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DothanHousing.org   

June 11, 2024

Dear Fellow Commissioners:

Tuesday June 18, 2024 at 10:00 a.m. a Dothan Housing Board of Commissioner's Meeting will be held at Our Community Housing and Enrichment Center (OCHEC); located at 1001 Montana Street Dothan, AL 36303 or via [Zoom, Meeting ID: 883-098-6433; https://us02web.zoom.us/j/8830986433](https://us02web.zoom.us/j/8830986433). Immediately following will be an OC, Inc., BOSS and SEACH Board Meeting.

Per Dothan Housing Board of Commissioners' request 01-10-2018; the following information is being emailed:

1. Notice of June 18, 2024 Dothan Housing, OC, Inc., BOSS and SEACH Board Meetings.
2. June 18, 2024, Agendas: DH, OC, Inc., BOSS & SEACH (Pending Approval).
3. May 15, 2024 Board Meeting Minutes: DH, OC, Inc., BOSS & SEACH (Pending Approval).

Please reference "The Alabama Open Meetings Act"; Act number 2005-40, Page 16. This act is Exhibit "C" located behind Dothan Housing's By Laws.

E. Direct Notification: When Is It Required?

- Methods of Direct Notification: The body can use any reasonable method, including e-mail, telephone, facsimile, and U.S. Mail.
- Contents of Direct Notification: Time, Place, Nature, and Purpose of the meeting.

PLEASE RESPOND VIA THE CALENDAR INVITE WITH YOUR AVAILABILITY TO ATTEND OR IF YOU ARE NOT AVAILABLE TO ATTEND. MR. DAVID JAMISON, BOARD CHAIRMAN WILL BE UPDATED REGARDING YOUR AVAILABILITY.

Please call or email if you have any questions, concerns or you need further assistance prior to the meeting.

Thank you,

Samuel P. Crawford
Mr. Samuel P. Crawford,
CEO



PUBLIC NOTICE

June 11, 2024

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

Tuesday, June 18, 2024, at 10:00 a.m.

at Our Community 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

06-18-2024

Call To Order

Prayer

Approve DH June 18, 2024 Agenda

Approve DH May 15, 2024 Board Meeting Minutes

NEW BUSINESS: Resolutions

Appoint New Board Commissioners

Employee Handbook

CEO UPDATES:

COHORT Criminal Justice

Comments

Adjourn



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

May 15, 2024

The Commissioners of the Housing Authority of the City of Dothan, Alabama, convened in a Regular Meeting on Wednesday May 15, 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	Lily Mendoza	Donna Clemmons
Jeff Williams		Lisa Alexander
Michael Jackson		

Dothan Housing personnel present: **C-Suite:** Samuel P. Crawford, CEO; Challis Readus, Dr. Michael Threatt, COO & Jennifer Mays; Bonita Schatz, CFO & Dr. Tamara Berry-Andrews, CHO; Tanya Embry; **Marketing & Fundraising:** Leah Gunn & Jamie Bienvenu. **MTW:** Tera Wells. **MOD:** Charles Ledford. **SAFETY:** JD Miller. **SEACH:** Jack Porter. **ASSET MGT:** Tamaria Harris. **RESIDENT SERVICES:** Samiyah Craddock. **WRVP:** Andrella Allums.

DH ZOOM: Hillary Richardson, Ladonice Freeney, Katherine Foster, Elaine Machado & Marcia Bryant.

VISITOR ZOOM: Attorney Michael Syme: **Fox Rothschild.** Linda Ward: **Habitat.** Deborah Crawford and Lee Walker.

VISITORS: City of Dothan - Kelly Mierkowski & Austin Whitehead. Angela Smith, Anita D. Weatherington, Rasool Hall & Jennifer Robinson.

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

The Chairperson, David Jamison, declared a quorum present.

I. Approve May 15, 2024 Agenda:

Motion: Michael Jackson

Second: Jeff Williams

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

May 8, 2024

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Board Meeting

Wednesday, May 15, 2024, at 10:00 a.m.

at Our Community 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

05-15-2024

Call To Order

Prayer

Approve DH May 15, 2024 Agenda

Approve DH April 17, 2024 Board Meeting Minutes

NEW BUSINESS: Resolutions

CEO UPDATES:

Anita Dawkins, Community 1st Real Estate LLC - USDA Presentation

Angela Smith, Communities of Transformation – Presentation

DEPARTMENT & DIVISION UPDATES

Finance Update

Housing & Resident Services

Community Safety

Strategic Initiatives & Grants

Marketing & Communications

HR

Comments

Adjourn

Approve April 17, 2024 Minutes:

Motion: Jeff Williams

Second: Michael Jackson

Vote: Unanimous

Abstain: None

CERTIFICATE OF APPRECIATION: The Certificate of Appreciation was read by the Chairman Mr. David Jamison, in reference to Ms. Donna Clemmons who has served on the DH Board of Commissioners since April 4, 2021. She has been a valued member, and we wish her well in retirement. Thank you for your extraordinary service. Dr. Berry-Andrews and Ms. Samiyah Craddock came to the podium to remember Ms. Clemmons. Dr. Berry-Andrews stated it is a bittersweet moment, but we will continue to call on you regarding Habitat. We appreciate all you have done for Dothan Housing residents; you will truly be missed. Ms. Craddock spoke about the great opportunity to be able to work with Ms. Clemmons, thank you for everything and we will forever remember you. Ms. Clemmons stated how sorry she was to not be in attendance due to other obligations, she was thankful for being able to serve.

HOUSE TO HOME TRANSITION PROGRAM: This program assists first (1st) time homebuyers transition into homeownership. The program will educate homebuyers on the purchasing process; provide financial planning & budgeting assistance; offer resources for home maintenance & management; and foster a community of support for new homeowners. The program serves first (1st) time homebuyers, individuals transitioning from renting to owning and families seeking long-term stability and investment in a home. The program offers comprehensive support, financial planning, and home maintenance education. Educational workshops are available monthly in-person and virtual, expert speakers from real estate, finance, and home maintenance fields. There is a six (6) month commitment to the program. For those interested in the program, the contact information is (334) 305-0300; anita26dawkins@yahoo.com or rasoal1@gmail.com.

