

SUMMARY OF MINUTES OF AUGUST 2020 MONTHLY MEETING OF THE BOARD
OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
MONTGOMERY, ALABAMA, HELD ON TUESDAY, AUGUST 25, 2020
AT 4:00 P.M. VIA VIDEO CONFERENCE

Pursuant to Governor Ivey's March 13, 2020 Proclamation, allowing public Board meetings to be conducted by teleconference, as part of the State of Alabama's measures to combat the spread of COVID-19; and pursuant to Alabama's Open Meetings Act, the following constitutes a summary of the Housing Authority's Board of Commissioners August 25, 2020 regular monthly meeting, which will be posted to the Housing Authority's website.

The August 2020 regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, August 25, 2020 at 4:02e P.M., via video conference.

The Chairman, John F. Knight, Jr., called the meeting to order at approximately 4:00 P.M., and Mr. Damon E. Duncan, Executive Director/Secretary-Treasurer, called the roll as follows:

1. ROLL CALL

PRESENT: Chairman, John F. Knight, Jr.
Vice-Chairman, Paul Hankins
Commissioner Willie Durham
Commissioner Alfred Hood
Commissioner Andrea Rogers-Mosley
Commissioner Richard Hanan
Commissioner Ray Roton
Commissioner Samuel Frazier

ABSENT: Commissioner Frank Brown

For the record: Legal Counsel for MHA, Mr. James E. Beck, III, of the law firm of Hill, Hill, Carter, Franco, Cole and Black, P.C., was present. The roll call record form is attached.

The Chairman declared a quorum present and proceeded to address the order of business as follows:

2. APPROVAL OF AGENDA

Chairman Knight sought approval of the revised Agenda for the August 25, 2020 regular monthly meeting of the Board of Commissioners. Vice-Chair Hankins offered a motion approving the revised Agenda and moved its adoption. The motion was seconded by Commissioner Durham. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion approving the Agenda for the August 25, 2020 regular monthly Board meeting was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6538.)**

3. APPROVAL OF MINUTES

Chairman Knight referenced the Minutes of the July 28, 2020 regular monthly meeting of the Board of Commissioners, as mailed each Commissioner, and asked if there were any questions. There were none. Commissioner Roton then offered a motion approving the Minutes of the July 28, 2020 monthly Board meeting and moved its adoption. Vice-Chair Hankins seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion, approving the Minutes of the July 28, 2020 monthly meeting of the Board of Commissioners, was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6539.)**

4. DIRECTOR'S REPORT - Mr. Damon E. Duncan, Chief Executive Officer, in addition to his report, mailed to the Board, introduced Ms. Terese Walton, who will soon take on the role as the Executive Vice-President of the Montgomery Housing Authority. Commissioner Hood requested and Ms. Walton briefly informed the Board of her experience in the housing industry, which started in the early 1990's during the Quality Housing and Work Responsibility Act (QHAWRA) era. Chairman Hood sought and received clarification from Mr. Duncan that the new position of Executive Vice President, currently on MHA's organization chart, was vetted through the Admin./Personnel Committee and approved by the Board. This position has been advertised and will close at the end of this week. Mr. Duncan added that Ms. Walton is currently serving the Montgomery Housing Authority as a consultant. There were no further questions. This concluded the Director's report to the Board.

5. AUTHORITY REPORTS - Ms. Connie Hill, Chief Financial Officer, provided the Board with a high-level overview of the July 2020 **Financial statements**, as follows: The COVID-19 fund statement now shows the expended to-date funds, which will increase once the larger ticket items are processed through procurement. MHA received another award of COVID-19 funds for Administrative fees and the deadline to expend these funds have been moved to the middle of next year. MHA will continue to provide updates on the use of COVID-19 funds. The public housing program, the housing choice program and the Central Office Cost Center all are positive cash flowing. The permanent financing on Columbus Square II should prompt developer fees in the next couple of months. The agency has a surplus of \$1.7 million at this time. Given that COVID funding can be utilized for routing operating funds, MHA anticipates having additional funds to add to its reserves. There were no questions. Other than the reports mailed to the Board under Authority Reports, there was nothing additional to report at this time. The Board had no questions on the Authority reports. At this time, Chairman Knight inquired in regard to MHA's plans to work with resident students as they return to school. Mr. Duncan, CEO, requested and Chairman Knight concurred that Ms. Brandie Townsend, Director of Resident Services, can address this later in the meeting. This concluded the Authority reports to the Board.

The Chairman then proceeded to the next order of business, as follows:

6. **COMMITTEE REPORTS - Admin./Personnel Committee:** Commissioner Hood, Chairperson of the Admin./Personnel Committee, informed the Board that the Committee met and discussed the Computer and Communications Use policy and the job description for the new position of Public Safety Officer, which the Committee recommends the Board approve. This concluded the Admin./Personnel Committee report to the Board.

