

## Jackson Housing Commission

Regular Meeting  
September 20, 2017  
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on September 20, 2017 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: Gerald Montgomery, Caroline Parker, James Stark and Michelle Woods. The following commissioner was absent: Michelle Pultz-Orthaus.

### Also present were:

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

17-09-01

### Public Comments

A Chalet Terrace Resident approached the board to discuss parking at the complex. The resident informed that she is not able to park in the vicinity of her unit and asked that provisions be made for residents to park near their units. Ms. Ingram advised that the problem will be resolved. Also mentioned was the increase undesirable activity at Chalet Terrace.

17-09-02

### Approval of the Minutes of the Regular Meeting held August 16, 2017

Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held August 16, 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

17-09-03

### Approval of the Previously Paid Liabilities: August 2017

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

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

17-09-04

### Resolution No.2017-21: Approval Collection Losses-September 2017

Commissioner Montgomery **MOVED** to approve the Collection Losses for September 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None  
ABSTAIN: None  
ABSENT: M. Pultz-Orthaus

**17-09-05 Resolution 2017-22: JHC Pet Policy Revision**

Mr. Stark discussed concerns regarding language in the proposed policy that places the burden of determining if an owner is providing proper care of an animal on JHC management. Ms. Parker also provided formatting suggestions.

Commissioner Parker **MOVED** to approve the JHC Pet Policy Revision. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

**17-09-06 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

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

**17-09-07 Other Business**

- Ms. Ingram introduced Albert Cueller, Housing Manager, Reed Manor.
- The BOC was informed that Michelle Pultz-Orthaus, will not seek a re-appointment when her term ends October 2017
- The Section 8 Wait List is open and the new web based application process is going well.
- Ms. Ingram discussed a possible partnership with the developer responsible for the proposed Francis Senior Loft development in Jackson on the corner of Wesley and Francis Streets. The

partnership will require JHC to allocate seven Project Based Housing Choice Vouchers for the development. This endeavor should not cost the agency funds; but provide a determined revenue source for the JHC. A Special Meeting may be warranted to discuss the project.

- A Strategic Planning session is scheduled with the Non-Profit Network.
- The Energy Performance Contract Agreement is forth coming.
- Ms. Ingram informed that there was a processing error generated at the time of the FDS submission which adversely affected the agency's FAAS scores. An appeal is being submitted to address this miscalculation.
- Five community partners will participate in an upcoming Narcan training hosted by the Jackson Housing Commission.

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

The Regular Meeting held September 20, 2017 adjourned at 12:46pm.

Respectfully submitted,

  
Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED:

  
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Michelle Pultz-Orthaus, President