COMMUNITIES OF TRANSFORMATION (COT): This organization was started in Dothan ten (1) years ago by Laural Blackwell. They assist individuals looking to move to a new stage in life; individuals who want to move from surviving to striving. COT is a place of positivity. Various businesses, churches and individuals provide weekly meals so COT can offer a free dinner to everyone involved. Individuals come to COT for support, their goal is to help build as many strong, healthy relationships as possible. The five (5) areas of focus are spiritual, physical, intellectual, relational, and financial. Community partners include WCC, Habitat and Chrysalis Girls Home, there are partnerships where individuals are referred. Contact information is asmith@communitiesoftransformation.org, or 1103 N. Pontiac Avenue, Dothan, AL, 36303. Dr. Michael Threatt attended a meeting May 7, 2024 and presented the State of the Housing Authority Presentation. Good News: Ansley Whatley is a 25 year Dothan Housing Landlord who is looking to place more properties on the program. Dothan Housing need partnerships like this to provide, support and mentoring to residents.

HOUSING: Dothan Housing received twenty (20) VASH Vouchers and has issued five (5) vouchers and is currently waiting for ten (10) additional referrals from Veterans Affairs. Kinsey Cove closeout documents were submitted via the HUD Resource Desk, and we are currently waiting for approval of the Certificate of Completion. Once approved a ribbon cutting will be planned for June or July. DH will work with the Banyan Foundation to plan the ribbon cutting.

COMMUNITY SAFETY: The crime rate has gone up over the past three (3) months. The majority of the crime is committed by visitors, not the residents. Since cameras have been installed at all the properties, crimes average 20 crimes over all the properties. Information is continuing to be shared with the Dothan Police Department and the Sheriff's Department. The main goal is to ensure all campuses are safe.

MARKETING & FUNDRAISING: DH partnered with Region's Bank, and they held their Reality Check Program for Financial Literacy at Crimson Ridge. We will continue to offer this program to the residents on a quarterly basis. The Homeless Connect will held Thursday 05-16-2024 from 9am until 12 noon at Our Community Housing & Enrichment Center located at 1001 Montana Street. We are getting the CoC up and going and continuing to build partnerships and work in the Community and engage in conversations. We will focus more on Intergovernmental Relations. We want the Community and Civic Leaders to understand our homeless initiative.

BAPTIST BOTTOM: Dothan Housing does not qualify for a Choice Neighbor Initiative, but we are considered a Purpose Built Community. TSUD is doing a needs assessment to ensure the data is captured. We are engaged in Community Development, Economic Development and Neighborhood Revitalization. We are planning for the future and continuing to change the narrative. Baptist Bottom Heroes, and Legends will tell the story of the past, present and future: “What the History Was”, “What the History Currently Is” and “What We Claim the History to be in the Future”.

BYLAWS DISCUSSION: Changes to the Bylaws require notice of the changes submitted at the previous regular meeting. To ensure the Bylaws are consistent across the board, the Bylaws will be revised at the next Board Meeting.

Closing Remarks

OTHER BUSINESS: The next Board Meeting will be held Wednesday June 19, 2024.

ADJOURN DH MEETING: TIME: 10:23 am

Motion: Lily Mendoza

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

Board Chairman

Secretary



Summary Sheet

RESOLUTIONS

June 18, 2024

Resolution 2024-11: This Resolution is to approve the board appointments for Ms. Jasmine Bowick and Ms. Linda Ward to fulfill the terms vacated by Ms. Jocelyn Gutzmore and Ms. Donna Clemmons.

Resolution 2024-12: This Resolution is to approve the updates to the DH Employee Handbook. A summary is attached behind the Resolution.



RESOLUTION NO. 2024-11

BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City of Dothan, Alabama (DHA):

WHEREAS, Page 4, Section 4: “Board of Commissioners” of the Bylaws states that the Authority shall have seven (7) Commissioners and the Mayor is responsible for the appointment of the Commissioners. Commissioners are appointed for a five (5) year term and the terms shall be staggered so that no more than two vacancies occur each year. One Commissioner must be a recipient of housing authority assistance, and

WHEREAS, DHA pursuant to the Bylaws of this authority, it is deemed necessary and in the best interests of this authority that the following action is taken by the Board of Commissioners of this authority:

1. The Housing Authority of the City of Dothan, Alabama requests the appointment of Ms. Jasmine Bowick as Board Commissioner, and

NOW, THEREFORE, BE IT RESOLVED THAT, effective the 4th day of June, 2024 under the authority vested in Mark Saliba, Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended; hereby appoints Jasmine Bowick as Commissioner of the Dothan Housing Authority Board to complete the term which expires January 31, 2026, and

RESOLUTION NO. 2024-11 CONT'D: APPROVAL TO APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD COMMISSIONERS OF DOTHAN HOUSING TO COMPLETE THE UNEXPIRED TERM OF PAST BOARD COMMISSIONERS WHICH EXPIRES JANUARY 31, 2026 AND JANUARY 31, 2027.

2. The Housing Authority of the City of Dothan, Alabama requests the appointment of Ms. Linda Ward as Board Commissioner, and

NOW, THEREFORE, BE IT RESOLVED THAT, effective the 4th day of June, 2024 under the authority vested in Mark Saliba, Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended; hereby appoints Linda Ward as Commissioner of the Dothan Housing Authority Board to complete the term which expires January 31, 2027, and

NOW, FURTHERMORE, BE IT RESOLVED THAT, effective on this 4th day of June, 2024 a copy of these appointments were filed for record with the City Clerk of said City, and

RESOLUTION NO. 2024-11 CONT'D: APPROVAL TO APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD COMMISSIONERS OF DOTHAN HOUSING TO COMPLETE THE UNEXPIRED TERMS OF PAST BOARD COMMISSIONERS WHICH EXPIRE JANUARY 31, 2026 AND JANUARY 31, 2027.

PASSED, ADOPTED and APPROVED on the 18TH day of June, 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Commissioner

Lily Mendoza, Commissioner

Lisa Alexander, Commissioner

BOARD OF COMMISSIONERS

Exhibit “A” Code of Professional Ethics for Public Housing Commissioners.

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**Code of Professional Ethics for the
Public Housing Commissioner**

The objective of the Code of Ethics is to encourage professional performance by housing commissioners. The Code describes objectives which, when accepted and followed, will help to foster a beneficial relationship between the commissioners, staff and those they serve.

CODE

A public housing commissioner shall be bound by the following pledge:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.
2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a Community leader, and an advocate for the Commission, its programs and objectives.
4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.
5. I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.
6. I will recognize that my responsibility is not to make the day-to-day management decisions of the Authority, but to see that it is well run by carrying out policy making, planning and appraisal functions and by providing direction and taking formal action in support of these functions.
7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters. I recognize that although I have been appointed by the city government, my responsibility is to the entire community.

