

Jackson Housing Commission

Regular Meeting

April 19, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 19, 2017 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: Michelle Pultz-Orthaus, Michelle Woods, Gerald Montgomery, and Caroline Parker. 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

17-04-19-001 Public Comments

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

17-04-19-002 Approval of the Minutes of the Regular Meeting held March 22, 2017

Commissioner Woods pointed out corrections needing to be made to the minutes. Ms. Ingram assured that mentioned errors were noticed and corrected prior to the meeting.

Commissioner Woods **MOVED** to approve with changes the Regular Meeting Minutes of the Board of Commissioners meeting held March 22, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery
NAYS: None
ABSTAIN: C. Parker
ABSENT: J. Stark

17-04-19-003 Approval of the Previously Paid Liabilities: March 2017

Questions were asked and explanations were given for several expenditures. Ms. Ingram shared that payments made for purchasing and installing water heaters vary based on the time a water heater fails, time of installation and size of the product. Also, Jason Omo, Procurement Specialist advised that he is preparing a RFP for indefinite water heater quantities with the intent to establish a set price for the product and installation.

Commissioner Montgomery **MOVED** to approve Previously Paid Liabilities for March 2017. Commissioner Woods **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

- 17-04-19-004 Resolution No.2017-08: Collection Losses: April 2017**
Commissioner Woods **MOVED** to approve the Collection Losses April 2017 in the amount of \$6,928.30. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:
- AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark
- 17-04-19-005 Resolution No.2017:09: Repeal of Employee Step Increase Compensation Structure**
Ms. Ingram stated that the revised compensation structure discussed during the previous BOC meeting will allow for smaller annual increases, as well as bonuses for eligible employees when the budget allows.
- Commissioner Woods **MOVED** to approve the repeal of the current Employee Step Increase Compensation Structure. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:
- AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark
- 17-04-19-006 Resolution No.2017:10: Merit Based Performance Evaluation System**
Commissioner Woods **MOVED** to approve and implement a Merit Based Performance Evaluation System. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:
- AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark
- 17-04-19-007 Resolution No.2017:11: Approval of Revised Employee Compensation Schedule**
Commissioner Pultz-Orthaus explained that the approved resolution of the revised employee compensation schedule will be retroactive to April 1, 2017 per further approval by the City Council.
- Commissioner Woods **MOVED** to approve the Revised Employee Compensation Schedule. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:
- AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-04-19-008 Resolution No. 2017-12: Approval of Revised Employee Handbook

Ms. Ingram outlined changes to the revised handbook that included legislative changes regarding safety shoes, drug testing requirements and the changes referencing the compensation schedule and addition of the Merit Based Employee Evaluation System.

Commissioner Montgomery **MOVED** to approve the revised the Employee Handbook.
Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-04-19-009 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

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

A discussion regarding the work order completion times indicated on the Emergency Response report took place. Pamela Stilson-Postma, Housing Manager, Reed Manor explained that the total elapsed time from the opening/closing of an emergency work order is not the actual hours worked by maintenance staff to complete the task. Denoted is the timeframe the work order was opened before the issue was resolved. Ms. Ingram mentioned that employees are paid for the actual time performing the task.

J. Utility Costs and Consumption

17-04-19-10 Other Business

- The Department of Housing and Urban Development removed the JHC s from Zero Threshold. However, the City of Jackson and the JHC will continue to work towards a resolution to the pending deed issue and the pension matters identified in audit.
- Teachout Security was selected security vendor for Reed Manor. Service will commence the week of 4/24/2017. Ms. Ingram reiterated that security remained a prevalent concern mentioned in both the 2016 and 2017 JHC Tenant Surveys.
- And Honeywell presented options for the Energy Performance Contract (EPC) that will improve energy efficiency and reduce utility cost. Four critical areas were addressed: LED Lighting upgrades, water retro fits, faucet replacements/low flow faucets and building envelope installation. A conference call is scheduled with Honeywell on Friday to further discuss plans for implementation.

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

The Regular Meeting held April 19, 2017 adjourned at 12:44pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President