

Jackson Housing Commission

Special Meeting

October 2, 2017

11:00am

The Jackson Housing Commission Board of Commissioners held a Special Meeting on October 2, 2017 in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 11:00am. Upon roll call the following commissioners were present: Gerald Montgomery, James Stark, Michelle Woods and Caroline Parker. The following commissioner was absent: Michelle Pultz-Orthaus.

Also present were:

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

11-11-01 Public Comments

Pete Schwiegeraht, Senior Developer, MV Residential Development answered questions regarding the Francis Senior Lofts Operating Agreement.

17-10-02 New Business-Francis Senior Lofts Operating Agreement

Per. Ms. Ingram, the Jackson Housing Commission was approached by MV Residential Development, an Ohio Based company responsible for developing the 45 unit senior complex, Francis Senior Lofts, to be located in Jackson on the corner of Francis and Wesley Streets. The partnership would require the JHC to provide seven Project Based Housing Choice Vouchers to the development, as well as, sign onto the project as a co-developer and assist in the application for MSHDA housing tax credits available for the project.

Ms. Ingram stated that the attorneys confirmed that JHC would assume no financial risks and JHC will receive a one-time Developer Fee in the amount of \$100,000 as a result of the partnership. MV Residential Development will manage the units and JHC will also receive residual service revenue for each unit. Ms. Ingram stated that the City of Jackson is in support of this senior complex for residents 55 and over.

Resolution No. 2017-23: Approval of Francis Senior Loft Operating Agreement

Commissioner Stark **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

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

NAYS: None

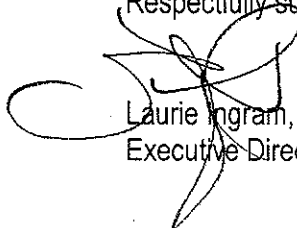
ABSTAIN: None

ABSENT: M. Orthaus

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

The Special Meeting Held October 2, 2017 adjourned at approximately 12:20pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: Michelle Woods
Michelle Woods, Vice-President

Jackson Housing Commission

Regular Meeting
October 18, 2017
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on October 18, 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 Gerald Montgomery, Caroline Parker, and Michelle Woods. Commissioner Stark entered the meeting at 12:03pm.

Also present were:

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

17-10-2-01 Public Comments

No remarks were made.

17-10-2-02 Approval of the Minutes of the Regular Meeting held September 20, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held September 20, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-10-2-03 Approval of the Minutes of the Special Meeting held October 2, 2017

Mr. Stark informed that a change needed to be made to the number of units in the Francis Senior Loft development from 49 to 45. During further discussion, Ms. Ingram confirmed that seven Project Based Housing Choice Vouchers would be allocated to the development and the JHC would more than likely manage the waitlist for the Housing Choice Vouchers.

Commissioner Woods **MOVED** to approve the Special Meeting Minutes of the Board of Commissioners meeting held October 2, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: M. Pultz-Orthaus, C. Parker

ABSENT: None

- 17-10-2-04 Approval of the Previously Paid Liabilities: September 2017**
Questions were asked regarding the previously paid liabilities.
Commissioner Stark **MOVED** to approve the Previously Paid Liabilities for September 2017.
Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:
- AYES: M. Pultz-Orthaus, G. Montgomery, C. Parker, J. Stark, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None
- 17-10-2-05 Resolution No.2017-24: Approval Collection Losses-October 2017**
Commissioner Stark **MOVED** to approve the Collection Losses for October 2017. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:
- AYES: M. Pultz-Orthaus, G. Montgomery, C. Parker, J. Stark, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None
- 17-10-2-06 Resolution 2017-25: Approval of HCV 2018 Payment Standards**
Commissioner Stark **MOVED** to approve the HCV 2018 Payment Standards. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:
- AYES: M. Pultz-Orthaus, G. Montgomery, C. Parker, J. Stark, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None
- 17-10-2-07 Resolution 2017-26: Approval of Energy Services Agreement**
Members of the Board requested to postpone the approval of the agreement to finance the Energy Services Contract with Honeywell. Ms. Ingram advised that a special meeting could be arranged to answer questions stemming from the review of the Energy Performance Finance Agreement.
- Commissioner Parker **MOVED** to postpone the approval of the Energy Services Agreement.
Commissioner Woods **SECONDED** and upon role call the motion was adopted:
- AYES: M. Pultz-Orthaus, G. Montgomery, C. Parker, J. Stark, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None
- 17-10-2-08 Director's Reports**
Staff discussed the Section 8 and Public Housing Programs.
- Section 8
- A. Leasing HAP Utilization Report
The Section 8 Wait List was opened in September and is now closed. Approximately 2,400 applications were received. Letters are currently being mailed informing applicants of their status.

Public Housing

B. Tenant Accounts Receivables

Per. Ms. Johnson, tenant receivables and the subsidy from HUD have increased. A brief discussion took place regarding the likelihood of a budget amendment for the current fiscal year.

C. Move Outs

D. Vacant Unit Turnaround

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

17-10-2-09

Other Business

- In response to a question from Commissioner Parker asking how the board could further support the director, Ms. Ingram shared that presenting the Jackson Housing Commission in a positive manner would help change the perception of the agency. She went on to explain that a recent conversation regarding an issue with the agency's waste management vendor would have best been left to be discussed with JHC management. Ms. Ingram also informed that a letter identifying specific contractual issues, will be sent to the current vendor with hopes to bring the contract into compliance. Mr. Stark mentioned that issues with the waste management company have been historical in nature and it appears that there is very little change.
- President Pultz-Orthaus advised that she would be not be renewing her term due changes in her work responsibilities. Ms. Ingram, and the BOC expressed their sentiments regarding her diligent oversight and dedication in advancing the mission of the JHC.
- Ms. Ingram shared that HUD approved the Public Housing Assessment System (PHAS) appeal from the Jackson Housing Commission.
- Ms. Ingram presented a letter to HUD asking to be added to the Rental Assistance Demonstration (RAD) Wait List. RAD is a process that allows public housing agencies to leverage private investment dollars to renovate inventory and use Housing Choice Vouchers to maintain the housing affordability.
- Ms. Ingram invited board members to tour recently renovated hallways at Reed Manor.

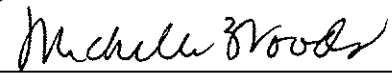
Commissioner Montgomery **MOVED** to adjourn. Commissioner Woods **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held October 18, 2017 adjourned at 12:38pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: 

Michelle Woods, Vice-President