Finance Committee: Vice-Chair Hankins, Chairperson of the Finance Committee, informed the Board that the Committee met and discussed Addendum #1 to the Resident Council MOU, as it relates to the use of computer and communications equipment and the modified CARES Act 2020 budget and projected expenses. These funds are flexible and moving forward there will be new items added, since the deadline has now been extended to middle of next year. This concluded the Finance Committee report.

Real Estate Development Committee: Commissioner Roton, reported on behalf of the RED Committee Chairman, that the Committee met to discuss three items - the submission of a 2020 Choice Neighborhood Initiatives (CNI) Planning Grant application to HUD; transfer of \$105,000 from MHA's Business Activities nonfederal funds to the Montgomery Affordable Housing Corporation (MAHC) and a commitment of \$105,000 in matching funds from the MAHC for the CNI Planning Grant. The Committee recommends Board approval of these three items. Commissioner Hood inquired and was informed by Mr. Duncan that the matching funds would be rolled into a budget of approximately \$0.5 million, which will be used toward planning activities such as third-party studies, environmental review, drawings, schematics, renderings, charrettes, etc., which are some typical expense items. HUD offers guidelines for eligible use of these funds. MHA plans to move forward with planning even if not successful in receiving grant funds. Chairman Knight explained that this is a long-term plan as to what MHA would like to see happen for Paterson Court. There were no further questions.

Chairman Knight proceeded to address the order of business as follows:

OLD BUSINESS

7. **TO CONSIDER A RESOLUTION ADOPTING THE MONTGOMERY HOUSING AUTHORITY'S REVISED COMPUTER AND COMMUNICATIONS EQUIPMENT USE POLICY, AS ATTACHED, FOR IMMEDIATE IMPLEMENTATION. (THIS ITEM CARRIED OVER FROM THE JULY 28, 2020 BOARD MEETING, BASED ON BOARD RECOMMENDATION THAT IT BE REVIEWED BY THE ADMINISTRATIVE/PERSONNEL COMMITTEE.)**

Chairman Knight asked if there were any questions. There were none. Vice-Chair Hankins moved to adopt the resolution approving MHA's Computer and Communications equipment use policy. The motion was seconded by Commissioner Hood. The Chairman recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6540.)**

NEW BUSINESS

8. TO CONSIDER A RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE NEW POSITION OF DIRECTOR OF PUBLIC SAFETY AND UPDATED ORGANIZATION STRUCTURE, AS ATTACHED.

Chairman Knight addressed Agenda item 8. There were no questions. Commissioner Hood moved to approve the new position of Director of Public Safety. The motion was seconded by Vice-Chair Hankins. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6541.)**

9. TO CONSIDER A RESOLUTION APPROVING THE EXECUTION OF ADDENDUM #1, AS ATTACHED, TO THE EXISTING MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE MONTGOMERY HOUSING AUTHORITY (MHA) AND EACH RESIDENT COUNCIL (RC), TO ADDRESS THE SPECIFIC USE OF COMPUTERS AND COMMUNICATIONS EQUIPMENT TO BE PROVIDED TO EACH RC, TO ENABLE EFFICIENT REMOTE OPERATIONS..

Chairman Knight addressed Agenda item 9. Vice-Chair Hankins explained that this item has been reviewed in Committee and is basically an in-house item which needs to be set aside as it does not require Board approval. Commissioner Roton moved to table agenda item 9. Commissioner Hanan seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6542.)**

10. TO CONSIDER A RESOLUTION APPROVING/AUTHORIZING THE SUBMISSION OF A 2020 CHOICE NEIGHBORHOODS PLANNING GRANT APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) .

Chairman Knight addressed Agenda item 10. Commissioner Hanan moved to approve/authorize the submission of a 2020 Choice Neighborhoods Planning Grant application to HUD. Commissioner Durham recommended and Chairman Knight recommended the motion be made to approve the submission of the CNI Planning Grant application with the understanding that MHA revisit expanding the boundaries, if possible. Vice-Chair Hankins seconded the motion. At this time Commissioner Durham inquired and was informed by Mr. Duncan that MHA's CNI Planning Grant application is focusing on Centennial Hill to make its narrative the most compelling so as to get the most points. However, the CNI Planning grant team will discuss expanding the boundary to include three magnet schools and will update the Board on this. There were no further comments. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6543.)**

11. TO CONSIDER A RESOLUTION APPROVING THE MONTGOMERY HOUSING AUTHORITY'S TRANSFER OF \$105,000 FROM ITS NONFEDERAL BUSINESS ACTIVITY FUNDS, TO THE MONTGOMERY AFFORDABLE HOUSING CORPORATION, THE AUTHORITY'S NON-PROFIT, AND AUTHORIZING AUTHORITY'S CHIEF EXECUTIVE OFFICER, TO EXECUTE ALL NECESSARY DOCUMENTS, INCLUDING THE OPENING OF A BANK ACCOUNT, TO COMPLETE THIS TRANSACTION, FOR THE PURPOSES OF SUPPORTING THE DEVELOPMENT OF THE CHOICE NEIGHBORHOOD TRANSFORMATION PLAN.

