

Jackson Housing Commission

Regular Meeting

August 16, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on August 16, 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, Gerald Montgomery and Caroline Parker. The following commissioners were absent: Michelle Woods and James Stark.

Also present were:

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

17-08-01

Public Comments

Members of the public were present. No comments were made.

17-08-02

Approval of the Minutes of the Regular Meeting held July 19, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held July 19, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: M. Woods, J. Stark

17-08-03

Approval of the Previously Paid Liabilities: July 2017

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for July 2017. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: M. Woods, J. Stark

17-08-04

Public Hearing-Admission & Continued Occupancy Plan (ACOP)

President Pultz-Orthaus opened the Public Hearing for the Admission & Continued Occupancy (ACOP). Upon entering the Public Hearing President Pultz-Orthaus solicited comments from those in attendance. However, no comments were made.

Ms. Ingram acknowledged two letters of support for the proposed changes to the ACOP from a community partner and a Reed Manor resident.

17-08-05 Public Hearing-Administration Plan
President Pultz-Orthaus opened the Public Hearing for the Administration Plan. Upon entering the Public Hearing President Pultz-Orthaus solicited comments from those in attendance. However, no comments were made. Ms. Ingram advised that there were no comments received in writing from the public.

17-08-06 Admission & Continued Occupancy Plan
Commissioner Montgomery **MOVED** to approve the Admission & Continued Occupancy Plan Revision. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

17-08-07 Administrative Plan Revision
Commissioner Parker **MOVED** to approve the Administrative Plan Revision. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

17-08-08 Approval of JHC Opioid Reversal Administration Program Policy
Ms. Ingram stated that she discussed JHC's intention to implement a drug reversal program with a HUD representative and was assured that they understand the problems PHAs are having. It was also mentioned that similar policies have become prevalent among housing authorities.

Per Ms. Ingram, the proposed policy was authored by her and reviewed by the agency's attorney. Therefore, the attorney advised that since the policy's implementation is based on current Michigan Legislation approving third party administration of opioid reversal drugs, there is no liability on the agency.

Commissioner Montgomery **MOVED** to approve the **JHC Opioid Reversal Administration Program**. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

17-08-09 Director's Reports
Staff discussed the Section 8 and Public Housing Programs.

Section 8
A. Leasing HAP Utilization Report

Ms. Ingram reported that the recent VMS Audit revealed a .1 percent variance in the reported units leased per month and a .2 percent variance in the HAP payments reported for twelve months. She went on to explain that the small variance in HAP reporting was due to an error calculating reported HAP payments and a correction has been made. Ms. Ingram also expressed her satisfaction with the exceptional work performed by Mrs. Boyce and Ms. Johnson.

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

Ms. Ingram informed that unit turns are averaging 29 days due to units remaining vacant because of ongoing bed bug issues at Reed Manor. She went on to say that more than one approach is being used to remedy the problem that includes as a consideration, purchasing heat treating equipment to treat vacant units prior to leasing. Additionally, case manager Shannon Brooks is providing residents with assistance in preparing homes for treatment and coins for laundry.

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

17-08-10

Other Business

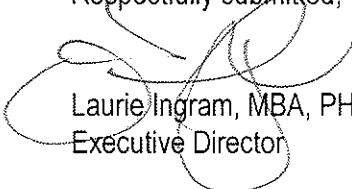
- A housing manager for Reed Manor was selected. The new manager will start in September.
- A RAD consultant will be on site August 16, 2017 to give an opinion on the overall condition of Reed Manor.
- Ms. Ingram informed the board that 2013 Capital Funds were obligated incorrectly by the previous director. As a result, HUD advised JHC to re-obligate and completely use the 2013 funds by September 8, 2017, otherwise the funding would be rescinded. As a result, funding originally allocated for hallway renovations at Reed Manor will be partially used for that purpose as well as, management improvements that include upgrading Housing Management/Finance software, office technology and staff training. Ms. Ingram advised that 2014 Capital Funds were erroneously allocated as well, and a plan is in place to rectify the problem.
- The Energy Performance contract scope of work is forthcoming.

- Hallway renovations are underway in Building B. The project will consist of replacing existent carpet with laminate flooring and as a preventative measure, treating the areas for bed bugs prior to replacing the flooring.

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

The Regular Meeting held August 16, 2017 adjourned at 12:41pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President