8. I pledge that I shall not receive, directly or indirectly, any fee, rebate, commission, discount, gratuity, or any other benefit whether monetary or otherwise for the proper professional discharge of my duties, except authorized established expenses and other benefits.
9. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and other commission members. Once a decision has been reached by the majority of the commission assembled at a meeting, I will support it graciously.
10. I will recognize that the authority is vested with the whole commission assembled in meetings and that the powers of the commission shall be vested with the commissioner thereof in office at any time.
11. I pledge to support and protect authority personnel in the performance of their duties. Where and when commissioners are involved in the employment of staff, I will vote to hire only competent and trained personnel who have been recommended by the executive director, otherwise I will support the executive director in his or her choice of hiring and handling personnel without involvement by the commission.
12. I pledge to refer all complaints, including my personal criticisms, to the executive director, and only after the failure of administrative solution will pursue such matters outside the commission while also recognizing the individual rights of a commissioner as a citizen appointee and the responsibilities such an appointment implies.
13. I pledge to observe and enforce local and state laws and regulations pertaining to the commission and the authority and the housing represented by those entities.
14. I pledge to respect the limited intent and scope of executive session and respect privileged communications from executive session and other sources for the privacy of the personnel and clients with whom we are involved.
15. I pledge myself to place honesty, integrity, industriousness, compassion and understanding above all else; to pursue my gainful efforts by study and dedication to the end that service to my housing authority and the people I serve shall always be maintained at the highest possible level.
16. I pledge to make diligent use of the time of the commission as a whole and to faithfully attend all meetings barring unforeseen conflicts in which case I shall promptly notify the chairperson or designee while respecting the rights and commitments of other commissioners and the housing authority that the commission represents.

17. I pledge myself to comply with the rules and regulations and principals of this Code of Professional Ethics.

Commissioner Signature

Date

Notary			
Subscribed and sworn to me before this	_____	day of _____	20____
My commission expires	_____		20____
Notary Signature	_____		
Seal			

Exhibit “B” Commissioner Oath of Office.

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**Oath of Office of A Commissioner for the
The Housing Authority of the City of Dothan, Alabama**

I, the undersigned, do solemnly swear that I will support the Constitution of the United States and the State of Alabama according to the law and to the best of my judgment and ability.

I do further swear to be bound by the following:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.

2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.

3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a community leader and an advocate for the Commission, its programs and objectives.

4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.

5. I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.

6. I will recognize that my responsibility is not to make the day-to-day management decisions of the Authority, but to see that it is well run by carrying out policy making, planning and appraisal functions and by providing direction and taking formal action in support of these functions.

7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters. I recognize that although I have been appointed by the city government, my responsibility is to the entire community.

Commissioner Signature

Date

Notary

Subscribed and sworn to me before _____ day of _____ 20
this

My commission expires _____ 20

Notary Signature _____

Seal

**STATE OF ALABAMA
COUNTY OF HOUSTON
CITY OF DOTHAN**

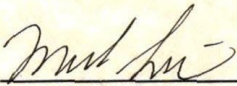
WHEREAS, Jocelyn Gutzmore has resigned as a member of the Dothan Housing Authority; and

WHEREAS, Donna Clemmons has retired as a member of the Dothan Housing Authority Board.

THEREFORE, under the authority vested in me as Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended, I do hereby announce the appointment of Jasmine Bowick as a member of the Dothan Housing Authority Board to serve the remainder of the term vacated by the resignation of Jocelyn Gutzmore, which said term shall expire on January 31, 2026, and the appointment of Linda Ward as a member of the Dothan Housing Authority Board, to serve the remainder of the term vacated by the retirement of Donna Clemmons, which said term shall expire on January 31, 2027.

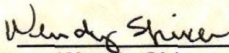
This is the 4th day of June, 2024, on which day a copy of these appointments were filed for record with the City Clerk of said City and furnished to the Executive Board of the Housing Authority.





Mark Saliba
Mayor

ATTEST:



Wendy Shiver
City Clerk



Resolution 2024-12

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama (DHA):

WHEREAS, DHA adopted an Employee Handbook as part of its commitment to providing its staff with the Knowledge, Skills, and Abilities to excel in their career, and

WHEREAS, DHA understands that its employees are its greatest asset. The PHA believes in the upward mobility and transparency as a quasi-government entity that functions as both a private corporation that receives federal, state, and local funding, and

WHEREAS, DHA holds its employees to the highest ethical standards that can be viewed by the public as stellar and wise stewards of public funds, and

WHEREAS, DHA has started its organizational culture change (change management) initiative that will allow the PHA to operate as an affordable housing corporation that embraces best practices, and

WHEREAS, DHA has revised its Employee Handbook to Attract, Recruit, and Retain the best talent in the affordable housing industry to meet the demands of the present and future workforce, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama, as follows:

Section I. That the Housing Authority of the City of Dothan, Alabama hereby approves the adaptation of an updated DHA Employee Handbook that will apply to all entities of the Housing Authority, notable changes are outlined below:

RESOLUTION 2024-12 CONT'D: APPROVE EMPLOYEE HANDBOOK UPDATES.

PASSED, ADOPTED and APPROVED on the 18TH day of June, 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Commissioner

Lily Mendoza, Commissioner

Lisa Alexander, Commissioner

Jasmine Bowick, Commissioner

Linda Ward, Commissioner

BOARD OF COMMISSIONERS

Confidential

Revised and Updated Handbook Memorandum of Instruction

We are pleased to announce the completion of the newly updated and revised Employee Handbook. One of the primary goals of the updated handbook was to ensure that it is written and presented in plain language, making it easily understandable for everyone. In recognizing that overly complex legal jargon can be a barrier to comprehension, steps have been taken to avoid the long, complicated language typically found. The focus is now on creating a document that employees and leadership can easily comprehend and refer to when needed. In addition to being laden with complex legal jargon, handbooks in the past have also been overly thick and unnecessarily written in small font, making them challenging to navigate or understand. The goal now is to help foster the mindset that clarity and simplicity are crucial for ensuring that everyone is aware of their rights, responsibilities, roles, and expectations within the organization.

