



**Minutes of a Regular Meeting  
Of the Commissioners of Housing Authority  
Of the City of Dothan, Alabama**

**April 19, 2023**

The Commissioners of Housing Authority of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday April 19, 2023, 10:00 a.m. at Our Community, Inc. Housing & Enrichment Center at 1001 Montana Street and via Zoom.

The meeting was called to order by Mr. David Jamison.

The meeting was opened with prayer by Mr. David Jamison.

The Secretary called the roll and the following were:

Present	Absent	ZOOM
David Jamison	Jocelyn Gutzmore	
Jeff Williams	Lily Mendoza	
Michael Jackson		
Lavern Higgins		
Donna Clemmons		

Dothan Housing personnel present: **C-Suite:** Dr. Berry-Andrews, CHO; Challis Readus, Special Assistant to CEO & Recording Secretary; and Tanya Embry. **Community Safety:** JD Miller. **Grants:** Tera Wells. **Communications:** Leah Gunn. **IT:** Patience Crittenden. **Finance & Administration:** Chantrice James, Mysin Harris, Katherine Foster & Wendy Deatherage. **MOD:** Charles Ledford. **WRVP:** Andrella Allums.

**DH ZOOM:** Jennifer Mays, Justise Black, Briana Mathis, Tamarra Harris, Makayla Woytek, Marcia Bryant, Samiyah Craddock, Demetra Helms & Elaine Machado.

**VISITORS: City of Dothan CDBG:** Kelly Mierkowski & Ruby Davis.

**ZOOM VISITORS:** Rachel Chambers. **Fox Rothschild:** Alec J. Stone.

Also present was the Acting President/CEO and Secretary, Dr. Michael Threatt.

The Chairperson, David Jamison, declared a quorum present.

I. Approve April 19, 2023, Agenda & Additions:

a. Add: Board Commissioner Recognition.

Motion: \_\_\_\_\_ Michael Jackson \_\_\_\_\_

Second: \_\_\_\_\_ Lavern Higgins \_\_\_\_\_

Vote: \_\_\_\_\_ Unanimous \_\_\_\_\_

Abstain: \_\_\_\_\_ None \_\_\_\_\_



## **PUBLIC NOTICE**

**April 12, 2023**

Dothan Housing (DH) Board of Commissioners will conduct a  
**Board Meeting**

**Wednesday, April 19, 2023, at 10:00 a.m.**

at Our Community, Inc. (OCI) Housing and Enrichment Center  
(formerly Montana Street School)  
located at 1001 Montana Street Dothan, AL 36303

**In-person and Virtually via Zoom.**

**📺 ZOOM Meeting ID: 883-098-6433**

**📺 <https://us02web.zoom.us/j/8830986433>**



## **AGENDA**

Call To Order

Prayer

Approve DH April 19, 2023 Agenda

Approve DH March 15, 2023, Board Meeting Minutes

### **ACTING CEO UPDATES**

Board Committees

By-Laws

### **NEW BUSINESS (Resolutions):**

Correct Resolution 2021-51: To reflect Dothan Housing Official State Name

Approve Accounting Firm to perform 2022 & 2023 Year Ending Audits

### **DEPARTMENT & DIVISION UPDATES**

Finance & Administration

Housing & Resident Services

Planning & Development

Comments

Adjourn

Approve March 15, 2023, Board Minutes:

Motion:	<u>Jeff Williams</u>
Second:	<u>Donna Clemmons</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

**BOARD COMMISSIONERS' COMMITTEES:** Dothan Housing has created Committees which will consist of Board Member(s) and DH staff. The Commissioner Committees will meet the 1<sup>st</sup> or 2<sup>nd</sup> week of each month. The Committees are Development, Affordable Housing, Resident Services, Finance, Human Resources, Strategic Planning and Fund Development. The Committees will meet prior to each Board of Commissioner Meeting to determine what concerns need to be discussed during the Board Meetings.

**BY-LAWS:** Dothan Housing By-Laws have been corrected to reflect the Alabama State Official Name "Housing Authority of the City of Dothan, AL".

**FAIR HOUSING:** Dothan Housing will celebrate National Fair Housing Month in April. On April 18, 2023 Dothan Housing Staff Members attended the City of Dothan's regularly scheduled commission meeting for the proclamation declaring April; Fair Housing Month in the City of Dothan. This was a collaboration between Dothan Housing and the City of Dothan. Fair Housing Month will serve to inform the Wiregrass Area about the Fair Housing Act of 1968. There are activities scheduled throughout the month of April in celebration of National Fair Housing Month.

