



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

April 17, 2024

The Commissioners of the Housing Authority of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday April 17, 2024, 10:00 a.m. at Our Community 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	Michael Jackson	Donna Clemmons
Jeff Williams		
Lily Mendoza		
Lisa Alexander		

Dothan Housing personnel present: **C-Suite:** Dr. Michael Threatt, Challis Readus, Bonita Schatz & Jennifer Mays. **Marketing & Fundraising:** Leah Gunn & Jamie Bienvenu. **MTW:** Tera Wells. **MOD:** Charles Ledford. **SAFETY:** JD Miller. **SEACH:** Jack Porter.

DH ZOOM: Katherine Foster & Demetra Helms. **VISITOR ZOOM:** Attorney AJ Stone: **Fox Rothschild.**

VISITORS: City of Dothan - Mayor Mark Saliba & Kelly Mierkowski. Daryl Wynne, Inez Porter, Jasmine Bowick & Jennifer Robinson.

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

The Chairperson, David Jamison, declared a quorum present.

I. Approve April 17, 2024, Agenda:

ADDITIONS:

FY2024 Annual Plan & Revision #4 to 2020-2-24 5-Year Plan

FY2024 Moving To Work (MTW) Supplemental Plan

Significant Amendment for Agency and/or Capital Fund Program FY2022-
FY2023

Finance & Administration 30-Day Update

REMOVE:

Finance & Administration Quarterly Reports

Department & Division Updates.

Motion: David Jamison

Second: Lily Mendoza

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

April 10, 2024

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

Wednesday, April 17, 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>**



AGENDA

04-17-2024

Call To Order
Prayer

Approve DH April 17, 2024 Agenda
Approve DH March 20, 2024 Board Meeting Minutes

NEW BUSINESS: Resolutions

Elect Board Commission Officers
FY2020-2024 5-Year Plan & FY2024 Annual Plan Revisions

CEO UPDATES:

Fair Housing Proclamation

DEPARTMENT & DIVISION UPDATES

Finance & Administration: Q1, 3 & 4 Reports
Housing & Resident Services
Strategic Initiatives & Grants
Marketing & Communications
HR

Comments

Adjourn

Approve March 20, 2024 Minutes:

Motion: Lily Mendoza

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

FAIR HOUSING PROCLAMATION: The Proclamation was read by Mayor Mark Saliba. Ms. Kelly Mierkowski spoke regarding “What Is Fair Housing”. April 11, 2024, marks the 56th anniversary of the enactment of Title VIII of the Civil Rights Act of 1968, which was amended to expand coverage in 1988 with the Fair Housing Amendments Act. The City of Dothan and the Housing Authority of the City of Dothan, Alabama (DHA) also celebrate the 50th anniversary of the Housing and Community Development Act of 1974 that established the Section 8 Program and Community Development Block Grant (CDBG). The Fair Housing Act requires HUD and its recipients (e.g., Public Housing Authorities, CDBG awardees) of federal financial assistance to take meaningful actions to overcome segregation patterns, foster inclusive communities, and address impediments to fair housing choice. The City of Dothan and the DHA continue to seek remedy for the disparate impact of discrimination due to housing availability based on color, race, religion, sex, familial status, national origin and disability. City of Dothan Mayor Saliba proclaimed the month of April 2024 as “FAIR HOUSING MONTH”.

ELECT BOARD COMMISSION OFFICERS: Dothan Housing Bylaws state “The officers of the Authority shall be a Chairperson, and a Vice-Chairperson and a Secretary-Treasurer (who shall be the Executive Director/Chief Executive Officer {CEO}). The Chairperson and Vice-Chairperson must be on the Board for at least one year before being eligible for election. The Chairperson shall preside at all meetings of the Authority. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson”. The elected Chairperson and Vice-Chairperson will serve a one-year term to begin March 20, 2024 and expire March 19, 2025.

That David Jamison is hereby elected and named to serve as Chairperson of the Board of Commissioners effective March 20, 2024 and to serve in said capacity until such time as a new election is held or he is no longer a duly appointed Commissioner of this Board of Commissioners in accordance with State law.

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

That Jeff Williams is hereby elected and named to serve as Vice-Chairperson of the Board of Commissioners effective March 20, 2024 and to serve in said capacity until such time as a new election is held or he is no longer a duly appointed Commissioner of this Board of Commissioners in accordance with State law.

