web page	n/a
31	X	Maintenance Wage Rate Recommendation		X			42 U.S.C. § 1437i(a)	HUD-52158
<b>February 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
13	X	Unaudited Extension Request	X	X			24 CFR § 902.60(b) (2011)	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
28		Unaudited Due Date	X	X			24 CFR § 902.33(b) (2011)	n/a
<b>March 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
1		SEMAP Certification	X				PIH 2012-44 (HA)	n/a
1		Waiver of due date for audited financial info	X	X			24 CFR § 902.60(c) (2011)	n/a
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
11	X	FY 2012 CFP Formula and RHF Obligation End Date		X			Timeline for FY 2012 Capital Fund Program (CFP) Formula and RHF Grants	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
31		IHBG Funds Annual Performance Report				X	PIH 2011-21 (ONAP)	n/a
31		Audited Due Date	X	X			24 CFR § 902.33(c) (2011)	n/a
31		Moving to Work Report	X	X	X		Key Dates for MTW Sites	HUD-50900
31	X	Submit Board Resolutions Approving Operating Budget		X			PIH-2011-055	HUD-52574
31		Fiscal Year End Change Request Due	X	X			PIH 2011-57 (HA)	n/a
<b>April 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
15		Moving to Work Plan	X	X	X		Key Dates for MTW Sites	HUD-50900
17		Indian Housing Plan				X	PIH 2011-23 (HA)	Form HUD-52737
17		5-year PHA Plan	X	X			24 CFR § 903.5(a) (2011)	Form HUD-50075

17		Annual PHA Plan (Non-Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	Form HUD-50075
17		Capital Fund Program Performance and Evaluation Report		X			PIH 2011 - 24 (HA)	HUD - 50075.1
17		Capital Fund Annual Statement (Non-Qualified PHAs First-Time Submission)		X			PIH 2011 - 24 (HA)	HUD - 50075.1
17		Civil Rights Certification (Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	HUD-50077-CR
22	X	VMS Submissions	X				PIH 2012-21	n/a
29	X	Enterprise Income Verification (EIV) Employee Recertification	X	X			PIH 2011-25	n/a
30	X	Federal Financial Report for IHBG				X	PIH 2011-21 (ONAP)	SF-425
30	X	Energy Performance Contract Reports, including M & V Reports		X			PIH-2011-36 (HA)	n/a
30	X	ICDBG Federal Financial Report				X	24 CFR § 84.52	SF-425
30	X	Semi-Annual Labor Standards Enforcement Report-Local Contracting Agencies (HUD Programs)	X	X	X		29 CFR § 5.7(b) (2011)	HUD - 4710
30	X	EPIC Quarterly Reporting		X			EPIC web page	n/a
<b>May 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
2		Maintenance Wage Rate Recommendation		X			42 U.S.C. § 1437i(a)	HUD-52158
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
16		Unaudited Extension Request	X	X			24 CFR § 902.60(b) (2011)	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
30	X	SEMAP Certification	X				PIH 2012-44 (HA)	n/a
31		Waiver of due date for audited financial info	X	X			24 CFR § 902.60(c) (2011)	n/a
31	X	Unaudited Due Date	X	X			24 CFR § 902.33(b) (2011)	n/a
<b>June 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
27	X	Revision Requests to CY2014 Operating Subsidy Submissions		X			PIH 2013-16	n/a
29	X	IHBG Funds Annual Performance Report				X	PIH 2011-21 (ONAP)	n/a
30		Audited Due Date	X	X			24 CFR § 902.33(c) (2011)	n/a
30	X	Moving to Work Report	X	X	X		Key Dates for MTW Sites	HUD-50900
30		Submit Board Resolutions Approving Operating Budget		X			PIH 2011-55	HUD-52574
30		Fiscal Year End Change Request Due	X	X			PIH 2011-57 (HA)	n/a
<b>July 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
13	X	Revision Request to CY2012 Operating Subsidy Submission		X			PIH-2011-055	n/a
14	X	FY 2010 CFP Formula and RHF Disbursement End Date		X			Timeline for FY 2010 Capital Fund (CF) Formula and RHF Grants	n/a
15		Moving to Work Plan	X	X	X		Key Dates for MTW Sites	HUD-50900
18		Indian Housing Plan				X	PIH 2011-23 (HA)	Form HUD-52737
18		5-year PHA Plan	X	X			24 CFR § 903.5(a) (2011)	Form HUD-50075
18		Annual PHA Plan (Non-Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	Form HUD-50075
18		Capital Fund Program Performance and Evaluation Report		X			PIH 2011 - 24 (HA)	HUD - 50075.1
18		Capital Fund Annual Statement (Non-Qualified PHAs First-Time Submission)		X			PIH 2011 - 24 (HA)	HUD - 50075.1
18		Civil Rights Certification (Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	HUD-50077-CR