**BOARD COMMISSIONER RECOGNITION:** Commissioner Michael Jackson was recognized for his contributions to the Community Garden and healthy food initiatives. USDA meetings will be held at the Michael C. Patton Event Center each month from May through August 2023. Dothan Housing and the Board of Commissioners recognize your vision. Commissioner Jackson states "the Grant had to be submitted two (2) times, the first was denied, EPA could not see the benefit, the 2<sup>nd</sup> Grant was for \$30,000.00 to clean up". A construction permit was received last week. Alabama did not have an urban food initiative until last year; other Alabama cities with the initiatives include Huntsville, Birmingham, Montgomery, Mobile and now Dothan. I am so proud. Commissioner Jackson was presented with a Certificate and a book entitled "Good Food Revolution".

**CORRECT RESOLUTION 2021-51, DH OFFICIAL STATE NAME:** Original Resolution 2021-51 was corrected relating to (Dothan Housing of the City of Dothan, Alabama); utilized on the original resolution passed, adopted and approved November 17, 2021 by the Board Commissioners of Dothan Housing. The state official name is "Housing Authority of the City of Dothan, Alabama". Moving forward all official Dothan Housing documents will reflect this name.

Motion: Jeff Williams

Second: Donna Clemmons

Vote: Unanimous

Abstain: None

**AWARD 2022 & 2023 YEAR ENDING AUDIT:** Request for Proposals (RFP) for the performance of the Housing Authority's annual audit for the 12-month periods ending December 31, 2022 and December 31, 2023 were sent out and three proposals in response to the RFP were received and these proposals have been evaluated in accordance with the RFP. The firm of Henderson & Pilleteri was awarded the contract for the annual audit for the periods ending December 31, 2022 in the amount of \$48,000.00 and December 31, 2023 in the amount of \$48,000.00.

Motion: Jeff Williams

Second: Donna Clemmons

Vote: Unanimous

Abstain: None

**FINANCE & ADMINISTRATION:** The Unaudited Financials for FYE 2022 are under review with HUD. Dothan Housing is up to date with our audits. The new auditors will be coming during the summer to complete the audit for the year-end 2022. The audit is due August 31<sup>st</sup> with a 15-day grace period. The 3<sup>rd</sup> quarter financials will be presented next month with a comparison from 2022 and 2023.

**HOUSING & RESIDENT SERVICES:** 97% of Tenant Account Receivables (TAR) was collected. There are 5 vacant units overall. All routine work orders are completed within 2 days. All Emergency work orders are abated within 24 hours.

**SECURITY:** A total of 20 additional cameras were installed throughout the properties. 2 license plate reader cameras were added to Crimson Ridge and Jamison Village.

**WRVP:** The Waiting List is currently at 7,057 for HCV, PBV and RAD. Technology makes it easy to apply. 204 HQS inspections were performed in March. Tenant Protection Vouchers (TPV) were approved in March for Phoenix Rising and John R. Lewis Village. The first 30 Tenant Protection Vouchers (TPV) will be issued 04-28-2023; for John R. Lewis Village (formerly Marvin Lewis Village) and Phoenix Rising (formerly Ussery Homes). Since the inception of the Landlord Incentives in January 2022, 63 additional units have been added to the voucher program. Section 8 is now the Housing Choice Voucher Program (HCV). The PIC reporting rate for the HCV Program as of March 2023 is 99.52%.

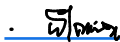
**PLANNING & DEVELOPMENT:** The contractor is finishing up the last classroom. We hope to finish the HVAC work by the end of next week. DH has been provided a set of construction documents for the Event center bathroom addition. We are awaiting final specs from Hecht Burdeshaw.

A decision is expected from the CDBG application relating to the elevator; public access to the upstairs is needed. Parking lot costs continue to rise. There is a significant cost savings to re-seal the existing parking lot, but how long will it last. The parking lot has to be done in phases and an RFP will be advertised.

**DISCLOSURE:** Commissioner Williams disclosed he and his company, SmartBank; involvement with the potential rural development with the manufacturing homes for which Smart Bank may provide the financing and moving forward he would recuse himself from all discussions and votes.

Adjourn Dothan Housing Meeting:

Motion:	<u>Michael Jackson</u>
Second:	<u>Donna Clemmons</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

  
David Jamison (May 18, 2023 11:14 CDT)

Board Chairman



Secretary









# 04-19-2023 DH Minutes

Final Audit Report

2023-05-18

Created:	2023-05-18
By:	challis readus (creadus@dothanhousing.org)
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