

SUMMARY OF MINUTES OF JUNE 2021 REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MONTGOMERY, ALABAMA, HELD ON TUESDAY, JUNE 22, 2021, AT 4:00 P.M. IN THE BOARD ROOM AT 525 S. LAWRENCE STREET AND VIA ZOOM

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 June 22, 2021, regular monthly meeting, which is to be posted to the Housing Authority's website.

The June 2021 regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, June 22, 2021, at 4:00 P.M., in the Board room at 525 S. Lawrence Street, 36104 and via Zoom.

The Chairman, John F. Knight, Jr., called the meeting to order at approximately 4:04 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.
Commissioner Willie Durham
Commissioner Andrea Rogers-Mosley
Commissioner Richard Hanan
Commissioner Ray Roton
Commissioner Iesha Brooks

ABSENT: Vice-Chairman, Paul Hankins
Commissioner Frank Brown
Commissioner Samuel Frazier

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.

Chairman Knight declared a quorum present and then introduced and welcomed Ms. Iesha Brooks, the newly appointed Commissioner, stating the Board looks forward to working with her.

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

2. APPROVAL OF AGENDA

Chairman Knight sought approval of the Agenda for the June 22, 2021, regular monthly Board meeting. Commissioner Hanan 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 June 22, 2021, regular monthly Board meeting, was declared as unanimously carried this twenty-second day of June 2021. **(Resolution No. 6590.)**

At Commissioner Durham's request, Chairman Knight called upon Commissioner Brooks to briefly introduced herself. Commissioner Brooks stated she is a native of Montgomery, Alabama, who graduated from Booker T. Washington Magnet High School and Alabama State University; works full time as an investigator in the Office of the Public Defender for Montgomery County and currently a student at Thomas Good Jones School of Law. Ms. Brooks lived in public housing and is a graduate of the FSS program.

3. APPROVAL OF MINUTES

Chairman Knight referenced the Minutes of the May 25, 2021, Annual meeting of the Board of Commissioners, as mailed each Commissioner, and asked if there were any questions. There were none. Commissioner Roton moved to approve the Minutes as mailed each Commissioner. 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, approving the Minutes of the May 25, 2021, Annual meeting of the Board of Commissioners, was declared as unanimously carried this twenty-second day of June 2021. **(Resolution No. 6591.)**

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** - the numbers have dropped. No internal cases reported. Since the reopening of the front lobby there has been an average of eighteen visitors per day. **MHA website** - is approximately 60-70% complete. The framework and design are in place and the team is working on content. It has a virtual component branded as the *Digital Desk*, which would enable residents to complete, sign and submit forms, etc., on-line. **Grants** - MHA applied for the Hazard-related Capital Fund grant in the amount of \$4 million, which can be used to identify and eliminate housing-related hazards, such as mold, pests, etc. **Emergency Housing Vouchers (EHV)** - the MOU is in the process of being signed with the Mid-Alabama Coalition for the Homeless (MACH), the local Continuum of Care (CoC) who will partner with MHA. Chairman Knight sought and Mr. Duncan explained that EHV is a program whereby HUD is providing housing choice vouchers to local public housing authorities, through the American Rescue Plan Act, in order to assist individuals and families who are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence. MHA received upwards of \$600,000 for approximately 80 vouchers. MACH will control the application and eligibility

requirements. **Choice Neighborhoods Initiative (CNI) grant** - The CNI planning committee met and there is a resolution before the Board for a two-year contract for CNI consulting services. **Legal Services Contract** - MHA is prepared to exercise the one-year renewal option of the existing Board approved contract with the Hill, Hill, Carter, Franco, Cole and Black, PC for legal services. **Strategic Planning** - MHA recently held its first strategic planning team building session with its supervisory staff at the Biscuits facility. The entire staff were invited to the ball game that evening and tickets were also made available to resident families with children. The second strategic planning session will be held at the Rosa Parks Museum with the entire staff in attendance. **Real Estate Development** - Ms. Michaela Bostic presented the Board with the early action activity, a component of the CNI Planning grant. The Board was informed that MHA had \$150,000 to utilize toward an early action activity. Residents were surveyed and presented with various samples. Residents chose the colorful neon styled lighting, which will be installed at underpasses located within the Centennial Hill neighborhood boundary. This plan was taken to ALDOT who like the idea of the colorful lighting. Commissioner Durham inquired and Mr. Duncan informed that MHA is 90% certain that this early action proposal will move forward; the proposal can only be implemented within the designated Choice Neighborhood boundary. Commissioner Roton inquired and Ms. Walton, Executive Vice President, explained that in discussions with the city who is the sub-grantee, it was understood that all the maintenance costs will be borne by the city; MHA is not in the business of doing infrastructure. Chairman Knight recommended and Mr. Duncan concurred that there will be something in writing that will withstand any City management transition. This concluded Ms. Bostick's presentation. The Interns each introduced themselves - Ms. Kebokile Nyathi, from Zimbabwe, an undergrad of Auburn University, is going in to her second year of graduate school in Community Planning, working toward getting her PhD; Mr. John Whitlow, from Guntersville, Alabama; undergrad of Auburn University in Marketing and Political Science, currently working toward completing his Master of Community Planning; Mr. Jelani Moore from Huntsville, Alabama, undergrad of Auburn University, currently in his second year of Master of Community Planning, interested in Real Estate; Mr. Charles Rush from Guntersville, Alabama, completed his Bachelors and working on his Master degree in Business Administration. The Interns then made their presentations to the Board, to include the work done on the following: the Geographic Information Systems (GIS) mapping out various maps and visuals on the Choice Neighborhoods and Paterson Court potential future sites, MHA properties, possible best sites for relocation, etc.; the Capital Fund Budget, to include community-wide Physical Needs Assessment, on-site visual evaluations of MHA properties, a 5-year action plan, meetings with the residents, property managers and assistant property managers. This concluded the presentation from the Interns. Commissioner Roton suggested MHA look at the percentage of elderly in Montgomery who need housing. Mr. Duncan informed the Board that once the Planning Coordinator is on Board, there will be statistics

