



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

September 1, 2025

Ms. DeJuana L. Thompson, Chairwoman
Ms. Abra A. Barnes, Vice-Chair
Mr. Anthony C. Hood, Commissioner
Mr. D.G. Pantazis, Jr., Commissioner
Ms. Alyshia Cook, Commissioner
Birmingham, AL 35233

NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District will be held on **Thursday, September 18, 2025, at 1:30 p.m.** at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to HABD.org for more information.

Sincerely,

Dontrelle Young Foster
President/CEO

DYF: ab



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chair
Anthony C. Hood, Commissioner
D. G. Pantazis, Jr., Commissioner
Alyshia Cook, Commissioner

Regular Meeting of the Board of Commissioners
George W. McCoy Building
1301 25th Avenue North
Birmingham, AL 35204

Thursday, September 18, 2025
1:30 p.m.
Agenda

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Swearing-In of Reappointed Commissioner DeJuana Thompson by the Honorable Ruby Clark, District Judge**
- V. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, August 21, 2025
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended July 31, 2025
 - d. Resolution 2025- 12790, Approval of Charge-Offs for Period Ended, August 31, 2025
- VI. Old Business**
- VII. New Business**
 - a. HABD's 90th Anniversary

Board Agenda
September 18, 2025
Page 2

Human Resources

1. Approval of Award of Contract for Group Health Services
2. Approval of Award of Contract for Employee Training and Development Center

VIII. Housing Operations

1. Approval of Award of Contract for On-Call HVAC and Maintenance Services
2. Approval of Award of Contract for Integrated Pest Management Services

IX. Person(s) Desiring to Speak before the Board of Commissioners

X. Executive Session

XI. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON AUGUST 21, 2025**

The Commissioners of the Housing Authority of the Birmingham District met in regular session at 1:30 p.m. on August 21, 2025, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Vice-Chairwoman Barnes, and upon roll call, those present and absent were as follows:

PRESENT:

Abra A. Barnes, Vice-Chairwoman
Anthony C. Hood, Commissioner
D.G. Pantazis, Jr., Commissioner
Alyshia Cook, Commissioner

ABSENT:

DeJuana L. Thompson, Chairwoman

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Denita Bearden, Chief Administrative Officer
Seth Embry, Senior Advisor and Chief Strategist
Josephine Banks, Chief Human Resources Officer
Melanie Baker, Director of Finance
Larry Williams, Chief Housing and Programs Officer
Roger Malone, Public Safety Assistant
Jennifer Brown, Director of Real Estate Development
Caron Stitt, Partnership and Grant Officer
Ken Foreman, Director of Public Safety
Keaira Turner, Director of Strategic Communications
Michelle Bailey, Resident, Smithfield Community
Arlinda Gillispie, Resident, Smithfield Community
Emma Anderson, Resident, Smithfield Community
Armon Matthews, Director of Client Services
Melanie Bimbo, CNI Director
Toraine Clausell, Director of IT Infrastructure & Operations
Courtney French, Legal Counsel
Tyerra Henderson, Legal Counsel
Kiera Hood, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Vice-Chairwoman Barnes declared a quorum was present.

Adoption of Agenda

Vice-Chairwoman Barnes acknowledged the adoption of the agenda. Upon motion and second, the motion carried, and the agenda was adopted as presented.

Consent Agenda

Vice-Chairwoman Barnes acknowledged the approval of the consent agenda and asked if any items needed to be removed. There were no objections to the consent agenda, and upon motion by Commissioner Pantazis and seconded by Commissioner Cook, the consent agenda was approved.

- a. The Approval of Minutes, Regular Meeting, July 17, 2025, was approved.
- b. The President/CEO's Report was accepted.
- c. **Resolution 2025 – 12781**, RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, that the President/CEO is hereby authorized to charge off, as of July 31, 2025, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$21,460.00
Southtown Court, Ala. 1- 4R -----	0.00
Marks Village, Ala.1-6 -----	40,541.99
Smithfield Court, Ala. 1-9-----	4,971.20
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	13,736.00
Collegeville Center, Ala.1-13-----	0.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	11,903.82
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	38,681.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	14,950.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Freedom Manor Ala 1-21-----	0.00
Total	\$146,244.01

When called upon, the following voted as indicated:

YEA

Vice-Chairwoman Barnes
Commissioner Hood
Commissioner Pantazis
Commissioner Cook

NAY

ABSTAINED

Vice-Chairwoman Barnes indicated that the motion carried.

