

Jackson Housing Commission

Regular Meeting

July 19, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on July 19, 2017 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:01pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Gerald Montgomery, James Stark and Caroline Parker.

Also present were:

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

17-07-001

Public Comments

Members of the public were present; Pamela Stilson-Postma made a comment to the BOC.

17-07-002

Approval of the Minutes of the Regular Meeting held June 21, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held June 21, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-003

Approval of the Previously Paid Liabilities: June 2017

Questions were asked regarding the Previously Paid Liabilities.

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for June 2017.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-004

Resolution No. 2017-17: Collection Losses: July 2017

Commissioner Stark **MOVED** to approve the Collection Losses June 2017 in the amount of \$1,385.00. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

17-07-005

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

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

17-07-06

Executive Session

President Pultz-Orthaus **MOVED** to close the Regular Meeting at 12:15pm to immediately proceed with a Closed Executive Session. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-07

Regular Meeting Reconvened

President Pultz-Orthaus **MOVED** to reconvene the Regular Meeting at 12:52pm. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-08 Other Business

- Ms. Ingram stated that Honeywell presented a revised plan for the Energy Performance Contract (EPC) that better meet the needs of the agency. She also informed that the legal review is in progress and that twenty weeks is the estimated timeframe for completion.
- Ms. Ingram informed the BOC that she continues to participate in the RAD review panel for the Melvindale Housing Commission and has gained a wealth of knowledge as a result. She mentioned that a conversation with a RAD consultant resulted in an offer to perform a free property assessment to determine the feasibility of RAD as an option for JHC.
- The HUD Field Office will be on site the week of July 31, 2017, to conduct a VMS audit for the Housing Choice Voucher program.
- Ms. Ingram provided a thorough review of Michigan State Legislation regarding opioid overdose response and Naloxone administration. She also assured that protocols and procedures would be adopted in the event the JHC enacted an opioid reversal administration program. President Pultz-Orthaus suggested that a representative from the health community review any proposed policy to lend their expertise.

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

The Regular Meeting held July 19, 2017 adjourned at 1:07pm

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____



Michelle Pultz-Orthaus, President

