



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

January 18, 2023

The Commissioners of Dothan Housing of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday January 18, 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

David Jamison

Jeff Williams

Lily Mendoza

Donna Clemmons

Lavern Higgins

Absent

Michael Jackson

Jocelyn Gutzmore

Dothan Housing personnel: **Executive Office:** Michael Threatt, COO; Challis Readus, Special Assistant to CEO & Recording Secretary; Patience Crittenden; Jennifer Mays, Administrative Assistant to COO; **Employee & Customer Relations:** Stacy Parris, JD Miller, Tera Wells, Samiyah Craddock; **HR:** Justise Black; **Communications:** Leah Gunn; **Finance & Administration:** Chantrice James, Wendy Deatherage, Lee Sheffield; **Housing & Compliance:** Dr. Berry-Andrews; **MOD:** Charles Ledford.

ZOOM: Jordan Bonner, Tanya Embry, Andrella Allums, Tiffany Trailer, Demetra Helms, Mysin Harris, Malissie Washington, Ladonice Freney, Tamar Harris, Tunique Edwards.

ZOOM VISITORS: **Fox Rothschild:** Michael Syme. **City of Dothan CDBG:** Kelly Mierkowski.

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

I. Approve January 18, 2023, Agenda & Additions:

a. Add Executive Session.

Motion: Jeff Williams

Second: Donna Clemmons

Vote: Unanimous

Abstain: None

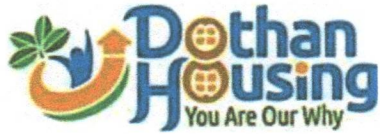
II. Approve November 16, 2022, Board Minutes:

Motion: Lily Mendoza

Second: Lavern Higgin

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

January 11, 2023

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

Wednesday, January 18, 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 January 18, 2023 Agenda

Approve DH November 16, 2022 Minutes

President & CEO Comments NEW

BUSINESS:

1. Board Commissioner Re-Appointment
2. Eagle Bend Discussion

DEPARTMENT & DIVISION UPDATES

1. Finance & Administration

Public Comments

Comments

Adjourn

BOARD COMMISSIONER RE-APPOINTMENT: Mr. David Jamison was first appointed to serve on the Dothan Housing Board of Commissioners February 1, 2008. During Mr. Jamison's appointment he has continued to serve professional, respectful, community minded, responsible, honorable and loyal. Mr. Jamison's service is invaluable to Dothan Housing and it is an honor to have him in our service. Dothan Housing requested Mr. Jamison's re-appointment to Dothan Housing's Board of Commissioners'; and on Tuesday the 17th day of January, 2023 City of Dothan, AL Mayor Mark Saliba; with the authority invested in him, did hereby announce the re-appointment of Mr. David Jamison. The re-appointment will begin February 1, 2023 and will end January 31, 2028. Thank you, Mr. Jamison for all you do.

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

CEO COMMENTS & UPDATES:

EAGLE BEND: Dothan Housing is committed to expanding housing opportunities and other opportunities which include becoming our own developer. Dothan Housing have received a letter of intent to purchase Eagle Bend in the amount of \$980,000 to \$1 million, which is time sensitive and good for 30-45 days. In 2022 the property was appraised at \$1.1 million, which is reflective of the current rent. It would require \$750,000 to \$1.1million in upgrades (roof, siding, windows, flooring, etc.) to get the property up to markets standards. Is it worth keeping or selling? The financial feasibility study was completed last week. A full scope report will be presented with options regarding the study. **COMMENTS/SUGGESTIONS:** Do not sell, increase rent & make cosmetic changes. \$1 million is not enough for 19 units. Will the property continue to rent to DH clients after the sale? Deed restrictions can be a requirement of the Deed to keep Section 8 and Affordable Housing. The rent cap would remain at 30%. Selling would afford opportunity to build new construction.

COMMISSIONER WILLIAMS AWARD: We recognize one of our own for his leadership and commitment. Join me in celebrating Mr. Jeff Williams who was selected among his peers as the first Dothan Housing Commissioner of the Year. Mr. Williams was recognized for his leadership on the Board Commissioners and appreciation for helping to better the Community.

