

Jackson Housing Commission

Regular Meeting

April 27, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 27, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, and James Stark. Commissioner Michelle Woods entered the meeting at 12:02pm.

Also present were:

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

16-04-27-001 Public Comments

Members of the public were present, but no comments were made.

16-04-27-002 Approval of the Minutes of the Regular Meeting Held March 18, 2016

The minutes of the March 18, 2016 Regular Meeting were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held March 18, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

16-04-27-003 Approval of the Previously Paid Liabilities: March 2016

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for March 2016
Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-004 Resolution No. 2016-08: Collection Losses Write Off: April 2016

Commissioner Woods **MOVED** to approve the Collection Losses; April 2016.
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-005 Resolution No. 2016-09: RFP2016-04: Health Care Services

Ms. Ingram provided a summary of the health care plan options provided by three insurance agencies and discussed the plans that are most feasible to the JHC and the employees.

Ms. Ingram also confirmed that the agency's current health insurance plan is discontinuing and is not renewable. Therefore the board asked that a comparative analysis of the current plan and the proposed changes be presented at the meeting to be held May 18, 2016, as well as information explaining how the budget may be affected. The board also recommended that appropriations for increased insurance cost be included each year in the operating budget.

Commissioner Woods **MOVED** to postpone authorizing the Executive Director to enter a contract for Health Care Services until the board meeting on May 18, 2016. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-06 DIRECTOR'S REPORTS

Staff gave reports regarding the Housing Choice Voucher and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce stated that \$ 400,000 in HAP reserve funds are available and will be used to lease to the 475 voucher maximum. Currently 454 vouchers are in use.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram stated that an entry error was the cause of an inaccurate figure reported in the Vacant Unit Turnaround Report and assured that management will continue to verify the accuracy of the report.

Executive

F. S8 Income Statement

- G. PH Income Statement
Ms. Johnson reported the occurrence of delays in the approval of the Operating Subsidy.
- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

15-12-16-08 OTHER BUSINESS

RFP2016-06- Reed Manor Restoration Project

Ms. Ingram acknowledged bids received for the Reed Manor Restoration Project.

IT Services

Ms. Ingram discussed the reoccurring issues concerning IT Services. She also confirmed that the Reed Manor cameras were functioning properly. Quotes were obtained from IT companies to decide what services will remain under contract. An additional company mentioned by Commissioner Stark will be contacted for a quote.

Lawn Care Service

Ms. Ingram advised that lawn care services will be outsourced on a trial basis for the 2016 mowing season with the intent to allow maintenance staff to concentrate on turning units and addressing critical items. If outsourcing proves to be a viable solution, the agency may delegate the maintenance item to a contractor and forgo replacing aging equipment at each site. Commissioner Davis-Dye commented that she has never seen the lawns in the current condition. She also mentioned that mowing services were previously outsourced with good results. It was noted that fertilization and seeding is not to be provided by the company selected to perform services.

Evaluation of Laurie Ingram

It was mentioned that Ms. Ingram's six-month evaluation is due by May 30, 2016. Deborah Davis will forward evaluation forms to the Board of Commissioners.

Honeywell

The JHC will participate in a free utility assessment offered by the Honeywell Corporation. Based on the outcome of the assessment, Honeywell guarantees that implementing their protocols will provide energy savings. If the program does not yield the anticipated savings Honeywell will reimburse the JHC the difference of savings not realized as a result of using their program. Honeywell will also facilitate RFPs associated with the program at a national level. Another advantage is that previously identified capital fund improvements may be addressed by using the program, which will allow the JHC to use previously allocated capital funds for other capital improvements. Additional information will follow after the assessment occurs.

Commissioner Woods **MOVED** to adjourn and Commissioner Davis Dye **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held April 27, 2016 adjourned at 12:50pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM
Executive Director

ATTESTED:



Michelle Pultz-Orthaus, President