



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

February 21, 2024

The Commissioners of the Housing Authority of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday February 21, 2024, 10:00 a.m. at Our Community, Inc. Housing & Enrichment Center at 1001 Montana Street and via Zoom.

The meeting was called to order at 10am 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	Lisa Alexander	Michael Jackson
Jeff Williams		Donna Clemmons
Lily Mendoza		

Dothan Housing personnel present: **C-Suite:** Dr. Michael Threatt, Challis Readus, Dr. Tamara Berry-Andrews, Tanya Embry and Jennifer Mays. **IT:** Patience Crittenden. **Finance:** Ahriel Bell. **Contracts & Procurement:** Katherine Foster. **MOD:** Charles Ledford. **Compliance:** Ladonice Freaney. **Safety:** Jason Miller. **Communications:** Leah Gunn & Jamie Bienvenu. **HR:** Shunessa Burks. **MTW & Strategic Initiatives:** Tera Wells. **Resident Services:** Samiyah Craddock & Elaine Machado. **WRVP:** Calandra McGhee. **Asset MGT:** Tamar Harris.

DH ZOOM: Jordon Bonner, & Shunessa Burks, Katherine Foster, Dana Bradshaw, Tiffany Trailer, Calandra McGhee, Makayla Wortek, Elaine Machado, and Demetra Helms.

VISITORS: **Fox Rothschild:** Michael Syme. **City of Dothan:** Kelly Mierkowski. **SEACH:** Jack Porter. Lee Walker.

Also present was the CEO and Secretary, Mr. Samuel P. Crawford.

The Chairperson, David Jamison, declared a quorum present.

I. Approve February 21, 2024, Agenda & Addition:

ADD: Commissioner Michael Jackson

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

February 14, 2024

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

Wednesday, February 21, 2024, at 10:00 a.m.

at Our Community, Inc. (OCI) Housing and Enrichment Center
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>



Call To Order
Prayer

Approve DH February 21, 2024 Agenda
Approve DH January 17, 2024 Board Meeting Minutes

NEW BUSINESS (Resolutions):

Board Commissioner Reappointment
Administrative Plan Updates
Dothan Housing and Southeast Alabama Coalition for the Homeless Shared Services Agreement
DH and City of Dothan CDBG Subrecipient Agreement

CEO UPDATES:

DEPARTMENT & DIVISION UPDATES

Housing & Resident Services
Strategic Initiative & Grants
Marketing & Communications
HR
Community Development Planner

Closing Remarks

Approve January 17, 2024 Minutes:

Motion: Lily Mendoza

Second: Michael Jackson

Vote: Unanimous

Abstain: None

RECOGNIZE COMMISSIONER MICHAEL JACKSON: Commissioner Jackson was honored with the DH Commissioner of the Year Award at the 2023 Our Purpose Gala for his patronage and dedication to the housing authority's mission throughout the year. Commissioner Jackson's family was on hand to accept the award in his honor. Commissioner Jackson is known for his extraordinary accomplishments at Aunt Katie's Garden.

BOARD COMMISSIONER RE-APPOINTMENT: Lisa Alexander was appointed Board of Commissioner by Dothan City Mayor, Mark Saliba on December 5, 2023; to serve the remaining term of a resigning Commissioner until January 31, 2024. On January 16, 2024 the Mayor of the City of Dothan announced the re-appointment of Lisa Alexander as a Board Commissioner, to serve beginning February 1, 2024 and expiring on January 31, 2029. The Resolution was approved with a motion by David Jamison and a second by Michael Jackson.

Motion: Lily Mendoza

Second: Michael Jackson

Vote: Unanimous

Abstain: None

ADMINISTRATIVE PLAN UPDATES: DH has to revise its Administrative Plan to comply with the U.S. Department of Housing and Urban Development (HUD). The plan and any revisions must be formally adopted by the Housing Authority's (HAs) Board of Commissioners. The effective date of the plan will be March 1, 2024.

