

## Jackson Housing Commission

Regular Meeting

January 20, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on January 20, 2016 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: Gerald Montgomery, Michelle Pultz-Orthaus and Michelle Woods. Upon roll call, the following commissioners were absent: Patricia Davis-Dye and James Stark.

Also present were:

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

### **16-01-16-001 Public Comments**

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

### **16-01-16-002 Approval of the Minutes of the Regular Meeting Held December 16, 2015**

The minutes of the December 16, 2015 Regular Meeting were approved as written.

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held December 16, 2015. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

### **16-01-16-003 Approval of the Previously Paid Liabilities from December 2015**

An explanation of payment made to Rose Pest Control and Aspen Heating and Cooling was requested.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities December 2016  
Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye, J. Stark

**16-01-16-004 Resolution No. 2015-39: Collection Losses Write Off January 2016**

Commissioner Woods **MOVED** to approve the Collection Losses January 2016

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

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye, J. Stark

**16-01-16-05 DIRECTOR'S REPORTS**

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce provided a revised Leasing and HAP Utilization Report indicating additional units leased.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Commissioner Pultz-Orthaus questioned the accuracy of the Unit Turn Around Report. Ms. Ingram assured that management staff is actively working to reduce number of days needed to turn units.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

A brief discussion regarding the After Hours Report took place.

J. Utility Costs and Consumption

**15-12-16-06 OTHER BUSINESS**

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

The Regular Meeting held January 20, 2016 adjourned at 12:20pm.

Respectfully submitted,



Laurie Ingram  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President



# Jackson Housing Commission

Regular Meeting

February 17, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on February 17, 2016 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: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz- Orthaus and James Stark. Upon roll call, the following commissioner was absent: Michelle Woods

Also present were:

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

## **16-01-16-001 Public Comments**

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

## **16-01-16-002 Approval of the Minutes of the Regular Meeting Held January 20, 2016**

The minutes of the January 20, 2016 Regular Meeting were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held January 20, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

## **16-01-16-003 Approval of the Previously Paid Liabilities: January 2016**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities for January 2016  
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, P. Pultz-Orthaus, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

## **16-01-16-004 Resolution No. 2016-02: Collection Losses Write Off: February 2016**

Commissioner Davis-Dye **MOVED** to approve the Collection Losses, February 2016.  
Commissioner Stark **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

**16-01-16-005 Resolution No. 2016-03: RFP2016-01: Collection Services**

Commissioner Montgomery **MOVED** to authorize the Executive Director to enter a contract with the collection agency, Scheer, Green & Burke, LPA for collection services. Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

**16-01-16-006 Resolution No. 2016-04: RFP2016-02: Pest Control Services**

A discussion followed regarding reasoning for entering a contract with Eradico Pest Control Services. Ms. Ingram explained that Eradico was the lowest responsive bidder demonstrating a comprehensive plan to prevent and remediate infestations. Ms. Stilson-Postma, property manager added that the company's service delivery standards are needed to allow residents to resume normal occupancy after a pest control treatment. She also mentioned that Eradico guarantees their work.

Commissioner Davis-Dye expressed concerns regarding past experiences with Eradico and would prefer if staff accompany technicians treating units, as well as, communicate their service plan with residents. Mr. Stark asked staff to explore the benefits of purchasing commercial machines in an effort to provide residents needing to wash clothing/household items that would otherwise be cost prohibitive to do so in the event of a pest infestation.

Commissioner Stark **MOVED** to authorize the Executive Director to enter a contract with Eradico Pest Services for pest control services. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

**16-01-16-07 DIRECTOR'S REPORTS**

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Per Ms. Boyce, orientations are being held each month. Currently, thirty households are waiting to secure housing with Section 8 Vouchers.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

**15-12-16-08 OTHER BUSINESS**

Ms. Ingram made a request to attend a Public Housing Manger's certification training available in Lansing, Michigan April 18-22, 2016. Doing so would save the JHC the cost of travel and lodging and to a course held out- of-state. As a result, the Regular Meeting scheduled for April 20, 2016 is postponed and will be held prior to the Annual Meeting scheduled for April 27, 2016.

Commissioner Stark **MOTIONED** to conduct the Regular Meeting on April 27, 2016 prior to the Annual Meeting. Commissioner Montgomery **SECONDED** the motion. A vote was held and the motion carried.

Ms. Ingram informed the board that tenant surveys were collected and the results will be discussed at the Regular Meeting on March 16, 2016.

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

The Regular Meeting held February, 2016 adjourned at 12:36pm.

