



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

September 28, 2022

The Commissioners of Dothan Housing of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday September 28, 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	Absent	Zoom
David Jamison	Donna Clemmons	Jocelyn Gutzmore
Jeff Williams	Lavern Higgins	
Lily Mendoza	Michael Jackson	

Dothan Housing personnel in attendance: Michael Threatt, COO; Challis Readus, Special Assistant and Recording Secretary; Patience Crittenden; Jordan Bonner; **Housing & Compliance:** Tamara Berry-Andrews. **Employee & Customer Relations:** Stacy Parris, JD Miller, Cortlin Curry, Dana Kirkland, Tera Wells, Samiyah Craddock; **IT:** Kevin Crowe; **Communications:** Leah Gunn; **Fiscal Operations:** Chantrice James, Mysin Harris, Wendy Deatherage; Katherine Foster; **MOD:** Charles Ledford; Randy Ogburn, Jason Willis, Chris Williams, Bennie Walker, Tremaine Wells. **Asset Management:** Tamaria Harris, Makayla Wortek, Elaine Machado, Marcia Bryant, Annie Thomas, James Curry, Lounorris Godwin, Johnny Hill, Derek Flowers, John Fondren, Michael Walker, Hasten Wiggins, Steven Smith.

ZOOM: Fox Rothschild: Michael Syme; **Fiscal Operations:** Leone Sheffield; **WRVP:** Andrella Allums, Tiffany Trailer, Malisse Washington, Demetra Helms, Tanya Embry; LaDonice Freeney. Kelly Mierkowski, City of Dothan CDBG. Also present was the President/CEO and Secretary, Samuel P. Crawford.

The Chairperson, David Jamison, declared a quorum present.

I. Approve September 28, 2022, Agenda:

Additions: Proclamation of National Hispanic Heritage Month 09-15-2022 to 10-15-2022. Board Meeting date change from 10-19-2022 to 10-12-2022.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

II. Approve August 10, 2022, Board Minutes:

Motion: Lily Mendoza

Second: Jeff Williams

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

September 21, 2022

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

Wednesday, September 28, 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

Approve DH September 28, 2022 Agenda

Approve DH August 10, 2022 Minutes

NEW BUSINESS:

President & CEO Comments

AAHRA Awards

1. FSS Action Plan

DEPARTMENT & DIVISION UPDATES

Employee Relations & Customer Experience Update

Housing Update

2. Finance Update

Modernization Update

Public Comments

Comments

Adjourn

CEO COMMENTS: Dothan Housing recognizes Latinos are United States citizens and continue to be influential. Dothan Housing approved a Proclamation to recognize Nation Hispanic Heritage Month from 09-15-2022 to 10-15-2022 by celebrating and recognizing the histories, cultures, achievements and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The Proclamation was read by Board Chairman David Jamison and given to Board Commissioner Lily Mendoza. Commissioner Mendoza is thankful to be here and be a part of an organization that takes pride in diversity and inclusion. The Hispanic community is growing.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

CHANGE 10-19-2022 BOARD MEETING TO 10-12-2022: This change is needed to accommodate the FY2023 preliminary budget and to meet necessary deadlines. A finance committee meeting was held 09-27-2022. Items addressed will be FY2023 MTW, fees, payments, Shared Services Agreements, OCI, MOD, Acquisitions and Holdings, rental space, OCHEC, LLCs, and non-profits.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

AAHRA AWARDS: Established in 1940, the Alabama Association of Housing & Redevelopment Authorities, (**AAHRA**) has been at the forefront of the housing industry pushing for decent, safe and sanitary housing for the low-income citizens of Alabama and has grown into one of the largest and most respected housing associations in the country!

Dothan Housing presented Ready to Rent presentations at the AAHRA National Convention in Gulf Shores, AL and at the NAHRO National Convention in San Diego, CA.

WHO IS DOTHAN HOUSING?