Old Business

There was no old business for discussion.

New Business

For the new business, President Foster called on Ms. Melanie Bimbo, CNI Director, to present the recommendation for naming the building in Phase I of the Choice Neighborhood Implementation project. Ms. Bimbo shared that a naming committee was formed to select a new name for the former Graymont Building. The committee recommends naming it "The Legacy at Graymont School." The Phase I building is designated for seniors only, and the name was chosen to honor the heritage of the old school. Ms. Bimbo noted that the new name was well received by the community.

Mrs. Baker, the Director of Finance, presented the Cumulative Low-Income Housing Finance Report for the period ending July 31, 2025. She indicated that the Finance Department will be presenting new financial reports going forward. Ms. Baker briefly highlighted the detail of the report and asked if there were any questions or comments. There were no questions or comments, and the board thanked Ms. Baker for her presentation.

Housing Choice Voucher Program

1. Approval of the Section Eight Management Assessment Program (SEMAP) Certification

Vice-Chairwoman Barnes acknowledged the Approval of the Section Eight Management Assessment Program (SEMAP) Certification. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of this request is to obtain Board approval of the Section Eight Management Assessment Program (SEMAP) Certification in accordance with HUD requirements. The SEMAP is a monitoring tool used by HUD to determine how well a PHA has administered its Section 8 Housing Choice Voucher Program during the assessed fiscal year and is submitted annually. Mr. Williams introduced Ms. Paula Bingham, Program Manager at Quadel Consulting, who presented HABD's SEMAP results online. Ms. Bingham indicated that the SEMAP review includes fourteen categories or indicators and a bonus indicator. HABD achieved a score of 81

percent for the fiscal year ending June 30, 2025, resulting in a standard rating. Ms. Bingham noted that a score of 81 is a great score for a large public housing agency. She predicts that if the staff continues to improve the lease-up indicator, the agency will achieve a higher score next year. She thanked HABD's staff for their cooperation in providing the necessary documents to complete the report. After Ms. Bingham's presentation, it was upon motion by Commissioner Cook, and seconded by Commissioner Hood, the following resolution was unanimously adopted.

RESOLUTION NO. 12788

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for the submission of the HABD Section Eight Management Assessment Program (SEMAP) to HUD.

RESOLVED FURTHER that the predicated internal audit results hereby certify to 81% Standard rating.

RESOLVED FURTHER that the President/CEO is authorized to attest to the submission of the HABD Section Eight Management Assessment Program (SEMAP) documents as referenced above.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Vice-Chairwoman Barnes
Commissioner Hood
Commissioner Pantazis
Commissioner Cook

Vice-Chairwoman Barnes indicated that said motion carried.

Real Estate Development

1. Approval of Selection of Development Partner

Vice-Chairwoman Barnes acknowledged the Approval of Selection of Development Partner. Mr. Seth Embry, Senior Advisor and Chief Strategist, indicated that HABD last solicited for developer partners in 2021 and now has a need to add to the pool of developers. The purpose of this Board Action is to obtain approval of the selection of a development partner. HABD issued a Request for Qualifications (RFQ) on April 7, 2025. The RFQ was advertised on the Housing Agency Marketplace, HABD website, and the Birmingham Times. HABD received responses from three (3) firms, and all were deemed responsible and responsive. After evaluating the responses, management recommended that BG JV LLC (a joint venture of Boulevard Group, LLC and Engineering Design Technologies, Inc.) be selected. Following Board approval, HABD will negotiate business terms and development agreements, both of which will be subject to Board approval at a future date. No specific projects have been assigned to the developer at this time. After a brief discussion, upon motion by Commissioner

Hood and seconded by Commissioner Pantazis, the following resolution was unanimously adopted.

RESOLUTION NO. 12789

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the selection of EDT/BG JV LLC is hereby approved and that the President/CEO is authorized to negotiate Business Terms governing a future development partnership with EDT/BG JV LLC.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Vice-Chairwoman Barnes		
Commissioner Pantazis		
Commissioner Hood		
Commissioner Cook		

Vice-Chairwoman Barnes indicated that said motion carried.

Presentation of Person(s) Desiring to Speak Before the Board of Commissioners

There were no persons desiring to speak before the Board of Commissioners.