In addition to being understandable with less legalese, the revised handbook is also shorter in length. Lengthy personnel manuals can be overwhelming, cumbersome, and daunting, and actually deter employees and leadership from referring to them when needed. Handbooks are not intended to be exhaustive compilations of rules and regulations but rather practical guidelines which help effectively navigate workplace roles, rules, and responsibilities. It's an active document that should be updated and amended as warranted. It's tempting to want to include everything under the sun and every conceivable situation in the handbook, however creating a handbook that's as thick as an old school phonebook and attempts to include every possible scenario and policy isn't practical or effective. Here's why:

1. **Information Overload:** Including every policy but the kitchen sink in a handbook inundates everyone with excessive information creating confusion and thus diluting the handbook's effectiveness and purpose.
2. **Clarity:** A concise, easy to read handbook ensures that policies are clearly communicated, thoroughly understood, and thus more likely to be adhered to.
3. **Adaptability:** Work environments are dynamic and evolving and policies must continuously adapt to new situations or challenges. A thick handbook with rigid, overly detailed policies constrains an organization's ability to lead with adaptable flexibility while maintaining consistencies that avoid discriminatory practices.
4. **Focus on Core Policies:** Instead of trying to cover every minute detail striving to create a policy about anything and everything, an easy to navigate, well-crafted handbook should focus on core policies and principles that are essential for a productive, impactful, and compliant workplace.

In prioritizing clarity and useful accessibility, some of the key highlights of the updated handbook include:

- **Nine Easy to Navigate Sections:** The table of contents lays out each section in a well-structured format.
- **Open Door Policy:** This is a significant departure from the traditional grievance process. Instead of following the procedure of reporting issues and grievances to the board of directors, the open-door policy welcomes employees to communicate their issues and concerns to DHA leadership, thus cutting down on potential legal exposure.

- **Introductory Period:** The newly updated handbook replaces the probationary period with an introductory period, which is a subtle but important change. Probationary periods can sometimes unintentionally imply or create contractual obligations once the employee completes the ‘probationary time period’. By using the term “introductory period” the handbook now emphasizes the initial period as a time for both the new employee and DHA to assess fit without setting strict performance evaluation rules and steps which can compromise the “at will employment” status of the employment relationship.
- **Harassment Policies:** Maintaining a respectful and inclusive work environment is reflected in the updated harassment policies and procedures by providing clear and easy-to-understand explanations and guidelines regarding harassment, bullying and discrimination prevention and reporting procedures.
- **Attendance and Tardiness:** The updated handbook provides flexibility in dealing with attendance and tardiness, however, if leadership determines that a more specific, point based attendance and tardiness structure is necessary, this section can be quickly amended.
- **Lactation Policy:** Supportive provisions for nursing mothers highlighting accommodations and resources for expressing milk while at work are discussed in the handbook.
- **Leave Accrual and Time Off Donation:** Clear and transparent explanation of leave accrual ensuring that employees understand how they accumulate and utilize leave and time off are included. The updated handbook also provides guidance regarding time off donation from one employee to another.
- **Tuition Reimbursement:** This newly developed policy provides employees with the opportunity to receive up to \$5,250 a year in tax free reimbursement benefits for continuing education coursework. (If DHA would like to change this to a higher amount the policy can be amended right away. An employer is free to reimburse up to any amount, it’s only that according to the IRS,\$5,250 is tax free. Reimbursement beyond this amount is included in the employee’s overall taxable compensation.)
- **Confidentiality and Nondisclosure Agreement:** Clear and transparent explanation of confidential and non-disclosure information ensuring that employees understand that information regarding Dothan Housing Authority, that is not already public should not be disclosed.

These are just a few of the summaries and highlights in the updated handbook. While the new handbook covers a wide range of topics, we have worked hard to ensure that it strikes the right balance between providing detail and guidance without being an unnecessarily thick document filled with legal complexities.

*To correspond with several of the steps and functions in the updated handbook, we have also designed and developed the following forms:

- 1). ADA Reasonable Accommodation Request Form
- 2). Maternal/Parental Leave Request Form (For non FMLA leave)
- 3). Time Off Request Form
- 4). Leave Donation Form
- 5). Harassment Complaint Form
- 6). Tuition Reimbursement Form
- 7). Confidentiality and Nondisclosure Agreement

The forms have been developed so that they are printable for completion in hard copy form as well as digitally fillable for uploading to DHA’s internal web portal. After reviewing the updated handbook and the newly created forms, please advise if additional forms are needed and we can prepare those right away.

The newly revised handbook content is still open for editing and is under continued review for any missed grammatical or formatting corrections. Upon the leadership team’s thorough review, please let legal counsel know if there are any questions, edits or changes needed including any cosmetic changes or grammatical corrections that were not caught.

Thank you as we work towards a modern, forward focused, effective, and efficient handbook.



PUBLIC NOTICE

June 11, 2024

Our Community, Inc. (OCI) Board of Directors will conduct a
Board Meeting

Tuesday, June 18, 2024 at 10:00 a.m.

at Our Community Housing and Enrichment Center (OCHEC)
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

06-18-2024

Call To Order

Approve June 18, 2024 Agenda

Approve May 15, 2024 Board Meeting Minutes

NEW BUSINESS: Resolutions

Appoint New Board Directors

Procurement Policy Updates

Comments

Adjourn



Minutes of the Board of Directors 05-15-2024

The Board of Directors of Our Community, Inc. held a meeting on Wednesday, May 15, 2024 at the Our Community Housing & Enrichment Center (OCHEC) located at 1001 Montana Street Dothan, Alabama and virtually via Zoom.

The meeting was called to order at 10:54 am by Mr. Samuel Crawford, President/Chairman. Present were Vice President/Vice Chairman David Jamison; Director Jeff Williams; and Director Michael Jackson. Directors Donna Clemmons and Lisa Alexander were in attendance virtually via ZOOM.

Dothan Housing personnel present: **C-Suite:** Samuel P. Crawford, CEO; Challis Readus, Dr. Michael Threatt, COO & Jennifer Mays; Bonita Schatz, CFO & Dr. Tamara Berry-Andrews, CHO; Tanya Embry; **Marketing & Fundraising:** Leah Gunn & Jamie Bienvenu. **MTW:** Tera Wells. **MOD:** Charles Ledford. **SAFETY:** JD Miller. **SEACH:** Jack Porter. **ASSET MGT:** Tamaria Harris. **RESIDENT SERVICES:** Samiyah Craddock. **WRVP:** Andrella Allums.

DH ZOOM: Hillary Richardson, Ladonice Freeney, Katherine Foster, Elaine Machado & Marcia Bryant.

VISITOR ZOOM: Attorney Michael Syme: **Fox Rothschild.** Linda Ward: **Habitat.** Deborah Crawford and Lee Walker.

VISITORS: City of Dothan - Kelly Mierkowski & Austin Whitehead. Angela Smith, Anita D. Weatherington, Rasool Hall & Jennifer Robinson.

