

Jackson Housing Commission

Regular Meeting
December 16, 2015
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting December 16, 2015 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, and Patricia Davis-Dye. Upon roll call, the following commissioners were absent: Gerald Montgomery and James Stark. Commissioner Montgomery entered the meeting at 12:02pm.

Also present were:

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

15-12-16-001 Public Comments

There were no members of the public present.

15-12-16-002 Approval of the Minutes of the Regular Meeting Held December 2, 2015

The minutes of the December 2, 2015 Regular Meeting Minutes were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held December 2, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote the motion was adopted:

15-12-16-003 Approval of the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015

A brief discussion occurred regarding payments made through the use of different accounts. Commissioner Pultz-Orthaus asked staff to investigate if payments have to be made through separate bank accounts. She would like to see a payment via one account and general ledger entries made to document payments. Ms. Johnson advised that HUD requires separate bank accounts for funds disbursed on behalf of Public Housing and Section 8.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-004 Resolution No. 2015-39: Collection Losses Write Off December 16, 2015

There were no question asked regarding Collection Losses for December 16, 2015

Commissioner Woods **MOVED** to approve the Collection Losses October 2015

Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-005 Resolution No. 2015-40: Section 8 FMR January 2016

Mrs. Boyce provided an in-depth explanation of the adjustments made to the Fair Market Rates.

Commissioner Woods **MOVED** to approve the Fair Market Rents effective January 1, 2016.

Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-006 Resolution No. 2015-41: Contract Award-TDS Metrocom

Commissioner Woods **MOVED** to approve to authorize the Executive Director to award and execute a VOIP Phone Service contract with TDS Metrocom. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-007 Resolution No. 2015-42: Agreement: Jackson Housing Commission and Reed Manor Residents Association also known as the Reed Manor Tenant Association

Commissioner Woods **MOVED** to approve and recognize a Memorandum of Understanding with the RM Resident Council also known as the RM Tenant Association. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None
ABSENT: J. Stark

15-12-16-010 DIRECTOR'S REPORTS

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Per Ms. Bryant the dates that maintenance received and completed the turn of 322 Moorman Drive was not captured through the HDS program. Also, Mrs. Ingram stated that she identified areas needing improvements in regards to unit turns during weekly management meetings. Staff will work to turn units within 15 days.

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

15-12-16-011 OTHER BUSINESS

JHC Staff/Employee Raises

Commissioner Davis-Dye commended all staff of the job done during the absence of an Executive Director and requested an update on employee raises. Commissioner Pultz-Orthaus advised that Mrs. Ingram and Mrs. Davis, Human Resources are consulting with other organizations for comparable salaries in the region.

Reed Manor Cameras

Mrs. Ingram advised that all cameras are currently working at Reed Manor and video footage would be reviewed on an as needed basis.

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

The Regular Meeting held December 16, 2015 adjourned at 12:34pm.

Respectfully submitted,



Laurie Ingram
Executive Director

ATTESTED: 

Michelle Pultz-Orthaus, President