



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

May 17, 2023

The Commissioners of the Housing Authority of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday May 17, 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	Absent	ZOOM
David Jamison	Jocelyn Gutzmore	
Jeff Williams	Lily Mendoza	
Michael Jackson	Lavern Higgins	
Donna Clemmons		

Dothan Housing personnel present: **C-Suite:** Dr. Berry-Andrews, CHO; Challis Readus, and Jennifer Mays. **Community Safety:** JD Miller. **Grants:** Tera Wells. **Communications:** Leah Gunn. **IT:** Patience Crittenden. **Finance & Administration:** Chantrice James, Mysin Harris, & Katherine Foster. **MOD:** Charles Ledford. **WRVP:** Andrella Allums. **Compliance:** Ladonice Freeney. **Resident Services:** Samiyah Craddock. **HR/Strategic Planning:** Justise Black. **Asset Management:** Tamaria Harris. **WRVP:** Andrella Allums.

DH ZOOM: Samuel P. Crawford, CEO; Malissie Washington, James Curry, Marcia Bryant, & Demetra Helms.

VISITORS: City of Dothan CDBG: Kelly Mierkowski.

ZOOM VISITORS: Rachel Johnson. **Fox Rothschild:** Michael Syme.

Also present was the Acting President/CEO and Secretary, Dr. Michael Threatt.

The Chairperson, David Jamison, declared a quorum present.

I. Approve May 17, 2023, Agenda & Additions:

a. **Remove:** Board of Commissioners Manual.

Motion: Jeff Williams

Second: Michael Jackson

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

May 10, 2023

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

Wednesday, May 17, 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 May 17, 2023 Agenda
Approve DH April 19, 2023, Board Meeting Minutes

ACTING CEO UPDATES

Fair Housing Events
Affordable Housing Listening Session
Real Estate Development Plan
NSPIRE In-House Training
MTW Conference
FY2023 Board & Staff Retreat: July 17th-July 21st

NEW BUSINESS (Resolutions):

FSS Action Plan Update
Board of Commissioners Manual

DEPARTMENT & DIVISION UPDATES

Finance & Administration
Housing & Resident Services
Planning & Development
Fund Development
Marketing & Communications
Strategic Planning

Comments
Adjourn

Approve April 19, 2023, Board Minutes:

Motion:	<u>Michael Jackson</u>
Second:	<u>Donna Clemmons</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

FAIR HOUSING EVENTS: April 6, 2023 Dothan Housing partnered with public and private agencies to provide a Fair Housing Training Symposium at Troy University (Dothan Campus). The Symposium included CE credits for qualifying attendees. Approximately 44 REALTORS and agencies received training. April 18, 2023 in a collaboration with the City of Dothan's CDBG Administration Office, Dothan Housing assisted with a city proclamation locally; declaring April Officially Fair Housing Awareness Month. Fair Housing Awareness Month is advertised in Downtown Dothan, AL for the first time in agency history; about 63,800 motorists travel through Downtown weekly. April 27, 2023 Dothan Housing partnered with public and private organizations to have a community Fireside Chat on Fair Housing Awareness. Dinner was partially sponsored by Metro Diner of Dothan, AL.

Partners:

City of Dothan	Central Alabama Fair Housing Coalition
Community First	Legal Services
Interlinc Mortgage	All IN Credit Union
The Rice Firm	Southeastern Association of Alabama Realtors

Fair Housing Training: Director of Compliance LaDonice Freeney
HUD Participation: Opening Ceremony and Gen Z Affordable Housing Conversation

AFFORDABLE HOUSING LISTENING SESSION: Dothan Housing was approached by the Low Income Housing Coalition to hold a listening session at the Michael C. Patton Event Center in June. Dothan Housing Board of Commissioners will attend the listening session. There is a great need for affordable housing in our area.

REAL ESTATE DEVELOPMENT PLAN: Develop a Real Estate Development Plan for 2023-2028. Need to take advantage of affordable housing opportunities available in the rural community. Plans need to start in July.

NSPIRE TRAINING: All maintenance staff have received NSPIRE training relating to the new inspection process HUD is implementing. NSPIRE will replace REAC. REAC focuses on the outside, INSPIRE focuses on the inside; DH will focus on the inside and the outside. The process will begin 10-01-2023. DH inspections will start implementing the guidelines in July.

