

## Jackson Housing Commission

Regular Meeting

October 19, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on October 19, 2016 in the Chalet Terrace Community Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michellé Woods, Teresa Gibson, Gerald Montgomery, and James Stark.

Also present were:

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

### 16-10-19-001 Public Comments

Patricia Davis-Dye, former Resident Commissioner, expressed concerns regarding the removal of the reception counter glass at Chalet Terrace. Ms. Davis-Dye informed the board that her concerns were for the safety of the front line staff when residents are disgruntled or disorderly, the security of the building, and the protection of tenant information. Ms. Davis-Dye also described examples of occurrences that allegedly led to the installation of security glass by previous management. In response, Ms. Ingram explained that staff agreed that the removing the glass from Reed Manor and Chalet Terrace would enhance the level of customer service provided to residents. Ms. Ingram informed the board that the entire JHC has received de-escalation training and that key frontline staff will receive soft-skill training. Per Ms. Ingram, the change has been well received by residents and Ms. Davis-Dye's unfavorable sentiments are the first to date. President Pultz-Orthus recommended that Ms. Ingram stay abreast of the environment and make changes if the need occur.

### 16-10-19-002 Approval of the Minutes of the Regular Meeting Held August 17, 2016

Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes of the meeting held August 17, 2016. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted.

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

NAYS: None

ABSTAIN: None T. Gibson

ABSENT: None

**16-10-19-003 Approval of the Previously Paid Liabilities: August 2016**

*Ms. Johnson explained that an error was made loading the check documents into the printer which caused the need to void numerous entries.*

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-004 Approval of the Previously Paid Liabilities: September 2016**

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-005 Resolution No. 2016-24: Collection Losses: September 2016**

Commissioner Stark **MOVED** to approve the Collection Losses August 2016 in the amount of \$919.68. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-006 Resolution No. 2016-25: Collection Losses: October 2016**

Commissioner Montgomery **MOVED** to approve the Collection Losses October 2016 in the amount of \$5,533.43. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-007 Resolution No. 2016-26: Fair Market Rents 2016**

Commissioner Stark **MOVED** to approve the Fair Market Rent Schedule 2016. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-008 Resolution No. 2016-27: Fraud, Corruption, Conflict of Interest and Whistleblower Policy**

Commissioner Woods **MOVED** to approve the Fraud, Corruption, Conflict of Interest and Whistleblower Policy as part of the internal controls. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-009 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

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

Ms. Ingram mentioned that efforts were made to procure locksmith services to help reduce the operation cost associated with on-call staff responding to lockouts. However, none of the locksmiths contacted expressed an interest. Commissioner Montgomery suggested Biometric

(fingerprint) scanning as an alternative. Commissioner Woods also suggested keypads as another option. Staff will research the reasonableness of both.

## J. Utility Costs and Consumption

### 16-10-19-010 Other Business

#### **Community Partnerships**

Ms. Ingram informed the board that the Community Action Agency has a case manager at Reed Manor to assist JHC residents with issues affecting their housing. Additional on-going efforts to collaborate with community agencies have resulted in partnerships with Lifeways and Legal Services to provide on-site access to services from both agencies. A start date for services is yet to be determined. Ms. Ingram also revealed her participation in the State-Innovation Grant committee which allowed her to submit a proposal requesting funding for a health care center at Reed Manor. The objective of the State Innovation Grant is to reduce the incidents of emergency room visits, improve the overall health outcomes, and foster maternal and infant health of the population served.

#### **Zero Threshold Status**

Ms. Ingram recently met with the Detroit Field Office to discuss removing JHC from Zero Threshold Status. The previous findings were discussed and follow-up information was requested.

#### **Financial Audit**

The JHC recently received a "Qualified" audit opinion from Barry Gaudette, CPA. The justification for the opinion is that the City of Jackson has yet to separate the pension accounts of JHC employees from those of City employees. Ms. Ingram will continue to speak with the appropriate City of Jackson staff to work towards resolving this issue.

#### **Energy Performance Contract**

The Energy Performance RFP was approved by HUD and is out for bid. A mandatory walk-thru will be held Monday, November 7, 2016 and Thursday, November 10, 2016 for all companies intending to respond to the Request for Proposals.

#### **Proposed Changes to the Administration Plan**

A Request for Comments was published for proposed changes to the Administrative Plan. Changes affecting the jurisdiction served by the Section 8/Housing Choice Voucher Program would allow recipients to use their HCVs in Eastern Washtenaw County. In addition, a Request for Proposals for Site Based Vouchers was published.

#### **Ethics Policy**

Ms. Ingram remarked that the Detroit HUD Field Office determined that a clear Ethics Policy governing the behavior/conduct of commissioners and staff was lacking from JHC policy. Further discussion concerning the language and expectations of the policy took place.

#### **Shahan Blackstone North**

Comments were received from Commissioner Gibson concerning the recent separation of the previous manager of Shahan Blackstone North from the JHC. Commissioner Gibson said that she and other residents greatly miss the former manager. She also shared that the initiatives brought to the community by the former manager vastly benefited the residents and improved the overall atmosphere of the property.

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

The Regular Meeting held October 19, 2016 adjourned at 1:19pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:   
Michelle Pultz-Orthaus, President