Respectfully submitted,



Laurie Ingram  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President



## Jackson Housing Commission

Regular Meeting

March 16, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on March 16, 2016 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: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark and Michelle Woods. Upon roll call, the following commissioner was absent: Patricia Davis-Dye.

Also present were:

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

### **16-03-17-001 Public Comments**

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

### **16-03-17-002 Approval of the Minutes of the Regular Meeting Held February 17, 2016**

Commissioner Stark mentioned corrections that needed to be made to the minutes.

Commissioner Stark **MOVED** to approve with corrections the Regular Meeting Minutes of the meeting held February 17, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

### **16-03-17-003 Approval of the Previously Paid Liabilities: February 2016**

A lengthy discussion of the Previously Paid Liabilities took place. Commissioner Stark asked if means of possible recourse be explored to recoup recent remediation costs associated with a JHC property.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities for February 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-03-17-004 Resolution No. 2016-05: Collection Losses Write Off: March 2016**

Commissioner Stark expressed concerns regarding collection variances associated with Reed Manor, Chalet and Shahan Blackstone North. Ms. Ingram stated that recent internal changes that will allow a central staff person to pursue past due accounts.

Commissioner Montgomery **MOVED** to approve the Collection Losses, March 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-03-17-005 Resolution No. 2016-06: RFP2016-06: Employee Raises**

President Orthaus stated that a motion to reconsider must be made prior to discussing Resolution No. 2016-06: Employee Raises. Therefore President Orthaus made a **MOTION** to reconsider. Commissioner Woods **SECONDED** and upon voice vote the motion was approved.

Commissioner Stark discussed his ongoing concern that wage increases given across the board discourages performance from both high and low performers. Mr. Stark also stated that he previously expressed that a merit based compensation system used to determine wage increases, would encourage employees to perform.

Ms. Ingram confirmed that staff is taking steps to identify a merit based compensation system. Ms. Davis is conducting a salary study of organizations of similar size. Changes will also be made to make employee evaluations reflect predetermined performance benchmarks that correlate with rate increases.

Commissioner Stark **MOVED** to authorize the Executive Director to present a resolution and letter requesting a 2% pay increase for all JHC employees retroactive from April 1, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: G. Montgomery

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-03-17-006 Resolution No. 2016-07: RFP2016-07: Operating Budget- Fiscal Year 2016**

Ms. Ingram highlighted significant changes and items remaining consistent in the Operating Budget-Fiscal Year 2016. She also discussed an additional revenue source that would allow expenditures for tenant services and activities.

Commissioner Stark **MOVED** to approve the Operating Budget-Fiscal Year 2016, commencing April 1, 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis Dye

**16-03-17-07 DIRECTOR'S REPORTS**

Staff gave reports concerning their respective areas:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

President Orthaus discussed ongoing concerns regarding the accuracy of the unit reports presented in the board information.

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

**16-03-17-08 OTHER BUSINESS**

Ms. Ingram presented outcomes of the Tenant Survey given to each JHC Public Housing household. Of the 105 surveys received, the responses to the survey questions were consistent across the sites.

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

The Regular Meeting held March 16, 2016 adjourned at 12:55pm.

Respectfully submitted,



Laurie Ingram  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President

## Jackson Housing Commission

Regular Meeting

April 27, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 27, 2016 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: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, and James Stark. Commissioner Michelle Woods entered the meeting at 12:02pm.

Also present were:

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

### **16-04-27-001 Public Comments**

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

### **16-04-27-002 Approval of the Minutes of the Regular Meeting Held March 18, 2016**

The minutes of the March 18, 2016 Regular Meeting were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held March 18, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

### **16-04-27-003 Approval of the Previously Paid Liabilities: March 2016**

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for March 2016  
Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

### **16-04-27-004 Resolution No. 2016-08: Collection Losses Write Off: April 2016**

Commissioner Woods **MOVED** to approve the Collection Losses; April 2016.  
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-04-27-005 Resolution No. 2016-09: RFP2016-04: Health Care Services**

Ms. Ingram provided a summary of the health care plan options provided by three insurance agencies and discussed the plans that are most feasible to the JHC and the employees.

Ms. Ingram also confirmed that the agency's current health insurance plan is discontinuing and is not renewable. Therefore the board asked that a comparative analysis of the current plan and the proposed changes be presented at the meeting to be held May 18, 2016, as well as information explaining how the budget may be affected. The board also recommended that appropriations for increased insurance cost be included each year in the operating budget.

