

SUMMARY OF MINUTES OF JULY 2020 MONTHLY MEETING OF THE BOARD  
OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF  
MONTGOMERY, ALABAMA, HELD ON TUESDAY, JULY 28, 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 meeting, which will be posted to the Housing Authority's website.

The July 2020 regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, July 28, 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 Andrea Rogers-Mosley  
Commissioner Richard Hanan  
Commissioner Ray Roton  
Commissioner Frank Brown  
Commissioner Samuel Frazier

ABSENT: Commissioner Alfred Hood

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 proceeded to address the order of business as follows:

**2. APPROVAL OF AGENDA**

Chairman Knight sought approval of the Agenda for the July 28, 2020 regular monthly meeting of the Board of Commissioners, as mailed each Commissioner. Vice-Chair Hankins offered a motion approving the Agenda and moved its adoption. The motion was seconded by Commissioner Roton. 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 July 28, 2020 regular monthly Board meeting was declared as unanimously carried this twenty-eight day of July 2020. **(Resolution No. 6528.)**

### 3. APPROVAL OF MINUTES

Chairman Knight referenced the Minutes of the June 23, 2020 regular monthly meeting of the Board of Commissioners, as mailed each Commissioner, and asked if there were any questions. There were none. Commissioner Hanan then offered a motion approving the Minutes of the June 23, 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 June 23, 2020 monthly meeting of the Board of Commissioners, was declared as unanimously carried this twenty-eight day of July 2020. **(Resolution No.6529.)**

**4. DIRECTOR'S REPORT** - Mr. Damon E. Duncan, Executive Director, in addition to his report, mailed to the Board, informed the Board as follows: **Choice Neighborhood Initiatives (CNI) Planning Grant** - The due date for this grant submission is September 14, 2020 and this will be an item for Board approval on the August 2020 Board meeting Agenda. MHA will be applying for the CNI Planning grant funds, which is capped at \$450,000. This is a comprehensive neighborhood planning grant award. MHA chose Paterson Court as the target for these funds, primarily as it is the oldest property and in terms of obsolescence, has far exceeded its useful life. Mr. Duncan described the parameters of the neighborhood to the north, south and west of Paterson Court, being considered. MHA is meeting with its current partners, the City of Montgomery and the Auburn University, to determine what will comprise the eastern boundary. MHA will also be engaging other community partners for supportive and social services. The CNI Planning grant will require a people plan, a neighborhood strategy and a plan for revitalization for the public housing community. Although HUD has deleted the community input requirement, MHA will host a virtual meeting. MHA has already met with the Resident Council President. The Board will be kept updated. Vice-Chair Hankins emphasized the need to keep residents informed so that they understand that this is a planning grant, which will provide options to improve the Paterson Court neighborhood. Mr. Duncan concurred explaining the CNI Planning grant is a two-stage process, the first being planning, which sets the stage to apply for an Implementation grant, which is a \$30 million award. MHA will continue to provide the best possible housing, even as it considers such opportunities. Should MHA not succeed in receiving a CNI Planning grant award, it will move on with its plans to revitalize its distressed properties. There were no other questions. Mr. Duncan also reported on the following: **COVID-19 updates** - The Finance Committee was informed of the budget for the CARES Act funds. Referencing the COVID-19 matrix in his report, Mr. Duncan informed that to-date, there are eight (8) public housing COVID cases. **Smiley Court Demolition update** - sixty-five of approximately 95 buildings have been demolished with a good fifty raised buildings have been removed from the site. Work is on schedule. Chairman inquired and was informed by Mr. Scott Standerfer, Project Manager, that the proposal, relating to hot water heaters and venting issues at Paterson Court, was placed on hold as cost estimates came in much higher than expected. Mr. Duncan, Executive Director, stated MHA will discuss this further, to determine the pros and cons of remedying this issue. This concluded the Executive 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 financial reports. Low Rent Public Housing had a positive cash flow, as does the Housing Choice Voucher (HCV) program and the Central Office Cost Center (COCC). There may be additional items added to the current COVID-19 related expenses. The CARES Act funds cover a nine-month period from April through December 2020. PHAs are reporting one ninth of its total CARES Act eligible budget, each month. The routine operating subsidy is based on estimates. Routine expenditure for Maintenance, is under budget, due to unfilled positions. MHA has a strong financial position in public housing. With HUD waivers due to COVID, HCV inspections and intake have slowed. The Administration fees for the HCV program had a positive cash flow. HUD disbursed 100% of the CARES Act funds for the HCV program. MHA plans to do more remote work with tenants and landlords as it relates to recertifications, etc. The HCV lease-up is challenging but remains at 98 or 99%. Using HUD waivers in the CARES Act, MHA increased the amount of funding to COCC, to primarily address technology, etc. The variances in the operating budget to actuals are due to existing vacant positions. Business Activities is the financial statement, which benchmark developer fees. MHA is waiting to close on the permanent financing on Columbus Sq. II. Norstar's management of Columbus Square I and II are resulting in strong financial results. The financial statement for each property was also provided to the Board. Commissioner Mosley inquired and was informed by Ms. Hill COVID estimated expenses will be updated with actuals; some expenses are based on monthly actuals multiplied by nine months. Ms. Hill will provide more clarity in future statements. Commissioner Durham inquired and was informed by Ms. Hill that the technology improvement estimated expenses are eligible out of the CARES Act fund, as it provides a great opportunity to get equipped for working remotely in a COVID environment, as well as setting up for any future such disaster events. Mr. Duncan explained that funding for security cameras will be covered by Capital Funds. Vice-Chair Hankins strongly recommended, and Mr. Duncan concurred, that MHA not get behind in its inspections. Ms. Tanner pointed out that HCV annual inspections are being conducted and as regards emergency compliance we are on track. Chairman Knight expressed that MHA continue its efforts and work with MPD to improve safety in its housing communities. A brief discussion ensued as it relates to Shot Spotter. Commissioner Durham offered to approach and discuss this with Alabama Power and Chief Finley in this regard. This concluded the Authority reports to the Board.