22	X	VMS Submissions	X				PIH 2012-21	n/a
30	X	Federal Financial Report for IHBG				X	PIH 2011-21 (ONAP)	SF-425
30	X	ICDBG Federal Financial Report				X	24 CFR § 84.52	SF-425
31	X	EPIC Quarterly Reporting		X			EPIC web page	n/a
<b>August 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
2		Maintenance Wage Rate Recommendation		X			42 U.S.C. § 1437i(a)	HUD-52158
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
16		Unaudited Extension Request	X	X			24 CFR § 902.60(b) (2011)	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
29		SEMAP Certification	X				PIH 2012-44 (HA)	n/a
31		Waiver of due date for audited financial info	X	X			24 CFR § 902.60(c) (2011)	n/a
31		Unaudited Due Date	X	X			24 CFR § 902.33(b) (2011)	n/a
<b>September 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
28		IHBG Funds Annual Performance Report				X	PIH 2011-21 (ONAP)	n/a
30		Audited Due Date	X	X			24 CFR § 902.33(c) (2011)	n/a
30		Moving to Work Report	X	X	X		Key Dates for MTW Sites	HUD-50900
30		Submit Board Resolutions Approving Operating Budget		X			PIH-2011-055	HUD-52574
30		Fiscal Year End Change Request Due	X	X			PIH 2011-57 (HA)	n/a
<b>October 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
1	X	Indian Housing Block Grant Formula Data				X	24 CFR § 1000.315	Form HUD-4117
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
10	X	ICDGB Minority Business Enterprise Reports				X	24 CFR § 1003.506(b)	n/a
10	X	Minority Business Development Contract and Subcontract Activity	X	X	X	X	HUD - 2516	HUD - 2516
18		Indian Housing Plan				X	PIH 2011-23 (HA)	Form HUD-52737
18		5-year PHA Plan	X	X			24 CFR § 903.5(a) (2011)	Form HUD-50075
18		Annual PHA Plan (Non-Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	Form HUD-50075
18		Capital Fund Program Performance and Evaluation Report		X			PIH 2011 - 24 (HA)	HUD - 50075.1
18		Capital Fund Annual Statement (Non-Qualified PHAs First-Time Submission)		X			PIH 2011 - 24 (HA)	HUD - 50075.1
18		Civil Rights Certification (Qualified PHAs)	X	X			24 CFR § 903.5(b)(3) (2011)	HUD-50077-CR
22	X	VMS Submissions	X				PIH 2012-21	n/a
30	X	Federal Financial Report for IHBG				X	PIH 2011-21 (ONAP)	SF-425
30	X	Enterprise Income Verification (EIV) Employee Recertification	X	X			PIH 2011-25	n/a
30	X	ICDBG Federal Financial Report				X	24 CFR § 84.52	SF-425
31	X	Semi-Annual Labor Standards Enforcement Report-Local Contracting Agencies (HUD Programs)	X	X	X		29 CFR § 5.7(b) (2011)	HUD - 4710
31	X	EPIC Quarterly Reporting		X			EPIC web page	n/a
<b>November 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a
15		Unaudited Extension Request	X	X			24 CFR § 902.60(b) (2011)	n/a
22	X	VMS Submissions	X				PIH 2012-21	n/a
29		SEMAP Certification	X				PIH 2012-44 (HA)	n/a
30		Unaudited Due Date	X	X			24 CFR § 902.33(b) (2011)	n/a
<b>December 2014</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>.ALWAYS SELECT THIS BOX</b>	<b>.ALWAYS SELECT THIS BOX</b>
1	X	Waiver of due date for audited financial info	X	X			24 CFR § 902.60(c) (2011)	n/a
4	X	VMS Reporting Opens	X				PIH 2012-21	n/a