Executive Session

Vice-Chairwoman Barnes acknowledged the executive session. The purpose of the executive session was to discuss a personnel matter and potential litigation. Attorney French indicated that the subject matter was appropriate for an executive session under Alabama Code 36-25A-7-3. Upon motion by Commissioner Pantazis and seconded by Commissioner Cook, the Board went into executive session for approximately thirty (30) minutes.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Vice-Chairwoman Barnes		
Commissioner Hood		
Commissioner Pantazis		
Commissioner Cook		

Vice-Chairwoman Barnes indicated that said motion carried.

After the executive session, Vice-Chairwoman Barnes called the meeting back to order. Commissioner Hood moved, and Commissioner Pantazis seconded, to end the executive session, and the meeting was reconvened.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Vice-Chairwoman Barnes

Commissioner Hood

Commissioner Pantazis

Commissioner Cook

Vice-Chairwoman Barnes indicated that said motion carried.

There was no further business to come before the Board; upon motion, the meeting was duly adjourned.

Chairwoman

ATTEST:

Secretary



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners

DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chairwoman
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

September 18, 2025

President/CEO's Report

1. On Tuesday, August 19, 2025, HABD partnered with Birmingham City Schools, the City of Birmingham and the Penny Foundation to reward winners of the Ready Day One drawings. This effort aimed to reduce chronic absenteeism and ensure that students were prepared for the start of the 2025-2026 school year. Two families from every Birmingham city school were drawn at random to receive \$500 for their child's attendance on the first day of school. HABD continues its effort in helping public housing residents gain access to additional resources that support regular attendance and improve literacy.
2. We successfully closed out on the delivery of our first Certificate of Occupancy for the initial three buildings at the Cooper Green community. This is a significant milestone, marking tangible progress in our broader redevelopment efforts. The project is advancing on schedule, and we're proud of the collaboration that made this achievement possible.
3. On Thursday, August 28, 2025, members of our Executive staff joined Woodlawn United for a groundbreaking ceremony celebrating the start of construction on a new affordable housing development. These cottages, being built in the heart of the Woodlawn community, will be made available to individuals and families who qualify for our Project-Based Voucher (PBV) program. This collaboration embodies our commitment to "housing reimaged". HABD is proud to support this initiative as we continue to fulfill our mission of being a catalyst for opportunity and transformation in the communities we serve.
4. The Office of Constituent Concerns (OCC) received a total of nineteen (19) concerns for the month of August 2025. The Housing Choice Voucher Programs/Section 8 received four (4) concerns, with the main areas of concern related to the rent payments, inspections, and waiting list status. Housing Operations received four (4) concerns related to maintenance, and eleven (11) concerns related to the Intake department. A completion rate of 100% was achieved.

DYF/kh

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Melanie Baker, CPA/Director of Finance

Date: Monday, September 10, 2025

Department Finance

Board of Commissioners' Meeting Date: Thursday, September 18, 2025, at 1:30 p.m.

Board Agenda item(s):

1. Monthly Financial Report
2. Charge-Offs for the Month of August 2025
3. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Wednesday, September 10, 2025, at 3:00 p.m.

Approved by:  / 9/9/2025
Dontrelle Young Foster
President/CEO/Contracting Officer
Date

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda items, if applicable (attached). Yes, / No (circle one)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be pre entered to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action ().

HABD BOARD COMMITTEE MEMBER:	Vice-Chairwoman Barnes	Date: 09/10/2025
HABD BOARD COMMITTEE MEMBER:	Commissioner Pantazis	Date: 09/10/2025
HABD STAFF MEMBER:	Melanie Baker, CPA	Date: 09/10/2025



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners

DeJuana L. Thompson, Chairwoman
Abra A. Barnes, Vice-Chairwoman
Anthony C. Hood, Commissioner
D.G. Pantazis, Commissioner
Alyshia Cook, Commissioner

REQUEST FOR BOARD ACTION

September 18, 2025

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off as of August 31, 2025, the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per the attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	\$24,611.00
Southtown	ALA 1-4	\$4,811.00
Marks Village	ALA 1-6	\$5,816.75
Smithfield Court	ALA 1-9	\$4,764.00
Tom Brown Village	ALA 1-10	\$66.00
Morrell Todd	ALA 1-11	\$12,812.25
Collegeville Center	ALA 1-13	\$5,420.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$18,279.28
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$577.00
Benjamin Greene/Roosevelt	ALA 1-23/30	\$2,271.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$230.00
Mason City I & III	ALA 1-40/1-42	\$0.00
Tuxedo Trace Homes	ALA 1-44/146	\$0.00
Freedom Manor	ALA 621	\$0.00
	Total	<u>\$79,658.28</u>