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

**6. COMMITTEE REPORTS** - *Admin./Personnel Committee*: Vice-Chair Hankins, reported as follows: The Admin./Personnel Committee met and after discussing and reviewing the updated organization structure and budget implications, recommended approval of MHA's updated organization structure, which is on the Agenda for full Board approval. Commissioner Durham inquired and Vice-Chair Hankins confirmed that the Admin./Personnel Committee agreed that the updated organization structure will reflect the correct title to be President/CEO, as approved in Committee.

*Finance Committee:* Vice-Chair Hankins, Chairperson of the Finance Committee, informed the Board that the Committee met and were informed of the CARES Act funding. HUD has given PHAs flexibility in the use of these funds. The essential pay policy, which will enable MHA to provide essential staff a stipend or bonus, in addition to normal pay, not only during the COVID pandemic but also for any other disaster, was also discussed. Chairman inquired and Attorney Beck responded, assuming the Chairman was referencing earlier directives issued by the H.R. office, these are no longer appropriate and will need to be rescinded and replaced with the Family's First Act. No Board action is required but the Board will be kept apprised. Commissioner Mosley inquired and was informed by the Executive Director that MHA will review its Disaster Plan, which will be updated, to include clarity as to whether MHA will follow State or Federal guidelines. Chairman Knight recommended the Board is apprised of the Disaster Plan requirements and proper training is provided to employees, to ensure they are aware of their respective responsibility. Vice-Chair Hankins then suggested the essential pay policy be tabled, pending inclusion of some triggers being placed in the essential pay policy.

*Real Estate Development Committee:* Commissioner Hanan, Chairperson of the Real Estate Committee informed the Board that the Committee recommends the award of the contract for roofing and energy upgrades at Paterson Court.

#### **OLD BUSINESS**

**7. TO CONSIDER A RESOLUTION APPROVING THE MONTGOMERY HOUSING AUTHORITY'S REVISED ORGANIZATION STRUCTURE, TO INCLUDE BUDGET IMPLICATIONS, AS ATTACHED. NOTE: THIS ITEM TABLED BY RESOLUTION NO. 6527 ADOPTED ON JUNE 23, 2020, PENDING INFORMATION REQUESTED BY THE BOARD.**

Chairman Knight addressed Agenda item 7 and asked if there were any questions. There were none. Vice-Chair Hankins moved to adopt the revised organization structure, as presented. Commissioner Roton seconded the motion. 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-eight day of July 2020. **(Resolution No. 6530.)**