generated that MHA will carefully examine to determine this aspect of housing. Mr. Duncan added that, for the record, his intent is to get Interns involved and to learn about housing in the hope that someday housing will have a talented group of youth interested in joining and serving the housing community. Chairman Knight asked and was informed by Mr. Duncan that MHA has met with the RAB and the residents of Paterson Court and they will continue to be kept informed of the CNI plans. Ms. Walton, Executive Vice President, added that MHA will be providing a separate CNI office on site for residents to stop in, receive information on opportunities for the site, give their views, ask questions, etc. and residents will be hired to man this office. Commissioner Mosley recommended and Ms. Walton confirmed that there will be monitors showing slide presentations of the progress as the CNI plans move forward. Commissioner Durham and Chairman Knight requested, and Ms. Walton spelled out the CNI acronym and explained the Section 3 initiative for the new Commissioner. This concluded the Director's report to the Board.

Chairman Knight proceeded to address Agenda item 5.

5. AUTHORITY REPORTS - Financials: Ms. Connie Hill, CFO, informed that agencywide there was a surplus of \$258,000 between all programs. Public Housing had a surplus \$197,000; the HCV program is running at 98% of utilization of vouchers; the Central Office Cost Center was at a surplus of \$85,000; Business Activities has no unusual expenses as there are no recent development activities. Commissioner Hanan sought and received clarification regarding the Housing Assistance Payment (HAP) funds from Ms. Hill, who explained that a 22.8 million is the annual needs budget plus the monies held in reserves. If the HCV program stays at 98%-99% utilization, MHA anticipates expending approximately \$20.5 million this year, leaving approximately \$2.2 million in reserves. Also, HAP is reported on a calendar year and the numbers shown are for five months. Commissioner Durham inquired and Ms. Hill informed that the COVID monies, if unspent, will roll over into reserves, and cannot be recaptured. Mr. Duncan added that items budgeted under COVID will be reallocated as needed. At this time, Commissioner Hanan, inquired if there was need for a new Board resolution approving the Legal Services renewal option. Chairman Knight clarified that the Board had asked at prior meetings for contract renewal/extensions to be brought back to the Board for approval, prior to renewal. Ms. Sheila Brown, Contract/Procurement Administrator, pointed out that the current contract was for three years, with two one-year renewal options, which had already been approved by a Board resolution. Attorney Beck stated he was aware of the Board's request for contract renewals/extensions to be brought back to the Board and it is entirely up to the Board to adopt another resolution approving the renewal option. This concluded the discussion. Chairman Knight then called for the **Property Management report**. Ms. Glynis Tanner, Chief Operating Officer, in addition to her written report, informed the Board as follows: The Public & Indian

Housing Information Center (PIC) reporting rate for **Public Housing** is at 99%; the waiting list number for public housing is 2,037 and the waiting list for the Plaza at Centennial Hill is 1,838; rent collected is at 53%. Chairman Knight inquired and Ms. Tanner informed that rent collected in previous years was at 75%, which is down due to COVID. There are currently 28 units vacant of which there are four units ready to be leased. MHA continues to work with the County and the State regarding the Emergency Rental Assistance (ERA). The eviction moratorium will end June 30, 2021, and MHA will send out 14-day notices to its tenants and work with them more aggressively to get them to apply for ERA and on repayment agreements. MHA has completed the Uniform Physical Condition Standards (UPCS) inspections for public housing. **Housing Choice Voucher (HCV) program** - The HCV program has a 98% PIC reporting rate; utilization is approximately 3028 leased up; the HCV waiting list has 3077 applicants. MHA received 83 Emergency Housing Vouchers and is in the process of conducting a landlord workshop on July 10 to recruit more landlords. Chairman inquired and Ms. Tanner informed that MHA anticipates the EHV program will commence July 1. Chairman Knight asked that MHA do all it can to get this program rolled out at the earliest. Commissioner Durham inquired and was informed by Ms. Martin, Chief Office of Communications, P.R. & Intergovernmental Affairs, of MHA's efforts in getting the word out that MHA is looking for landlord participation in the EHV program and the incentives being offered. Commissioner Mosley sought clarification and was informed by Ms. Tanner, Chief Operations Officer, of the incentives being offered to new and current landlords. Chairman asked and was informed that at the end of the 24-month period there is a possibility that EHV vouchers transition to regular vouchers. Commissioner Roton inquired and was informed by Ms. Tanner that MHA is not allowed to steer clients to landlords and if the client needs a handicapped unit, the landlord usually accommodates. There were no further questions. **Public Safety** - Mr. Jesse Day, Director of Public Safety reported that Camp PRIDE will be over in the next 3 days. Camp started out with 16 participants and ended with 11. Judge Calvin Williams of Juvenile Court was one of the guest speakers and is very interested in the program. There were a few problems with installation of the security cameras that have been resolved. Installation is on schedule. Chairman pointed out that the incidents numbers are low, which is a good thing. Chairman Knight also inquired and was informed by Mr. Day, that parental involvement in Camp PRIDE program is an ongoing issue. If the Juvenile system adopts the program the Judge will make it mandatory for a child to attend and the program requires parent participation. This concluded the public safety report. **Resident Services report** - Ms. Brandie Townsend, Director of Resident Services reported as follows: The ROSS and FSS program reports were sent to the Board. Additionally, MHA is currently in the final stages in working with T-Mobile to provide hotspots to resident households who need this service, which will be provided for a year. Staff will get households enrolled. MHA met and