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

**TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS
(TO BE CHARGED OFF AS OF SEPTEMBER 18, 2025)**

FOR PERIOD ENDED AUGUST 31, 2025

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	1	24,215.00	-	471.00	-	-	(75.00)	-	24,611.00	21,460.00
Southtown AL 1-4R	1	4,811.00	-	-	-	-	-	-	4,811.00	-
Marks Village AL 1-6	3	5,376.75	-	440.00	-	-	-	-	5,816.75	40,541.99
Smithfield Court AL 1-9	3	4,989.00	-	-	-	-	(225.00)	-	4,764.00	4,971.20
Tom Brown AL 1-10	1	16.00	-	50.00	-	-	-	-	66.00	-
Morell Todd AL 1-11	4	12,762.25	-	50.00	-	-	-	-	12,812.25	13,736.00
Collegeville AL 1-13	1	5,495.00	-	-	-	-	(75.00)	-	5,420.00	-
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	-
North Birmingham AL 1-16	6	15,244.28	-	3,035.00	-	-	-	-	18,279.28	11,903.82
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	-
Kimbrough AL1-18	3	362.00	-	365.00	-	-	(150.00)	-	577.00	38,681.00
Benjamin Greene AL 1-23	1	2,271.00	-	-	-	-	-	-	2,271.00	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	1	530.00	-	-	-	-	(300.00)	-	230.00	14,950.00
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	25	76,072.28	-	4,411.00	-	-	(825.00)	-	79,658.28	146,244.01

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
March 2024	19	37,872.40	39	58,907.13	8,271.68	39	58,907.13	-	50,635.45
April 2024	20	50,123.94	28	117,648.41	2,048.33	28	117,648.41	-	115,600.08
May 2024	20	59,180.13	36	76,534.32	4,568.87	36	76,534.32	-	71,965.45
June 2024	25	42,829.57	21	47,745.57	1,308.37	21	47,745.57	-	46,437.20
July 2024	39	104,396.01	55	165,348.66	2,817.91	55	165,348.66	-	162,530.75
August 2024	40	94,863.77	34	72,799.83	3,159.11	34	72,799.83	-	69,640.72
September 2024	36	86,380.50	29	76,595.80	5,640.31	29	76,595.80	-	70,955.49
October 2024	36	99,568.27	17	71,467.00	2,664.19	17	71,467.00	-	68,802.81
November 2024	20	109,535.11	19	34,465.93	47.00	19	34,465.93	-	34,418.93
December 2024	13	32,479.71	20	44,090.55	2,705.20	20	44,090.55	-	41,385.35
January 2025	22	88,948.16	22	65,879.76	7,575.03	22	88,948.16	-	58,304.73
February 2025	24	59,179.87	12	36,058.50	11,492.20	12	36,058.50	-	24,566.30
March 2025	39	58,907.13	17	54,881.87	10,265.05	17	54,881.87	-	44,616.82
April 2025	28	117,648.41	38	73,427.26	14,878.12	38	73,427.26	-	58,549.14
May 2025	36	76,534.32	10	35,608.69	10,556.92	10	35,608.69	-	25,051.77
June 2025	21	47,745.57	23	38,729.79	2,629.00	23	38,729.79	-	36,100.79
July 2025	55	165,348.66	27	146,244.01	4,730.93	27	146,244.01	-	141,513.08
August 2025	34	72,799.83	25	79,658.28	2,660.30	-	-	-	76,997.98
									-
									-
									-
Running Year Total		1,404,341.36	472	1,296,091.36	98,018.52	447	1,239,501.48	-	1,198,072.84

Dontrelle Young-Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Josephine Banks

Date: 09/9/2025

Department: Human Resources

Board of Commissioners' Meeting Date: September 18, 2025

Board Agenda Item(s):

1. Approval of Award for Group Health Insurance
2. Approval of Award for Training and Development Center

Board of Commissioners' Committee Meeting Date/Time: September 10, 2025 @ 4:00 PM

Approved by: Dontrelle Young Foster / 9/10/2025
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 10 minutes

Board Agenda Topic (Narrative): Results of RFPs for group health services and training and development services.