DOTHAN HOUSING 80TH ANNIVERSARY GALA: December 23, 2022 Dothan Housing celebrated its 80th Years of Development Anniversary with a GALA at Bella's. Festivities included live music, portrait kiosk, red roses were given to all the ladies in attendance, gift bags were given to all as they exited the event, d'oeuvres were served with dinner being served afterwards. Dothan Housing Board Commissioners Mr. David Jamison, Ms. Lily Mendoza and Ms. Lavern Higgins were in attendance. The program included presentations by Justise Black, the Master of Ceremony; Invocation by Tiffany Trailer; Welcome and Overview by Dr. Michael C. Threatt; Our Purpose and Guest Recognition by Justise Black; Introduction of Speaker by Pastor Charles Lewis; Speaker Rev. Delvick McKay; Community Partnership Award given to Alabama College of Osteopathic Medicine (ACOM) by Samiyah Craddock and Tera Wells; Board of Commissioners by Dr. Michael C. Threatt; Scholarship Unveiling by Samuel P. Crawford, the Morrison Family, Misty Morgan and Susan Wilkins of Smart Bank.

SUSAN MORRISON SCHOLARSHIP FUND: Mrs. Susan Morrison was appointed to the Dothan Housing Board of Commissioners on February 1, 2017, and served with distinction, honor, integrity, principle, respect, dignity and devotion, and was a strong advocate for public housing and was instrumental in recommending various quality of life programs to improve and enhance the housing authority and its residents. She was a licensed REALTOR with Berkshire Hathaway HomeServices Showcase Properties. And skilled in many areas of real estate; having assisted in land planning and site selection, residential sales, land and commercial brokerage. Mrs. Morrison was a past treasurer and secretary for the Realtors Land Institute of Alabama. She is also an Accredited Land Consultant candidate, an Accredited Buyers Representative, Certified Residential Specialist, and was Certified Alabama Planning and Zoning Official serving on the City of Dothan Board of Zoning and Adjustments. The Housing Authority of the City of Dothan, Alabama Board of Commissioners; recognize the numerous achievements of Mrs. Susan Morrison while serving as a Board Commissioner and expresses its appreciation and gratitude for her contributions to the community. Dothan Housing Authority designated April 21, 2021, Susan Morrison Day in her honor. December 23, 2022 a Scholarship Fund was presented. Donations were received from Smart Bank and others. Speaking on behalf and in honor of Mrs. Morrison was her spouse, Mr. Stephen Morrison.

NON-PROFIT EVENTS: DH Digital Giving Campaign allow donors to contribute digitally using different devices. OCHEC Walk of Fame will begin with bricks available for purchase for companies, entities, and organizations. Also wall placards and rooms designated in honor could be available in sponsorship notes.

HENRY GREEN DAMAGES: 90% of the building was affected by water during the Christmas Holidays. ServePro has completed the mitigation. Our insurance adjuster is waiting on an estimate from ServePro to finalize the claim mount. ServePro performed the clean-up and will conduct the rehab. ServePro premium is 5%. Currently the staff affected have been temporarily placed in the Henry Green Community Room and at OCHEC. Our goal is to use the money from the claim to remodel the building into a laundromat and possibly more apartments. Joe Donofro will provide renderings.

CDBG AWARD, OCHEC: The civil engineer arrived on 1/16/2023 for the topographical survey. Waiting on a response from Hecht Burdeshaw on our next step and plans. Concerns with timeliness. By end of the week, will have more answers to put the bid process out. Next week 01-23-2023 contractor will begin converting OCHEC classrooms into office space for staff. We could use the classroom remodels as part of our CDBG funds. Men & Women bathrooms with showers will be installed off the existing kitchen area. Renderings will need to be created. Hecht Burdeshaw Civil Engineer conducted a survey this week.

FINANCE & ADMINISTRATION:

Fourth Quarter Financial Notes

- OCI has received revenue from HCV for the rental of office spaces. Look forward to receiving more revenue in 2023 from other entities.
- MOD has received some income from the landscaping, and in 2023 they will do more work to increase the revenue.
- Revenue will increase on the HCV side because the SVC has been approved for Ussery/Marvin Lewis Village. Ussery/Marvin Lewis Village will no longer be in public housing.
- In 2023, I will look at all trends with an emphasis on contract cost. We have knowledgeable staff and will no longer need consultants.

EMPLOYEE & CUSTOMER EXPERIENCE:

Resident Services Department Monthly Report- November 2022

The Resident Services main event for the month of November was the giving of Thanksgiving Blessing Baskets. The Resident Services Team, along with members of Asset Management and Maintenance distributed the baskets to elderly residents on November 21st. The baskets were filled with items purchased from Sam's as well as items donated from the community.

