

SUMMARY OF MINUTES OF THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MONTGOMERY, ALABAMA, HELD ON TUESDAY, JANUARY 25, 2022, AT 4:00 P.M. IN THE BOARD ROOM AT 525 S. LAWRENCE STREET AND VIA ZOOM

The regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, January 25, 2022, 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 4:03 P.M., and Ms. Glynis Tanner, Acting President/CEO and Secretary-Treasurer, called the roll as follows:

1. ROLL CALL

PRESENT: Chairman, John F. Knight, Jr. (in-person)
Vice-Chairman, Paul Hankins (remote)
Commissioner Willie Durham (in-person)
Commissioner Andrea Rogers-Mosley (remote)
Commissioner Samuel Frazier (in-person)
Commissioner Iesha Brooks (joined later, remote)
Commissioner Edwin "Ed" Bertarelli (in-person)

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.

Chairman Knight informed that without a quorum the Board could not address any action items. Should there be a quorum later, the Board would address the action items on the agenda. Chairman Knight then called upon Commissioner Frazier, who opened the meeting in prayer.

The Chairman addressed Agenda item 5, Authority reports, which were presented as follows:

5. AUTHORITY REPORTS - Ms. Connie Hill, Chief Financial Officer, presented the financial statements for the nine-month period ending December 31, 2021, as follows: The **Public Housing** program had expended reserves of approximately \$950,000. A meeting was held to review variances in each property's expenditures. A meeting is planned to review the position control and staffing. Chairman sought and Ms. Hill clarified that MHA has used to-date, close to a million of reserves. Chairman sought explanation of the approval process to expend reserves. Ms. Hill explained that MHA did perceive some use of reserves for its public housing program, to the tune of approximately \$ 252,000. Approval of expenditures beyond this, such as deferred or extraordinary maintenance, are obtained by Board resolution when such contracts are approved. For small expenditures,

over budget, the Board is made aware of the use of reserves via the budget to actual variances provided in the financial statements. The finance team will look at a more comprehensive list of property needs. In response to the Chairman's question, Vice-Chair Hankins, who serves as Finance Committee Chairman, confirmed that large expenditures out of reserves had come to the Board for approval. Ms. Hill then addressed the **HCV financials**. The program is fully leased. MHA is on target for operating income, which pays for day-to-day management of the HCV program. Housing Assistance Payments (HAP) to landlords is managed on an annual basis. Unutilized funds are in HUD-held reserve accounts, available for use in future years. Recent notices do not indicate that HUD plans to recapture these reserves. MHA has the monies to maintain full utilization including the 110% increase in payment standards. Vice-Chair sought and received confirmation from Ms. Hill that there is approximately \$2.5 million held in reserve for HAP. Chairman Knight inquired and Ms. Hill informed the Board that HAP expenses are driven by the number of vouchers allocated and fully leased; MHA is allocated 3073 housing vouchers and provides approximately \$20-22 million in payment to landlords. Commissioner Durham informed that a major apartment complex business license was revoked by the City Counsel and asked if MHA would continue to do business with this complex. Ms. Tanner, Acting President/CEO informed that this is a first for MHA but usually a business license does not drive HAP payment. Ownership and passing inspections are the criteria used. MHA has single family landlords who do not have a business license. Chairman questioned that if the city canceled the apartment complex business license for units not being up to code, what did the inspectors overlook. Ms. Tanner responded that MHA could call for quality control of those units. Vice-Chair Hankins pointed out that the suspension of a business license is a legal matter between the City and the landlord. MHA's recourse would be to ensure units are safe and habitable. Chairman Knight added if a unit does not meet inspection standards, the tenant should be informed they can take their voucher and move elsewhere. Ms. Tanner confirmed that tenants are informed that they can move if the unit fails inspection. Ms. Dekeesha Norman, Assisted Housing Programs Administrator, informed that MHA has voucher recipients in the apartment complex being discussed and quite a few tenants waiting to move in. The issue has to do with the change in ownership. Chairman Knight sought and received clarification from Ms. Norman that there are on-going renovations at this apartment complex. Vice-Chair Hankins pointed out the city may be conducting inspections of the construction underway that prompted revocation of the business license. The city does not inspect units, the units inspected are those occupied by MHA tenants. Commissioner Bertarelli inquired and Legal Counsel informed he would find out if the apartment complex could accept rents. Commissioner Brooks stated Legal Services of Alabama was in Court on Monday assisting a tenant who was getting evicted from Ravenwood. The understanding is that