The 05-15-2024 Meeting Agenda was approved with a motion by David Jamison and a second by Michael Jackson.



PUBLIC NOTICE

May 8, 2024

Our Community, Inc. (OCI) Board of Directors will conduct a
Board Meeting

Wednesday, May 15, 2024 at 10:00 a.m.

at Our Community 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

05-15-2024

Call To Order

Approve May 15, 2024 Agenda

Approve April 17, 2024 Board Meeting Minutes

NEW BUSINESS

Bylaws Discussion

PRESIDENT UPDATES:

Comments

Adjourn

April 17, 2024 Board Meeting Minutes were approved with a Motion by David Jamison and a second by Michael Jackson.

BYLAWS DISCUSSION: Changes to the Bylaws require notice of the changes submitted at the previous regular meeting. To ensure the Bylaws are consistent across the board, the Bylaws will be revised at the next Board Meeting.

NO UPDATES

The Meeting of the Directors of Our Community, Inc. was adjourned at 10:56 am with a Motion by David Jamison and a Second by Michael Jackson.

The next meeting of the Directors of Our Community, Inc. (OCI); is scheduled for Wednesday, June 19, 2024.

President

Vice-President



OCI Resolution 2024-03: This Resolution is to approve the board appointments for Ms. Jasmine Bowick and Ms. Linda Ward to fill the seats vacated by Ms. Jocelyn Gutzmore and Ms. Donna Clemmons.

OCI Resolution 2024-04: This Resolution is to approve the updates to the OCI Procurement Policy. Supporting document will be sent under separate cover.



RESOLUTION NO. 2024-03

BE IT RESOLVED by the Board of Board of Directors of Our Community, Inc. (OCI) an Alabama nonprofit corporation as follows:

WHEREAS, in the event of a vacancy in any office because of death, resignation or removal, the Board of Directors shall fill the office for the unexpired term of such office, and

WHEREAS, OCI pursuant to the Bylaws of this authority, it is deemed necessary and in the best interests of this authority that the following action is taken by the Board of Directors of this corporation:

1. Our Community, Inc. desires Ms. Jasmine Bowick and Ms. Linda Ward to serve OCI with integrity and purpose as Board Directors, and

NOW, THEREFORE, BE IT RESOLVED THAT, effective the 4th day of June, 2024 under the authority vested in Mark Saliba, Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended; hereby appoints Jasmine Bowick and Linda Ward as Board Commissioners of Our Community, Inc. to complete the unexpired term of past Board Commissioners which expire January 31, 2026 and January 31, 2027, and

NOW, FURTHERMORE, BE IT RESOLVED THAT, effective on this 4th day of June, 2024 Jasmine Bowick and Linda Ward are hereby appointed to fill the vacancies created on the Our Community, Inc. Board of Commissioners, and

RESOLUTION NO. 2024-03 CONT'D: APPROVAL TO APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD COMMISSIONERS OF OUR COMMUNITY, INC. TO COMPLETE THE UNEXPIRED TERMS OF PAST BOARD COMMISSIONERS WHICH EXPIRE JANUARY 31, 2026 AND JANUARY 31, 2027.

PASSED, ADOPTED and APPROVED on the 18th day of June, 2024.

David Jamison, Vice-President

Jeff Williams, Director

Michael Jackson, Director

Lily Mendoza, Director

Lisa Alexander, Director

BOARD OF COMMISSIONERS



RESOLUTION 2024-04

BE IT RESOLVED by the Board of Directors of Our Community, Inc. (OCI) an Alabama nonprofit corporation as follows:

WHEREAS, OCI desires to be in compliance with applicable Federal Standards, HUD Regulations and State and Local Laws including the Alabama Immigration ACT (Beason-Hammon Act), and

WHEREAS, OCI is dedicated to securing high-quality goods and services at reasonable cost while ensuring that all procurement actions are conducted fairly and impartially with no impropriety or appearance thereof that all qualified vendors have access to the company's business, and that no offeror be arbitrarily or capriciously excluded, and

WHEREAS, OCI desires to update the current Procurement Policy adopted and approved on August 8, 2018, to streamline procurement procedures, involve openness, and administrative efficiency, and ensure the maximum feasible degree of competition is achieved, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of Our Community, Inc. (OCI) believes it is in the best interest of the organization to approve the updates to the Procurement Policy, and

NOW, FURTHERMORE, BE IT RESOLVED by the Board of Directors of Our Community, Inc. (OCI), as follows:

SECTION I. That the Board of Directors of Our Community, Inc. (OCI) does hereby adopt and approve the updates to the Procurement Policy and the effective date is June 18, 2024.

RESOLUTION 2024-04 CONTINUED: OCI PROCUREMENT POLICY UPDATES.

Passed, Adopted, and Approved on the 18th day of June, 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Commissioner

Lily Mendoza, Commissioner

Lisa Alexander, Commissioner

Jasmine Bowick, Commissioner

Linda Ward, Commissioner

BOARD OF COMMISSIONERS



PUBLIC NOTICE

June 11, 2024

Building Opportunities toward Self-Sufficiency (BOSS) Board of Directors will conduct a
Board Meeting

Tuesday, June 18, 2024 at 10:00 a.m.

at Our Community Housing and Enrichment Center (OCHEC)
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

06-18-2024

Call To Order

Approve June 18, 2024 Agenda

Approve May 15, 2024 Meeting Minutes

New Business: Resolutions

Appoint New Board Directors

Adopt Procurement Policy

Comments

Adjourn



Minutes of the Board of Directors

May 15, 2024

The Directors of Building Opportunities toward Self-Sufficiency (BOSS) convened in a Regular Meeting on Wednesday May 15, 2024, at 10:56 a.m. at Our Community Housing & Enrichment Center at 1001 Montana Street and via Zoom.

The meeting was called to order at 10:56 am by: Mr. Samuel Crawford.

The Secretary called the roll, and the following were:

Present	Absent	ZOOM
David Jamison	Lily Mendoza	Donna Clemmons
Jeff Williams		Lisa Alexander
Michael Jackson		

Dothan Housing personnel present: **C-Suite:** Samuel P. Crawford, CEO; Challis Readus, Dr. Michael Threatt, COO & Jennifer Mays; Bonita Schatz, CFO & Dr. Tamara Berry-Andrews, CHO; Tanya Embry; **Marketing & Fundraising:** Leah Gunn & Jamie Bienvenu. **MTW:** Tera Wells. **MOD:** Charles Ledford. **SAFETY:** JD Miller. **SEACH:** Jack Porter. **ASSET MGT:** Tamaria Harris. **RESIDENT SERVICES:** Samiyah Craddock. **WRVP:** Andrella Allums.

