Regular Meeting
November 9 @ 12:00pm
Reed Manor Board Room

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on Wednesday November 9, 2022.

Commissioner Woods called the meeting to order at 12:01 pm. Participants recited the Pledge of Allegiance.

Upon roll call, the attendance was as follows:
Michelle Woods
Carmen Wade
Caroline Parker

Also present:
Laurie Ingram, Executive Director
Katie Anderson, Assistant Director
Shari Boyce, Section 8 Director
Anita Kelley, Administrative Assistant

Motion to add RESOLUTIONS 14 -15 fair market rent & Utility Allowance to Agenda November 9, 2022
Commissioner Parker MOTIONED to add the RESOLUTIONS to the Regular Meeting Agenda.
Commissioner Wade SECONDED and upon voice vote the motion adopted.

Motion to approve Regular Meeting Agenda November 9, 2022
Commissioner Parker MOTIONED to approve the Regular Meeting Agenda.
Commissioner Wade SECONDED and upon voice vote the motion adopted.

Commissioner Woods extended an invitation for members of the public to comment; no comments were made.

Commissioner Parker MOTIONED to accept the Regular Meeting Minutes September 28, 2022. Commissioner Wade SECONDED and upon voice vote the motion was adopted.

Commissioner Parker MOTIONED to accept the Annual Meeting Minutes September 21, 2022. Commissioner Wade SECONDED and upon voice vote the motion was adopted.

AYES: Woods
NAYES: None
ABSTAIN: None

ABSENT: Burgett (Excused), Johnson

Approval of Previously Paid Liabilities- November 2022
Commissioner Parker MOTIONED to approve the Previously Paid Liabilities- November Commissioner Wade SECONDED and upon voice vote the motion adopted.

AYES: Woods
NAYES: None
ABSTAIN: None
ABSENT: Burgett (Excused), Johnson

RESOLUTION 2022-13 Approval of Collection Losses Write-Offs October 2022 Commissioner Parker MOTIONED to approve the Collection Losses Write-Offs October 2022. Commissioner Wade SECONDED and upon voice vote the motion adopted.

RESOLUTION 2022-14 Approval of fair market rent. Commissioner Parker MOTIONED to approve the Fair market rent. Commissioner Wade SECONDED and upon voice vote the motion adopted.

RESOLUTION 2022-15 Approval of Utility Allowance. Commissioner Parker MOTIONED to approve the Utility Allowance. Commissioner Wade SECONDED and upon voice vote the motion adopted.

AYES: Woods
NAYES: None
ABSTAIN: None
ABSENT: Burgett (Excused), Johnson

Directors Report

Section 8
A. Leasing HAP Utilization Report
●Corrective action plan in order for HAP payments.

Public Housing
B. Tenant Account Receivables
C. Vacant Unit Turnaround
D. Move Out Report
Executive Directors Report
E. PH Income Statement

F. Petty Cash Fund Register
G. After Hours/Emergency Response Report
More timely closing of work orders
Maintenance changes

H. Utility Costs and Consumption

Other Business-Executive Director Reporting: The Michigan Environmental Great Lakes & Energy Department sent an email regarding Libra across from Shahan asking if they could install monitoring equipment at Shahan. To monitor implied ground water & and air quality from chemical leaks. ED spoke to the attorney and they suggested we get paperwork. AD asked for paperwork and none was produced as of yet. We are still waiting, ED will keep us updated.

Insolvency update S8- We had our restricted net position audit everything looks good, no concerns. By next month everything should be finalized. There is a possibility that after looking at our cash capital standing and bank statements, Diana thinks we haven't been receiving our payments for some or all of our project based S8 vouchers. ED emailed Christy, still waiting to hear back.

Subsidy update- We are ready to present a repayment plan to HUD, there are negotiations about CARES ACT funds and how we would have claimed short fall dollars. Diana is now looking at the money that has come in & out, money that is sitting in the account, all of the programming etc. So we are writing a pitch to HUD as a 10 year repayment plan to have to them by the 9th.

Staff Christmas party Dec 16 At grand river brewery.

Choice Neighborhood trip to Columbus Jan 9-10.

Commissioner Parker MOTIONED to adjourn to the Regular Meeting at approximately 12:51 PM. Commissioner Wade SECONDED and upon voice vote the meeting adjourned.

Respectfully Submitted,

Laurie Ingram, MBA, PHM Executive Director

ATTESTED:
Michelle Woods,

President