

Jackson Housing Commission

Regular Meeting

May 17, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 19, 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, Michelle Woods, James Stark, and Caroline Parker. The following commissioner was absent: Gerald Montgomery

Also present were:

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

17-05-17-001 Public Comments

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

17-05-17-002 Approval of the Minutes of the Regular Meeting held April 19, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held April 19, 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, C. Parker

NAYS: None

ABSTAIN: J. Stark

ABSENT: G. Montgomery

17-05-17-003 Approval of the Minutes of the Annual Meeting held April 26, 2017

Commissioner Woods **MOVED** to approve the Annual Meeting Minutes of the Board of Commissioners meeting held April 26, 2017. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Woods, J. Stark, C. Parker

NAYS: None

ABSTAIN: M. Pultz-Orthaus

ABSENT: G. Montgomery

17-05-17-004 Approval of the Previously Paid Liabilities: April 2017

Ms. Ingram advised that payments made to PC Solutions were for additional security cameras at Reed Manor. A final payment is due upon completion of the project.

Commissioner Parker **MOVED** to approve Previously Paid Liabilities for April 2017.

Commissioner Woods **SECONDED** and upon voice vote the motion was adopted:

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

- 17-05-17-005 Resolution No.2017-13: Collection Losses: May 2017**
Commissioner Woods **MOVED** to approve the Collection Losses May 2017 in the amount of \$2,519.30. Commissioner Stark **SECONDED** and upon roll call the motion was adopted:

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

- 17-05-17-006 Resolution No.2017-14: Fair Market Rents Fiscal Year 2017 Western Washtenaw County**
Commissioner Stark **MOVED** to approve Fair Market Rents Fiscal Year 2017 for Western Washtenaw County. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

- 17-05-17-007 Director's Reports**
Staff discussed 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

Ms. Johnson, Finance Director reported that the finances are in a healthy state and the agency is preparing the 2016 Fiscal Year Audit.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

President Pultz-Orthaus pointed out duplicate entries on the Emergency Work Order report.

J. Utility Costs and Consumption

17-05-17-08 Other Business

Ms. Ingram informed the board that four responses were received for a recent RFP for Auditing Services. Four proposals were received and based on the evaluations of each proposal; the previous auditor was awarded the contract. Also, the Jackson City Council approved the Merit Based Performance compensation plan and schedule at the city council meeting held May 2, 2017.

Per Ms. Ingram, the addition of security services provided by Teachout Security is going well and responses from residents have been favorable. According to reports from Teachout, the primary call for service has been for lockouts and noise complaints.

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

The Regular Meeting held May 17, 2017 adjourned at 12:23pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President