DH ZOOM: Hillary Richardson, Ladonice Freeney, Katherine Foster, Elaine Machado & Marcia Bryant.

VISITOR ZOOM: Attorney Michael Syme: **Fox Rothschild.** Linda Ward: **Habitat.** Deborah Crawford and Lee Walker.

VISITORS: City of Dothan - Kelly Mierkowski & Austin Whitehead. Angela Smith, Anita D. Weatherington, Rasool Hall & Jennifer Robinson.

The 05-15-2024 Meeting Agenda was approved with a motion by Michael Jackson and a second by David Jamison.



PUBLIC NOTICE

May 8, 2024

Building Opportunities toward Self-Sufficiency (BOSS) Board of Directors will conduct a
Board Meeting

Wednesday, May 15, 2024 at 10:00 a.m.

at Our Community 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

05-15-2024

Call To Order

Approve May 15, 2024 Agenda

Approve April 17, 2024 Meeting Minutes

Updates

Bylaws Discussion

Comments

Adjourn

The 04-17-2024 Meeting Minutes were approved with a motion by Jeff Williams and a second by David Jamison.

BYLAWS DISCUSSION: Changes to the Bylaws require notice of the changes submitted at the previous regular meeting. To ensure the Bylaws are consistent across the board, the Bylaws will be revised at the next Board Meeting.

The Meeting of the Directors of BOSS, Inc. was adjourned at 10:57 am with a Motion by Michael Jackson and a Second by Jeff Williams.

The next meeting of the Directors of BOSS, Inc.; is scheduled for Wednesday, June 19, 2024.

President

Vice-President



Summary Sheet

BOSS RESOLUTIONS

Resolution 2024-04: This Resolution is to approve the board appointments for Ms. Jasmine Bowick and Ms. Linda Ward to fill the seats vacated by Ms. Jocelyn Gutzmore and Ms. Donna Clemmons.

Resolution 2024-05: This Resolution is to approve and adopt the Procurement Policy. Supporting document will be sent under separate cover.



RESOLUTION NO. 2024-04

BE IT RESOLVED by the Board of Directors (the "**Board**") of Building Opportunities Toward Self-Sufficiency (**BOSS**), an Alabama nonprofit corporation (the "**Corporation**"), do hereby adopt the following resolutions at a duly called and convened meeting of the Board of the Corporation:

WHEREAS, a director must be a natural person who is at least eighteen (18) years of age, but need not be a member of the Corporation, a citizen of the United States, or a resident of the State of Alabama, and

WHEREAS, the Board of Directors shall consist of seven (7) persons, which number of directors may be changed from time to time by the Member provided that the number of directors shall never be less than three (3) persons, and

WHEREAS, the term of office for each director shall continue for so long as such director is a Commissioner of the Member. The term of office shall begin at the applicable meeting of the Member at which such director was appointed. There shall be no limitation on the number of terms of office of directors, and

WHEREAS, a director shall perform his duties as a director, including his duties as a member of any committee of the Board of Directors upon which he may serve, in good faith, in a manner he reasonably believes to be in the best interests of the Corporation and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and

WHEREAS, BOSS pursuant to the Bylaws of this authority, it is deemed necessary and in the best interests of this authority that the following action is taken by the Board of Directors of this corporation:

RESOLUTION NO. 2024-04 CONT'D: APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD DIRECTORS OF BUILDING OPPORTUNITIES TOWARD SELF-SUFFICIENCY (BOSS) TO COMPLETE THE UNEXPIRED TERM OF PAST BOARD COMMISSIONERS WHICH EXPIRES JANUARY 31, 2026 AND JANUARY 31, 2027.

1. Building Opportunities Toward Self-Sufficiency (**BOSS**) desires Ms. Jasmine Bowick and Ms. Linda Ward to serve BOSS with integrity and purpose as Board Directors, and

NOW, THEREFORE, BE IT RESOLVED THAT, effective the 4th day of June, 2024 under the authority vested in Mark Saliba, Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended; hereby appoints Jasmine Bowick as Director of Building Opportunities Toward Self-Sufficiency (**BOSS**) to complete the unexpired term of the past Board Commissioner which expires January 31, 2026, and appoints Linda Ward as Board Commissioner of Building Opportunities Toward Self-Sufficiency (**BOSS**) to complete the unexpired term of the past Board Commissioner which expires January 31, 2027, and

NOW, FURTHERMORE, BE IT RESOLVED THAT, effective on this 4th day of June, 2024 Jasmine Bowick and Linda Ward are hereby appointed to fill the vacancies created on the Building Opportunities Toward Self-Sufficiency (**BOSS**) Board of Directors, and

RESOLUTION NO. 2024-04 CONT'D: APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD DIRECTORS OF BUILDING OPPORTUNITIES TOWARD SELF-SUFFICIENCY (BOSS) TO COMPLETE THE UNEXPIRED TERM OF THE PAST BOARD COMMISSIONERS WHICH EXPIRE JANUARY 31, 2026 AND JANUARY 31, 2027.

PASSED, ADOPTED and APPROVED on the 18th day of June, 2024.

David Jamison, Vice-President

Jeff Williams, Director

Lily Mendoza, Director

Michael Jackson, Director

Lisa Alexander, Director

BOARD OF COMMISSIONERS



RESOLUTION 2024-05

BE IT RESOLVED by the Board of Directors of Building Opportunities toward Self-Sufficiency (BOSS) an Alabama nonprofit corporation as follows:

WHEREAS, BOSS desires to be in compliance with applicable Federal Standards, HUD Regulations, and State and Local Laws including the Alabama Immigration ACT (Beason-Hammon Act), and

WHEREAS, BOSS is dedicated to securing high-quality goods and services at reasonable cost while ensuring that all procurement actions are conducted in a fair and impartial manner with no impropriety or appearance thereof and that all qualified vendors have access to the company's business and that no offeror be arbitrarily or capriciously excluded, and

WHEREAS, BOSS desires to implement a Procurement Policy to ensure the procurement procedures will involve openness and administrative efficiency, ensure the maximum feasible degree of competition is achieved, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of Building Opportunities toward Self-Sufficiency (BOSS) believes it is in the best interest of the organization to approve the Procurement Policy, and

NOW, FURTHERMORE, BE IT RESOLVED by the Board of Directors of Building Opportunities toward Self-Sufficiency (BOSS), as follows:

SECTION I. That the Board of Directors of Building Opportunities toward Self-Sufficiency (BOSS) does hereby adopt and approve the Procurement Policy and the effective date is June 18, 2024.

