

## Jackson Housing Commission

Regular Meeting

November 9, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on November 9, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:02pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Teresa Gibson, Gerald Montgomery, and James Stark.

Before roll call, President Pultz-Orthaus amended the agenda and omitted the Executive Session.

Also present were:

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

### 16-11-09-001 Public Comments

### 16-11-09-002 Approval of the Minutes of the Regular Meeting Held October 19, 2016

Commissioner Gibson noted that she abstained from voting on the minutes of the meeting held August 17, 2016. Commissioner Woods **MOVED** to approve with noted corrections, the Regular Meeting Minutes of the meeting held October 19, 2016. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

### 16-11-09-003 Approval of the Previously Paid Liabilities: October 2016

Commissioner Woods asked detailed questions regarding expenses.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities for October 2016. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-09-004 Public Hearing**

Ms. Ingram explained that the proposed changes to the HCV Administration Plan would extend the geography of the current jurisdiction east, with hopes to avail program participants more leasing opportunities. Ms. Ingram noted that Jackson County residents will receive preference. Commissioner Gibson advised that this was the first that she heard about the forty-five day comment period and wanted to know how residents were receiving this information. Ms. Ingram also stated that the announcement of the forty-five day comment period posted in the Section 8 Office, Jackson City Hall, the JHC website and the Jackson Citizen Patriot yielded no responses. As a result, suggestions broaden the exposure of requests for comments to residents and general public.

President Pultz-Orthaus opened the Public Hearing for comments. Persons in attendance did not make comments regarding the proposed changes to the HCV Administration Plan. President Pultz-Orthaus then closed the Public Hearing.

**16-11-09-005 Resolution No. 2016-28: Collection Losses: November 2016**

Commissioner Woods **MOVED** to approve the Collection Losses August 2016 in the amount of \$4,991.62 with changes made to an incorrect move out date. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-10-006 Resolution No. 2016-29: Approval of Non-Dwelling Unit at SBN Apartments**

Commissioner Stark **MOVED** to designate 120 Shahan Drive, PIC Number 506-1; AMP: MI038000003 Shahan Blackstone North Apartments as a non-dwelling unit. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-11-007 Resolution No. 2016-30: Approval of Changes to HCV Administration Plan**

Commissioner Stark **MOVED** to approve the HCV Administrative Plan to extend the jurisdiction served for immediate implementation. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-11-008** Commissioner Woods **MOVED** to add Resolution 2016-31 to the agenda. Commissioner Stark **SECONDED** the motion and upon voice vote the motion was approved.

**Resolution No. 2016-31: Approval of the 2017 Board of Commissioners Meeting Schedule**  
Commissioner Stark requested that a meeting at Shahan Blackstone North be added to the schedule at a later date.

Commissioner Woods **MOVED** to approve the 2017 Board of Commissioners Meeting Schedule. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

**16-11-13-009 DIRECTORS' REPORTS**

Staff gave reports regarding the Section 8 and Public Housing Programs.

Ms. Johnson stated that the financials are in good order although the budget totals at the end of the year appear to have diminished. Ms. Johnson assured that the JHC bank accounts are solvent and sufficient to pay the agency's expenses. A discussion of proposed changes to re-federalize funds used by the Central Operation Cost Center (COCC) occurred

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

J. Utility Costs and Consumption

**16-11-14-010 Other Business**


Ms. Ingram advised that a letter of intent sent to United Way of Jackson resulted in an invitation to submit financials for review. The funds requested will diversify the JHC income and allow for the continuance of a case manager. Also, four companies attended the Energy Performance Contract

RFP walk through of Chalet Terrace, Reed Manor and Shahan Blackstone North. Interviews of the companies submitting a RFP are forth coming. A water main break affecting Reed Manor G Building resulted in four days of open water flowing into the street. The City of Jackson charged \$3,000 to repair the line. Lastly, a meeting with the Jackson Police Department regarding security at Reed Manor was postponed.

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

The Regular Meeting held November 9, 2016 adjourned at 1:00pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President