

SUMMARY OF MINUTES OF APRIL 2021 MONTHLY MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
MONTGOMERY, ALABAMA, HELD ON TUESDAY, APRIL 27, 2021
AT 4:00 P.M. VIA VIDEO CONFERENCE

The April 2021 regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, April 27, 2021, at 4:00 P.M., via video conference.

The Chairman, John F. Knight, Jr., called the meeting to order at approximately 4:03 P.M., and Mr. Damon E. Duncan, Chief Executive Officer/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 (joined after roll call)
Commissioner Ray Roton
Commissioner Samuel Frazier

ABSENT: Commissioner Richard Hanan
Commissioner Frank Brown
Commissioner KK Middleton

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. At Chairman Knight's request, Commissioner Frazier opened the meeting in prayer. Chairman Knight then addressed the order of business as follows:

2. APPROVAL OF AGENDA

Chairman Knight sought approval of the Agenda for the April 27, 2021, regular monthly meeting of the Board of Commissioners. Vice-Chair Hankins offered a motion approving the agenda and moved its adoption. The motion was seconded by Commissioner Frazier. 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 April 27, 2021, regular monthly Board meeting, was declared as unanimously carried this twenty-seventh day of April 2021. (**Resolution No. 6581.**)

3. APPROVAL OF MINUTES

Chairman Knight referenced the Minutes of the March 23, 2021, monthly meeting of the Board of Commissioners, as mailed each Commissioner, and asked if there were any questions. There were none. Vice-Chair Hankins moved to approve the Minutes of the March 23, 2021, monthly Board meeting.

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 Minutes of the March 23, 2021, monthly meeting of the Board of Commissioners, was declared as unanimously carried this twenty-seventh day of April 2021. **(Resolution No.6582.)**

The Chairman continued to address the order of business as follows:

4. DIRECTOR'S REPORT - Mr. Damon E. Duncan, Chief Executive Officer, in addition to his written report, highlighted the following: **COVID-19** - Approximately 30% of MHA staff have been vaccinated. MHA will reopen on May 3, 2021. The lobby protocol will require limiting entry of the number of visitors at one time, temperature checks, wearing masks and hand sanitizing stations will be placed in the lobby. **Walk with the CEO** - MHA met with The Terrace residents. MHA plans to continue these walks in the communities at least thrice annually. Walks with the CEO at Victor Tulane Gardens and thereafter in Parks Place remain. **GRANTS** - No Jobs Plus grant awards were made in the State of Alabama. MHA received notice of a \$245,000 Safety and Security grant. Attached to the Director's report, is a detailed update on the Choice Neighborhoods Initiative. A kick-off event called *The Patterson Innovators*, is planned with tenants of Paterson Court to obtain input from the Paterson Court community. The proposals received for a CNI Master Planner are under review. MHA is moving forward with a Moving to Work, Cohort #3 application, which is designed to test the impact of implementing a work requirement policy. MHA will resume discussion with Mr. Charles Brown on the St. Jude property. This concluded Mr. Duncan's report.

Chairman Knight then addressed Agenda item 5.

AUTHORITY REPORTS - Financials: Ms. Connie Hill, CFO, reported that all MHA programs for FYE March 31, 2021, show a positive contribution to reserves. The variances in the PH and HCV programs were explained. The current PUC for MHA averages \$550. MHA is at 98% occupancy. MHA is on target to spend \$20 million of the \$23 million for payments to landlords. The difference of \$3 million will remain in HUD's reserves. The *Central Office* variance is due to vacant positions remaining unfilled. The actual unaudited FDS will be submitted to HUD by the end of May 2021. A summary of the updated actuarial report for post-employment plan can be provided at the June 2021 Board meeting. Commissioner Mosley inquired and Ms. Hill explained how HUD makes some budget adjustments annually. This concluded the financial report. **Property Management** - Ms. Glynis Tanner, Chief Operating Officer, reported that the Montgomery County Emergency Rental Assistance program commenced last week; currently eighty tenants have signed up. HUD issued a certificate acknowledging MHA's occupancy rate of 95%. MHA's PIC reporting rate is at 99.5%. There are currently 1500 applicants on the public housing waiting list. There are currently 39 vacancies. Contractors are working on unit repairs and maintenance

are working on making units ready for occupancy. Chairman Knight informed of numerous complaints on management of the Plaza at Centennial Hill, to which Ms. Tanner responded these are being addressed. This concluded the property management report. **Resident Services** - Ms. Brandie Townsend, Director of Resident Services, reported on the **FSS** graduation ceremonies being planned. **Safety** - Mr. Jesse Day, Director of Public Safety, described Camp PRIDE, a program which will be rolled out during the summer. Camp PRIDE is a ten-day program. After completion of Camp PRIDE, youth are required to be mentored for another twenty-five days. Chairman Knight sought and received explanation from Mr. Day on how this program would provide youth the opportunity to stay out of the Court system. Vice-Chair Hankins asked and was informed by Mr. Duncan that MHA could implement a policy, to include a provision to address a situation when the head of household is at risk of being evicted because of a child creating problems in the community. Attorney Beck added that since the lease provides criminal activity as grounds for eviction, there could be an inhouse tribunal and a settlement agreement could be drawn up not to evict, contingent upon the kid participating in a program. Chairman Knight drew attention to the last meeting's discussion regarding what could be done to ensure children attend school. Vice-Chair Hankins informed of MPS summer programs aimed at getting kids caught up for classes missed due to COVID. MHA will get with the MPS system to find out who these kids are, so that they work with those families to ensure these kids attend the summer programs. The State passed a law addressing literacy, requiring kids to read on grade level by the third grade or be held back. Summer reading programs will go into effect at elementary schools. Ms. Townsend acknowledged awareness of these MPS programs. Resident Services staff will distribute the information to resident families on the various summer programs available. However, parents are more interested in their kids working during summer and less interested in the education component. MHA will consider offering an incentive to parents to encourage their children participate in summer programs. At this time, Mr. Day was asked and reported on the status of the new cameras. The new camera system will be installed starting at Tulane Gardens, Gibbs Village East and West, Paterson Court, Parks Place, and the Terrace. MPD will have access to the new security camera system. Commissioner Frazier inquired and was informed by Mr. Day that the cameras will be placed so that each floor of the Terrace is covered. Chairman Knight thanked Mr. Day for his report. There were no further Authority reports.

