

## 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