Extract from Minutes of Committee Meeting:

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HABD Board Committee Member: Chairwoman Thompson

Date: 9/10/25

HABD Board Committee Member: Commissioner Hood

Date: 9/10/25

HABD Staff Member: Josephine Banks

Date: 9/10/25

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD FOR GROUP HEALTH SERVICES

September 18, 2025

INTRODUCTION

The Housing Authority of the Birmingham District requested proposals from qualified firms to provide group medical and dental insurance. The selected firms will provide medical and dental insurance services for HABD eligible employees. In accordance with the HABD human resources policy, HABD pays the portion of the monthly premium coverage as approved by the Board of Commissioners and the employee pays his/her portion of coverage in accordance with the cost of coverage and dependent coverage elected. The benefits are currently 86.86% employer-paid and 13.14% employee-paid. All HABD full-time regular employees are eligible to participate. The chart below shows the number of contracts currently receiving medical and dental benefits. Total enrollment for medical insurance is 328 members; total enrollment for dental insurance is 381 members.

Medical	Contracts
Single	111
Employee +1	46
Family	32
Grandfathered Medical Plan	Contracts
Single	2
Employee +1	0
Family	1
Dental	Contracts
Single	107
Employee +1	62
Family	40

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for group medical insurance to BlueCross/BlueShield of Alabama and group dental insurance to Delta Dental.

DESCRIPTION/JUSTIFICATION

A Request for Proposal (RFP) was published on June 30, 2025, and was advertised through multiple channels to ensure visibility. These included the HABD website, The Birmingham Times, PHADA, HABD's social media platforms, and the Marketplace.

Three firms submitted proposals in response to the RFP: 1) BlueCross BlueShield of Alabama (BCBSAL), 2) Delta Dental, and 3) National Benefits. The proposals were evaluated, and the most responsible and responsive bidders were as follows:

Insurance Type	Provider	Overall Score
Medical	BCBSAL	92
Dental	Delta Dental	89

BCBSAL submitted a projected annual premium (fully insured plan) with administrative fees of \$3,392,000. The projected annual premium reflects a 17% increase over the current year's medical benefit cost. The plan also extends the Agency's current "grandfathered health plan" status. To keep the employer vs. employee-paid contribution flat, the rates are estimated to be 88.77% employer-paid (\$3,011,078) and 11.23% (\$380,921.60) employee-paid.

For Delta Dental (self-insured plan), the administrative fees will decrease by \$0.25 per employee per month (PEPM) with a new fee of \$4.25 PEPM. The projected service cost is \$35.76 PEPM. The projected annual service cost, including administrative fees, is \$100,345. The employer-paid portion of the premium rate to fund the plan's cost is estimated at 80% and the employee-paid portion of the premium to fund their share of the plan's cost is estimated at 20%.

POLICY IMPACT

This action is consistent with the HABD Human Resources Policy to provide group health insurance benefits for HABD employees.

ECONOMIC IMPACT/FUNDING SOURCE

The projected medical annual premium for plan year 2026 is \$3,392,000.00 (employer paid portion is \$3,011,078) and the projected dental annual cost is \$100,345. Group health benefits are charged to the applicable budgets.

The agency plans to absorb the increase in group insurance costs for the first 6 months, or until the start of the new fiscal year. After that point, employees may be required to absorb a greater percentage of the cost depending on the budget.

ATTACHMENTS

- Average Ranking and Scoring Summary
- List of vendors who downloaded solicitation
- Copy of RFP

ALTERNATIVES

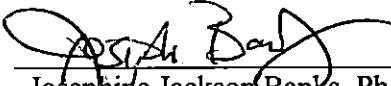
None

RECOMMENDATION

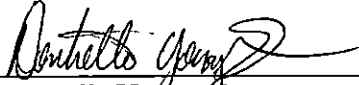
The President/CEO recommends that the Board approve this request.

CERTIFICATION

The requested action conforms with applicable legal, policy and regulatory requirements.



Josephine Jackson Banks, Ph.D.
Chief Human Resources Officer



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO: 2025- 12792

Resolution for Approval of Award for Group Health Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to enter into a contract, with Blue Cross/Blue Shield of Alabama to provide Group Medical Insurance and Delta Dental to provide Group Dental Insurance.

Adopted this 18th day of September 2025.

Attest:

DeJuana Thompson, Chairwoman

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD FOR TRAINING AND DEVELOPMENT CENTER

September 18, 2025

INTRODUCTION

The Housing Authority of Birmingham District (HABD) is currently implementing a new Training and Development Center for HABD's employees, clients, and partners. HABD requested proposals from qualified firms to provide customized instructor-led management, leadership, and general business and industry-specific training. The selected firm will provide the training to HABD employees, clients and partners.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for training services to Nan McKay and Associates.