22	X	VMS Submissions	X				PIH 2012-21	n/a
29		IHBG Funds Annual Performance				X	PIH 2011-21 (ONAP)	n/a
31	X	Audited Due Date	X	X			24 CFR § 902.33(c) (2011)	n/a
31		Submit Board Resolutions Approving Operating Budget		X			PIH-2011-055	HUD-52574
31		Moving to Work Report	X	X	X		Key Dates for MTW Sites	HUD-50900
31	X	Notification of turnover of FUP Vouchers to HCV			X		PIH 2011-52(HA)	n/a
31	X	Fiscal Year End Change Request Due	X	X			PIH 2011-57 (HA)	n/a

Content Current as of July 26, 2013

**FIRST AMENDED MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**JACKSON HOUSING COMMISSION**  
**and**  
**REED MANOR TENANT ASSOCIATION**

THIS FIRST AMENDED MEMORANDUM OF UNDERSTANDING (FAMOU) is effective from September 18, 2013 through July 31, 2016, unless otherwise amended and agreed to in writing by the undersigned on behalf of the parties. Further, this FAMOU serves to define the relationship between the JACKSON HOUSING COMMISSION ("JHC") and the duly elected REED MANOR TENANT ASSOCIATION ("RMTA"), formerly known as the Reed Manor Resident Council.

WHEREAS, the United States Department of Housing and Urban Development (HUD) has recognized the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing; and

WHEREAS, the Reed Manor residents are concerned about the physical, social, and moral quality of life in their community; and

WHEREAS, the Reed Manor residents have indicated a desire to take more responsibility for their community; and

WHEREAS, the JHC desires to provide Reed Manor residents with the opportunity to take more responsibility for their community and to increase the level of resident participation in decisions and changes affecting the lives of public housing residents; and

WHEREAS, 24 CFR 964 requires housing authorities with 250 units or more to officially recognize a duly elected resident council as the sole representative of the residents it purports to represent, and support its tenant participation activities; and

WHEREAS, the Reed Manor Tenant Association was established on July 23, 2012, conducted elections on July 20, 2013, and RMTA verifies no other competing resident council for Reed Manor is in existence; and

WHEREAS, 24 CFR 964.18(a)(10) requires that the JHC and RMTA shall put in writing in the form of a Memorandum of Understanding the elements of their partnership agreement, to be updated at least once every three (3) years; and

WHEREAS, a Memorandum of Understanding was entered between the JHC and RMTA on August 21, 2013, with effective dates from August 1, 2013 through July 31, 2016; and

WHEREAS, the RMTA has requested certain items regarding checks and banking accounts be removed from the MOU.

NOW, THEREFORE, JHC and RMTA do hereby agree as follows:

## **Section I**

### **General Responsibilities of the Jackson Housing Commission**

#### **JHC agrees to:**

- A. Provide appropriate guidance to residents to assist them in maintaining the RMTA upon the RMTA's request.
- B. Ensure open and frequent communication with the RMTA to work on issues and planning.
- C. Provide the RMTA with current information concerning JHC policies on resident participation in the management of JHC operations.
- D. Provide, whenever possible, the RMTA with office space and meeting facilities free of charge within the development it represents, as coordinated and scheduled by the development manager and the RMTA.
- E. Provide open communication with the RMTA on all uses of the community space for meetings, recreation, social services and other resident participation activities, if requested by the RMTA. The Community Room reservation form, incorporated herein by reference, shall be used to schedule and confirm events.
- F. Comply with all applicable Federal regulations and all applicable state and local laws governing the conduct of JHC.
- G. Reasonably discuss and negotiate in good faith with the RMTA any issues that arise involving JHC's management and/or operations, resident training, resident participation funding, the organization and procedures of the RMTA, and any other matters or issues that arise that affect the ability of JHC or the RMTA to perform their respective responsibilities under applicable laws and this FAMOU.
- H. Provide current listings of Board of Commissioners and their respective term durations, with updates when necessary.