**8. TO CONSIDER A RESOLUTION APPROVING/AUTHORIZING THE AWARD OF THREE TWO-YEAR CONTRACTS, WITH TWO ONE-YEAR RENEWAL OPTIONS, TO EACH OF THREE VENDORS AS DETERMINED BY THE EVALUATION COMMITTEE (EVALUATION SHEET ATTACHED). NOTE: THE LANDSCAPING AND LAWN MAINTENANCE SERVICES ITEM WAS CARRIED OVER BY RESOLUTION NO. 6513 ADOPTED ON APRIL 28, 2020, PENDING REVIEW BY THE NEW EXECUTIVE DIRECTOR.**

Chairman Knight addressed Agenda item 8. There were no questions. Vice-Chair Hankins moved to award the contract for landscaping and lawn maintenance services, as presented. The motion was seconded by Commissioner Hanan. 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-eight day of July 2020. **(Resolution No. 6531.)**

## NEW BUSINESS

**9. TO CONSIDER A RESOLUTION ADOPTING THE ESSENTIAL PAY POLICY, AS ATTACHED, FOR IMMEDIATE IMPLEMENTATION.**

Vice-Chair Hankins moved to carry over this item to the August 2020 Board meeting. Commissioner Durham 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-eight day of July 2020. **(Resolution No.6532.)**

**10. TO CONSIDER A RESOLUTION APPROVING/AUTHORIZING THE AWARD OF A CONTRACT TO E. CORNELL MALONE CORPORATION FOR ROOFING AND ENERGY UPGRADES AT PATERSON COURT, TULANE GARDENS AND PARKS PLACE, TO INCLUDE ROOF REPAIRS AND STRUCTURAL AND ENERGY UPGRADES, AS OUTLINE IN THE IFB FOR A NOT TO EXCEED TOTAL AMOUNT OF \$1,463,000.**

Chairman Knight addressed Agenda item 10. There were no questions. Vice-Chair Hankins moved to approve the award of a contract, as presented, for roofing and energy upgrades. 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-eight day of July 2020. **(Resolution No.6533.)**

**11. TO CONSIDER A RESOLUTION ADOPTING THE COMPUTER AND COMMUNICATIONS EQUIPMENT USE POLICY, AS ATTACHED, FOR IMMEDIATE IMPLEMENTATION.**

Chairman Knight presented Agenda item 11. After some discussion, Vice-Chair Hankins moved to carry over this item to the August 2020 Board meeting, pending further review of this policy to the Admin./Personnel Committee. Commissioner Durham seconded the motion. There were no 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-eight day of July 2020. **(Resolution No.6534.)**

**12. TO CONSIDER A RESOLUTION AUTHORIZING THE WRITE-OFF OF MISCELLANEOUS/OBSOLETE ITEMS, PER LIST ATTACHED, FOR THE 1<sup>ST</sup> QUARTER ENDED JUNE 30, 2020.**

Chairman Knight addressed Agenda item 12 and asked if there were any questions. There were none. The Chairman called for a motion. Vice-Chair Hankins moved to authorize the write-off of miscellaneous/obsolete items, for the 1<sup>st</sup> quarter ended June 30, 2020, as presented. 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-eight day of July 2020. **(Resolution No.6535.)**

At this time, Chairman Knight informed the Board that the Board attorney, Mr. James Beck, had advised that the Board needed to go into Executive session.

Chairman Knight then sought a resolution to amend the July 28, 2020 Board Agenda to include an Executive session. Commissioner Roton moved to approve an amended Agenda, as recommended. The motion was seconded by Vice-Chair Hankins. Chairman Knight recognized the motion and the second and called for a vote. The Board voted and the motion approving the amended Agenda, to include an Executive session, was declared as carried this twenty-eight day of July 2020. **(Resolution No.6536.)**

**13. EXECUTIVE SESSION** - Chairman Knight acknowledge receipt of the letter from Attorney James E. Beck, III, certifying that the matter for which the Board is considering convening an executive session as appropriate. The said letter from the attorney is filed with these Board meeting minutes.

The Board convened to executive session at 5:00 p.m.

The Board came out of executive session at 5:20 p.m.

Chairman Knight reconvened the regular Board meeting. At this time, Commissioner Hanan offered a motion to approve the agreement, as discussed in executive session. 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 approving the agreement, as discussed in executive session, was unanimously adopted this twenty-eight day of July 2020. **(Resolution No.6537 is attached)**.

**14. PUBLIC COMMENTS, IF ANY** - None.

**15. ADJOURNMENT** - There being no further business to come before the Board, Chairman Knight declared the July 28, 2020 regular monthly meeting of the Board of Commissioners adjourned at approximately 5:25 p.m.

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