

Jackson Housing Commission

Special Meeting

November 2, 2017

2:00pm

The Jackson Housing Commission Board of Commissioners held a Special Meeting on November 2, 2017 at 2:00pm in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 2:00pm. Upon roll call the following commissioners were present: James Stark, Michelle Woods and Caroline Parker. The following commissioner was absent: Gerald Montgomery.

Also present were:

Laurie Ingram, Executive Director
Tremachel Johnson, Finance Director
Chelsea Bryant, Executive Secretary

17-11-01 Public Comments

No comments were made.

17-11-02 Resolution No. 2017-26: Approval of Lease Purchase Financing for Facility Improvement Measures

Mark Dillingsworth of Crews and the Honeywell staff answered questions regarding the financing and scope of work for the Energy Performance Contract.

Commissioner Stark **MOVED** to approve the Resolution as introduced and read. Commissioner Parker **SECONDED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

17-11-03 Resolution No. 2017-27: Approval to Execute Revised Signature Cards for Banking Accounts

Commissioner Stark **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner Parker **SECONDED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

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

NAYS: None

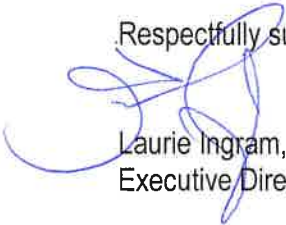
ABSTAIN: None

ABSENT: G. Montgomery

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

The Special Meeting held November 2, 2017 adjourned at approximately 2:20pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: Michelle Woods
Michelle Woods-Vice President

Jackson Housing Commission

Regular Meeting
November 15, 2017
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on November 15, 2017 at 12:00pm in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery, and Caroline Parker. The following commissioner was absent: James Stark.

Also present were:

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

17-11-02-01 Public Comments

No comments were made.

17-11-02-02 Approval of the Minutes of the Regular Meeting Held October 18, 2017

Commissioner Parker **MOVED** to approve the Regular Meeting Minutes of the meeting held October 18, 2017. Commissioner Montgomery **SECONDED** the motion and upon the following voice vote the minutes were approved:

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

17-11-02-03 Approval of the Minutes of the Special Meeting Held November 2, 2017

Commissioner Montgomery **MOVED** to approve the Special Meeting Minutes with corrections. Commissioner Parker **SECONDED** the motion and upon the following voice vote the minutes were approved:

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

17-11-02-04 Approval of Previously Paid Liabilities: October 2017
Commissioner Parker **MOVED** to approve the Previously Paid Liabilities for October 2017. Commissioner Montgomery **SECONDED** the motion and upon roll call, the "AYES" and "NAYS" were as follows:

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

17-11-02-05 Resolution No. 2017-28: Approval of Collection Losses-November 2017
Commissioner Montgomery **MOVED** to approve Collection Losses for November 2017. Commissioner Parker **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as follows:

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

17-11-02-06 Resolution No. 2017-29: Approval of JHC BOC Meeting Calendar 2018
Changes needed to me made involving two meeting dates. Also, Ms. Ingram mentioned that Shahan Blackstone North will be added as a meeting site once the construction of the new community room is completed.

Commissioner Parker **MOVED** to approve the 2018 BOC Meeting Calendar with corrections. Commissioner Montgomery **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as follows:

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

17-11-02-07 Resolution No. 2017-30: Approval of HCV Monthly Utility Allowances 2018
Commissioner Parker **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner Montgomery **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as follows:

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

17-11-02-08 Resolution No. 2017-31: Approval of Public Housing Monthly Utility Allowances Update

Commissioner Parker **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner Montgomery **SECONDED** the motion and, upon roll call the "AYES" and "NAYS" were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-11-02-09 Director's Reports

Staff gave reports regarding the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce informed that the HAP utilization rate is a desirable 101%.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated Tars

D. Move Outs

E. Vacant Unit Turnaround

Per Ms. Ingram, unit turn times continue to be a concern. Staff is working to reduce the number of days turning units. She also mentioned that the recently vacated Housing Manager position was offered to Shannon Brooks, case manager at Reed Manor. Ms. Brooks was a previous candidate for the position. Therefore the case manager position will be filled by another Community Action Agency employee.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

During the review of the Emergency Response Report, Ms. Ingram mentioned that a recent wave of fire extinguisher sprayings occurred at Reed Manor which caused staff management to attach alarms on the extinguishers.

J. Utility Costs and Consumption

17-11-02-10 Other Business

Ms. Ingram informed that Republic is the current vendor for trash collection. However, the change in service is twice as what was previously paid as a result of the previous vendor not being encouraged to speak with management directly, regarding the details of their former contract. Lastly, Trash collection in rubbish rooms will continue at Reed Manor, as well as the use of portable wheeled bins at Chalet Terrace and Shahan Blackstone North.

17-11-02-10 Executive Session

Commissioner Parker **MOVED** to adjourn the Regular Meeting and enter an Executive Session. Commissioner Montgomery **SECONDED** and upon voice vote the motion was approved.

Vice-President Woods **MOTIONED** to leave the Executive Session and reconvene the Regular Meeting at 1:05pm. Commissioner Parker **SECONDED** and upon voice vote the motion was approved.

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

The Regular Meeting held November 15, 2017 adjourned at 1:08pm.

Respectfully submitted,


Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: 
Michelle Woods-Vice President