## **Section II**

### **General Responsibilities of the RMTA**

#### **The RMTA agrees to:**

- A. Hold frequent meetings with the residents to ensure that residents have the opportunity to provide input and be actively involved in related JHC/RMTA decisions and activities.
- B. If requested, assist JHC in areas of security, screening/occupancy, maintenance, operating budget, modernization, relocation and resident programs.
- C. Endeavor to form partnerships with outside organizations, provided such relationships are complimentary to JHC's mission and do not become the governing entity of the RMTA.
- D. Maintain and follow written procedures such as the Reed Manor Tenant Association By-laws ensuring continuous compliance with applicable sections of 24 CFR 964.
- E. To reasonably discuss and negotiate in good faith with JHC any issues that arise involving JHC's management and/or operation, resident training, resident participation funding, the organization and procedures of the RMTA, and such other matters or issues that arise that affect the ability of JHC or the RMTA to perform their respective functions under applicable laws.



- F. Encourage its members and Officers to become familiar with and comply with this FAMOU and 24 CFR 964.
- G. Provide the JHC Board of Commissioners with a written quarterly report of RMTA activities and financial status in sufficient time to be included in the relevant Board of Commissioners' meeting agenda and packet.
- H. Provide JHC a written Annual Plan for executing its responsibilities under 24 CFR Part 964 and this FAMOU at the beginning of each JHC fiscal year (April 1 through March 31). The Annual Plan should describe the RMTA's goals and performance measures for improving the residents' quality of life, satisfaction in housing opportunities and participation in self-help initiatives to enable residents to create a positive living environment in public housing.
- I. Provide election dates and a current listing of Officers, with updates when necessary. A list of officers shall be prepared and delivered to JHC Executive Director, Director of Public Housing, and Reed Manor Housing Manager.

### **Section III Guidance Regarding Funding**

This section outlines the responsibilities of the JHC and the RMTA concerning the distribution of operating subsidy funds to the RMTA from JHC.

Pursuant to 24 CFR 964, JHC reserves the right not to fund RMTA activities if requirements and procedures are not followed. Both parties reserve the right to refer disputes to the HUD Detroit Field Office for intervention.

All terms of this section are contingent upon continued funding from HUD to JHC. If there are any changes made by HUD, notice will be provided within a reasonable time of receipt from HUD. The parties will discuss any necessary changes and prepare a written Addendum signed by both parties in accordance with any changes.

#### **JHC agrees to:**

- A. Allot \$25.00 per unit per year, in accordance with 24 CFR 964.150 and subject to availability, based on the unit count submitted on the Operating Fund Calculation of the Operating Subsidy and distribute accordingly at the beginning of JHC's fiscal year.
  - (i) Fifteen (\$15.00) dollars per unit per year will be used by RMTA to fund eligible resident participation activities;
  - (ii) Ten (\$10.00) dollars per unit per year will be used by JHC to pay for costs incurred in carrying out eligible resident participation activities, including the expenses for conducting elections, recalls, or arbitration required under 24 CFR 964.130.
- B. Provide the calculated amount submitted to HUD and the official notice of the HUD confirmed amount awarded for resident participation activities based on the Operating Fund Calculation of Operating Subsidy.
- C. Provide updated income and expense reports for eligible resident participation funds distributed to residents (\$15.00 per unit per year), those maintained by JHC (\$10.00 per

- unit per year.
- D. Receive invoices, review for accuracy, confirm expenditures are allowable uses of RMTA funding in accordance with 24 CFR 964, and forward to the RMTA for approval.
  - E. Prepare checks for approved invoices and forward to the RMTA for signature.
  - F. Receive and reconcile bank statements.
  - G. Maintain all the RMTA's financial files and documentation for RMTA and Auditor review.
  - H. Provide quarterly financial reports to the RMTA including income, expense, balance and budget updates.
  - I. Provide a quarterly JHC financial report to the Resident Commissioner for the RMTA.
  - J. Provide stipends to RMTA Officers in the amount up to \$200.00 per month per officer as decided by the RMTA and the JHC, subject to availability. Stipends will be funded from the RMTA's portion of the operating subsidy funding for resident RMTA expenses (\$15.00 per unit per year).