this apartment complex could still collect rent. Counsel Beck could get with Legal Services if needed. Ms. Hill then continued her report stating the **Central Office Cost Center** financials show a slight cash flow deficit use of reserves. MHA will look at expense trends when it works on the 2023 budget. **Business Activities** have used reserves. MHA continues to support the mixed finance developments. A summary of grant expenditures and investments was provided to the Board. There were no questions. This concluded the financial statements to the Board. Ms. Tanner then reported on **Property Management** as follows: the public housing reporting rate is at 97.63%; there were 3366 families on the public housing waiting list as on 12/31/21; the Plaza at Centennial has 1838 on its waiting list and Columbus Square has 255 applicants on its waiting list. Rent Collections are at 42%; tenant accounts receivables are at 38.9%. As of 12/31/21 sixty-eight Emergency Rental Assistance (ERA) applicants out of 159 applications submitted were approved; MHA received a total of \$147,959 of ERA. Vice-Chair inquired and was informed by Ms. Tanner that ERA monies are not showing in monthly rent collections, as these rents go back to March of 2020. Connie Hill, CFO, added it may be best to provide a separate benchmark in the next report to show the total outstanding receivables and the total received at the end of each month, which will reflect the impact. Vice-Chair Hankins suggested that if the report reflected amount billed, amount collected and amount received from ERA it would improve the percentage collected. Ms. Hill concurred. Ms. Tanner reported on **Inspections** as follows: 252 inspections were completed in December 2021. No inspections were conducted in January 2022 due to COVID. UPCS inspections will commence in March 2022. HUD-REAC will provide a 28-day notice before they arrive. Work orders are being completed but some routine work orders remain pending due to families reporting COVID. There was a total of 10 move-outs; the vacancy rate as of December 31, 2021, was at 96%; there were 42 vacancies. Commissioner Brooks inquired and Ms. Tanner informed the Board that MHA is referring tenants to the website to make ERA applications and if they have problems with the website, our staff are assisting tenants to complete applications. This concluded the public housing report. Ms. Tanner reported on the **Housing Choice Voucher (HCV) program** as follows: MHA is at 100% utilization for its HCV program. MHA has 3073 allocated vouchers. The VASH program is at 84% utilization with 151 units currently leased. The contractor completed 652 inspections of which 332 passed, 221 failed and 99 were inconclusive. Chairman inquired and was informed by Ms. Tanner that the inconclusive inspections would be rescheduled. Referencing HCVP payment standards, approved by the Board and increased effective December 2021, Ms. Tanner informed that HUD is providing technical assistance for utilization and the 2-year tool and MHA is part of this initiative. There were no questions/comments. Mr. Jesse Day, Director of Public Safety then presented his **Safety** report as follows: MHA's updated Emergency Plan was reviewed by the County

Emergency Management office who recommended 15 minor changes. Montgomery County is working on updating their Hazard Analysis and will provide the same for inclusion in MHA's Emergency Plan. MHA will meet with MPD to discuss adding information on the number of calls not responded to by the city. Commissioner Bertarelli clarified that the Board needs the number of calls received by 911 which will provide a true assessment. For example, there may be 100 calls and possibly just one report. Mr. Day pointed out that during the review of calls, several "nuisance" calls to 911 were noticed. Vice-Chair Hankins suggested the report could be categorized these as nuisance calls. Commissioner Bertarelli referenced a Facebook page, called Montgomery Uncut, which contains a lot of activity at Gibbs Village. Mr. Day informed that MPD ran a detail at Gibbs and the report was that it was a relatively quiet weekend. Mr. Day added he has started walking each property and has been receiving numerous questions. The decision is to place a link on the MHA website called *What's your story* where residents can provide their views, comments, etc. This will work in conjunction with the Neighborhood Watch program. Commissioner Bertarelli inquired and was informed MHA is working on a tip line that residents can call in to report. There were no further questions/comments. This concluded the Safety report to the Board. Ms. Glynis Tanner, Acting President/CEO, then provided an update to the Board on the **Emergency Housing Voucher (EHV)** program as follows: MHA has a total of 98 EHV allocated, 35 of which are leased-up, with 89 referrals. MHA has issued 87 vouchers. Commissioner Durham sought and received clarification from Ms. Tanner that those in need of emergency housing, homeless or on the verge of becoming homeless, need to call 211, who do the initial assessment and forward the case over to Mid Alabama Coalition for the Homeless (MAHC), who make referrals to MHA. Cases are considered on a first come first served basis. MHA simply administers the EHV program. Ms. Connie Hill, CFO, interjected to further explain how the EHV program works. HUD is using this as a sample program to assess needs. The program currently extends to September 30, 2023. This is a unique pocket of vouchers. Chairman Knight pointed out and it was confirmed that this appears to work like VASH vouchers which is also a referral program. Commissioner Brooks inquired and was informed by Ms. Hill that the EHV program is not Cares Act funded. Commissioner Durham sought and received clarification from Ms. Tanner that the CNI lighting project is yet to be completed. Chairman called for the **CNI update**. Ms. Brandie Townsend, Director of Resident Services, reported that MHA is in the thirteenth month of this planning grant, which is a 24-month grant. One of the deliverables to HUD is the Transformation plan outline, with content, which MHA submitted to HUD in December 2021. The next deliverable is due June of 2022 at which time the draft Transformation Plan will be submitted, with the final plan due to HUD in December 2022. MHA also submits CNI quarterly reports to HUD. MHA submitted its report for the fourth quarter which included the full schedule/timeline with completed

