

Jackson Housing Commission

Regular Meeting

May 18, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on May 18, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods. Commissioner Davis-Dye was absent.

Also present were:

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

16-05-18-001 Public Comments

Ms. Stilson-Postma introduced the current officers of the Reed Manor Residents Council.

16-05-18-002 Approval of the Minutes of the Regular Meeting Held April 27, 2016

Commissioners Pultz-Orthaus highlighted corrections that needed to be made to the minutes.

Commissioner Woods **MOVED** to approve with corrections the Regular Meeting Minutes of the meeting held April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

16-05-18-003 Approval of the Minutes of the Annual Meeting Held April 27, 2016

The minutes of the April 27, 2016 Annual Meeting were approved as written.

Commissioner Woods **MOVED** to approve the meeting minutes of the Annual Meeting April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

16-05-18-004 Approval of the Previously Paid Liabilities: April 2016

A discussion of the paid liabilities took place. Ms. Ingram confirmed that Johnny's Tree service was used to quickly remove an antenna that was at risk of falling from a building at Reed Manor. Also discussed was the possibility of pursuing legal action to collect the costs associated with decontaminating a unit once occupied by the resident. Ms. Ingram stated that the JHC's attorneys advised that the costs may outweigh the benefits of pursuing action.

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

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

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

16-05-18-005 Resolution No. 2016-10: Collection Losses Write Off: April 2016

Ms. Ingram explained that spikes in collection write offs may occur at each site and gradually decrease as a result of recently implemented procedures that has alleviated high account balances held by tenants for long periods of time.

Commissioner Woods **MOVED** to approve the Collection Losses, April 2016.

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

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

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

16-05-18-006 Resolution No. 2016-09: RFP2016-04: Health Care Services

During Ms. Ingram's overview of the healthcare plans she mentioned that each insurance company responding to the RFP provided a proposal for Blue Cross Blue Shield. However, there were variances in the specific plans being offered by each agency. Therefore, the Healthy Blue Living Plan proposed by the Craft Agency was the most comprehensive and affordable insurance plan for agency employees.

Commissioner Stark **MOVED** to amend the previous Resolution No: 2016-09 to specifically reference Health Blue Living as the insurance plan selected for JHC employees. 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: P. Davis-Dye

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract for the Healthy Blue Living Plan. Commissioner Montgomery **SECONDED**.

16-05-18-007 Resolution No. 2016-11: RFP2016-06 Reed Manor Restoration Project- Apartment A-11

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract with INK Contracting for the restoration of Reed Manor-Apartment A-11. Commissioner Woods **SECONDED**.

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

16-05-18-008 Resolution No. 2016-12: Jackson Housing Commission Employee Handbook/ Personnel Policy

Commissioner Pultz-Orthaus advised that Resolution No. 2016-12 was incorrect and could not be used. During the discussion, Ms. Ingram explained that Paychex provides a very comprehensive service included in the agency's current contract that manages legislative updates affecting personnel policies. Using this service saves the agency time and legal costs associated with managing required updates to the personnel policy. Ms. Ingram also provided an overview of JHC policies updated as they existed in the previous employee manual.

Commissioner Stark **MOVED** to postpone the approval of the Employee Handbook /Personnel Policy until the Regular Meeting on June 15, 2016. Commissioner Stark **SECONDED**.

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

16-05-18-009 DIRECTOR'S 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

Mr. Stark expressed concerns regarding the high percentage of late/unpaid rent. Ms. Ingram stated new processes will aid in reducing those figures.

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Renovations will start at RM- Apartment A-11, June 2016.

Executive

F. S8 Income Statement

Ms. Johnson stated that JHC finances are in good order. Ms. Johnson and Ms. Ingram will review the budget to make sure that allocations are on track. Also mentioned, Emerge will no longer provide fee accounting services after June 30, 2016.

G. PH Income Statement

- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

16-5-18-010 OTHER BUSINESS

Letter Sent to HUD

Ms. Ingram is still waiting for a response from HUD.

ACOP Changes and Revisions

Ms. Ingram reviewed proposed changes to the Admissions and Continued Occupancy Policy (ACOP). No action is required by the board at this time. The agency is currently in the forty-five day public comment period. The ACOP will be presented for board approval at the meeting held on July 20, 2016.

Dog Park

Mr. Montgomery asked for an update regarding the Dog Park at Reed Manor. Ms. Ingram stated that a portion of the revenue generated from the Comcast contract is earmarked to fund the Dog Park and she is waiting to secure the funds prior to implementing the park. Ms. Ingram also mentioned that she has consulted with the agency's legal team and is waiting for their advice before opening the park. Ms. Ingram confirmed that residents with pets are required to maintain immunizations for their pets and provide the agency with documentation.

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

The Regular Meeting held May 18, 2016 adjourned at 1:03pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____



Michelle Pultz-Orthaus, President