The Resident Advisory Board Community Meetings continued this month at three properties {Henry Green, Crimson Ridge, and Jamison Village}. The Resident Services Department ordered yard signs designed by Ms. Gunn for all the properties to advertise the community meetings.

An interest meeting was held for basketball sign up and a decision was made to begin practices in December. Parents signed release forms and provided contact information. The first practice will be held December 7th at Wiregrass Recreation Center coached by Michael Walker.

Troy University provided Dothan Housing with the survey that will be used in the needs assessment. They are waiting on approval from the Institutional Review Board and then will move forward with obtaining the needed data from the residents.

Resident Services Team Members began working on Housing Counseling Modules this month with the goal of preparing to take the certification exam to become Certified Housing Counselors.

A solicitation letter was created for BOSS to be used to solicit donations of food, auction items, etc. The Modernization Department is working on a clothing storage space and a food storage space for the Resident Services Department to utilize for food and clothing donations. Once the spaces are completed and organized, this resource will be advertised to the residents and will be available by appointment with a Resident Services Team Member or emergency situations.

The department also began securing upcoming dates for the following community events.

December Activities

12.1 Ready 2 Rent Class

12.7 First Basketball Practice

12.8 Ready 2 Rent Graduation

12.13 Community Meeting- Henry Green

12.20 Winter Wonderland

- 12.20 Community Meeting- Crimson Ridge
- 12.27 Community Meeting at Jamison Village

In addition, the relocation coordinators have been working with our residents, tenants, and partners to ensure a smooth transition is taking place.

Phoenix Rising and John R. Lewis Village Updates Relocation:

- 57 wish to remain within the current units
 - 31 from Phoenix Rising (Formerly Ussery)
 - 26 from John R. Lewis Village (Formerly Marvin Lewis Village)
- 52 wish to transfer their assistance to the Housing Choice Voucher program
 - o 47 from Phoenix Rising (Formerly Ussery)
 - o 5 from John R. Lewis Village (Formerly Marvin Lewis Village)
- 6 have not responded to the letters and surveys sent out. Relocation staff will continue to ensure these households have been addressed and surveyed.
- 2 units are vacant at the moment.

Move Outs

- 15 Residents moved off the property
- 3 Residents due to deceased
- 12 Residents by choice

Moving Company for the Section 22 SVC:

- Relocation staff has contacted all 10 residents who have chosen DHA to move them and established proper days and times for the moving company to conduct a walk-through assessment before any move takes place. The preferred dates and times have been submitted to the True Moving Company.

True Moving Company submitted a price quote for moving services.

The procurement department is in the process of gathering more quotes from other moving companies.

True Moving Company has conducted a number of walk throughs and submitted price quotes for the services needed.

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's relocation team hosted three mandatory meetings on May 10 and 11, 2022, for all residents affected by the Section 22 SVC process & provided accommodations for those who could not attend.

Ready to Rent:

- 16 participants are scheduled to graduate on December 08, 2022, at OCI Auditorium at 11:30 AM.
- 31 individuals have graduated since the program started.
- 38 have signed up for the next class that is scheduled to start February 02, 2023.

Kinsey Cove Development updates are below:

No report/updates provided by the Relocation Coordinator.

OTHER BUSINESS:

Next Meeting Wednesday February 15, 2023

Recess Dothan Housing Meeting at 10:39 am:

Motion: David Jamison

Second: Jeff Williams

Vote: Unanimous

Abstain: None

Open Executive Session Meeting at 10:40 am:

Motion: David Jamison

Second: Jeff Williams

Vote: Unanimous

Abstain: None

Dothan Housing concerns were discussed during the Executive Session.

Close Executive Session Meeting at 10:55 am:

Motion: David Jamison

Second: Lily Mendoza

Vote: Unanimous

Abstain: None


Adjourn Dothan Housing Meeting at 10:57 am:

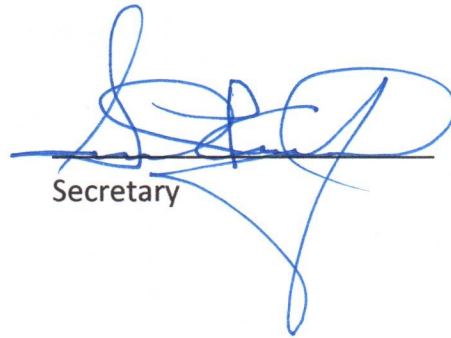
Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None


Board Chairman


Secretary