Commissioner Woods **MOVED** to postpone authorizing the Executive Director to enter a contract for Health Care Services until the board meeting on May 18, 2016. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-04-27-006 DIRECTOR'S REPORTS**

Staff gave reports regarding the Housing Choice Voucher and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce stated that \$ 400,000 in HAP reserve funds are available and will be used to lease to the 475 voucher maximum. Currently 454 vouchers are in use.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram stated that an entry error was the cause of an inaccurate figure reported in the Vacant Unit Turnaround Report and assured that management will continue to verify the accuracy of the report.

Executive

F. S8 Income Statement

- G. PH Income Statement  
Ms. Johnson reported the occurrence of delays in the approval of the Operating Subsidy.
- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

## 15-12-16-08 OTHER BUSINESS

### RFP2016-06- Reed Manor Restoration Project

Ms. Ingram acknowledged bids received for the Reed Manor Restoration Project.

### IT Services

Ms. Ingram discussed the reoccurring issues concerning IT Services. She also confirmed that the Reed Manor cameras were functioning properly. Quotes were obtained from IT companies to decide what services will remain under contract. An additional company mentioned by Commissioner Stark will be contacted for a quote.

### Lawn Care Service

Ms. Ingram advised that lawn care services will be outsourced on a trial basis for the 2016 mowing season with the intent to allow maintenance staff to concentrate on turning units and addressing critical items. If outsourcing proves to be a viable solution, the agency may delegate the maintenance item to a contractor and forgo replacing aging equipment at each site. Commissioner Davis-Dye commented that she has never seen the lawns in the current condition. She also mentioned that mowing services were previously outsourced with good results. It was noted that fertilization and seeding is not to be provided by the company selected to perform services.

### Evaluation of Laurie Ingram

It was mentioned that Ms. Ingram's six-month evaluation is due by May 30, 2016. Deborah Davis will forward evaluation forms to the Board of Commissioners.

### Honeywell

The JHC will participate in a free utility assessment offered by the Honeywell Corporation. Based on the outcome of the assessment, Honeywell guarantees that implementing their protocols will provide energy savings. If the program does not yield the anticipated savings Honeywell will reimburse the JHC the difference of savings not realized as a result of using their program. Honeywell will also facilitate RFPs associated with the program at a national level. Another advantage is that previously identified capital fund improvements may be addressed by using the program, which will allow the JHC to use previously allocated capital funds for other capital improvements. Additional information will follow after the assessment occurs.

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

The Regular Meeting held April 27, 2016 adjourned at 12:50pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President



# Jackson Housing Commission

Annual Meeting

April 27, 2016

12:50pm

The Jackson Housing Commission Board of Commissioners held an Annual Meeting on April 27, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:50pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods.

Also present were:

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

## **16-04-27-001 WELCOME**

President Pultz-Orthaus extended a welcome to those in attendance. She also stated that the transition of leadership was smooth and she is pleased with the direction that the agency is headed. She also added that Ms. Tyus left the agency in a good position and she is very pleased with the progress that Ms. Ingram is making at the Jackson Housing Commission.

## **16-04-27-002 PUBLIC COMMENTS**

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

## **16-04-27-003 NOMINATION OF OFFICERS**

Commissioner Montgomery nominated Michelle Pultz-Orthaus for President and upon roll call vote, the results were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: None

Commissioner Montgomery nominated Michelle Woods for Vice-President and upon roll call vote, the results were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: None

## Jackson Housing Commission Officers 2016-2017

President  
Vice-President

Michelle Pultz-Orthaus  
Michelle Woods

15-06-005

### ANNUAL REPORT

Ms. Ingram discussed demographics regarding the population served by the Jackson Housing Commission by highlighting significant shifts in sources of income for Heads of Households. Heads of Households receiving SSI increased, while persons receiving general assistance decreased. The demographics of persons receiving Housing Choice Vouchers are consistent. Ms. Ingram also mentioned that Housing Payments Standards were adjusted within the HCV Program to better serve the lowest income families that are underserved by the program.

President Pultz-Orthaus expressed her desire for residents to eventually advance beyond the public housing program and achieve homeownership, housing through their own means or assistance for greater housing choices through the HCV Program.

Commissioner Davis-Dye inquired about the likelihood of the JHC being removed from Zero Threshold status. Ms. Ingram acknowledged that HUD representatives at the Detroit Regional Office seem willing to consider lifting the status from the agency in previous conversations and she plans to submit a letter to HUD requesting the agency's removal in the upcoming week.

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

The Annual Meeting on April 27, 2016 adjourned at 1:20pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President



## Jackson Housing Commission

Regular Meeting

May 18, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on May 18, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods. Commissioner Davis-Dye was absent.

Also present were:

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

### **16-05-18-001 Public Comments**

Ms. Stilson-Postma introduced the current officers of the Reed Manor Residents Council.

