

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