gave a tour to representatives of DHR and the Health Department who have funds to start a Daycare and HEAD Start program. The space at Gibbs Village East was toured and is suitable as it once had a HEAD Start program and meets the State requirements for such a program. This property also has the highest number of children. Childcare and Transportation are much needed in housing communities. Paterson Court was toured but does not meet the requirements to service this program. MHA is in the process of reviewing the paperwork to determine if it can house a childcare and a HEAD Start program and considering the possibility of completing the grant to be a sub-grantee. **Human Resources** - Mr. Duncan confirmed no terminations and one resignation. **Communications and P.R. report** - Ms. Felecia Martin reported **that** Mr. Duncan has done a series of radio interviews and will be doing another radio interview on June 30, 2021, with WVAS to speak about the eviction moratorium. MHA's first newsletter will be released shortly. Mr. Duncan added that the focus of the interviews moving forward will be on various MHA programs and include some resident participation as well. There were no questions. This concluded the Authority reports to the Board.

Chairman Knight proceeded to Agenda item 6.

6. COMMITTEE REPORTS - Commissioner Hanan informed the Board that the **Real Estate Development Committee** met and recommend Board approval to award a two-year contract to ADP Urban Planning for Choice Neighborhoods consulting services for the Centennial Hill neighborhood. This concluded the Committee report. There were no questions.

Chairman Knight proceeded to agenda item 7.

NEW BUSINESS

7. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A TWO-YEAR CONTRACT, CONTINGENT TO COMPLETION OF SUCCESSFUL NEGOTIATIONS, TO APD URBAN PLANNING FOR CHOICE NEIGHBORHOODS CONSULTING SERVICES, FOR MONTGOMERY'S HISTORIC CENTENNIAL HILL NEIGHBORHOOD AS OUTLINED IN RFP 2021-01.

This item was recommended for full Board approval by the Real Estate Development Committee. Commissioner Roton moved to authorize the award of a two-year contract to APD Urban Planning, for CNI consulting services, as outlined in the RFP, contingent upon successful negotiations. 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-second day of June 2021. **(Resolution No. 6592.)**

8. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO REESE HEATING AND AIR CONDITIONING, LLC, FOR PHA-WIDE HVAC SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$128,640, AS OUTLINED IN THE IFB #2021-02.

Chairman Knight addressed agenda item 8. After a brief discussion, Commissioner Durham offered a motion authorizing the award of a contract for PHA-wide HVAC services, as presented, and moved its adoption. 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-second day of June 2021. **(Resolution No. 6593.)**

The Chairman addressed the next order of business.

9. PUBLIC COMMENTS, IF ANY - There were no public comments received.

10. ADJOURNMENT - Chairman Knight declared the June 22, 2021, regular monthly meeting of the Board of Commissioners adjourned at approximately 5:03 P.M.

At approximately 5:05 P.M., Chairman Knight called the meeting back to order, stating that the Board had asked for contract renewals to be brought back to the Board for approval, prior to renewal. Therefore, the existing Legal services contract with Hill, Hill, Carter, Cole & Black PC, which is up for its first 1-year renewal option requires Board approval. Commissioner Roton moved the Board authorize execution of a one-year renewal commencing July 10, 2021, to the existing Legal Contract. The motion was seconded by Commissioner Durham. There were no questions. Chairman Knight called for a vote. The Board voted and the motion was declared as carried this twenty-second day of June 2021. **(Resolution No. 6594.)**

There being no further business to come before the Board, Chairman Knight then declared the June 22, 2021, Board meeting adjourned.

SIGNED: _____

Damon E. Duncan, CEO/
Secretary-Treasurer

APPROVED: _____

John F. Knight, Jr.
Chairman, Board of Commissioners