Motion: Jeff Williams

Second: Michael Jackson

Vote: Unanimous

Abstain: None

DH & SEACH SHARED SERVICES AGREEMENT: DHA has adopted a Consulting and Shared Services Agreement between the public housing authority (PHA) and the Southeast Alabama Coalition for the Homeless, Inc (SEACH); and to improve their sustainability and enhance their efficiency and effectiveness to operate as a Continuum of Care (CoC) with prudent fiduciary best practices they are entering into a Consulting and Shares Services Agreements. It is in DH and SEACH's mutual best interest to collaborate by sharing certain Services. This Consulting and Shared Services Agreement will allow DH and SEACH to share, but not limited to, administrative personnel, facilities, equipment, program services and vehicles.

Motion: Lily Mendoza

Second: Michael Jackson

Vote: Unanimous

Abstain: None

DH & CITY OF DOTHAN SUBRECIPIENT AGREEMENT: 02-06-2024 the City of Dothan, approved Resolution 2024-25 to enter into a subrecipient agreement with Dothan Housing (DH) and will be assisting DH, through the budgeting of Community Development Block Grant (CDBG) Funds for the purpose of administering the City's new Rental Rehabilitation Program. The City of Dothan has budgeted the amount of \$200,000.00 for the new Rental Rehabilitation Program to rehab 20-40 eligible units.

Motion:	<u>Jeff Williams</u>
Second:	<u>Michael Jackson</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

DEPARTMENT UPDATES:

HOUSING & RESIDENT SERVICES:

ASSET MANAGEMENT: Dothan Management Group collected 96% of TAR (tenant receivables) for the month of January. A total of 184 work orders were issued and completed with 16 being emergency work orders. All emergency work orders were abated within 24 hours and all routine work orders within 2 days. The average unit turnaround days for January was 3. 80 Housekeeping Inspections were completed in the month of January.

RESIDENT SERVICES: Collaborated with Dothan Management Group (DMG) to host the residents' youth basketball team at the 30th Annual SERC MLK Basketball and Cheer Tournament in Opelika, AL from Thursday, January 11, 2024, to Sunday, January 14, 2024. Eleven youth participated in the tournament and competed against several other housing authority teams. An application was completed for the Resident Board of Commissioner representative to become a HUD Resident Ambassador for PH Resident Coalition and Capacity Building Training for the Spring/Summer of 2024. The ambassador within the training program would increase skills to strengthen the capacity of Resident Councils, networking connections and build partnerships to assist the PHA with their mission. If awarded this opportunity the representative will be able to bring back great knowledge and skills to the remaining members of the board. Continues to provide the various available Scholarship opportunities to all eligible residents and families.

MARKETING & FUNDRAISING: Our first quarter goal is to educate the public on all platforms about who we are, what we do, and basic facts about our affordable housing properties. Through social media postings and participation in external events, we have engaged our residents, potential partners, and the community. Social Media Engagement with Followers and Fans, Impressions, Pages and Profile Reach continue to increase. Our new website is on track to launch by March 31st. Benefits to the new website include a user-friendly layout, increased ADA accessibility measures, more creative control, and cost savings exceeding 40% for the agency.

Dothan Housing attended the Dothan Area Chamber of Commerce (DACC) Spotlight on Business. 01-18-2024 Dr. Michael Threatt DH's Chief Operating Officer (CHO) graduated from the Rutgers' Executive Director Education Program (EDEP). 01/24/2024 Wiregrass Area Homeless Connect and Point-In-Time Count 2024 was held at Our Community's Michael C. Patton Event Center. 01/30/2024 Dr. Tamara Berry-Andrews DH's Chief Housing Officer (CHO) was selected for the National Conference Presentation. 02/08/2024 a local Veteran received Wiregrass' First VASH Voucher.

OFFICE OF THE CHO: DH owns an abundance of undeveloped land. We are trying to determine what we can put on these lots. We will develop comprehensive plans. To add to our housing stock, the former DH Central Office located at 602 S. Lena Street is being redeveloped for two 2-bedroom units; two 1-bedroom units; the units will be fully accessible, and a laundry facility will be on site. The project is ongoing. Bids went out 02-22-2024.

Closing Remarks

OTHER BUSINESS: The next Board Meeting will be held Wednesday March 20, 2024.

ADJOURN DH MEETING: TIME: 10:22 am

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None



David Jamison (Mar 20, 2024 10:34 CDT)

Board Chairman

Michael C. Threatt

Acting Secretary