DESCRIPTION/JUSTIFICATION

There is a clear and ongoing need for industry-specific training to ensure staff remain knowledgeable, compliant, and effective in their roles. Investing in tailored training helps maintain high standards of performance and supports organizational goals. To manage expenses and stay within our designated training budget, we plan to explore opportunities to open training sessions to our partners. By offering participation to external partners, we can offset a portion of the training costs, creating a more sustainable model for delivering high-quality, industry-relevant education.

As such, a Request for Proposal (RFP) was published on June 30, 2025, and was advertised through multiple channels to ensure visibility. These included the HABD website, The Birmingham Times, PHADA, HABD's social media platforms, and the Marketplace.

Four firms submitted proposals in response to the RFP: 1) Quadel, 2) Jeni Rios Consulting, 3) BSM and I, and 4) Nan McKay and Associates. The proposals were evaluated, and the most responsible and responsive bidder was Nan McKay and Associates with an overall score of 97.

POLICY IMPACT

This action is consistent with the HABD Human Resources Policy to provide education and training to HABD employees.

ECONOMIC IMPACT/FUNDING SOURCE

The cost of training varies depending on the format, in-person or live-video webinars. HABD has a designated budget allocated for training and are committed to staying within that budget for training sessions conducted throughout the year. By opening up our training sessions to partners, we create an opportunity to offset some of the expenses incurred, helping to recoup costs associated with providing these courses.

ATTACHMENTS

- Average Ranking and Scoring Summary
- List of vendors who downloaded solicitation
- Copy of RFP

ALTERNATIVES

None

RECOMMENDATION

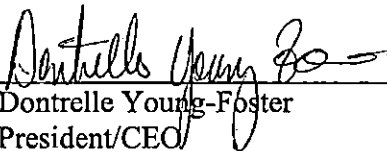
The President/CEO recommends that the Board approve this request.

CERTIFICATION

The requested action conforms with applicable legal, policy and regulatory requirements.



Josephine Jackson Banks, Ph.D.
Chief Human Resources Officer



Dontrelle Young-Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025- 12793

Resolution for Approval of Award for Training and Development Center

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to enter into a contract, with Nan McKay and Associates to provide industry-specific professional development training to employees, clients and partners.

Adopted this 18th day of September 2025.

Attest:

DeJuana Thompson, Chairwoman

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners'
Meeting Agenda Item
Control Document

Date: September 18, 2025

HABD Staff Representative: Larry Williams

Department: Housing Operations

Board of Commissioners' Meeting (Date): September 18, 2025

Board Agenda Item(s):

1. Approval of Award of Contract for On-Call HVAC Maintenance and Repair Services
2. Approval of Award of the Contract for Integrated Pest Management Services

Date/Time/ of Board of Commissioners' Committee Meeting: September 10, 2025, at 1 p.m.

Approved by: Dontrelle Young Foster / 9/9/2025
Dontrelle Young Foster Date
President/CEO/Contracting Officer

Duration of Presentation: 15 minutes (Estimated time)

Extract from Minutes of Committee Meeting:

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HABD Board Committee Member: Alyshia Cook **Date:** _____

HABD Board Committee Member: D. G. Pantazis **Date:** _____

HABD Staff Member: Larry Williams **Date:** _____

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR ON-CALL HVAC MAINTENANCE AND REPAIR SERVICES

September 18, 2025

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide On-Call HVAC Maintenance and Repair Services at various housing communities located throughout the City of Birmingham.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for On-Call HVAC Maintenance and Repair Services.

DESCRIPTION AND JUSTIFICATION

HABD issued an Invitation for Bid (IFB) B25023 for On-Call HVAC Maintenance and Repair Services on June 03, 2025. The IFB was published in the Birmingham Times, The Housing Agency Marketplace, on HABD's website, and on social media. The Housing Agency Marketplace reported fifty-one (51) contractors viewed the solicitation. Two (2) contractors submitted bids, and two companies were deemed the lowest responsive and responsible bid. Therefore, management recommends awarding a contract to Dowdell Heating & Air and The M. Mitchell Group.

The following services will include HVAC/Mechanical – related work, including, but not limited to, repairing, removing, and replacing HVAC/ Mechanical gas packs, split systems, rooftop units, mini-splits. