

Jackson Housing Commission

Regular Meeting

July 20, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on July 20, 2016 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: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark and Michelle Woods.

Also present were:

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

16-07-20-001 Public Comments

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

16-07-20-002 Approval of the Minutes of the Regular Meeting Held June 15, 2016

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held June 15, 2016. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

16-07-20-003 Approval of the Previously Paid Liabilities: July 2016

A lengthy discussion transpired about the paid liabilities. Commissioner Woods had several questions regarding paid expenses. Mr. Montgomery asked if the JHC could pursue legal action for expenses assumed by the agency for remediation services. Ms. Ingram will consult with the attorney to ask if victim rights laws apply to the recent remediation.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

16-07-20-004 Resolution No. 2016-14: Collection Losses Write Off: July 2016

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

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

16-07-20-005 Resolution No. 2016-15: JHC Maintenance Manual (Maintenance Policies & Procedures) Revision

President Pultz-Orthaus and Commissioner Stark suggested revisions needed in the document.

Commissioner Stark **MOVED** to adopt the JHC Maintenance Manual with noted revisions. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

16-07-20-006 Public Hearing

President Pultz-Orthaus announced the opening of the public hearing to discuss the JHC Admissions & Continued Occupancy Policy (ACOP) revision.

16-07-20-007 Public Comments

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

Ms. Ingram informed the board of the preceding 45 Day Public Comment Period. Ms. Ingram highlighted significant changes to the ACOP that included the discontinued use of arrest records not leading to prosecution to be used as a factor determining occupancy. Also, residents are now allowed to self-certify their community service activities.

16-07-20-008 Resolution No. 2016-16: JHC Admission & Continued Occupancy Policy (ACOP) Revision

Commissioner Stark **MOVED** to adopt the revised JHC Admission & Continued Occupancy Policy. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

The Public Hearing adjourned at 12:43pm and the Regular Meeting immediately reconvened.

16-07-20-009 DIRECTORS' REPORTS

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

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce noted that the numbers of units leased will decrease in next month's 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

16-07-20-010 Other Business

- Ms. Ingram provided updates on areas concerning the agency.
- The JHC recently accepted PC Solutions as the agency's IT Vendor. Per a discussion with the company, Ms. Ingram was advised that cameras could be strategically placed inexpensively at Chalet Terrace and Shahan Blackstone North. However, it was noted that camera additions to the hallways at Reed Manor should only be considered after the lighting in the hallways is improved. Ms. Ingram stated that lighting was a significant area addressed by Honeywell's energy conservation proposal. Ms. Ingram also mentioned that she will apply for HUD's Security Service Grant when the request for proposals is announced next year.
- Bernadette McDonald, case manager with the Community Action Agency started on July 1, 2016 and is on-site assisting residents with issues that threaten their housing. Ms. McDonald's transition was seamless and she is doing a wonderful job meeting the needs of the residents.
- Barry Gaudette will perform a financial audit the week of July 25, 2016.
- HUD will conduct a field audit on-site the week of August 22, 2016. Representatives from HUD will review information and speak with staff.
- The JHC has officially severed its relationship with Emerge Accounting. However, due to Emerge's untimely refusal to perform final accounting services, SACS Software's accounting staff was asked to complete the final financial statements.

- Ms. Ingram asked if the Regular Meeting to be held November 16, 2016 could be re-scheduled to allow her to attend a HCV Executive Management Training.

Commissioner Stark **MOVED** to reschedule November's Regular Meeting to be held Wednesday, November 9, 2016 at 12:00pm. Commissioner Woods **SECONDED** and upon voice vote the motion carried.

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

The Regular Meeting held July 20, 2016 adjourned at 1:15pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: 
Michelle Pultz-Orthaus, President