2023 MOVING TO WORKING (MTW) CONFERENCE: Drs. Threatt and Berry-Andrews, Leah Gunn and Chantrice James attended the Moving to Work Conference April 10, 2023 through April 13, 2023 on Capitol Hill in Washington, DC. This conference was founded to solidify innovations to create affordable housing. Various topics were covered including MTW finance, preservation and development, cross-sector partnerships and voucher strategies.

FY2023 BOARD & STAFF RETREAT: Introduction of the 3rd Annual “Relax, Relate, Rejuvenate” Employee Retreat. The tentative dates that have been calendared are July 17th – 21st, 2023. The Employee Retreat will either immediately follow or be immediately followed by our two-day Board of commissioners’ retreat. Explanation of the goal of the retreat aligns with the 2nd goal of the strategic plan surrounding providing on-going training and development for our staff and board. Presentation of the finalized agenda will be presented to the Executive Leadership Team for approval and distribution to staff and board by 06-02-2023.

FSS ACTION PLAN UPDATE: Dothan Housing revised its Family Self Sufficiency (FSS) Action Plan to comply with HUD’s. The Plan and any revisions of the plan must be formally adopted by the Housing Authority’s (HAs) Board of Commissioners. The change is due to the HA is no longer administering the Public Housing Program. The plan was approved by DH Board of Commissioners and the effective date is immediate.

Motion:	<u>Michael Jackson</u>
Second:	<u>Donna Clemmons</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

DEPARTMENT & DIVISION UPDATES

FINANCE & ADMINISTRATION: The Finance Committee meeting was held on May 11, 2023. **First Quarter Financials:** Funding was received from The Community Development Block Grant (CDBG). We will receive more funding throughout the year with an emphasis on Phoenix Rising formerly Ussery Homes and John R. Lewis Village formerly Marvin Lewis Village converting to Tenant Protection Vouchers (TPVs). Shared Services Agreements are still being used. There were more administrative costs last year compared to this year because of the restructuring and the **severance packages paid out**. As the year progresses, administrative and maintenance costs will increase because of the 8.7% Cost of Living Adjustment (COLA) that was implemented in April 2023. When you compare last year’s bottom line to this year, we are moving in the right direction.

HOUSING: & RESIDENT SERVICES

WIREGRASS REGIONAL VOUCHER PROGRAM APRIL: The number of Applicants on the combined waiting list is 7925. A total of 131 HQS Inspections were completed. 26 Tenant Protection Vouchers (TPV) were issued for Phoenix Rising Ussery & Marvin Lewis apartments. Will issue 35 Vouchers for TPV on May 18th. Sent out over 1600 letters to applicants to update application for Kinsey Cove which is a tax credit property. The PIC reporting rate for the HCV Program as of April, 2023 is 100.82%.

RESIDENT SERVICES APRIL: Several efforts have been made in the department. Staff began collecting household assessments and updated residents' information. All data will be used to serve each family better and provide each property with the necessary resources. A partnership was established with Dothan City Schools to become a site location for the Summer Feeding program on four of our properties (the Food Program begins June 5th through July 21st). PIC Science Partnership was established for June 2023 to tutor kids in the 4th and 5th grades; and DH is looking forward to expanding for Fall tutoring. Ready to Rent Training classes began; two classes are being held for each session; the first class will begin at 11:30 am, the last session will begin at 5:00 pm for working families and parents. Auburn Housing Authority reached out to DH Resident Services department after Ms. Dana Kirkland's presentation at the Fall AAHRA conference. They would like our agency to partner with them to create a plan to implement the Ready to Rent program at their PHA. The department is continuing to partner with local community agencies to assist our families this summer and to becoming self-sufficient.

DOTHAN MANAGEMENT APRIL REPORT: Tenant receivables is 98%. The vacancy turn-around is 4 days. All 16 emergency work orders were abated within 24 hours. Kudos to our amazing maintenance team for their hard work. They have worked hard to keep the grounds in-tact including lawncare and some of the flower beds. They are doing an AMAZING job. All the maintenance staff have received OSHA training through Wallace College.

