



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

**October 12, 2022**

The Commissioners of Dothan Housing of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday October 12, 2022, at 10:00 a.m. 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	Donna Clemmons	Michael Jackson
Jeff Williams	Lavern Higgins	
Lily Mendoza	Jocelyn Gutzmore	

Dothan Housing personnel: Michael Threatt, COO; Challis Readus, Special Assistant to CEO & Recording Secretary; Patience Crittenden; Jordan Bonner; **Employee & Customer Relations:** Stacy Parris, Tanya Embry, JD Miller, Cortlin Curry, Dana Kirkland, Tera Wells, Samiyah Craddock; **IT:** Kevin Crowe; **Communications:** Leah Gunn; **MOD:** Charles Ledford. **Asset Management:** Tamaria Harris, Makayla Wortek, Elaine Machado, Marcia Bryant, Michael Walker. **Fiscal Operations:** Leona Sheffield, Wendy Deatherage. **Housing & Compliance:** Dr. Berry-Andrews, Tiffany Trailer, Malisse Washington, Demetra Helms, LaDonice Freeney, Tunique Edwards. **HR:** Kimberly Hill.

**City of Dothan CDBG:** Kelly Mierkowski.

**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 October 12, 2022, Agenda & Corrections:**

a. Remove Finance Update.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

**II. Approve September 28, 2022, Board Minutes:**

Motion: Jeff Williams

Second: Lavern Higgins

Vote: Unanimous

Abstain: None



## **PUBLIC NOTICE**

**October 5, 2022**

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

**Wednesday, October 12, 2022 at 10:00 a.m.**

**Virtually via Zoom.**

**📺 ZOOM Meeting ID: 883-0986-4339**

**📺 Passcode: 834957**



### **AGENDA:**

Call To Order

Prayer

Approve DH October 12, 2022 Agenda

Approve DH September 28, 2022 Minutes

### **NEW BUSINESS:**

President & CEO Comments

FY2023 Moving To Work (MTW) Supplemental Plan

FY2023 Annual Plan & Revision #3 to the FY2020-2024 Five-Year Plan

FY2023 Payment Standards and Small Area Fair Market Rents (SAFMRs)

Housing Choice Voucher (HCV) Program Administrative Plan Update

### **DEPARTMENT & DIVISION UPDATES**

1. Employee Relations & Customer Experience Update
2. Housing Update
3. Finance Update
4. Modernization Update

Public Comments

Comments

Adjourn

**CEO COMMENTS:**

**FY2023 MOVING TO WORK (MTW) SUPPLEMENTAL PLAN:** Thursday, January 27, 2022, the U.S. Department of Housing and Urban Development (HUD) announced the Landlord Incentives cohort for the MTW Demonstration Expansion. DHA has been selected to join this invaluable cohort. DHA is committed and dedicated to complying with the MTW objectives under the demonstration program. DHA will operate under the terms of the MTW Operations Notice according to the 2016 MTW Expansion Statute. DHA is uniquely positioned to work very effectively with HUD in this endeavor to meet the three statutory goals of the MTW Demonstration and HUD’s Office of Policy, Development & Research (PD&R). Regulatory flexibilities associated with the MTW Landlord Incentives cohort will increase housing choices for voucher holders in the WMA. DHA’s MTW program will allow voucher holders to live in mixed-income neighborhoods within the WMA, including the five counties under the Wiregrass Regional Voucher Program (WRVP) of Geneva, Houston, Dale, Henry, and Coffee. DHA will increase housing choices for voucher holders by utilizing mobility counseling, wrap-around services, and the Small Area Fair Market Rent (SAFMR) payment standards. DHA will increase housing choices by expanding housing opportunities and deconcentrating poverty for voucher holders by providing access to jobs, good schools, healthcare, a healthy environment, healthy foods, safe neighborhoods, and transportation services through the MTW designation. DHA’s selection to be amongst the 29 PHAs chosen for the Landlord Incentives cohort for the MTW Demonstration Program with the ability to test ideas, concepts, and methods to serve better the communities in which they reside will be a game changer for affordable housing in the WMA. As a part of the MTW Landlord Incentive cohort, DHA will display innovative thinking and demonstrate the capacity to initiate effective change that impacts the specific community, the nation and public policy.

