



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

August 10, 2022

The Commissioners of Dothan Housing of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday August 10, 2022, at 10:00 a.m. at Our Community, Inc. Housing and Enrichment Center (formerly Montana Street School) located at 1001 Montana Street Dothan, AL 36303 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	Present	Absent
David Jamison	Donna Clemmons	Michael Jackson
Jeff Williams	Lavern Higgins	Jocelyn Gutzmore
Lily Mendoza		

Dothan Housing personnel in attendance: Michael Threath, COO; Challis Readus, Special Assistant and Recording Secretary; Housing & Compliance: Tamaria Berry-Andrews; Employee & Customer Relations: Stacy Parris, JD Miller, Cortlin Curry, Dana Kirkland, Tera Wells, Samiyah Craddock; IT: Kevin Crowe; Communications: Leah Gunn; Patience Reynolds, Special Assistant; HR: Kimberly Hill & Justise Black; Fiscal Operations: Chantrice James, Mysin Harris, Wendy Deatherage; MOD: Charles Ledford; VISTA: Lorenzo Gray.

ZOOM: Fiscal Operations: Katherine Foster; WRVP: Andrella Allums, Tiffany Trailer, Brianna Mathis, Malisse Washington, Tunique Edwards, Demetra Helms, Maurice Weems; Landlord Liaison: Jordan Bonner.

Also present was the President/CEO and Secretary, Samuel P. Crawford.

The Chairperson, David Jamison, declared a quorum present.

Special Guest Speakers: Michael Syme and Alec Stone of Fox Rothschild, LLC.

I. Approve August 10, 2022, Agenda and Additions:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

II. Approve June 15, 2022, Board Minutes:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

August 3, 2022

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

Wednesday, August 10, 2022 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: 883-0986-4339

📺 Passcode: 834957



AGENDA:

Call To Order

Prayer

1. Approve DH August 10, 2022 Agenda
2. Approve DH June 15, 2022 Minutes

NEW BUSINESS:

3. Change September 21, 2022 Board Meeting to September 28, 2022
4. 2022 SERC-NAHRO Commissioner of the Year
5. Final Rule for FSS Action Plan
6. 2022 Economic Stimulus Adjustment

DEPARTMENT & DIVISION UPDATES

7. Employee Relations & Customer Experience Update
8. Housing Update
9. Finance Update
10. Modernization Update

Public Comments

Comments

Adjourn

III. CHANGE 09-21-2022 BOARD MEETING TO 09-28-2022: DH has been invited by NAHRO (National Association of Housing and Redevelopment Officials) to participate in the 2022 National Conference in San Diego, CA. DH will be presenting on the Ready To Rent Program and represented by Samuel Crawford, President & CEO, Dr. Michael Threatt, Senior Vice President & COO and Dr. Tamaría Berry Andrews, Housing and Compliance President. The same presentation will be presented at the 2022 AAHRA National Conference in Gulf Shores, AL by DH Resident Services & Housing and Compliance, which includes Stacy Parris, Cortlin Curry and Dana Kirkland. DH Landlord Liaison Jordan Bonner will also be a presenter at the AAHRA Conference. This program is a great incentive to get landlords and expand housing opportunities.

IV. SERC-NAHRO COMMISSIONER OF THE YEAR: Southeastern Regional Council National Association Of Housing And Redevelopment Officials. In 1934, before a national program to provide public housing for needy families had been implemented, a group of housing officials banded together to form the National Association of Housing Officials (NAHO). They came from different areas, linked by common concern for the nation's housing needs and the determination to develop programs to address those needs. Through the years the organizational purpose was expanded to meet new community needs, and in 1953, NAHO changed its name to the National Association of Housing and Redevelopment Officials (NAHRO). **VISION:** The vision of SERC-NAHRO is to empower local housing and community development agencies to build and expand their capacity to provide safe, affordable housing and increased quality of life in the communities they serve. **MISSION:** The mission of SERC-NAHRO is to provide quality education and training, information, networking opportunities and advocacy for its members. Mr. David Jamison, Dothan Housing Board Chairman has been chosen as the 2022 SERC-NAHRO Commissioner of the Year. Mr. Jamison's career spans more than 55 years in the public and private sector service. Twenty-five of those years were spent in the Nation's Capital as a senior policy development officer in the US Dept. of Housing & Urban Development. Mr. Jamison has been a member and currently serves as Chair of the Commission for Dothan Housing and its new non-profit affiliate for affordable housing, Our Community, Inc. Mr. Jamison led in establishing a Family Health Clinic for those without health insurance. He has also served as President for the Community Foundation of SE Alabama and SEACH, a 7-countywide coalition of public and private agencies seeking a permanent solution to chronic homelessness in the Wiregrass Region, a Director of Development for a non-profit housing development corporation and the Treasurer and Board

member of a senior housing development. Mr. Jamison works effortlessly in the housing and homeless community to improve housing opportunities and is very deserving of this award. In 2021 Mr. Jamison was recognized as Regional Commissioner of the Year, another award very deserving.

