

SUMMARY OF MINUTES OF MAY 2021 ANNUAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
MONTGOMERY, ALABAMA, HELD ON TUESDAY, MAY 25, 2021,
AT 4:00 P.M. IN THE BOARD ROOM
AT 525 S. LAWRENCE STREET AND 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 May 25, 2021, Annual Board meeting, which will be posted to the Housing Authority's website.

The May 2021 Annual meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, May 25, 2021, at 4:00 P.M., in the Board room at 525 S. Lawrence Street, 36104 and 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 Richard Hanan
Commissioner Ray Roton
Commissioner Frank Brown
Commissioner Samuel Frazier

ABSENT: 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 and then addressed the order of business as follows:

2. APPROVAL OF AGENDA

Chairman Knight sought approval of the Agenda for the May 25, 2021, Annual Board meeting. Vice-Chair Hankins offered a motion approving the 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 May 25, 2021, Annual Board meeting, was declared

as unanimously carried this twenty-fifth day of May 2021. **(Resolution No. 6586.)**

3. APPROVAL OF MINUTES

Chairman Knight referenced the Minutes of the April 27, 2021, monthly 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 of the April 27, 2021, monthly Board meeting. 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 April 27, 2021, regular monthly meeting of the Board of Commissioners, was declared as unanimously carried this twenty-fifth day of May 2021. **(Resolution No. 6587.)**

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

4. ELECTION OF OFFICERS - Chairman Knight addressed Agenda Item 4 and turned the meeting over to attorney James E. Beck III, to conduct the business of electing a Chairman and a Vice-Chair, to serve on the Montgomery Housing Authority (MHA) Board, for the next twelve months. Attorney Beck sought a motion to nominate and elect a Chairman. Vice-Chair Hankins nominated Mr. John F. Knight, Jr., and offered a motion to re-elect John F. Knight, Jr., to serve as Chairman on the MHA Board. Commissioner Roton seconded the motion and moved to close the nomination. There being no other motions to nominate a Chairman, attorney Beck called for a vote, by a show of hands, to reappoint Mr. John F. Knight, Jr., to serve as the Chairman of the Board of Commissioners, which was recorded as follows:

Mr. John F. Knight, Jr.	Abstained
Mr. Paul Hankins	AYE
Mr. Willie Durham	AYE
Ms. Andrea Rogers-Mosley	AYE
Mr. Richard E. Hanan	AYE
Mr. Ray Roton	AYE
Mr. Frank Brown	AYE
Mr. Samuel Frazier	AYE
Mr. KK Middleton	Absent

Attorney Beck asked that the record reflect that Mr. Knight had abstained and based on the show of hands Mr. John F. Knight, Jr., has been re-elected to serve as Chairman on the MHA Board.

Attorney Beck then sought a motion to nominate and elect a Vice-Chair. Commissioner Roton nominated and offered a motion to re-elect Mr. Paul Hankins, to serve as the Vice-Chair on the MHA Board. Commissioner Durham seconded the motion. Chairman Knight moved that the motion be closed. There being no other motions to nominate a Vice-Chairman, attorney Beck called for a vote, by a show of hands, to reappoint Gen. Paul Hankins,

to serve as the Vice-Chairman of the Board of Commissioners, which was recorded as follows:

Mr. John F. Knight, Jr.	AYE
Mr. Paul Hankins	Abstained
Mr. Willie Durham	AYE
Ms. Andrea Rogers-Mosley	AYE
Mr. Richard E. Hanan	AYE
Mr. Ray Roton	AYE
Mr. Frank Brown	AYE
Mr. Samuel Frazier	AYE
Mr. KK Middleton	Absent

Attorney Beck asked that the record reflect that Gen. Hankins had abstained and based on the show of hands, Gen. Paul Hankins has been as re-elected to serve as the Vice-Chairman on the MHA Board.

The respective executed nomination and vote tabulation forms are attached for the record. Attorney Beck turned the meeting over to Chairman Knight.

Chairman Knight and Vice-Chair Hankins thanked the Board for their votes, their confidence and for their continued support.

