

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