- 2021 AAHRA Best Practices
- 2021 AAHRA Commissioner of the Year
- 2022 AAHRA Website of the Year
- 2022 AAHRA Executive Director of the Year
- 2022 AAHRA Best Publication of the Year
- 2022 AAHRA Maintenance Employee of the Year
- 2022 MTW Landlord Incentives Cohort Selection

EMPLOYEE RELATIONS AND CUSTOMER EXPERIENCE

I. FSS ACTION PLAN: The FSS Action Plan has been updated and is in the 45-day comment period. A Public Hearing is scheduled for September 16th and the updated plan will be submitted to the Board of Commissioners at the upcoming meeting which will be held 09-28-2022. The plan will then be sent to HUD by 09-30-2022 to be approved by 11-17-2022. Until the new action plan is approved, PHA's must not enroll new FSS participants. A comprehensive needs assessment plan is in collaboration with Troy University to assist participants with Self-Sufficiency. The final draft should be ready by 09-30-2022; the deadline for the project is 12-21-2022.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

HR: New employee Jason Willis began his employment with Dothan Housing as the Lead Modernization Tech, he brings carpentry, electrical, plumbing and other valuable experience with him.

Relocation:

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

- 56 wish to remain within the current unit
 - o 32 from Phoenix Rising (Formerly Ussery)
 - o 24 from John R. Lewis Village (Formerly Marvin Lewis Village)
- 53 wish to transfer their assistance to the Housing Choice Voucher program.
 - 48 from Phoenix Rising (Formerly Ussery)
 - 5 from John R. Lewis Village (Formerly Marvin Lewis Village)
 - 7 have not responded to the letters and surveys sent out. Relocation staff will continue to ensure these households have been addressed and surveyed.

Moving Company for the Section 22 SVC:

- Contact has been initiated with True Moving Company and walk throughs are scheduled to start on September 16th, 2022, and end by September 30th, 2022.
 - Once the Tru Moving completes all 10 walk throughs, the total estimated cost will be submitted.

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.

- 13 units have passed HQS Inspection, and the remainder of the inspections are scheduled throughout the month of September with the last inspections scheduled for September 29, 2022. The final move in date for tenants in Phase 2, is September 30, 2022.

- Phase 2 is scheduled to completely conclude on September 31, 2022.

Grants: Grant totals as of 08-02-22 was \$142,883.66. Submissions for June, July and August have been completed in the amounts of \$16,914.26, however those submissions have not been approved yet. Once approved the totals will be \$107,430.84 for expenses and \$18,537.56 for personnel.

AFFORDABLE HOUSING AND COMPLIANCE:

Report for month ending August 2022:

Asset Management Division:

Collected 97% in TARs

Average Routine Work Orders Turnaround = 2 days

Emergency Work Orders were abated within 24 hours

Average unit turnaround decreased to 18 days

PIC Reporting Rate is 100%

Housing Choice Voucher Program:

Total Vouchers Leased: 1,233

Total participants on waiting list: 5,529

Choice Mobility: 51 Crimson Ridge: 1,238 Henry Green: 1,394

Howell School Building: 57 Kinsey Cove: 202 Jamison Village: 1,218

HCV: 1,369

Total Utilization Rate: Unknown 92%

PIC Reporting Rate: 97.99%

IX. FINANCE: The MTW FYE 2023 preliminary budget is attached for review



MTW Budget FYE
2023 preliminary fina

X. MODERNIZATION: The owner of the tax sale property located at 779 Chickasaw Street Dothan, AL 36303 has instituted his preemptive rights. Dothan Housing does not have to wait 3 years to re-habilitate the property. Will be meeting with Hecht Burdeshaw today to get OCHEC plans finalized. The Communications Coordinator, Ms. Leah Gunn has relocated to OCHEC. Bids are being received for p-lot repair; staff will make as pleasing as possible until repairs can be accomplished.

OTHER BUSINESS:

Next Meeting Wednesday October 12, 2022.

Adjourn Dothan Housing Meeting:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

Board Chairman

Secretary