

Jackson Housing Commission

Regular Meeting

August 15, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on August 15, 2018 in the Reed Manor Board Room. President Michelle Woods called the meeting to order at 12:04pm. Upon roll call, the following commissioners were present: Michelle Woods, Gerald Montgomery, and Caroline Parker. James Stark notified the board of his absence.

Also present were:

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

18-08-15-01 Public Comments

A resident asked if staff could perform welfare checks to assure that residents not seen are okay. Ms. Ingram assured that welfare checks are a normal occurrence.

18-08-15-02 Approval of the Minutes of the Regular Meeting held July 18, 2018

Commissioner Montgomery **MOVED** to approve the Minutes of the Regular Meeting held July 18, 2018. Commissioner Parker **SECONDED** and upon voice vote, the motion adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

18-08-15-03 Approval of Previously Paid Liabilities: July 2018

Commissioner Parker **MOVED** to approve Previously Paid Liabilities for July 2018. Commissioner Montgomery **SECONDED** and upon roll call vote, the motion adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

18-08-15-04 Resolution No.2018-12: Approval Collection Losses: August 2018

Commissioner Parker **MOVED** to approve the Collection Losses for \$2,165.25 for August 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

18-08-15-05

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

18-08-15-06

Other Business

Diversity Assessment

Katena Cain consultant from the Non Profit Network discussed the outcomes of a recent Diversity Assessment completed by staff and board members. The areas discussed are as follows:

Internal Systems-Administrative Policies and Operational Policies and Operational Practice Recommendations and/or areas of improvement

- Provide unisex and family restrooms

Governance-Board Composition & Recruitment Recommendations and/or areas of improvement

- Determine extent of authority to recruit board members

Governance-Human Resource Policies Recommendations and/or areas of improvement

- Include "sexual orientation" & other gender identity expressions in equal employment policy
- Zero Tolerance Harassment Policies

Strategic Planning, Programs & Services

Recommendations and/or areas of improvement

- Follow up with Regina Pinney, Non Profit Network regarding the Strategic Plan
- Include residents in strategic planning process
- Diversify funding sources when possible.

Comment: The JHC Internship program is an example of implemented programs and services that diversify staff

Communication- Marketing Ads & Outreach.

Recommendations and/or areas of improvement

- Add representation of various groups in marketing & outreach efforts

Comment: JHC has representation in various areas of the community. Ms. Parker seeks a better understanding of her role as a board member in the community that includes what she can and cannot do in regards to engagement.

Performance Management-Measurement, Evaluation & Research

Recommendations and/or areas of improvement

- Consider adding a goal that relates to equity in staff evaluations
- Add a discussion of diversity statements to meeting agenda

Comment: Ms. Cain will provide an example statement to review

In conclusion:

Ms. Cain provided a document that thoroughly summarized the outcomes and gave recommendations stemming from the Diversity Assessment. Per Ms. Ingram, staff will review the Tenant Bullying, Harassment, and Ethics policies and update to address gender orientations and identity. Ms. Poole will coordinate staff trainings in Bridges out of Poverty and Diversity before year-end.

Other Business

- Lorenzo Neal a long time employee of the Jackson Housing Commission has retired after 33 years of service. There will be a retirement recognition luncheon and the Board of Commissioners will receive invitations.
- The HUD Field Office will perform a remote audit of requested records in the upcoming week. Additional information will follow as it becomes available.
- The maintenance internship is underway. Participants are shadowing staff 20 hours per week and Work Services are providing training three hours per week. Staff is continuously working with participants to alleviate barriers that could otherwise keep a person from remaining employed. Ms. Ingram stated that the program is one of the proudest highlights of her career. Ms. Parker informed that she is available to conduct life skills training. Laurie mentioned that opportunities for community mentors are forthcoming. Mr. Montgomery asked if interns can be employed to answer emergency calls after hours. Ms. Ingram replied that she is open to considering the possibility of using newly trained staff in that capacity.
- Ms Ingram informed that a long time resident of Reed Manor passed this week. Mr. Montgomery asked if the agency sends flowers. Per Ms. Ingram, some circumstances make it difficult to send items to family members; often times there are no family members on record.
- A resolution to change the BOC schedule and add a meeting at Shahan Blackstone North, will be presented at the September 19, 2018 BOC meeting.

Commissioner Montgomery **MOVED** to adjourn the Regular Meeting of the Jackson Housing Commission held August 15, 2018.
Commissioner Montgomery **SECONDED** the motion.

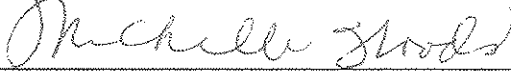
The Regular Meeting held August 15, 2018 adjourned at 12:49pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED:



Michelle Woods, President

