

**Jackson Housing Commission**  
Minutes of the Special Meeting  
December 2, 2015

The Jackson Housing Commission held a special Meeting on December 2, 2015 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 11:59am. Upon roll call the following commissioners were present: Michelle Pultz- Orthaus, Michelle Woods, Patricia Davis-Dye, and Gerald Montgomery. Upon roll call, the following commissioner was absent: James Stark.

Also present were:

Shari Boyce, Section 8 Director  
Tremachel Johnson, Comptroller  
Chelsea Bryant, Executive Secretary

**15-12-001      Public Comments**

There were no members of the public present.

A motion was made by Commissioner Woods to delete Item No. 6 from the December 2, 2015 Agenda. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

**15-12-002      Approval of the Minutes of the Regular Meeting Held October 21, 2015**

The minutes of the October 21, 2015 Regular Meeting Minutes were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held October 21, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote the motion was adopted:

**15-12-003      Approval of the Previously Paid Liabilities from August 14, 2015 thru October 15, 2015**

A brief discussion occurred regarding payments approved for air duct cleaning.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities from October 15, 2015 thru November 10, 2015. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-004

**Resolution No. 2015-33: Collection Losses Write Off December 2015**

A brief discussion took place confirming the amounts written off of individual accounts.

Commissioner Woods **MOVED** to approve the Collection Losses October 2015

Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-005

**Resolution No. 2015-34: First Merit Signature Card Addition**

Commissioner Woods **MOVED** to approve the First Merit Signature Card Addition adding Laurie Ingram as a signer. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-006

**Resolution No. 2015-35: County National Bank Signature Card Addition**

Commissioner Woods **MOVED** to approve the County National Bank Signature Card Addition adding Laurie Ingram as a signer. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-007

**Resolution No. 2015-36: Board of Commission Meeting Dates 2016**

Commissioner Woods **MOVED** to approve the Board of Commission Dates 2016.

Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**15-12-008**      **Resolution No. 2015-37: Approval of Employment Contract for Laurie Ingram**  
Commissioner Montgomery **MOVED** to approve the Employment Contract: Laurie Ingram.  
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery  
NAYS: None  
ABSTAIN: None  
ABSENT: J. Stark

**15-12-009**      **Resolution No. 2015-38: Contract Officer Appointment: Laurie Ingram**  
Commissioner Woods **MOVED** to approve the Contract Officer Appointment: Laurie Ingram.  
Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery  
NAYS: None  
ABSTAIN: None  
ABSENT: J. Stark

**15-12-010**      **DIRECTOR'S REPORTS**  
Staff gave reports on the following categories:

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

15-12-011      **OTHER BUSINESSS**

**Marijuana Use**

Commissioner Montgomery raised concerns regarding marijuana use among residents and the impact that such use have on residents living in adjacent units. As a result of this discussion, Ms. Ingram will investigate grievance/complaint procedures to confirm how complaints of Marijuana use are being handled.

**Reed Manor Cameras**

Commissioner Davis-Dye stated that she has been approached by Reed Manor residents regarding security concerns. Per a conversation regarding the security cameras, staff will assure that the cameras are being monitored and used to the full extent at all times.

Commissioner Woods **MOVED** to adjourn. Commissioner Davis-Dye **SECONDED**. All members of the board were in favor of adjournment.

The Special Meeting held on December 2, 2015 adjourned at 12:36pm.

Respectfully submitted,



Laurie Ingram  
Executive Director

ATTESTED:   
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Michelle Pulz-Orthaus, President