

Jackson Housing Commission

Regular Meeting

March 21, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on March 21, 2018 in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:01pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery and Caroline Parker. Daniel Greer was not in attendance and his absence was excused. James Stark entered the meeting at 12:05pm.

Also present were:

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

18-03-21-01 Public Comments

No comments from the public were made.

18-03-21-02 Approval of the Minutes of the Regular Meeting held February 21, 2018

Commissioner Parker **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held February 21, 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: D. Greer

18-03-21-03 Approval of Previously Paid Liabilities: February 2018

In-depth questions were asked regarding previously paid liabilities.

Commissioner Montgomery **MOVED** to approve Previously Paid Liabilities for February 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: D. Greer

18-03-21-04 Resolution No.2018-05: Approval Collection Losses- March 2018

Commissioner Stark **MOVED** to approve the Collection Losses in the amount of \$4,404.03 for March 2018. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: D. Greer

18-03-21-05 Resolution No.2018-06: Approval of JHC 2018-2019 Operating Budget

Commissioner Stark noted the change needed to correct the year on the submitted budget. Ms. Ingram provided an explanation of how each AMP sustains its own budget by the funds generated from rents and subsidies from HUD. As a result, Chalet Terrace and Shahan Blackstone North's revenues are drastically lower than Reed Manor's. Ms. Ingram also highlighted allocated items in the FY2018-2019 Operating Budget that include the installation of additional playground equipment at Chalet Terrace and extensive exterior work and plumbing at Reed Manor.

Commissioner Montgomery **MOVED** to approve the FY2018-2019 Operating Budget for the Jackson Housing Commission. Commissioner Parker **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: D. Greer

18-03-21-06 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 noted that vacant unit turn days have decreased.

Executive

E. Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

I. Utility Costs and Consumption

18-03-21-07 Closed Session

Commissioner Stark **MOVED** to enter a Closed Session at 12:25pm. Commissioner Montgomery **SECONDED**. Commissioner Stark **MOVED** to re-convene the Regular Meeting at 12:51pm Commissioner Stark **SECONDED**.

18-03-21-08 Other Business


Ms. Ingram confirmed that the Community Living Room (CLR) is open with approximately twenty residents visiting daily. In addition, Jackson Community Ambulance is onsite daily from 5:00pm to 7:00pm to assist residents. Referral Specialists, Anthony Gittens and Alice Walker are very effective engaging and connecting residents with resources, arranging medical appointments and providing transportation. Janice Fairly introduced herself to those in attendance. Ms. Fairley engages and supports residents visiting the CLR. Ms. Ingram shared sentiments that the CLR is everything that it was hoped to be.

Per, Ms. Ingram, the Energy Performance Contract, EPC documents have not been received from HUD. Honeywell and a contact from Commissioner Stark are willing to help facilitate obtaining the necessary documents. Lastly, roofing is being replaced at Reed Manor, as the hallway renovations near completion.

The Regular Meeting held March 21, 2018 adjourned at 12:55pm.

Respectfully submitted,


Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: 

Michelle Woods, Vice-President

