

Jackson Housing Commission

Regular Meeting

January 18, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on January 18, 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, James Stark and Michelle Woods. The following commissioners were absent: Teresa Gibson and Gerald Montgomery.

Also present were:

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

17-01-18-001 Public Comments

Lucinda McGinnis, President of the Reed Manor Resident Council expressed concerns regarding the malfunctioning refrigerator in her apartment and inquired about the new refrigerators previously promised for the complex. President Pultz-Orthaus encouraged Ms. McGinnis to make her maintenance concerns known to the property manager.

17-01-18-002 Approval of the Minutes of the Regular Meeting held December 21, 2016

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held December 21, 2016. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery, T. Gibson

17-01-18-003 Approval of the Previously Paid Liabilities: December 2016

During the review of the previously Paid Liabilities, Commissioner Woods asked questions regarding large expenditures appearing on the Paid Liabilities Report. Ms. Ingram explained that the expenditures in question were payments for insurance work, extensive tree services and the new accounting software.

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for December 2016.

Commissioner Woods **SECONDED** 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

17-01-18-004 Resolution No. 2017-01: Collection Losses: January 2017

Ms. Ingram noted that an extensive year end clean-up of aging receivable accounts occurred. Because of this, the Collection Write Offs for January 2016 was considerably higher than normal.

Commissioner Woods **MOVED** to approve the Collection Losses January 2017 in the amount of \$14,531.06. 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

17-01-18-005 Resolution No. 2017-02: Approval of EPC Contract Honeywell

Ms. Ingram stated that Honeywell and Johnson Controls were very close contenders for the Energy Performance Contract. Although both companies were highly qualified and capable of performing the scope of work, differences in the fees assessed for fulfilling the contract gave Honeywell an advantage. For this reason, Honeywell was awarded the contract.

Commissioner Stark **MOVED** to approve to award Honeywell the Energy Performance Contract (EPC). Commissioner Woods **SECONDED** 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

17-01-18-006 DIRECTORS' REPORTS

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

Section 8

A. Leasing HAP Utilization Report

Per Ms. Boyce, HUD allocated January 2017 HAP Funds in December.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram advised that the agency will contract a vendor to quickly turn six units, (three at each AMP).

Executive

Ms. Ingram advised that Ms. Johnson is working with SACS Accounting to resolve limitations of the accounting software. If these limitations are not cured, the agency will procure a more robust accounting system.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

Mr. Stark suggested that scheduling an evening shift may minimize the burden of paying overtime for maintenance emergencies. Staff will evaluate the suggestion.

J. Utility Costs and Consumption

17-01-18-01 Other Business

During a discussion of other business, Ms. Ingram noted that recent PHAS scores designated the JHC as a Standard Performer. However, two points were lost as a result of JHC employees are still under the City of Jackson's Pension Plan. Therefore, staff is working towards a resolution with the City of Jackson. Ms. Ingram also advised that she previously met with the City of Jackson to discuss the pension, deeds, RAD and the Pilot fees. A meeting with HUD and the City of Jackson is being scheduled.

Also during a discussion of recent activities, Ms. Ingram shared that she will attend Race Forward, a training addressing social injustice and racial inequality at Baker College, as well as, a Housing Stability Conference in Las Vegas with the Housing/Section 8 Managers. Ms. Ingram also noted that she and the Human Resource Director are working to revise the existing step compensation structure to prepare for a transition to a merit based assessment system.

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

The Regular Meeting held January 18, 2016 adjourned at 12:34pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President