Passed, Adopted and Approved on the 18th day of June, 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Commissioner

Lily Mendoza, Commissioner

Lisa Alexander, Commissioner

Jasmine Bowick, Commissioner

Linda Ward, Commissioner

BOARD OF COMMISSIONERS



PUBLIC NOTICE

June 11, 2024

Southeast Alabama Coalition for the Homeless, Inc. (SEACH)
Board of Directors will conduct a

Board Meeting

Wednesday, June 18, 2024, at 10:00 a.m.

at Our Community Housing and Enrichment Center (OCHEC)
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

06-18-2024

Call To Order
Prayer

Approve June 18, 2024 Agenda
Approve May 15, 2024 Board Meeting Minutes

NEW BUSINESS: Resolutions
Appoint New Board Directors
Adopt Procurement Policy
ADECA FY2024 Emergency Solutions Grant Application

Closing Remarks
Adjourn



Minutes of the Board of Directors

May 15, 2024

The Directors of the Southeast Alabama Coalition for the Homeless, Inc. (SEACH) convened in a Regular Meeting on Wednesday May 15, 2024, 10:57 a.m. at Our Community Housing & Enrichment Center at 1001 Monana Street and via Zoom.

The meeting was called to order at 10:57 am by: Mr. Samuel Crawford.

The Secretary called the roll, and the following were:

Present	Absent	ZOOM
David Jamison	Lily Mendoza	Donna Clemmons
Jeff Williams		Lisa Alexander
Michael Jackson		

Dothan Housing personnel present: **C-Suite:** Samuel P. Crawford, CEO; Challis Readus, Dr. Michael Threatt, COO & Jennifer Mays; Bonita Schatz, CFO & Dr. Tamara Berry-Andrews, CHO; Tanya Embry; **Marketing & Fundraising:** Leah Gunn & Jamie Bienvenu. **MTW:** Tera Wells. **MOD:** Charles Ledford. **SAFETY:** JD Miller. **SEACH:** Jack Porter. **ASSET MGT:** Tamaria Harris. **RESIDENT SERVICES:** Samiyah Craddock. **WRVP:** Andrella Allums.

DH ZOOM: Hillary Richardson, Ladonice Freeney, Katherine Foster, Elaine Machado & Marcia Bryant.

VISITOR ZOOM: Attorney Michael Syme: **Fox Rothschild.** Linda Ward: **Habitat.** Deborah Crawford and Lee Walker.

VISITORS: City of Dothan - Kelly Mierkowski & Austin Whitehead. Angela Smith, Anita D. Weatherington, Rasool Hall & Jennifer Robinson.

The 05-15-2024 Meeting Agenda was approved with a motion by David Jamison and a second by Michael Jackson.



PUBLIC NOTICE

May 8, 2024

Southeast Alabama Coalition for the Homeless, Inc. (SEACH)

Board of Directors will conduct a

Board Meeting

Wednesday, May 15, 2024, at 10:00 a.m.

at Our Community 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

05-15-2024

Call To Order

Prayer

Approve May 15, 2024 Agenda

Approve April 17, 2024 Board Meeting Minutes

NEW BUSINESS

Bylaws Discussion

CEO UPDATES:

Closing Remarks

Adjourn

The 04-17-2024 Board Meeting Minutes were approved with a motion by Jeff Williams and a second by Michael Jackson.

BYLAWS DISCUSSION: Changes to the Bylaws require notice of the changes submitted at the previous regular meeting. To ensure the Bylaws are consistent across the board, the Bylaws will be revised at the next Board Meeting.

The Meeting of the Directors of SEACH, Inc. was adjourned at 10:59 am with a Motion by David Jamison and a Second by Michael Jackson.

The next meeting of the Directors of SEACH, Inc.; is scheduled for Wednesday, June 19, 2024.

President

Vice-President

SEACH

— SOUTHEAST AL COALITION FOR THE HOMELESS —

Summary Sheet

Resolutions

June 18, 2024

Resolution 2024-07: This Resolution is to approve the board appointments for Ms. Jasmine Bowick and Ms. Linda Ward to fill the seats vacated by Ms. Jocelyn Gutzmore and Ms. Donna Clemmons.

Resolution 2024-08: This Resolution is to approve and adopt a Procurement Policy. Supporting document will be sent under separate cover.

Resolution 2024-09: This Resolution is to approve the ADECA FY2024 Emergency Solutions Grant Application to assist the Homeless.

SEACH

— SOUTHEAST AL COALITION FOR THE HOMELESS —

RESOLUTION 2024-07

BE IT RESOLVED by the Board of Directors of Southeast Alabama Coalition for The Homeless, Inc. (SEACH), an Alabama nonprofit corporation as follows:

WHEREAS, a Director shall stand in a fiduciary relation to the Corporation and shall perform his or her duties as a Director, including duties as a member of any committee of the Board of Directors upon which the Director may serve, in good faith, in a manner the Director reasonably believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances, and

WHEREAS, the Board of Directors shall consist of not less than three (3) nor more than eleven (11) Directors, and

WHEREAS, the term of office shall begin on the date such Director was appointed by the Member and each Director shall hold office until the expiration of the term for which he or she was appointed and until a successor shall be appointed and shall qualify or until his or her earlier death, resignation or removal, and

WHEREAS, there shall be no limitation on the number of terms of office for the Directors, and

RESOLUTION NO. 2024-07 CONT'D: APPOINT JASMINE BOWICK AND LINDA WARD AS BOARD DIRECTORS OF SOUTHEAST ALABAMA COALITION FOR THE HOMELESS, INC. (SEACH) TO COMPLETE THE UNEXPIRED TERM OF PAST BOARD DIRECTORS WHICH EXPIRE JANUARY 31, 2026 AND JANUARY 31, 2027.

