



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

August 21, 2024

The Commissioners of the Housing Authority of the City of Dothan, Alabama, convened in a Meeting on Wednesday August 21, 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 10:00 am 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	
Jeff Williams	Linda Ward	
Lily Mendoza		
Lisa Alexander		
Jasmine Bowick		

Dothan Housing personnel present: **C-Suite:** Challis Readus, Dr. Tamara Berry-Andrews, CHO; and Bonita Schatz, CFO. **MTW:** Tera Wells. **SEACH:** John Porter III. **IT:** Patience Crittenden. **RESIDENT SERVICES:** Samiyah Craddock. **WRVP:** Andrella Allums. **SAFETY & SECURITY:** JD Miller. **WRVP:** Andrella Allums. **ASSET MGT:** Tamaria Harris.

DH ZOOM: Tanya Embry & Ladonice Freeney.

VISITORS: Jennifer Robinson.

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

The Chairperson, David Jamison, declared a quorum present.

I. Approve August 21, 2024 Agenda:

ADDITIONS: Executive Session. HCV Utility Allowance Schedule.
Administrative Plan Update. Safety & Security Update.

REMOVE: Insurance Coverage Update. Housing & Resident Services Update.
Strategic Initiatives & Grants Update. HR Update.

Motion: Jeff Williams

Second: Lily Mendoza

Vote: Unanimous

Abstain: None



PUBLIC NOTICE

August 14, 2024

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

Wednesday, August 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>**



AGENDA

08-21-2024

Call To Order

Prayer

Approve DH August 21, 2024 Agenda

Approve DH June 18, 2024 Board Meeting Minutes

NEW BUSINESS: RESOLUTIONS

Insurance Coverage Single Pay Update

Retirement Contribution Reduction Update

CEO UPDATES:

Change Monthly Board Meeting to Quarterly

DEPARTMENT & DIVISION UPDATES

Finance & Administration

Housing & Resident Services

Strategic Initiatives & Grants

HR

Comments

Adjourn

RECESS DH MEETING at 10:03 am.

Motion: David Jamison
Second: Lisa Alexander
Vote: Unanimous
Abstain: None

OPEN EXECUTIVE SESSION at 10:04 am.

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

The Board of Commissioners and the C-Suite convened in an Executive Session to discuss housing authority business.

CLOSE EXECUTIVE SESSION at 10:30 am.

Motion: David Jamison
Second: Lisa Alexander
Vote: Unanimous
Abstain: None

RECONVENE DH MEETING at 10:31 am.

Motion: Lisa Alexander
Second: Jasmine Bowick
Vote: Unanimous
Abstain: None

Approve June 18, 2024 Minutes:

Motion: Lily Mendoza

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

RETIREMENT CONTRIBUTION UPDATE: Dothan Housing (DH) has previously established a retirement contribution to the Housing Agency Retirement Trust (HART), for eligible employees. DH and the Board of Commissioners has determined that it is in the best interest of the organization and its participants, to amend the current contribution rate. The Employer Retirement Contribution will be 7% with an effective date of the first (1st) payroll of September 2024.

Motion: Jeff Williams

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

HCV UTILITY ALLOWANCE UPDATE: Dothan Housing (DH) is required to review and update the utility allowance schedule annually. DH must maintain a utility allowance schedule for all tenant-paid utilities and provide HUD with a copy of the utility allowance schedule. Upon HUD's request DH must provide any information or procedures used in preparation of the procedure. This schedule allows the Housing Choice Voucher Program (HCVP) to provide accurate reporting pertaining to the dwelling unit amenities. The approved utility allowance schedule will be effective September 1, 2024.

Motion: Lily Mendoza

Second: Jasmine Bowick

Vote: Unanimous

Abstain: None

CHANGE MONTHLY BOARD MEETING TO QUARTERLY: In order to focus more on the Agenda and on the Committees, we are exploring changing the monthly board meeting to quarterly. This will require a change to the Bylaws and Board Commission approval.

Closing Remarks

OTHER BUSINESS: The next Board Meeting will be held Wednesday September 18, 2024.

ADJOURN DH MEETING: TIME: 10:50 am

Motion: Lily Mendoza

Second: Lisa Alexander

Vote: Unanimous

Abstain: None

Board Chairman

Secretary