

## Jackson Housing Commission

Regular Meeting

June 21, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on June 21, 2017 in the Chalet Terrace Community Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Gerald Montgomery, and James Stark. The following commissioner was absent: Caroline Parker.

### Also present were:

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

### 17-06-001 Public Comments

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

### 17-06-002 Approval of the Minutes of the Regular Meeting held May 17, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held May 17, 2017. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

### 17-06-003 Approval of the Previously Paid Liabilities: May 2017

Mr. Stark asked staff to determine if purchasing commercial drain cleaning equipment would allow maintenance to clear drains without having to call a plumber and minimize the expense. Ms. Ingram informed that the purchase of commercial equipment was previously discussed with staff. However, the maintenance leads were concerned that fragile pipes could be damaged if a procedure is performed incorrectly.

Commissioner Woods **MOVED** to approve Previously Paid Liabilities for May 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

17-06-004

**Resolution No.2017-15: Collection Losses: June 2017**

Commissioner Stark **MOVED** to approve the Collection Losses June 2017 in the amount of \$20.00. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted;

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

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

17-06-005

**Resolution No.2017-16: Approval to Execute Revised Annual Contributions Contract**

During a discussion of the proposed ACC, Ms. Ingram mentioned that the BOC approved changing to the revised ACC when it was introduced by HUD in 1995. However, a copy was not found on file at the HUD Field Office, making the transition to no effect. Ms. Ingram also stated that moving to the revised ACC would lengthen contracts for good/services. She also noted that the attorney recommends changing to the 1995 version of the ACC.

During a discussion regarding the property deeds, Mr. Stark recommended leveraging the deeds and working with the City to make renovations to Reed Manor.

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery

NAYS: J. Stark

ABSTAIN: None

ABSENT: C. Parker

17-06-006

**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

Ms. Ingram reported that PIC was uploaded before a correction to an inaccurate entry could be made. Therefore, she contacted HUD to advise that a subsidy payment was received for a vacant unit.

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

Ms. Ingram mentioned that monthly reports will be updated with new a format and a report containing additional information regarding incidents of a serious nature will be added.

H. Utility Costs and Consumption

**17-06-07 Other Business**

- Due to recent Michigan State Legislative approval of statewide prescriptions of an opioid antagonist drug, a third party opioid-related overdose program is being explored with community partners. Detailed documentation will be submitted to the BOC at a later time.
- Honeywell will provide updates regarding the investment grade audit on Thursday, June 22, 2017.
- The agency is currently in the process of identifying a housing manger to fill a recent leadership vacancy.

President Pultz-Orthaus **MOVED** to adjourn. Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held June 21, 2017 adjourned at 12:32pm

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:   
Michelle Pultz-Orthaus, President