**The RMTA agrees to:**

- A. Provide a proposed and approved operating budget at the beginning of each JHC fiscal year. JHC will provide assistance if requested.
- B. Approve or deny each invoice, by the RMTA President and/or Treasurer, in a timely manner and forward to JHC for payment.
- C. Resolve invoice disputes directly with vendors and obtain credit memos or revised/corrected invoices and forward to JHC in a timely manner.
- D. Submit books for a required yearly audit. The RMTA can use the Auditor that JHC contracts with to perform the yearly audit at the expense of JHC, or the RMTA can hire an independent certified public account at its own expense to complete the yearly audit. The RMTA will provide JHC with a copy of its audited financial statement within 90 days.
- E. Prepare a quarterly financial report to be approved at the RMTA board meeting and made available to JHC.

## **Section IV Guidance Regarding Meetings**

**JHC agrees to:**

- A. Have JHC staff available for direct contact with the RMTA.
- B. Use its best efforts to ensure open communication, work to foster a mutually supportive relationship by participating in regularly scheduled meetings with the RMTA Board, and encourage the formation of a joint JHC/RMTA committee to work on issues and planning, such as the Resident Advisory Board (RAB).
- C. Ensure JHC staff complies with the provisions of this FAMOU and of 24 CFR 964.
- D. Keep the RMTA apprised of any and all policy and procedure updates, including the use of all community space for meetings, recreation and social services, other resident participation activities, and the use of development facilities and common areas by outside groups.
- E. Ensure JHC staff attendance at scheduled RMTA meetings, when invited and when provided sufficient advance notice.



**The RMTA agrees to:**

- A. Provide reasonable advance notice of its intention to meet with JHC staff, or when JHC staff is invited to attend scheduled RMTA meetings.
- B. Use its best efforts to ensure open communication, and work to foster a mutually supportive relationship by participating in regularly scheduled meetings of JHC, and encourage the formation of a joint JHC/RMTA committee to work on issues and planning, such as the Resident Advisory Board (RAB).
- C. Keep JHC apprised of any and all changes in the RMTA, including but not limited to, meeting schedules, policies, By-Laws and Officers.

**Section V  
Stipends**

According to 24 CFR 964.150, stipends may be distributed to all duly elected Officers at the rate of up to \$200.00 per month during their duly elected term. Distribution shall be from the RMTA's portion of the operating subsidy funding (\$15.00 per unit per month). This shall be effective at the signing of this FAMOU and distributed as soon as reasonably practicable in the following month based on the availability of funds.

**Section VI  
Dispute Resolution**

- A. JHC and the RMTA agree to discuss and put forth reasonable efforts to resolve any and all disputes at the administrative level by means of good faith negotiation by the respective representatives.
- B. If any issues and/or concerns cannot be resolved, the matter may be presented to the HUD Detroit Field Office.
- C. If any issues and/or concerns are not resolved with HUD Detroit Field Office intervention, then the matter shall be referred by the HUD Detroit Field Office to HUD Headquarters for final resolution.

**Section VII  
Other Documents and Agreements**

This FAMOU sets forth the understanding upon which the parties hereto agree. Other documents herein referred are fully incorporated by reference including, but not limited to 24 CFR 964, the By-Laws of the Reed Manor Tenant Association Board, any applicable Operating Fund Calculation of the Operating Subsidy, and the Community Room Reservation form. Any previously executed MOUs are hereby now revoked and void.