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

**FY2023 ANNUAL PLAN & REVISION #3 TO THE FY2020-2024 FIVE-YEAR PLAN:**

Expanded opportunities include Landlord Summit and Landlord Symposium and Casino Royale; Landlord and Tenant Portal and Computer Lab. The ROSS program was closed out. Dothan Housing received seven (7) new vouchers. The waitlist was opened in April 2022 and 3,500 applicants applied. There are currently 5,200 applicants on the waitlist. There were two (2) FSS Graduates. Section 511 of the Quality Housing and Work Responsibility Act of 1998 implemented the requirement that each housing authority shall submit to HUD an Agency Plan composed of the Annual Plan and Five Year Plan. In order to comply with HUD regulations, DHA has developed an Annual Plan for FY 2023 beginning on January 1, 2023, Revision #3 to Five-Year Plan for FY2020-2024; FY2023 Significant Amendment for Moving to Work (MTW) Expansion under Cohort #3 Landlord Incentives. DHA establishes goals and objectives that assist in meeting the needs of the residents of the City of Dothan, including surrounding areas of the Wiregrass Metro Area (WMA). DHA is committed to improving and expanding affordable housing opportunities for its Wiregrass Regional Voucher Program (WRVP) in the counties of Houston, Geneva, Dale, Henry, and Coffee. DHA certifies that it complies with all Fair Housing laws for all public and affordable housing programs. DHA’s President & CEO, Samuel P. Crawford, is authorized to execute Form HUD-50077, PHA Certification of Compliance with PHA Plans and Related Regulations and Form HUD 50077-CR, Civil Rights Certification, on behalf of the Housing Authority.

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

**FY2023 PAYMENT STANDARDS AND SMALL AREA FAIR MARKET RENTS**

**(SAFMRS):** HUD published Fair Market Rents (FMRs) for Fiscal Year 2023 on September 1, 2022, to be effective on October 1, 2022. FMRs, are published annually and are an estimate of the amount of money that would cover gross rents (rent and utility expenses) on 40 percent of the rental housing units in a particular area. The Wiregrass Regional Voucher Program is required to review and update the Payment Standards schedule annually based on bedroom size and zip code.

The updated Payment Standards will play a significant role in attracting, recruiting, and retaining landlords in the Wiregrass Metro Area (WMA).

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

**HOUSING CHOICE VOUCHER (HCV) PROGRAM ADMINISTRATIVE PLAN UPDATE:**

Dothan Housing has to revise its Administrative Plan to comply with the U.S. Department of Housing and Urban Development (HUD). The statutory changes require revisions to the Administrative Plan for the DHA to administer the Section 8 Housing Choice Voucher Program (HCVP) effectively and efficiently and to be compliant with all the Rental Assistance Demonstration (RAD PBV) requirements according to RAD Notice Revision 4 and 24 CFR Part 983. It was approved to add copies of the RAD PBV Lease and Lease attachments to the Section 8 Administrative Plan as provided in the Housing Choice Voucher Program table of contents under Exhibit 17-1: PBV Development Information.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None

**EMPLOYEE RELATIONS AND CUSTOMER EXPERIENCE:** The FSS Coordinator Grant was submitted last week. Resident Services will be attending Housing Counseling Training in Destin, FL. The Ready to Rent Presentation will be presented to benefit the housing community at the Southern Housing Coalition.

**AFFORDABLE HOUSING AND COMPLIANCE:**

Affordable Housing & Compliance Update for the month of September 2022

***Dothan Management Group***

- Currently there are 261 on the Public Housing Waiting List.
- Collected 98% of Tenant Account Receivables (TARs).
- Average completion for routine workorders was 3 days.
- All Emergency Work Orders were abated within 24 hours.
- Average unit turnaround for September was 21 days.
- HUD PIC Reporting Rate is 100%.

***Housing Choice Voucher Program***

- There are a total of 5,519 applicants on the waiting list.
- There are 1,233 total vouchers leased.
- 42 vouchers were issued in September.
- 127 HQS Inspections were conducted.
- The HUD PIC Reporting Rate is 99%.

**MODERNIZATION:** Hot water should be installed in all the bathrooms by the end of the month. Dumpsters are ready to be delivered to properties. The goal is to place them at Crimson Ridge, Jamison Village, and Henry Green by 10-28-2022. We are in the final preliminary stages of the Architect design for the OCHEC remodel. The preliminary drawing should be received by 10-19-2022.

**OTHER BUSINESS:**

Next Meeting Wednesday November 16, 2022.

Adjourn Dothan Housing Meeting:

Motion: Lily Mendoza

Second: Jeff Williams

Vote: Unanimous

Abstain: None

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Board Chairman

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Secretary