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

5. DIRECTOR'S REPORT - Mr. Damon E. Duncan, Chief Executive Officer, in addition to his written report, highlighted the following: **COVID-19** - the front lobby is now open with social distancing and masking required. In partnership with the city of Montgomery, MHA had two pop-up clinics at Tulane Gardens and Gibbs Village, to administer vaccinations. Upward of 50 residents were vaccinated at Tulane Gardens and 20 at Gibbs Village. During the Walk with the CEO, residents are being encouraged to get vaccinated. **Emergency Housing Vouchers** - MHA was awarded 83 EHV vouchers (approximately \$600,000 for a period of 18 months). MHA has requested up to 150 of these vouchers from HUD. The CoC organization for MHA is the Montgomery Coalition for the Homeless (MACH). **Summer Programs** - CAMP Pride is a signature program introduced by Mr. Jesse Day, Director of Public Safety, which will kick off this summer. The city and the Montgomery Education Foundation will launch MGM LEAPS, a free summer learning program for students which will be held at 4 locations throughout the city. Breakfast and lunch will be provided. The MGM READS program will distribute books to students. MHA will encourage resident youth participation in these summer programs. **CNI Planning** - MHA had its monthly call with HUD and updated Mayor Reed, who is meeting with the new HUD Secretary and will field some questions pertaining to the expansion of the Choice Neighborhoods Planning programs. The *Paterson Innovators*, the community engagement activity at Paterson Court kick-off was held, which basically garners input from residents at Paterson Court and the neighboring community. There were 4 proposals received from planning firms to partner with MHA as consultants

for the CNI Planning and Transformation Plan. Chairman Knight inquired and was informed by Mr. Duncan that the City's 2040 Comprehensive Plan will be incorporated in part, but the prior Centennial Hill plans will be the catalyst for the CNI Transformational Plan. **Moving To Work Cohort#3** - HUD rescinded this Cohort. There are some other Cohorts available, but MHA prefers to wait for the MTW. **Walk with the CEO** - Parks Place, The Plaza and Columbus Square remain to be walked. These walks will start back in the Fall. Vice-Chair Hankins referenced a job pool that MHA once maintained of resident skills, which it utilized to assist residents match up with jobs and suggested that MHA consider the possibility of reintroducing this as there are numerous businesses in the city looking to hire. Mr. Duncan concurred. MHA will place an RFP out for a case management software system for all its programs agencywide. At the time of intake, staff will input resident supportive service needs, skill sets, interests, etc. The data can be utilized to match resident skills with job opportunities. On another note, Commissioner Durham commended MHA for showing the MBE and WBE participation and went on to inquire and if the funds for EHV would have to be returned to HUD. Mr. Duncan responded that any unutilized funds would have to be returned, adding that he does anticipate there being a problem finding those who qualify for EHV. Finding landlords may be an issue. Commissioner Mosley asked if MHA has an outreach strategy in place. Ms. Tanner, Chief of Operating Officer, explained that MHA will conduct landlord workshops and advertise in the media and on its website. There are incentives for landlords to participate. PHAs can assist with utilities, security deposits, etc. Ms. Connie Hill, CFO, added that each voucher is \$3500 and supports incentives for owner recruitment, tenant readiness, the purchase of essential household items, renter's insurance, etc. The budget impact is that there are on-going and one-time administrative fees, including a preliminary fee, a placement fee, an issuance fee, to support the EHV program. Commissioner Roton inquired and was informed by Ms. Tanner that community agencies who already house homeless and abused persons would have to be referred to the CoC or 211. Commissioner Hanan asked and was informed by Mr. Duncan that the EHV program does not appear to be income-based. Chairman Knight asked that the Board have all the information they need before MHA advertises the program. Mr. Duncan stated there are meetings being held regularly, with Q&A sessions, to update PHAs and CoCs on the EHV program. Commissioner Mosley inquired and was informed by Mr. Duncan that he would find out what jurisdictions are served by the Montgomery CoC. This concluded the Director's report to the Board.

Chairman Knight then addressed Agenda item 6.

AUTHORITY REPORTS - Financials: Ms. Connie Hill, CFO, reported that agencywide there is a positive cashflow. Business Activities show an allocated expense, which was anticipated. The CNI Planning grant funds and the Emergency Safety and Security grant funds were added to the Capital Funds. Snapshots will be provided periodically on utilization

