

Jackson Housing Commission

Regular Meeting

May 16, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on May 16, 2018 in the Reed Manor Board Room. President Woods called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery, and Caroline Parker. Commissioner James Stark was absent.

Also present were:

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

18-05-18-01 Public Comments

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

18-05-18-02 Approval of the Minutes of the Regular Meeting held April 18, 2018

Commissioner Parker **MOVED** to approve the Regular Meeting held April 18, 2018. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

AYES: M. Woods, G. Montgomery, C. Parker

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

18-05-18-03 Approval of the Minutes of the Annual Meeting held April 25, 2018

Commissioner Montgomery **MOVED** to approve the Annual Meeting held April 25, 2018. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted.

AYES: M. Woods, G. Montgomery, C. Parker

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

18-05-18-04 Approval of Previously Paid Liabilities: April 2018

The BOC asked numerous questions regarding previously paid liabilities. Following questions regarding refuse fees paid to the City of Jackson, Mr. Montgomery mentioned that he frequently notices discarded furniture at Shahan that is not in the dumpsters. Ms. Ingram informed that the refuse company will not take anything not in the dumpster and she is considering enclosing to the dumpsters to conceal refuse until staff places items in the dumpster.

Commissioner Montgomery **MOVED** to approve Previously Paid Liabilities for April 2018.
Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

18-05-18-05 Resolution No.2018-08: Approval Collection Losses- May 2018

Ms. Parker would like to see a side by side comparison from the previous year on the for Collection Write Offs Report.

Commissioner Parker **MOVED** to approve the Collection Losses in the amount of \$9,570.73 for May 2018. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

18-05-18-06 Director's Reports

Staff discussed the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

Executive

E. Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

I. Utility Costs and Consumption

18-05-18-07 Other Business

- A ribbon cutting ceremony for the Reed Manor Community Living Room will be held May 15, 2018 at 12:00pm. Community partners will be in attendance.
- Currently, there is no update for the EPC and an explanation for the delay has not been received. Ms. Ingram will contact the new HUD to discuss this matter. Mr. Davis is no longer assigned to JHC.

Other Business Continued

- Ms. Ingram informed that she will apply for a grant from HUD for additional housing vouchers for non-elderly, disabled persons, individuals leaving institutions and those at risk of homelessness or being re-institutionalized. The application deadline is June 18, 2018.
- The Non-Profit Network asked JHC staff and board members to complete a diversity assessment for the agency. Ms. Poole will forward a link for the assessment to the BOC.
- Ms. Ingram discussed an internship program to be offered by the JHC for the purpose of providing participating residents with employment skills and experience. This concept which is in the early stages of planning, replicates a similar program at the Ann Arbor Housing Authority. Commissioner Parker mentioned that she would like to be involved. Hakim Crampton, case manager and Michigan Work Services will implement a work readiness curriculum with participants. The first cohort has been selected and the program will be offered on a rolling quarter.
- JHC staff met with Jane Myers, of Dochas to discuss a summer program for children at Chalet Terrace.


Commissioner Parker **MOVED** to adjourn the Regular Meeting of the Jackson Housing Commission; Commissioner Montgomery, **SECONDED** the motion.

The Regular Meeting held May 16, 2018 adjourned at 12:34pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: 

Michelle Woods, President