WHEREAS, SEACH pursuant to the Bylaws of this authority, it is deemed necessary and in the best interests of this authority that the following action is taken by the Board of Directors of this corporation:

1. Southeast Alabama Coalition for The Homeless, Inc. (SEACH) desires Ms. Jasmine Bowick and Ms. Linda Ward to serve SEACH with integrity and purpose as Board Directors, and

NOW, THEREFORE, BE IT RESOLVED THAT, effective the 4th day of June, 2024 under the authority vested in Mark Saliba, Mayor of the City of Dothan, Alabama, by Sec. 24-1-24, Code of Alabama, 1975, as amended; hereby appoints Jasmine Bowick as Director of Southeast Alabama Coalition for The Homeless, Inc. (SEACH) to complete the unexpired term of the past Board Commissioner which expires January 31, 2026, and appoints Linda Ward as Board Commissioner of Southeast Alabama Coalition for The Homeless, Inc. (SEACH) to complete the unexpired term of the past Board Commissioner which expires January 31, 2027, and

NOW, FURTHERMORE, BE IT RESOLVED THAT, effective on this 4th day of June, 2024 Jasmine Bowick and Linda Ward are hereby appointed to fill the vacancies created on the Southeast Alabama Coalition for The Homeless, Inc. (SEACH) Board of Directors, and

PASSED, ADOPTED and APPROVED on the 18TH day of June, 2024.

David Jamison, Vice-President

Jeff Williams, Director

Michael Jackson, Treasurer and Secretary

Lily Mendoza, Director

Lisa Alexander, Director

BOARD OF COMMISSIONERS

SEACH

— SOUTHEAST AL COALITION FOR THE HOMELESS —

RESOLUTION 2024-08

BE IT RESOLVED by the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) an Alabama nonprofit corporation and Dothan Housing Authority (DHA) as follows:

WHEREAS, SEACH desires to be in compliance with applicable Federal Standards, HUD Regulations, and State and Local Laws including the Alabama Immigration ACT (Beason-Hammon Act), and

WHEREAS, SEACH is dedicated to securing high-quality goods and services at reasonable cost while ensuring that all procurement actions are conducted fairly and impartially with no impropriety or appearance thereof that all qualified vendors have access to the company's business, and that no offeror be arbitrarily or capriciously excluded, and

WHEREAS, SEACH desires to implement a Procurement Policy to ensure the procurement procedures will involve openness and administrative efficiency, ensure the maximum feasible degree of competition is achieved, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) believes it is in the best interest of the organization to approve the Procurement Policy, and

NOW, FURTHERMORE, BE IT RESOLVED by the Board of Directors of Southeast Alabama Coalition for the Homeless (SEACH), as follows:

SECTION I. That the Board of Directors of Southeast Alabama Coalition for the Homeless (SEACH) does hereby adopt and approve the Procurement Policy and the effective date is June 18, 2024.

RESOLUTION 2024-08 CONTINUED: ADOPT AND APPROVE THE SEACH PROCUREMENT POLICY.

Passed, Adopted, and Approved on the 18th day of June, 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Treasurer and Secretary

Lily Mendoza, Director

Lisa Alexander, Director

Jasmine Bowick, Director

Linda Ward, Director

BOARD OF COMMISSIONERS

SEACH

— SOUTHEAST AL COALITION FOR THE HOMELESS —

RESOLUTION 2024-09

BE IT RESOLVED by the Board of Commissioners of the Southeast Alabama Coalition for the Homeless (SEACH), as follows:

WHEREAS, the Alabama Department of Economic & Community Affairs (ADECA) is seeking applications for FY2024 Emergency Solutions Grant (ESG), and

WHEREAS, the Emergency Solutions Grant (ESG) grant funding is used to upgrade existing homeless facilities and domestic abuse shelters to help meet the operating costs of such facilities; and to provide essential services (such as health and mental health services) to both sheltered and unsheltered homeless persons, to help prevent homelessness, to rapidly re-house homeless persons and to assist in the costs of administering the Homeless Management Information System, and

WHEREAS, SEACH desires to participate in this grant program to the greatest extent possible as a means of providing needed services to the homeless community, and

WHEREAS, the SEACH Board of Commissioners agree to accept funding from the Emergency Solutions Grant (ESG) if approved by the Alabama Department of Economic & Community Affairs, and

NOW, THEREFORE, BE IT RESOLVED, that effective June 18, 2024, the Southeast Alabama Coalition for the Homeless (SEACH) Board of Commissioners demonstrates its support for the submittal of a grant application to the Alabama Department of Economic & Community Affairs.

RESOLUTION 2024-09 CONTINUED: THE SOUTHEAST ALABAMA COALITION FOR THE HOMELESS (SEACH) BOARD OF COMMISSIONERS APPROVE THE ADECA FY2024 EMERGENCY SOLUTIONS GRANT APPLICATION.

PASSED, ADOPTED AND APPROVED on this 18th, day of June 2024.

David Jamison, Chairman

Jeff Williams, Vice Chairman

Michael Jackson, Treasurer/Secretary

Lily Mendoza, Director

Lisa Alexander, Director

Linda Ward, Director

Jasmine Bowick, Director

BOARD OF COMMISSIONERS

SEACH

— SOUTHEAST AL COALITION FOR THE HOMELESS —

RESOLUTION 2024-10

BE IT RESOLVED by the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) an Alabama nonprofit corporation and Dothan Housing Authority (DHA) as follows:

WHEREAS, Southeast Alabama Coalition for the Homeless (SEACH) is required to perform an annual audit and submit a copy of such to Federal, State and Local Government and/or other public, private or non-profit entities in accordance with applicable federal state and local laws, and such submittal is required annually in order to provide different entities with a true and correct copy of the annual audit for its review and information, and

WHEREAS, SEACH is in receipt of the annual audit on June 11, 2024 for the year ended December 31, 2023 and acknowledge review and approval of the annual audit, and

WHEREAS, the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) has found that it is in the best interest of the Corporation and its overall goal of providing assistance to the homeless to approve and authorize the submission of the annual audit to Federal, State, the County of Houston, and the City of Dothan, and

RESOLUTION NO. 2024-10 CONT'D: APPROVING THE AUDITED FINANCIAL STATEMENTS FOR FYE 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) as follows:

Section I. That the Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) shall hereby approve the FYE 2023 Annual Audit.

Section II. The Board of Directors of the Southeast Alabama Coalition for the Homeless (SEACH) hereby directs the President and CEO of SEACH to take any and all necessary administrative actions to implement this resolution.

RESOLUTION NO. 2024-10 CONT'D: APPROVING THE AUDITED FINANCIAL STATEMENTS FOR FYE 2023.

PASSED, ADOPTED, AND APPROVED ON THIS 18th DAY OF JUNE 2024.

David Jamison, Chairperson

Jeff Williams, Vice Chairperson

Michael Jackson, Commissioner

Lily Mendoza, Commissioner

Lisa Alexander, Commissioner

Jasmine Bowick, Commissioner

Linda Ward, Commissioner

BOARD OF COMMISSIONERS