

## Jackson Housing Commission

Regular Meeting

April 18, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 18, 2018 in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery, Caroline Parker and James Stark.

### Also present were:

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

### 18-04-18-01 Public Comments

Jerry Knight followed up on a FOIA request submitted to the JHC. Ms. Ingram advised that the FOIA request that he submitted was to request documents from the City of Jackson; not the JHC. She also informed that she sent a reply to the email address given in his original request, giving instructions on how to acquire and complete the appropriate forms.

Jeromy Alexander, City Council Member, 3rd Ward, introduced himself to those in attendance and shared that he is interested in learning more about the JHC.

### 18-04-18-02 Approval of the Minutes of the Regular Meeting held March 21, 2018

Commissioner Stark **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held March 21, 2018. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

### 18-04-18-03 Approval of Previously Paid Liabilities: March 2018

In-depth questions were asked regarding previously paid liabilities. Mr. Stark would like to see a memo indicating refuse fees charged to residents. Ms. Ingram clarified that \$1,600 was spent for cables used to extend the reach of the heat treat units previously purchased.

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for March 2018.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

18-04-18-04

**Resolution No.2018-07: Approval Collection Losses- April 2018**

Commissioner Stark **MOVED** to approve the Collection Losses in the amount of \$4,282.32 for April 2018. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

18-04-18-05

**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

The BOC highlighted concerns regarding vacant unit turnaround times. Ms. Ingram advised that the actual days to turn units are reasonable. However, the actual vacant days as a result of leasing is as also a contributing factor impacting the number of days units remain vacant. Ms. Ingram will discuss matters concerning leasing units with property managers.

Executive

E. Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

I. Utility Costs and Consumption

18-04-18-06

**Closed Session**

Commissioner Montgomery **MOVED** to enter a Closed Session at approximately 12:30pm. Commissioner Parker **SECONDED**.

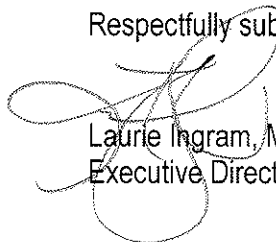
Commissioner Stark **MOVED** to re-convene the Regular Meeting at 12:48pm

Commissioner Stark **SECONDED**.

- Ms. Ingram shared that the Community Living Room Grand Opening and Ribbon Cutting Ceremony is May 17, 2018 at 12:00pm. This event will showcase the CLR at Reed Manor and highlight continued improvements for the residents that includes the opening of art rooms and an exercise room. Also, the Home of New Vision is hosting recovery programs on site for residents.
- Ms. Ingram advised that there is no EPC update at this time.
- The JHC Annual Meeting will be held April 25, 2018.
- Ms. Ingram informed that Daniel Greer resigned from the BOC.
- The JHC will transition to new housing software late June, early July 2018.
- Ms. Ingram informed that she intends to file a complaint with the Post Master concerning the conduct of a postal carrier who is consistently posting disparaging remarks and pictures at Reed Manor on his Facebook page. The board agreed to sign the letter of complaint in support.

The Regular Meeting held April 18, 2018 adjourned at 12:55pm.

Respectfully submitted,

  
Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:



Michelle Woods, Vice-President