tasks. MHA meets monthly with its CNI HUD representative. Chairman sought and received clarification from Ms. Townsend that the deadline for submission of the actual Transformation Plan is locked in as December 2022. The extensions MHA requests is typically for certain tasks. Ms. Townsend informed that the early action activity of lighting costs turned out to be higher because of instead of just lighting this grew into a more comprehensive beautification project of not just lighting but sidewalk improvements, etc. It was therefore decided to address this early action activity in phases, with the first phase being the Union Street underpass. The budget for this was \$269,000 of which MHA has \$205,000. MHA is working with Commissioner Sankey and Councilwoman Johnson to secure the additional \$64,000. A summary of the overall early action activity plan and budget will be submitted to HUD for approval. The first phase of the early action activity will need to be completed, as required by the grant. Quarterly Advisory Board meetings and Committee meetings for the CNI grant are ongoing. MHA will provide the link to enable the Board attend. The People and Education Committee as well as the Housing Committee meet monthly. The environmental assessment for Paterson Court is required by the CNI Planning grant. The State Historical Preservation Office (SHPO) has identified Paterson Court to be of historical significance. The plan is to have a historical marker. There will have an open comment period that will run simultaneously with the environmental assessment. Ms. Amy Kell, of Kell Consultants added that MHA is 2-4 months behind in every task and have requested HUD for additional time to complete these tasks. The CNI program is a complex program with several elements that need to come together. There is a lot of work to be done to get to where we need to be. Signed letters of commitment from the City and County are needed to meet Phase 1 of the Early Action Activity lighting project. This program will be great for the city, but all the pieces need to come together for the final submission of the Transformation Plan, which ultimately will lead to a competitive Implementation grant. Chairman Knight asked that Ms. Kell and Ms. Townsend work together to come up with a timeframe. Ms. Kell informed that MHA submitted a letter to HUD which includes a timeframe and recommended that the Board is made aware of the same. Commissioner Durham inquired and Ms. Kell informed that it appears that leadership to bring all the elements together and push activities/tasks forward was missing for quite a while. This concluded the CNI report. Ms. Townsend then reported on **Resident Services** that MHA was awarded the FSS and ROSS grants. The **Communications** report was presented by Ms. Felecia Martin, Chief Communications Officer, as follows: Tidings at the Terrace was a successful event held at the Terrace in December 2021. True Divine Church plans to host this on an annual basis. Also, MHA is making cosmetics and updates to the new website. Since MHA offices are closed, she is working on moving announcements to a social media platform. This will provide information to our residents on the services we offer. Commissioner Mosley inquired and was

informed that MHA is hosting the CNI neighborhood website. Commissioner Mosley suggested a check list of completed activities on the website to keep the public informed. There were no further questions/comments.

Chairman Knight sought and received confirmation of the items on the agenda that needed Board approval, prior to the February 2022, Board meeting, for which he may need to call a special Board meeting. Chairman asked that Ms. Belle, Executive Assistant, poll the Board to ensure there is a quorum for a special Board meeting.

There being no further reports or discussion, Chairman Knight declared the meeting adjourned.
