



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

November 16, 2022

The Commissioners of Dothan Housing of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday November 16, 2022, 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:

Zoom		Absent
David Jamison	Jocelyn Gutzmore	Michael Jackson
Jeff Williams		Donna Clemmons
Lily Mendoza		

Dothan Housing personnel: Michael Threatt, COO; Challis Readus, Special Assistant to CEO & Recording Secretary; Patience Crittenden; **Employee & Customer Relations:** Stacy Parris, JD Miller, Dana Kirkland, Tera Wells, Samiyah Craddock; **IT:** Kevin Crowe; **Communications:** Leah Gunn; **Asset Management:** Tamarria Harris, Makayla Wortek, Elaine Machado, Marcia Bryant. **Finance & Administration:** Chantrice James, Mysin Harris, Katherine Foster, Wendy Deatherage. **Housing & Compliance:** Dr. Berry-Andrews; **HR:** Justise Black. **ZOOM:** Jordan Bonner, Charles Ledford, Tanya Embry, Malissie Washington, Marcia Bryant, Ms. Summerville, Tiffany Trailer, Ladonice Freeney, Makayla Woytek.

Visitors: Mr. Cork & Joe Chapman with Cork, Hill & Company.

Fox Rothschild: Michael Syme.

Also present was the President/CEO and Secretary, Samuel P. Crawford.
The Chairperson, David Jamison, declared a quorum present.

I. Approve November 16, 2022, Agenda & Additions:

a. Add Executive Session.

b. Remove Affordable Housing & Compliance and Modernization Updates.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

II. Approve October 12, 2022, Board Minutes:

Motion: Lily Mendoza

Second: Jeff Williams

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

November 9, 2022

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

Wednesday, November 16, 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 December , 2022 Agenda

Approve DH November 16, 2022 Minutes

NEW BUSINESS:

President & CEO Comments

DEPARTMENT & DIVISION UPDATES

1. Employee Relations & Customer Experience Update
2. Housing Update
3. Finance Update: 3rd Quarter Financials
4. Modernization Update

Public Comments

Comments

Adjourn

CEO COMMENTS: Thanks to Ms. Mendoza and Mr. Jamison for their attendance at the Landlord Symposium; there was great attendance. December 16, 2022 at 6pm Dothan Housing will celebrate its 80th Anniversary serving the community. The event will be held at Bella’s Ballroom. DH will celebrate its accomplishments, recognizing staff, board commissioners, community partners, stakeholders and others. This will be the first annual Gala. The Susan Morrison Scholarship will be launched during the Gala. This is our way of honoring our former Commissioner who passed away while serving the Board Commissioners of Dothan Housing.

2020 AUDITED FINANCIALS: Dothan Housing is required to perform an annual audit and submit a copy to HUD in accordance with applicable federal regulations. This is required annually in order to provide HUD with a true and correct copy of the annual audit for its review and information. HUD approved April 29, 2022. Dothan Housing Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to low-income residents to approve and authorize the submission of the annual audit to HUD, the County of Houston, and the City of Dothan.

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

2021 AUDITED FINANCIALS: Dothan Housing is required to perform an annual audit and submit a copy to HUD in accordance with applicable federal regulations. This is required annually in order to provide HUD with a true and correct copy of the annual audit for its review and information. HUD approved October 5, 2022. Dothan Housing Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to low-income residents to approve and authorize the submission of the annual audit to HUD, the County of Houston, and the City of Dothan.

Motion: Jeff Williams
Second: Lily Mendoza
Vote: Unanimous
Abstain: None

FY2023 MOVING TO WORK (MTW) FY2023 BUDGET: The designation provides Dothan Housing the opportunity to design and test innovative strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. It allows exemptions from many existing public housing and voucher rules and provides funding flexibility with how they use their federal funds.

Motion: Jeff Williams
Second: Lily Mendoza
Vote: Unanimous
Abstain: None

FY2023 RAD PBV PROPERTIES BUDGET (JAMISON VILLAGE, HENRY GREEN & CRIMSON RIDGE): In accordance with the Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) program's federal regulations, the Housing Assistance Payment (HAP) contract between the Housing Authority of the City of Dothan (DHA) and Our Community Inc.'s (OCI) Henry Green LLC development, Crimson Ridge LLC development and McRae Homes LLC (d/b/a/ David C. Jamison Village LLC) development is required to submit an annual budget for the development. Although there is a Property Management Agreement (PMA) between the OCI, owners of the Henry Green LLC, Crimson Ridge LLC and McRae Homes LLC (d/b/a/ David C. Jamison Village LLC) and the property management company; the Dothan Management Group, LLC, an annual budget is still required and must be approved by the Board of Commissioners of the Housing Authority of the City of Dothan (DHA). The Dothan Housing (DH) Board of Commissioners reviewed and approved the administrative budget for the Capstone at Kinsey Cove development for FYE 2023.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

FY2023 RAD PBV PROPERTIES BUDGET (KINSEY COVE): In accordance with the Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) program’s Agreement to enter into Housing Assistance Payment (AHAP) Contract between the Banyan Foundation and the Housing Authority of the City of Dothan (DHA), the Master Development Agreement (MDA) between the Banyan Foundation and the Housing Authority of the City of Dothan (DHA), the Property Management Agreement (PMA) between the Banyan Foundation, owners of the Capstone at Kinsey Cove and property management company, the Gateway Management Company, an annual budget is required to be approved by the Board of Commissioners of Housing Authority of the City of Dothan (DHA). The Dothan Housing (DH) Board of Commissioners reviewed and approved the administrative budgets for Henry Green LLC, Crimson Ridge LLC, and McRae Homes LLC (d/b/a/ David C. Jamison Village LLC) developments for FYE 2023.

