

## Jackson Housing Commission

Regular Meeting

June 20, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on June 20, 2018 in the Chalet Terrace Community Room. President Michelle Woods called the meeting to order at 12:00pm. 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

### 18-06-20-01 Public Comments

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

### 18-06-20-02 Approval of the Minutes of the Regular Meeting held May 16, 2018

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

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

### 18-06-20-03 Approval of Previously Paid Liabilities: May 2018

Commissioner Montgomery **MOVED** to approve Previously Paid Liabilities for May 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

### 18-06-20-04 Resolution No.2018-09: Approval Collection Losses: June 2018

Commissioner Parker **MOVED** to approve the Collection Losses in the amount of \$2,942.00 for June 2018. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

### 18-06-20-05 Director's Reports

Staff discussed the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

It was noted that Housing Choice Vouchers were fully utilized.

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

The vacant unit turn days are down. However, pest control issues and a sagging floor caused overall unit turn times to lag. Also, time spent preparing for city inspections, as well as, emerging plumbing issues at Bldgs. H and I (Reed) required staff immediate attention.

Executive

E. Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

I. Utility Costs and Consumption

**18-06-20-06 Other Business**

Per Ms. Ingram, inspections performed at Reed Manor by the City of Jackson went well, minor repairs are prevalent, but can be easily be addressed. Some key housekeeping issues emphasized by the inspector remain. As a result, Ms. Ingram and President Woods would like to review the current City Ordinance regarding clutter to assure that it does not conflict with the inspector's interpretation of the violation. Also, some board members would like to accompany the inspector at a future inspection.

Ms. Ingram informed that extensive repair work to repair a gate valve at Reed Manor involved tearing out the parking lot. Ms. Ingram also advised that the Non-Smoking Policy will be presented at July's BOC meeting. This Non-Smoking Policy affects all PHA dwellings with the exception of the HCV Program. Ms. Ingram is currently working with an Advisory Panel consisting of residents and staff to identify ways to best implement the smoke free mandate in compliance with HUD guidelines. Mr. Stark expressed concern that the preliminary plans for enforcement in his opinion are too lenient. A discussion involving the perspectives of persons who struggle with smoking addiction and mental health issues were interjected by an Advisory Panel member in attendance.

Ms. Ingram mentioned that she is concerned with persons with limited mobility accessing common smoking areas. The criteria for enforcement and the placement of smoking areas 25ft from dwellings are yet to be determined. The advisory panel meets each Monday at 12:00pm until further notice. BOC members are invited to attend.

Ms. Ingram submitted the Mainstream Voucher Grant to HUD and she informed that the JHC Internship Program will be outlined in July's meeting.

Commissioner Montgomery **MOVED** to adjourn the Regular Meeting of the Jackson Housing Commission at 12:35pm and enter a Closed Session. Commissioner Parker **SECONDED** the motion.

After which Mr. Mike Jenkins, maintenance staff at Chalet Terrace made comments that: electrical panel and or shut off locations is needed for staff to turn off power in an event of a fire. Ms. Jannaa Pool, manager of Chalet Terrace will work to obtain the information.

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

The Regular Meeting held June 20, 2018 adjourned at 1:25pm.

Respectfully submitted,

  
Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_



Michelle Woods, President