### **16-05-18-002 Approval of the Minutes of the Regular Meeting Held April 27, 2016**

Commissioners Pultz-Orthaus highlighted corrections that needed to be made to the minutes.

Commissioner Woods **MOVED** to approve with corrections the Regular Meeting Minutes of the meeting held April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

### **16-05-18-003 Approval of the Minutes of the Annual Meeting Held April 27, 2016**

The minutes of the April 27, 2016 Annual Meeting were approved as written.

Commissioner Woods **MOVED** to approve the meeting minutes of the Annual Meeting April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

### **16-05-18-004 Approval of the Previously Paid Liabilities: April 2016**

A discussion of the paid liabilities took place. Ms. Ingram confirmed that Johnny's Tree service was used to quickly remove an antenna that was at risk of falling from a building at Reed Manor. Also discussed was the possibility of pursuing legal action to collect the costs associated with decontaminating a unit once occupied by the resident. Ms. Ingram stated that the JHC's attorneys advised that the costs may outweigh the benefits of pursuing action.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for April 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-05-18-005 Resolution No. 2016-10: Collection Losses Write Off: April 2016**

Ms. Ingram explained that spikes in collection write offs may occur at each site and gradually decrease as a result of recently implemented procedures that has alleviated high account balances held by tenants for long periods of time.

Commissioner Woods **MOVED** to approve the Collection Losses, April 2016.

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

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-05-18-006 Resolution No. 2016-09: RFP2016-04: Health Care Services**

During Ms. Ingram's overview of the healthcare plans she mentioned that each insurance company responding to the RFP provided a proposal for Blue Cross Blue Shield. However, there were variances in the specific plans being offered by each agency. Therefore, the Healthy Blue Living Plan proposed by the Craft Agency was the most comprehensive and affordable insurance plan for agency employees.

Commissioner Stark **MOVED** to amend the previous Resolution No: 2016-09 to specifically reference Health Blue Living as the insurance plan selected for JHC employees. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract for the Healthy Blue Living Plan. Commissioner Montgomery **SECONDED**.

**16-05-18-007 Resolution No. 2016-11: RFP2016-06 Reed Manor Restoration Project- Apartment A-11**

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract with INK Contracting for the restoration of Reed Manor-Apartment A-11. Commissioner Woods **SECONDED**.

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

**16-05-18-008 Resolution No. 2016-12: Jackson Housing Commission Employee Handbook/ Personnel Policy**

Commissioner Pultz-Orthaus advised that Resolution No. 2016-12 was incorrect and could not be used. During the discussion, Ms. Ingram explained that Paychex provides a very comprehensive service included in the agency's current contract that manages legislative updates affecting personnel policies. Using this service saves the agency time and legal costs associated with managing required updates to the personnel policy. Ms. Ingram also provided an overview of JHC policies updated as they existed in the previous employee manual.

Commissioner Stark **MOVED** to postpone the approval of the Employee Handbook /Personnel Policy until the Regular Meeting on June 15, 2016. Commissioner Stark **SECONDED**.

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

**16-05-18-009 DIRECTOR'S REPORTS**

Staff gave reports regarding the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

Mr. Stark expressed concerns regarding the high percentage of late/unpaid rent. Ms. Ingram stated new processes will aid in reducing those figures.

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Renovations will start at RM- Apartment A-11, June 2016.

Executive

F. S8 Income Statement

Ms. Johnson stated that JHC finances are in good order. Ms. Johnson and Ms. Ingram will review the budget to make sure that allocations are on track. Also mentioned, Emerge will no longer provide fee accounting services after June 30, 2016.

G. PH Income Statement

- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

**16-5-18-010 OTHER BUSINESS**

Letter Sent to HUD

Ms. Ingram is still waiting for a response from HUD.

ACOP Changes and Revisions

Ms. Ingram reviewed proposed changes to the Admissions and Continued Occupancy Policy (ACOP). No action is required by the board at this time. The agency is currently in the forty-five day public comment period. The ACOP will be presented for board approval at the meeting held on July 20, 2016.

Dog Park

Mr. Montgomery asked for an update regarding the Dog Park at Reed Manor. Ms. Ingram stated that a portion of the revenue generated from the Comcast contract is earmarked to fund the Dog Park and she is waiting to secure the funds prior to implementing the park. Ms. Ingram also mentioned that she has consulted with the agency's legal team and is waiting for their advice before opening the park. Ms. Ingram confirmed that residents with pets are required to maintain immunizations for their pets and provide the agency with documentation.

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

The Regular Meeting held May 18, 2016 adjourned at 1:03pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President