

Jackson Housing Commission

Regular Meeting
January 17, 2018
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on January 17, 2018 in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:00pm. Upcn roll call the following commissioners were present: Michelle Woods, Caroline Parker, and Gerald Montgomery. Daniel Græer, a newly appointed commissioner was added to the roll call and was in attendance. The following commissioner was absent: James Stark.

Also present were:

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

18-01-17-01 Public Comments

Hakim Crampton, new CAA Case Manager serving JHC residents made introductions to the BOC.

18-01-17-02 Approval of the Minutes of the Regular Meeting held November 15, 2017

Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held November 15, 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

18-01-17-03 Approval of Previously Paid Liabilities: November & December 2017

Questions were asked regarding previously paid liabilities.

Commissioner Parker **MOVED** to approve Previously Paid Liabilities for November & December 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

18-01-17-04 Resolution No.2018-01: Approval Collection Losses- January 2018

It was noted that collection losses included those not written off as a result of the December 2017 meeting cancellation.

Commissioner Parker **MOVED** to approve the Collection Losses for January 2018. Commissioner Greer **SECONDED** and upon roll call the motion was adopted:

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

18-01-17-05 Resolution 2018-02: Approval of HCV Administrative Plan Revisions

Policy changes were made to approve additional PBV Waitlists to accommodate persons wanting to reside at the Sharon Ann Apartments, Chelsea, Michigan & Francis Street Lofts, Jackson, Michigan.

Commissioner Montgomery **MOVED** to approve the HCV Administrative Plan Revisions. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

18-01-17-06 Resolution 2018-03: Approval of Reed Manor Tenant Association Memorandum of Understanding & Budget

The agreement between the Jackson Housing Commission and Reed Manor Tenant Association is required by HUD, for the association to receive funds associated with the operation of the group.

Commissioner Parker **MOVED** to approve the Reed Manor Tenant Association's, Memorandum of Understanding and Budget. Commissioner Greer **SECONDED** and upon roll call the motion was adopted:

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

18-01-17-07 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 Turnarour d

Per Ms. Ingram, due to staff turnover and illness, selected units were turned by a contractor.

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

Ms. Ingram shared that maintenance staff requested that selected staff be trained to perform HCV installations and repairs to minimize the expense of contracting vendors to perform services. Deborah Davis, Human Resource Director is currently assessing the availability and cost of training.

Commissioner Montgomery expressed that staff may seek advancement elsewhere once trained to perform HCV services. Commissioner Parker added that the opportunity for training may contribute to brand loyalty and employee retention.

H. Utility Costs and Consumption

Commissioner Greer **MOVED** to enter an Executive Session at 12:20pm. Commissioner Parker **SECONDED**. As a result, the BOC and Executive Director met in the director's office.

Commissioner Greer **MOVED** to reconvene the Regular Meeting at 1:05pm. Commissioner Parker **SECONDED**. Roll call was taken and the commissioners present were as follows: Michelle Woods, Gerald Montgomery, Caroline Parker and Daniel Greer.

18-01-17-08 **Other Business**

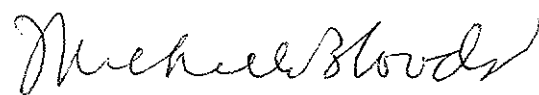
- Ms. Ingram stated that the proposed 2018-2019 Fiscal Year budget will be submitted to the Commission by April 2018. She also informed that the 2017 Fiscal Year audit is complete. Copies of the audit will be distributed at February's meeting.
- Reed Manor and Chalet Terrace office renovations are complete. Staff will return to their offices after technology is configured. Also, new resident management software, purchased with capital funds is scheduled to launch April 1, 2018.
- Bridges Out of Poverty and de-escalation training is scheduled for staff in March. Commissioners are invited to attend, additional information is forthcoming. Ms. Ingram mentioned that budget considerations will be made for commissioner training in the 2018-2019 fiscal year budget.
- Commissioner Parker thanked the RM Tenant Association for their commitment
- Commissioner Greer made introductions to the BOC and all in attendance.
- Commissioner Greer **MOVED** to adjourn. Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held January 17, 2018 adjourned at 1:13pm.

Respectfully submitted,


Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____


Michelle Woods, Vice-President

