

Jackson Housing Commission

Regular Meeting

February 15, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on February 15, 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, Gerald Montgomery and Michelle Woods. The following commissioners were absent: Teresa Gibson and James Stark.

Also present were:

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

17-02-15-001 Public Comments

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

17-02-15-002 Approval of the Minutes of the Regular Meeting held January 18, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held January 18, 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: T. Gibson, J. Stark

17-02-15-003 Approval of the Previously Paid Liabilities: February 2017

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

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

NAYS:

ABSTAIN:

ABSENT: T. Gibson, J. Stark

17-02-15-004 Resolution No. 2017-03: Collection Losses: February 2017

Commissioner Woods **MOVED** to approve the Collection Losses February 2017 in the amount of \$1,664.65. Commissioner Stark **SECODED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery, T. Gibson

17-02-15-005 Director's Reports

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

Section 8

A. Leasing HAP Utilization Report

Ms. Ingram commented that administrative fees are at 77%; the lowest since sequestration.

Public Housing

B. Tenant Accounts Receivables

Ms. Ingram advised that forty-five late payment notices were filed. However, many affected residents have made payment arrangements to address their delinquent accounts.

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram advised that six vacant units needing extensive work were referred to Ink Contracting to be turned because the time needed to turn difficult units was affecting the overall productivity of JHC staff. As a result, a cost analysis determined the appropriateness of contracting certain units to be turned, while allowing JHC staff to turn other units quickly and devote time to other maintenance tasks.

Executive

Ms. Johnson stated that the finance software is working well due to a higher level of training offered by the vendor. Ms. Johnson also explained that changes in HUD personnel hindered timely approval of the Operating Subsidy payed to the JHC, causing operating fund balances to appear low.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

Clarification was given regarding monies paid through Petty Cash for bingo prizes.

- I. After Hours/Emergency Response Report
Ms. Ingram mentioned that alternative entry solutions are being explored to help residents frequently locked out of their units.
- J. Utility Costs and Consumption

17-02-15-06 Other Business

President Pultz-Orthaus advised that Teresa Gibson no longer resides at the Jackson Housing Commission and is not eligible to serve as a Resident Commissioner on the Board of Commissioners. As a result a letter requesting to remove Ms. Gibson from the board was submitted to the mayor. Three persons expressing an interest in serving as a resident commissioner will be contacted and a recommendation will be made to the Mayor/City Council for approval.

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

The Regular Meeting held February 15, 2017 adjourned at 12:20pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President