V. FSS FINAL RULE ACTION PLAN: The VP of Employee and Customer Experience along with the Resident Services Managers attended FSS Program Final Rule Training on June 24, 2022 and July 20-22, 2022. The training took place due to several new updates to the program. A new Action Plan for DH must be submitted to HUD by September 30, 2022, to be approved by November 17, 2022. Before this new action plan is approved, PHA's must not enroll any new FSS participants. An updated FSS Practices Guidebook and sample action plan became available mid-July with further direction. Nan McKay assisted with the updates for the Action Plan. The plan was completed and is currently available with a 45-day comment period before presenting to the board at the September 28th Board Meeting. After approval from the Board, the updated FSS Action Plan will be submitted to HUD by September 30, 2022 for approval by November 17, 2022.

VI. 2022 COST OF LIVING ADJUSTMENT (COLA): The Dothan Housing Commissioners has followed closely the COLA granted to other governmental agencies, including the Social Security Administration (SSA) and the Consumer Price Index as issued by the U. S. Bureau of Labor Statistics as a guide, provided funds are available to implement the Cost of Living Adjustment (COLA). Due to the uncertainty of future federal appropriations and the massive inflation that is affecting the entire country, including the staff at the PHA, Dothan Housing of the City of Dothan, Alabama, must weigh all options concerning any cost-of-living adjustments and merit increases for employees going forward, and recommended to the Board of Commissioners Cost of Living Adjustment (COLA) to all employees. DH employees will continue to receive performance bonuses and merit increases based on job performance relating to the KSIs and required stewardship.

Motion:	<u>Jeff Williams</u>
Second:	<u>Lily Mendoza</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

VII. RESIDENT SERVICES: The Resident Services Department continues to build relationships with the community, including residents and community service providers. Our first PCC meeting as new Resident Services Managers was held on July 13th and a subsequent meeting is scheduled for September 7th. In addition, discussion began with Troy University about a needs assessment for our residents. On July 20th the department hosted a College and Career Fair in the OCI Auditorium with participants such as DPD, Wayne Farms, Personnel Resources, Wallace Community College, and more in attendance. Leading up to the Career Fair and to meet Section 3 Compliance. the Resident Services team also hosted a Career Workshop Series which featured a Soft Skills Class, Dress for Success, and finally a Resume Writing Class. Wallace Community College participated and brought students from their campus. The Resident Advisory Board community meetings continued this month at three of the properties (Crimson Ridge, Henry Green, and Jamison Village). These meetings are held on Tuesdays at 3:30 pm for consistency. A Ready to Rent Graduation was held on July 21st in which 4 participants graduated. Finally, the Resident Services Department partnered with Church of Purpose for a Movie Night event on July 23rd held at Henry Green. The church sponsored three children and purchased school clothes for them and provided pizza and the inflatable movie screen for the event.

RELOCATION: Phoenix Rising and John R. Lewis Village updates are below:

- 55 wish to remain within the current unit
 - o 32 from Phoenix Rising (Formerly Ussery)
 - o 23 from John R. Lewis Village (Formerly Marvin Lewis Village)
- 54 wish to transfer their assistance to the Housing Choice Voucher program
 - o 49 from Phoenix Rising (Formerly Ussery)
 - o 5 from John R. Lewis Village (Formerly Marvin Lewis Village)
- 8 have not responded to the letters and surveys sent out. Relocation staff will continue to ensure these households have been addressed and surveyed.

Section 22 Streamline Voluntary Conversion (SVC) Application:

DHA has officially submitted its Section 22 SVC application to HUD on 6/1/22. HUD has sent DHA confirmation that they received the application and are reviewing it. DHA has obtained a moving company to assist residents renting in the private market. DHA's relocation team hosted three mandatory meetings on May 10-11,2022, for all residents affected by the Section 22 SVC process & provide accommodations for those who could not attend.

