

Jackson Housing Commission

Board of Commissioners

Regular Meeting

April 21, 2022

Reed Manor Board Room

AGENDA

1. Meeting Called to Order

2. Pledge of Allegiance

3. ROLL CALL

Michelle Woods, President

Caroline Parker, Commissioner

Carmen Wade, Commissioner

Josh Burgett, Commissioner

James Johnson, Commissioner

4. Motion to approve/change the agenda

5. Public Comments (limited to 3 minutes)

7. Approval of Regular Meeting Minutes:

March 16, 2022 8. Approval of the

Previously Paid Liabilities: March 2022 9.

RESOLUTIONS

Resolution Number 2022-04: Collection Losses

March 2022 Resolution Number 2022-05: Approval of

JHC Annual Budget FYE 2023 10. DIRECTOR'S

REPORTS

Section 8

Leasing and HAP Utilization Report

Admin Fee Insolvency Update

Public Housing

Tenant Accounts Receivable

Move Outs

Vacant Unit Turnaround

Executive

Balance Sheets

Budget v. Actual

Petty Cash Fund Register

After Hours/Emergency Response Report

Utility Costs and Consumption

HUD Subsidy Update

11. Other Business

12. ADJOURNMENT

NEXT MEETING: Regular Meeting – April 20, 2022

Jackson Housing Commission

Board of Commissioners

Regular Meeting

March 16, 2022 @ 12:00pm
Reed Manor Board Room

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on Wednesday February 16, 2022.

Commissioner Woods called the meeting to order at 12:00 pm. Participants recited the Pledge of Allegiance.

Upon roll call, the attendance was as follows:

Michelle Woods

Josh Burgett

Carmen Wade

Caroline Parker

Also present:

Laurie Ingram, Executive Director

Katie Anderson, Assistant Director

Shari Boyce, Section 8 Director

Chelsea Poole, Compliance & Contract Specialist

Anita Kelley, Administrative Assistant

Approval of the Regular Meeting Agenda March 16, 2022

Commissioner Burgett MOTIONED to approve the Regular Meeting Agenda.

Commissioner Wade SECONDED and upon voice vote the motion adopted.

AYES: Woods

NAYES: None

ABSTAIN: None

ABSENT: Johnson

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

Approval of the Regular Meeting Minutes March, 2022

Commissioner Burgett MOTIONED to approve the Regular Meeting Minutes March 16, 2022. Commissioner Wade SECONDED and upon voice vote the motion adopted.

AYES: Woods

NAYES: None

ABSTAIN: None

ABSENT: Johnson

Approval of Previously Paid Liabilities-January 2022

Commissioner Parker MOTIONED to approve the Previously Paid Liabilities- March 2022. Commissioner Burgett SECONDED and upon voice vote the motion adopted.

AYES: Woods
NAYES: None
ABSTAIN: None
ABSENT: Johnson

RESOLUTION 2022-02 Approval of Collection Losses Write-Offs March 2022 Commissioner Parker MOTIONED to approve the Collection Losses Write-Offs March 2022. Commissioner Wade SECONDED and upon voice vote the motion adopted.

AYES: Woods
NAYES: None
ABSTAIN: None
ABSENT: Johnson

RESOLUTION 2022-02 Approval of JHC Annual Budget FYE 2023. Commissioner Parker MOTIONED to approve the Annual Budget. Commissioner Burgett SECONDED and upon voice vote the motion adopted.

Directors Report

Section 8

A. Leasing HAP Utilization Report

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:

JHC annual Budget FYE 2023- RAD conversion will change our public housing properties to Sec 8 budget. We will lose the Operating Subsidy and the Capital Fund Grant, and start receiving HAP Grant. Which will result in changing budgets mid year. Per Ms. Ingram precise numbers will more than likely be replaced.

HUD demand letter was received. Our attorney is working on a response, based on procedure errors on their end. Which means we could lose Developer money or Capital fund money.

We've restructured our maintenance team, there are two maintenance leaders that oversee all 3 sites. Budget will not include a fully staffed maintenance team.

Commissioner Burgett asked why the benefit numbers are so low, Executive Director Ingram explained it is because our staff is younger without Dependents.

Rental income numbers will increase. Case managers are working with tenants with high balances, and CERA apps.

5% vacancy loss will be used for our fise score, which allows us to be A high performer in PH.

We are waiting on the City of Jackson to decide what they will do with their funds, once they meet with the COC about their budget.

The Operating Grant will pay for the day-to-day operations of the properties.

The Capital Fund Grant will help fix things on the properties.

JHC has Capital Fund money \$2.2 million with 3 years to spend. For things like Developer fees. Which will show up in the 5-year plan. HUD will allow us to use 10% for Admin fees.

Expenses- JHC has switched pest control companies which has lowered expenses

Audit fees which include our regular audit, audit for RAD audit for DEC and Audit for HUD.

Strategic planning will begin soon with Katena.

Fee for service cost is for the consultants. In which Chalet budget will pay for.

Other fees are Aflac and YMCA which are paid for by JHC and offered to employees at a discount rate.

Commissioner Parker MOTIONED to adjourn to the Regular Meeting at approximately 1:35 PM. Commissioner Burgett SECONDED and upon voice vote the meeting adjourned.

Respectfully Submitted,

Laurie Ingram, MBA, PHM Executive Director

ATTESTED:
Michelle Woods,
President