## **Section VIII Terms**

This FAMOU and any amendments hereto shall be in effect from the above stated date and remain in effect for up to three (3) years unless the RMTA fails to remain a lawful and duly elected representative of the residents of JHC. The dissolution of the RMTA does not dissolve any resident association and/or any senior RMTA at any individual development and vice versa.

## **Section IX Non-Discrimination**

The JHC and RMTA shall not discriminate in any housing or services, directly or indirectly, on the basis of race, color, religion, sex, national origin, familial status, age, or disability in the execution of this FAMOU.

## **Section X Severability**

In the event any provision of this FAMOU, or in any instrument or other document delivered pursuant to this FAMOU, is found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity, legality or enforceability of the remainder of this FAMOU.

## **Section XI Acknowledgements**

This FAMOU is acknowledged by JHC and RMTA as (i) evidence that the FAMOU complies with the requirements set forth in 24 CFR Section 964, and (ii) to have on record in order for HUD to monitor the activities of JHC and RMTA. Further, this FAMOU acts to ensure that both parties operate effectively and efficiently within the requirements of the applicable Federal regulations and the partnership that this FAMOU seeks to establish.

The undersigned acknowledge they have read the above Memorandum of Understanding and agree to the terms described.

JACKSON HOUSING COMMISSION

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Connie Crandall *Interim Executive Director*

JACKSON HOUSING COMMISSION  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Michelle L. Pultz-Orthaus *President*

REED MANOR TENANT ASSOCIATION

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Patricia A. Ryals *President*



**U.S. Department of Housing and Urban Development**

Detroit Field Office  
Office of Public Housing  
Patrick V. McNamara Federal Building  
477 Michigan Avenue, Room 1710  
Detroit, MI 48226-2592  
Tel. (313) 226-7900 FAX (313) 226-6160

SEP 09 2013

Ms. Connie Crandall  
Interim Executive Director  
Jackson Housing Commission  
301 Steward Avenue  
Jackson, MI 49201

Dear Ms. Crandall:

SUBJECT: Procurement of Legal Services

The Detroit Office of Public Housing received the procurement documents submitted to support the procurement of legal services for the Jackson Housing Commission. After a review of the documentation received, our office has determined that the request for approval of legal services must be denied for the following reasons:

1. The Independent Cost Estimate (ICE) did not show the Housing Commission's estimate of the costs of the goods or services to be acquired under a contract or a contract modification. The ICE serves as a public housing agency's (PHA) yardstick for evaluating the reasonableness of the contractor's proposed costs or prices.
2. The sub-recipient must award the contract to the most responsive and responsible offeror after price and other factors are considered after scoring the proposals (or "best and final" offers) according to predetermined evaluation criteria. The successful proposal/offeror must clearly be the "most advantageous" source of the goods and services for the sub-recipient. The selection committee recommended selection of the firm, White, Hotchkiss and Falahee, PLLC. The bid tabulations submitted showed this firm received a higher score than Pentiuik, Couvrur and Kobiolk. However, the Board overruled the selection committee's choice and voted to award the contract to Pentiuik, Couvrur and Kobiolk. No supporting documentation was received to support this selection and this selection does not follow the Jackson Housing Commission's procurement policy.

To address this matter, please review and follow both HUD procurement regulations and the procurement requirements as well as the Jackson Housing Commission's procurement policy. Once the Commission has selected a firm to provide legal services, please submit the bid packet in its entirety that included the rationale for the selected awardee.

Sincerely,

Willie C. H. Garrett  
Director  
Office of Public Housing

RECEIVED  
SEP 12 2013  
JACKSON HOUSING COMMISSION

cc:

Michelle L. Pultz-Orthaus, President  
Jackson Housing Commission  
161 W Michigan Ave - 14<sup>th</sup> floor  
Jackson, MI 49201

Arlene Robinson, Commissioner  
159 Randolph St.  
Jackson, MI 49202

James M. Stark, Commissioner  
786 Bloomfield Blvd.  
Jackson, MI 49203

Patricia Davis-Dye, Commissioner  
1221 Laurel Lane  
Jackson, MI 49203

Gerald Montgomery, Commissioner  
341 Hill Street  
Jackson, MI 49203