Moving Company for the Section 22 SVC:

Relocation staff have contacted all 10 residents who have chosen DH to move for them and established proper days and times for the moving company to conduct a walkthrough assessment before any move takes place. The preferred dates and times have been submitted to the Tru Moving Company. Once the Tru Moving Company completes all 10 walk throughs, the total estimated cost will be submitted.

Section 3 training has been completed for all department staff on Section 3 final rule and workshops/trainings have been completed for the Kinsey Cove development/ residents. The Comprehensive Section 3 Action Plan has been completed and submitted as well. Kinsey Cove Development updates are below:

Phase 1 is officially complete, and all residents have moved into newly rehabilitated units.

Phase 2 is currently underway:

There will be a total of 63 renovated units and 17 buildings completed in Phase 2:

Building 100: Unit 92

Building 203: Units 97- 100

Building 301: Units 101-104

Building 107: Units 46-47

Building 104: Units 21-22 Building 106: Units 17-20

All residents that are slated to move in the completed units have received official notice from The Banyan Foundation regarding proper relocation protocol and URA assistance.

Collaborated and updated information with the Community Relations Manager, Asset Management, and Community Safety Manager. A weekly VISTA follow-up meeting was held with both VISTAs along with the Relocation Coordinators. As this transition process continues, the department will continue to schedule meetings with local community partners, and departments to assist with the revitalization of the department.

- Human Resources Division – Introduction of New Employees and Vista Member
 - Kimberly Hill – Human Resources Generalist
 - Christopher Williams – Grounds Technician
 - Lorenzo Gray – Modernization VISTA Member

- Human Resources Division – Acknowledgement of Work Anniversaries for employees physically present at board meeting
 - Challis Readus – 27 years of service
 - Dr. Tamara Berry-Andrews – 1 Year of Service
 - Jason Miller – 1 Year of Service
 - Patience Reynolds Crittenden – 1 Year of Service

Dothan Housing will continue to Attract, Recruit and Retain.

VIII. AFFORDABLE HOUSING AND COMPLIANCE:

Wiregrass Regional Voucher Program

Issued 45 Vouchers

4978 total applicants on the waiting list and in need of housing

61 HQS Inspections conducted

Currently High Performer Status

PIC Reporting Rate is at 99%

Affordable Housing

Collected 99% of TARS

Completed 173 work orders @ an average 1 per day

14 Emergency work orders all completed within 24 hours

5 moveouts – 6 move-ins

There are currently 12 vacant units throughout the properties

HUD PIC Reporting Rate is 100%

IX. FINANCE: Reports will be generated month to month instead of quarterly. The HAI Insurance coverage is a good benefit. The Audit 2021 will be conducted by the end of August. The Auditor will be on site. We are seeing a positive cash flow and want to get a return on investment.

X. COMMUNITY PRESERVATION REVITALIZATION (CPR): CPR has been created to breathe life back into communities. In 2018 a Dothan Affordable Housing Plan was implemented. CPR wanted to start at OCHEC and include the Baptist Bottom neighborhood. We are looking at properties across the street from OCHEC to build single family, duplexes and or family homes. The neighborhood houses are deteriorated, abandoned and in disrepair. CPR signs have been placed at all DH owned properties and are creating a buzz. DH is encouraging the City to invest in family neighborhood communities by rehabbing properties, building affordable housing and community development.

X. MODERNIZATION: Henry Green, Crimson Ridge and Jamison Village RAD Conversions are complete. Certificate submitted. The MOD Department have taken over the Lawn Services. A Grounds Maintenance Tech has been hired. Will start property cutting, edging, weed eating, trimming, etc. next week. The insta-hot water unit will be installed at OCHEC. Getting bids from contractors to make the facility functional and ergonomic. The service road is completed at Henry Green; getting fence for security and automatic door. A bathroom will be added to the Event Center, ideas are being put together and the construction documents are ready to be sent out for bids.

XI. FOX ROTHSCHILD (MICHAEL SYME & ALEC STONE): The Commissioners are appointed as one Board and are appointed by the City Mayor. The Housing Authority is not a part of HUD, it is its own independent entity. Information regarding the presentation is attached for review.

OTHER BUSINESS:

Next Meeting Wednesday September 28, 2022.

Adjourn Dothan Housing Meeting:

Motion: Lily Mendoza

Second: Lavern Higgins

Vote: Unanimous

Abstain: None

Open Executive Session Meeting at 12:03 pm:

Motion: David Jamison

Second: Jeff Williams

Vote: Unanimous

Abstain: None

Close Executive Session Meeting at 12:57 pm:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

Board Chairman

Secretary