PLANNING & DEVELOPMENT: The contractors have completed the classrooms. There are 2 classrooms remaining that need flooring installed and 1 classroom that needs HVAC installed; these items are being accomplished in-house. Rural Workforce Housing Symposium: found an alternative to building homes from the ground up. A panelized system is utilized. As soon as additional information is received from the company, additional updates will be presented. The Choctaw Street Vacant Land Purchase is scheduled to close this week.

FUND DEVELOPMENT: The Susan Morrison Memorial Scholarship Application is currently available. The deadline to apply is May 31st and notifications to awardees will be made by June 16th. There is currently \$5840.00 in the scholarship fund. \$4465 came from the Build Out Mixer held on May 12th. A special thanks to Jeff Williams and Smart Bank for making a \$1000.00 donation to the fund. In addition, Mr. Steve Morrison was present at the Mixer and gave a large donation. There are fundraising events scheduled for July 20th, which will be The White Party; November 3rd the Casino Royale; and December 7th the Our Purpose Gala. In 2024, we would like to add two additional fundraisers to our development plan, a Masquerade Ball and a Golf Tournament. BOSS and OCI are set up to accept donations at any time throughout the year. Both nonprofits have a QR code as well as a Text to Donate Option.

New software called POINT has been implemented to track volunteer hours. Staff volunteer hours will be tracked at various organizations, as well as hours that individuals volunteer with DH. This data will be great to show our impact in the community, for grants that require in kind donations, and for end of the year reporting. On May 4th the GPD Veterans Case Manager Grant application was submitted, and we are also looking into the Veterans Affairs Supportive Housing Vouchers (VASH). 2 CDBG applications were submitted in March. According to the tentative timeline that the city provided, we should know the outcome of the CDBG grant applications by June 23rd. The first Fund Development Board Committee Meeting was held on May 4th. The next meeting will be June 1st and thereafter the first Thursday of the mont.

MARKETING & COMMUNICATIONS: Dothan Housing markets via news, social media and Durden. There were 29 press releases via the Website, BBJ and EIN Presswire. Media/Visibility included five (5) separate media coverage pieces from Housing to Special Projects. Community Activities included golf and tournaments, DCS and several Galas. No Crisis Management reports. Social Media: 191,000 users engaged, 11,000 user link clicks, 7,100 user clicks for video, 363,000 impressions, 48,000 users and 62,000 impressions across platforms. Goals: increase resident engagement, community involvement and contributing to statewide and national pieces.

STRATEGIC PLANNING: This position was created within the organization to assist with growing opportunities. Making the first steps for the Dothan Housing Development footprint, strengthening the pipeline and assisting with going from good to great with Leadership, certification and taking it to the next degree. **STRATEGIC PLANNING COMMITTEE:** Board Committee meetings will occur the first Wednesday of each month.

CLOSING REMARKS: Appreciate the Committees being able to meet in person or via ZOOM. The engagement is very strategic and will pay dividends. Jeff Williams and Smart Bank were mentioned regarding their new location and the wall mural. Drs. Threatt and Berry-Andrews will be in Denver next week for the PHADA Convention.

PUBLIC COMMENTS: Rachel Johnson: Thank you for the transparency at this highest level and I have never seen a Housing Authority Commission Board be this informative so far as an Organizer & Housing Advocate of over 35 years! This is commendable and please Keep up the GREAT WORK!

OTHER BUSINESS: The next Board Meeting will be held Wednesday June 21, 2023.

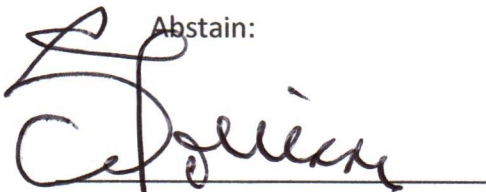
Adjourn Dothan Housing Meeting:

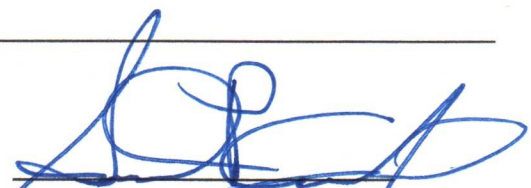
Motion: Michael Jackson

Second: Donna Clemmons

Vote: Unanimous

Abstain: None


Board Chairman


Secretary