Motion: Lily Mendoza
Second: Lisa Alexander
Vote: Unanimous
Abstain: None

FY2024 ANNUAL PLAN & REVISION #4 TO 2020-2024 FIVE-YEAR PLAN: In order to comply with HUD regulations, DHA has developed an Annual Plan for FY 2024 beginning on January 1, 2024, and Revision #4 for the FY2020-2024 Five-Year Plan including the Moving to Work (MTW) Supplement Plan as an expansion PHA under the Landlord Incentives Cohort #3 including previous significant amendments from prior year Capital Fund Program (CFP) substantial deviations or modifications as it relates to the SVC for regulatory uses under the HCV program and MTW fungibility criteria. A Public Housing Authority (PHA) will advise HUD, its residents, and members of the public of the housing authority’s mission for serving the needs of low-income, very low-income, and extremely low-income families and the housing authority’s strategy for addressing those needs. DHA held a Public Hearing on April 16th, 2024 at 5:30 p.m.

DHA had to resubmit the Annual, Five-Year, and MTW Supplemental Plans and go through the Public Notice and Public Hearing process.

Motion:	<u>Jeff Williams</u>
Second:	<u>Lisa Alexander</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

FY2024 MOVING TO WORK (MTW) SUPPLEMENTAL PLAN: Congress enacted the Moving To Work (MTW) demonstration program in 1996. Thursday, January 27, 2022, the U.S. Department of Housing and Urban Development (HUD) announced the Landlord Incentives cohort for the MTW Demonstration Expansion. March 2022, DHA amended the agency's Annual Contribution Contract (ACC) in connection with the PHA's designation as a participant in the expansion of the MTW demonstration. DHA will comply with the MTW Operations Notice as an "MTW agency" based on the requirements for the implementation and continued operation of the expansion of the MTW demonstration program pursuant to Section 239 of the Fiscal Year 2016 Appropriations Act. DHA will operate under the terms of the MTW Operations Notice according to the 2016 MTW Expansion Statute. DHA also held a Public Hearing on April 16th at 5:30 p.m. to discuss and answer any questions about its FY2024 MTW Supplemental Plan and Annual Plan for FY2024 beginning on January 1, 2024, along with its Revision #4 to Five-Year Plan for FY2020-2024. DHA had to resubmit the Annual, Five-Year, and MTW Supplemental Plans and go through the Public Notice and Public Hearing process.

Motion:	<u>Lily Mendoza</u>
Second:	<u>Lisa Alexander</u>
Vote:	<u>Unanimous</u>
Abstain:	<u>None</u>

Capital Fund Program Significant Amendment Five-Year Action Plan for FY2022 & FY2023: Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 implemented the requirement that each housing authority shall submit to HUD an Agency Plan composed of the Annual Plan, Five Year Plan, and a Capital Fund Plan. DHA will amend or modify its agency plan for its FY2022 and FY2023 Capital Fund Program Five-Year Action Plan upon the occurrence of any change in federal law. DHA may amend or modify its agency plan for its FY2022 and FY2023 Capital Fund Program Five-Year Action Plan for purposes of any Rental Assistance Demonstration (“RAD”) project. DHA held a Public Hearing on Tuesday, April 16, 2024, at 5:30 p.m.

Motion: Jeff Williams

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

DISPOSE OF SURPLUS PROPERTY: Recommendations were submitted by the Dothan Housing Fleet Manager to the Executive Staff, who determined that certain property is obsolete for the continued operations of the Housing Authority of the City of Dothan, Alabama (DHA) and was approved for disposal March 27, 2024. In accordance with the DHA adopted Procurement Policy; Disposition of Surplus Property, goods that can be written off, sold or traded must have Board of Commissioners’ approval prior to disposition. This would allow DHA to write off these vehicles and dispose of them accordingly. The disposal of the vehicles can be done by sealed bid with required deadlines, donated to non-profit agencies, or traded. The Executive Officers recommended to the Board of Commissioners’ that those certain properties be removed from the DHA Inventory.

Motion: Jeff Williams

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

FINANCE & ADMINISTRATION 30-DAY ANALYSIS: During the 30-day financial analysis, the 2022 CFP budget of \$348,799 and the 2023 CFP budget of \$354,437 was revised in EPIC. The purpose of the revision was to allocate funds to the 1492 MTW Activities budget line item, which would enable us to utilize those funds for our MTW fungibility. Currently, the primary focus is to collaborate with BDO to submit our Financial Date Schedule (FDS) to HUD by April 29, 2024, while also reconciling our Restricted Net Position (RNP) to the Voucher Management Systems (VMS). A \$25,000.00 grant is being explored from Policy and Research Development for software upgrades to support our MTW reporting. Bank accounts, investments, cash flow, and accounting processes are examined to ensure everything is in order.

Closing Remarks

OTHER BUSINESS: The next Board Meeting will be held Wednesday May 15, 2024.

ADJOURN DH MEETING: TIME: 10:23 am

Motion: Lily Mendoza

Second: Lisa Alexander

Vote: Unanimous

Abstain: None


David Jamison (May 16, 2024 08:10 CDT)

Board Chairman



Acting Secretary