Chairman Knight proceeded to Agenda item 6 and recognized Vice-Chair Hankins, who chairs the Finance Committee.

5. COMMITTEE REPORTS - Vice-Chair Hankins, Chairman of the Finance Committee, informed the Board that the Finance Committee completed the third in a series of Finance Committee meetings. The focus of the meeting was procurement and the difference between an Instrumentality and an Affiliate. A great presentation was provided on MHA's

procurement process, how advertising is done, the MHA vendor registration process, which is very user friendly. The Board has been provided information on how bids are processed, how vendors can sign-up, etc. Commissioner Durham will be provided a personal tutorial so that his questions are answered on how MHA solicits contracts. There will be another Finance session to discuss the formation of the new non-profit. This concluded the Finance Committee report.

At this time Commissioner Durham, reverting to Agenda 5, noted the resignation of a Housing Specialist II position and asked if someone was covering this position. Ms. Tanner responded that someone had been reassigned to the Housing Specialist II position. Commissioner Durham requested and Ms. Wright-Moore confirmed that the Personnel report would include a spot to report vacancies. Commissioner Durham inquired and was informed by Mr. Duncan that the position of Chief Officer of Communications, Public Relations and Intergovernmental Affairs had been filled by Ms. Felecia Martin. Commissioner Durham added that the Board should have been informed of this hire. Mr. Duncan offered his apology for missing this introduction. Commissioner Durham welcomed Ms. Martin. There were no other questions/comments.

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

OLD BUSINESS

- 6. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF TWO CONTRACTS FOR PHA-WIDE TREE AND SHRUB TRIMMING, PRUNING AND REMOVAL SERVICES, AS OUTLINED IN THE IFB 2021-01; ONE TO RAMPY DESIGN BUILD, LLC FOR VICTOR TULANE GARDENS, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$213,600.00 AND THE OTHER TO SOUTHEAST DEMOLITION, ENVIRONMENTAL SERVICES, INC., FOR GIBBS VILLAGE EAST, GIBBS VILLAGE WEST, PARKS PLACE, PATERSON COURT AND THE TERRACE, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$180,700.00. (This item carried over from March 2021 Board meeting.)**

Vice-Chair Hankins moved to approve the resolution, as presented. Commissioner Frazier 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-seventh day of April 2021. **(Resolution No. 6583.)**

Chairman Knight then addressed Agenda item 8, as follows:

NEW BUSINESS

- 8. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A THREE-YEAR CONTRACT TO CHARTER COMMUNICATIONS OPERATING, LLC., DBA SPECTRUM ENTERPRISE, IN AN AMOUNT OF \$587,889.00, WITH TWO RENEWAL OPTIONS, IN ONE-YEAR INCREMENTS, IN THE AMOUNT OF \$319,926.00,**

FOR A NOT TO EXCEED TOTAL AMOUNT OF \$979,815.00 OVER A FIVE-YEAR PERIOD CHARTER COMMUNICATIONS OPERATING, LLC., DBA SPECTRUM ENTERPRISE, IN AN AMOUNT OF \$587,889.00, WITH TWO RENEWAL OPTIONS, IN ONE YEAR INCREMENTS, IN THE AMOUNT OF \$319,926.00, FOR A NOT TO EXCEED TOTAL AMOUNT OF \$979,815.00 OVER A FIVE-YEAR PERIOD.

Vice-Chair Hankins inquired and was informed by Mr. Duncan that this contract is not cable specific but has more to do fiber-optic infrastructure PHA-wide, to include new telephone equipment, wi-fi, and hot spots for resident use. There were no further questions. Vice-Chair Hankins moved to adopt the resolution to award the contract, as presented. The motion was seconded by Commissioner Frazier. 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-seventh day of April 2021. **(Resolution No. 6584.)**

The Chairman addressed the next order of business, as follows.

9. TO CONSIDER A RESOLUTION AUTHORIZING THE WRITE-OFF OF MISCELLANEOUS/OBSOLETE ITEMS FOR THE 4TH QUARTER ENDING MARCH 31, 2021, AS PER LIST ATTACHED.

Vice-Chair Hankins offered moved to adopt the resolution authorizing the write-off of miscellaneous/obsolete items, per list attached. The motion was seconded by Commissioner Frazier. 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-seventh day of April 2021. **(Resolution No. 6585.)**

10. PUBLIC COMMENTS, IF ANY - Chairman Knight was informed that there were no public comments received.

11. ADJOURNMENT - There being no further business to come before the Board, Chairman Knight declared the April 27, 2021, regular monthly meeting of the Board of Commissioners adjourned at approximately 5:00 P.M.

For the record: 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, a summary of the Housing Authority's Board of Commissioners April 27, 2021, regular monthly meeting, is to be posted to the Housing Authority's website.