EMPLOYEE HANDBOOK: Dothan Housing has revised its Employee Handbook to Attract, Recruit, and Retain the best talent in the affordable housing industry to meet the demands of the present and future workforce. Dothan Housing accepted the COVID-19 pandemic challenge to create a different platform by becoming a housing authority of the future through its digital transformation initiative. Dothan Housing answered the challenge of evolution through transformational leadership and acknowledging the shift of public housing authorities (PHAs); moving from paper to the cloud, and streamlining its operations through technology. Dothan Housing Commissioners reviewed and approved the adaptation of the updated DHA Employee Handbook that will apply to all entities of the Housing Authority.

DOTHAN HOUSING 2023 HOLIDAY CALENDAR: It is the responsibility of the Board of Commissioners to approve the holiday schedule for calendar year 2023 Dothan Housing has followed the holiday schedule of the local governing body of the City of Dothan and approved the 2023 Dothan Housing Holiday Calendar.

EMPLOYEE & CUSTOMER EXPERIENCE:

The Resident Services Department held a Fall Festival/ Haunted House on October 12, 2022 at OCHEC. This was a successful event and included community partners, giveaways, and staff participation. In addition to the Fall Festival, Trunk or Treats were held on three properties in collaboration with the Property Managers. A Trunk or Treat was held at Rose Hill and the Department partnered by providing candy and treats.

A Career Workshop Series was held at Crimson Ridge and a Financial Aid Workshop was held at OCHEC offering Financial Aid Federal Student Aid Assistance (FAFSA). The Resident Services Team designed a booth with the theme “Wiregrass Roots and Cowboy Boots” for the NPF. Ms. Craddock and Mr. Curry implemented the design October 28, 2022 and the team received notification November 3, 2022 of a \$150 reward for 7th place.

Mrs. Kirkland and Mrs. Wells, along with Mrs. Parris attended the Southern Conference on Homelessness and Housing in Destin and presented “Overcoming Housing Instability and Becoming Ready to Rent”.

The FSS Action Plan was submitted to HUD with additional edits and was approved on October 28, 2022. The Resident Advisory Board community meetings continued this month at three properties (Henry Green, Crimson Ridge, and Jamison Village). The Resident Services Department participated in a Teddy Bear Drive with the Child Advocacy Center.

Work continued with Troy University on the survey that will be used in the needs assessment.

All Department Members completed the Housing Counseling Webinar- Introduction to Agency Approval and Participation. Ms. Wells and Ms. Craddock completed three (3) PIC Trainings.

The department also began securing upcoming dates for the upcoming community events:

November Activities

- 11-3 Ready 2 Rent Class
- 11-8 Community Meeting- Henry Green
- 11-10 Ready 2 Rent Class
- 11-15 Community Meeting – Crimson Ridge
- 11-17 Ready 2 Rent Class
- 11-18 Tailgate
- 11-21 Thanksgiving Blessing Basket Delivery
- 11-22 Community Meeting at Jamison Village

The Relocation Coordinators have been working with our residents, tenants, and partners to ensure a smooth transition is taking place.

Relocation:

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

58 wish to remain within the current unit

32 from Phoenix Rising (Formerly Ussery)

26 from John R. Lewis Village (Formerly Marvin Lewis Village)

53 wish to transfer their assistance to the Housing Choice Voucher program.

49 from Phoenix Rising (Formerly Ussery)

5 from John R. Lewis Village (Formerly Marvin Lewis Village)

5 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 Streamlined Voluntary Conversion (SVC):

Contact has been initiated with True Moving Company and walk throughs were completed in September.

True Moving company sent quotes to the Relocation Specialist.

Procurement has also obtained quotes from Moving Muscle.

Move Outs and Deceased

- 11 residents no longer reside on the properties due to 9 have moved out and 2 are deceased
- 3-unit transfers have taken place since relocation has taken place

Mrs. Kirkland has facilitated two (2) Streamlined Voluntary Conversion (SVC) meetings with relevant staff to ensure a smooth process during the conversion. A checklist has been created; located in TEAMS for staff to check off when their items are completed.

Kinsey Cove Development updates are below:

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 conclude September 31, 2022, however with supply demands, the process will be delayed.

Phase 3:

This is anticipated to be the largest of all the Phases. Supply demands are still expected to play a factor in the overall completion of this Phase. This is the Phase where the vacant units will primarily become available (3 and 4 bedrooms). Dothan Housing will manage the waitlist and provide the waitlist and eligible candidates to Gateway.

AFFORDABLE HOUSING AND COMPLIANCE: Removed from the Agenda.

MODERNIZATION: Removed from the Agenda.

OTHER BUSINESS:

Next Meeting Wednesday December 21, 2022.

Recess Dothan Housing Meeting at 10:47 am:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

Open Executive Session Meeting at 11:00 am:

Motion: David Jamison

Second: Jeff Williams

Vote: Unanimous

Abstain: None

Close Executive Session Meeting at 11:29 am:

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

Adjourn Dothan Housing Meeting at 11:30 am:

Motion: Lily Mendoza

Second: Jeff Williams

Vote: Unanimous

Abstain: None

Board Chairman

Secretary