Chairman Knight presented Agenda item 11 and asked if there were any questions. Ms. Connie Hill, Chief Financial Officer, recommended the resolution, as proposed, be revised to remove "contingent to HUD approval" since the goal is to utilize the funds of \$105,000 toward planning even if it were not to receive the CNI Planning grant. Vice-Chair Hankins moved to amend the resolution, as proposed, and recommended approval of the transfer of \$105,000 from its nonfederal Business Activity funds to the Montgomery Affordable Housing Corporation, the Authority's non-profit, and authorized the Chief Executive Officer, to execute all necessary documents, including opening a bank account to complete this transaction. Commissioner Hanan seconded the motion. There were no further comments/questions. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6544.)**

13. TO CONSIDER A RESOLUTION RESCINDING RESOLUTION NO. 6531 ADOPTED BY THE MHA BOARD OF COMMISSIONERS ON JULY 28, 2020 AUTHORIZING THE AWARD OF THREE SEPARATE CONTRACTS FOR LANDSCAPE AND LAWN MAINTENANCE SERVICES PURSUANT TO RFP 2020-09.

Chairman Knight addressed Agenda item 13. Mr. Duncan, Chief Executive Officer sought a motion to rescind resolution 6531 adopted by the Board on July 28, 2020 as it would be in the best interest of the agency since there were some administrative aspects of the process that were not handled properly. This will be completely re-bid. A short-term award has been made so that grass cutting continues. Commissioner Hanan moved to rescind resolution number 6531, adopted by the MHA Board of Commissioners at its July 28, 2020 Board meeting. Commissioner Durham seconded the motion. There were no further questions. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifty day of August 2020 **(Resolution No.6546.)**

12. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A TWO-YEAR CONTRACT TO EDMONSON GODWIN, ATTORNEYS-AT-LAW, FOR LEGAL REPRESENTATION FOR UNLAWFUL DETAINER, WITH A ONE-YEAR RENEWAL OPTION.

Chairman Knight addressed Agenda item 12 and asked if there were any questions. There were none. The Chairman called for a motion. Commissioner Hanan moved to authorize the award of a two-year contract to Edmonson Godwin, Attorneys-at-Law, for legal representation for

unlawful detainer, with a one-year renewal option, as presented. Commissioner Roton seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this twenty-fifth day of August 2020. **(Resolution No.6545.)**

Just prior to Chairman Knight proceeding to Agenda item 14, Ms. Brandie Townsend, Director of Resident Services, asked to be recognized. Chairman Knight informed that she could address the Board after Public Comments.

14. PUBLIC COMMENTS, IF ANY – Chairman Knight recognized Mr. Ron Sanders, a community activist, who was not on the call at this time.

Chairman Knight then recognized Ms. Townsend who informed the Board that the resident services department staff did reach out to its resident families regarding virtual learning equipment only to find that resident students do not have devices. The MPS school district does not have sufficient chrome books. The order has been placed to ensure that each student does have a chrome book, however, MPS does not know when these will arrive. A brief discussion ensued during which it was recommended that MHA discuss this issue with the MPS Superintendent and ask the school Board do something to assist our students during the next nine weeks. Several resident students remain on a waiting list. Commissioner Mosley inquired as to whether MHA had done a survey to find out how many of its resident students do not have devices and was informed by Ms. Townsend that MHA did contact its resident families but have not heard back from every household. MHA is working on exploring various avenues to resolve this issue.

At this time, Chairman Knight recognized Mr. Ron Sanders, a community activist for the Plaza at Centennial Hill and the Tulane Gardens communities, who informed the Board that some residents at Centennial Hill do not have Internet services. He is unaware if MPS or MHA are considering hot spots which may help with Internet accessibility for the Centennial Hill and Tulane Gardens communities. A brief discussion commenced during which it was explained that households of those children who receive free or reduced fee lunch, will be provided vouchers in the mail by the Alabama Broadcasting Connectivity Group so that they are able to get Internet access. Mr. Sanders confirmed this information to be true but pointed out that children will still be a month behind.

Chairman Knight thanked Mr. Sanders for presenting his concerns to the Board and advised that the Board will be looking into these issues and will do its best to resolve the same. Mr. Sanders thanked Chairman Knight and the Board.

15. ADJOURNMENT - There being no further business to come before the Board, Chairman Knight declared the August 25, 2020 regular monthly meeting of the Board of Commissioners adjourned at approximately 5:02 P.M.