

Jackson Housing Commission

Regular Meeting

March 22, 2017

12:30pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on March 22, 2017 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:28pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery and Michelle Woods. The following commissioner was absent: James Stark.

Also present were:

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

17-03-22-001 Public Comments

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

17-03-22-002 Approval of the Minutes of the Regular Meeting held February 15, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held February 15, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-003 Approval of the Previously Paid Liabilities: February 2017

Questions were asked regarding recently paid liabilities. Ms. Ingram advised that purchases from ATCO Supply were for maintenance supplies. Also, late invoicing was the cause of recently paid lawn care services. Jannaa Pool was reimbursed for baggage fees paid during travel to Las Vegas for industry training. Ms. Ingram also advised that the Helping Handyman is a contracted vendor used to paint six units at Shahan Blackstone.

Commissioner Woods **MOVED to** approve Previously Paid Liabilities for February 2017.

Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-004 Resolution No.2017-04: Collection Losses: March 2017

Commissioner Woods **MOVED** to approve the Collection Losses March 2017 in the amount of \$5,947.20 Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-005 Resolution No.2017:05: Approval of Revisions to the By-Laws of the JHC

Ms. Ingram pointed out that the agency attorney revised the JHC By-Laws which are now current and in line with HUD regulations.

Commissioner Woods **MOVED** to approve the revised JHC By-Laws. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-006 Resolution No.2017:06: Approval of FY2017-18 Operating Budget

Salary Increase

Per Ms. Ingram a four-percent increase was calculated into the FY2017-18 Operating Budget to compensate for salary increases. However, Ms. Ingram explained that actual increases will be contingent upon the need to increase the salaries of the lowest paid JHC employees in an effort to pay a competitive wage. The remaining positions will receive the standard two-percent increase.

Security Services

After a careful review of HUD regulations and conversations with the Detroit Field Office, it was confirmed that there was nothing precluding Security Services from being paid from the Operating Subsidy. Security Services were added to the FY2017-18 Operating Budget based on the concerns identified in the 2017 JHC Tenant Survey.

Commissioner Montgomery **MOVED** to approve the JHC Operating Budget FY2017. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-007 Resolution No.2017:07: Approval of JHC Section 3 Policy

Commissioner Woods **MOVED** to approve the JHC Section 3 Policy. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-03-22-008 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

A discussion regarding Chalet Terrace's high rate of non-paid rents occurred. Ms. Ingram proposed that there are many variables that contribute to residents not paying rents. However, residents that have not contacted the Central Office to setup a payment plan for the amount due will be referred to case management prior to filing for eviction.

C. Consolidated Tars

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram also commented that staff is working diligently to turn units by the end of the fiscal year; very few vacant units are expected to remain. She also mentioned that INK Contracting provided a highly competitive rate to turn units at little cost to the agency. A cost analysis of each vacant unit will determine the most feasible approach to turn a vacant unit.

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

17-03-22-010 Other Business

Commissioner Vacancy

Three strong candidates were interviewed for the Resident Commissioner vacancy. A candidate was selected and a recommendation was submitted to the City Commissioners.

EPC

Honeywell has been on site evaluating data to make recommendations to set priorities for the EPC. A meeting to discuss outcomes is scheduled for mid-April.

State Innovation Model Update

A series of discussions resulted in a joint effort with JHC, The Center for Family Health (CFH) and Community Action Agency (CAA) that further delineated the roles of each agency as it pertains to helping residents acquire comprehensive health care coordination instead of emergency room treatment. If the grant is awarded, the Community Action Agency will provide medical case management for JHC residents, the Center for Family will provide a nurse dedicated to JHC residents. Screenings and education will be conducted on site for JHC residents, as well as transportation to appointments

United Way Grant

Funding announcements for the agency’s recent grant submission are pending.

SAMSA

The Agency is applying for a grant in collaboration with Lifeways.

Head Start

Community Action Agency will re-open a Head Start classroom at Chalet Terrace

Q&A with HUD Secretary Carson

Ms. Ingram discussed highlights of a Q&A with Secretary Carson hosted by the Detroit HUD Field Office along with other PHA, MHSDA and other organizations.

Jackson Housing Alliance

Jason Omo gave an overview of the newly formed Jackson Housing Alliance which is comprised of various Jackson Housing providers and agencies with the goal of creating housing stability in the City of Jackson.

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

The Regular Meeting held March 22, 2017 adjourned at 1:31pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President