of these funds. Fees under these programs are not fungible. MHA will be paid a per unit, per voucher fee, which is an administrative fee to support staff. The fee of \$3500 per voucher, to assist with various barriers, will be approximately \$290,000. MHA will submit its unaudited report to HUD in the next 10 days. This concluded the financial report. **Property Management** - Ms. Glynis Tanner, Chief Operating Officer, in addition to her written report, informed the Board as follows: The PIC reporting rate is at 99.3%; REAC inspections return June 1, nationwide. MHA is currently conducting UPCS inspections. Rent collections are within 70-80%. MHA applied for \$96,000 under the emergency rental assistance program. Clarification was sought and it was explained that MHA can apply on behalf of the tenants who must certify they owe back rent. Only those tenants who have lost jobs and impacted by COVID qualify. Ms. Hill interjected to inform the Board that the tenant receivables balance outstanding was \$190,000, which is an increase of \$110,000 in one year being the impact of COVID. Ms. Tanner reported on the vacancy rate, most of which is due to units at Gibbs East being turned down. **Housing Choice Voucher (HCV) program** - The utilization rate is at 99%. MHA is strategizing on the outreach for the 83 EHV vouchers. There are 3027 applicants added to the Section 8 waiting list. MHA completed its SEMAP certification. The program scored 78%. COVID impacted inspections as some tenants would not allow anyone in. Mr. Duncan stated that towards the end of the year, MHA will have to revisit HQS inspections. **Public Safety** - Chairman commented on the zero numbers reported. Mr. Duncan stated incidents are down on MHA properties. Mr. Jesse Day, Director of Public Safety, explained CAMP Pride, a program that will be conducted at Gibbs Village. MPS is working on the cost of providing transportation. T-shirts and meals will be provided free. Vice-Chair Hankins asked MHA to encourage participation of resident youth in the LEAPS and the READS programs. Chairman Knight inquired what leverage MHA could use to encourage participation in programs. Attorney Beck stated that as far as school attendance, MHA could execute an addendum to the lease which evicts for non-compliance of truancy laws. Vice-Chair suggested MHA examine its rental agreement. Mr. Day updated the Board on the status of installation of the new security cameras. The storage capacity on the new cameras is 30 days. Mr. Duncan added that with recent grant monies received, additional cameras will be procured and installed. This concluded the Safety report. Mr. Duncan then formally introduced Ms. Felecia Martin, Chief Officer of Communications, Public Relations & Intergovernmental Affairs. Ms. Martin addressed the Board and informed them of what her plans are to help build positive relationships in the community. She is working on a newsletter. Vice-Chair Hankins suggested the CEO get introduced to the Chamber of Commerce, the Rotary Club, Kiwanis, the Chamber, the County Commission and the City Council. Ms. Martin concurred. Ms. Brandie Townsend, Director of Resident Services, reported that staff have put packets together with information on the summer programs and are working closely with households, with school-

aged children, to encourage both students and the parents. MHA anticipates a partnership with Hyundai who have verbally committed to providing 100 bikes at Christmas. MHA staff will participate in the Angel tree. These gifts will be used as incentives, and parents whose children attend programs will earn points. The FSS program had three graduates who are all working and are no longer on the HCV program. Two of the three purchased home. All three were presented with escrow checks. Commissioner Mosley inquired and was informed by Ms. Townsend that MHA does track and continue to assist FSS participants and those who became homeowners through the program. Commissioner Mosley emphasized the need to have successful graduates share their stories. Ms. Townsend concurred stating that MHA plans to use this as a marketing tool for the FSS program. There were no further Authority reports.

Chairman Knight proceeded to Agenda item 7.

6. COMMITTEE REPORTS - None

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

NEW BUSINESS

7. TO CONSIDER A RESOLUTION AUTHORIZING THE SUBMISSION OF THE MONTGOMERY HOUSING AUTHORITY'S SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION (FORM HUD 52648), FOR FISCAL YEAR ENDED MARCH 31, 2021.

Chairman asked if there were any questions. There were none. Vice-Chair Hankins moved to authorize the submission of the SEMAP Certification to HUD. 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 May 2021. **(Resolution No.6588.)**

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

Chairman Knight addressed agenda item 8. There were no questions or comments. Vice-Chair Hankins offered a motion authorizing the write-off of additional miscellaneous items, 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-fifth day of May 2021. **(Resolution No.6589.)**

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

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

10. ADJOURNMENT - There being no further business to come before the Board, Chairman Knight declared the May 25, 2021, Annual Meeting of the Board of Commissioners adjourned at approximately 5:12 P.M.

SIGNED: _____
Damon E. Duncan, CEO/
Secretary-Treasurer

APPROVED: _____
John F. Knight, Jr.
Chairman, Board of Commissioner