

## Jackson Housing Commission

Regular Meeting

June 15, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on June 15, 2016 in the Chalet Terrace Community Room. President Pultz-Orthaus called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Michelle Pultz-Orthaus, and Michelle Woods. Commissioner James Stark entered the meeting at 12:04pm. Commissioner Gerald Montgomery was absent.

Also present were:

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

### 16-06-15-001 Public Comments

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

### 16-06-15-002 Approval of the Minutes of the Regular Meeting Held May 18, 2016

Commissioner Pultz-Orthaus highlighted corrections that need to be made to the minutes.

Commissioner Woods **MOVED** to approve with corrections the Regular Meeting Minutes of the meeting held May 18, 2016. Commissioner Davis-Dye **SECONDED** and upon voice vote the motion was adopted.

### 16-06-15-003 Approval of the Previously Paid Liabilities: May 2016

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities for June 2016. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

### 16-06-15-004 Honeywell Presentation

Honeywell representatives provided an overview of how energy savings attained as a result of energy performance contracting can be used to pay for capital improvement projects.

Commissioner Stark **MOVED** to authorize the Executive Director to issue a Request for Proposals for an Energy Performance Contract. Commissioner Davis-Dye **SECONDED** the motion and upon voice vote the motion was adopted.

**16-06-15-005 Resolution No. 2016-12: Collection Losses Write Off: June 2016**

Commissioner Woods **MOVED** to approve the Collection Losses, June 2016. Commissioner Stark **SECONDED** and upon roll call the motion was adopted:

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

**16-06-15-006 Resolution No. 2016-13: Jackson Housing Commission Employee Handbook (Personnel Policy)**

Commissioner Stark **MOVED** to adopt the Employee Handbook (Personnel Policy). Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

**16-06-15-007 DIRECTORS' 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

Ms. Ingram stated that the average unit turn times have decreased.

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

Commissioner Stark requested that the Directors' Reports be accepted as presented.

The Regular Meeting entered a brief recess at 1:14pm and reconvened at to 1:18pm.

**16-06-15-008 OTHER BUSINESS**

**Evaluation: Laurie Ingram**

President Pultz-Orthaus noted that Ms. Ingram has made exceptional progress completing main goals. Within the first six-months with the JHC, Ms. Ingram has worked diligently to build collaborative partnerships, institute supportive services and community building. Ms. Ingram has made progress adjusting job descriptions and is actively pursuing additional funding sources to support initiatives. Ms. Ingram provides open communication and is skilled at relationship building. Therefore, the Board of Commissioners deemed that Ms. Ingram's progress is well aligned with expectations. A recommendation was provided by Ms. Deborah Davis, Human Resources Director, that Ms. Ingram receives a one-step salary increase to Grade 17, Step 10.

Commissioner Stark **MOVED** to authorize Ms. Ingram to receive a one-step salary increase to Grade 17, Step 10. Commissioner Woods **SECONDED** and upon voice vote the motion was approved.

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

President Pultz-Orthaus **MOVED** to authorize Ms. Ingram to receive the one-step salary increase to Grade 17, Step 10, retroactive to her six-month anniversary date of May 30, 2016. Commissioner Woods **SECONDED** and upon roll call the motion was approved:

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

**Commissioner Davis-Dye**

Commissioner Davis-Dye announced her resignation from the Board of Commissioners and expressed heartfelt sentiments regarding her tenure as a Resident Commissioner.

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

The Regular Meeting held June 15, 2016 adjourned at 1:35pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President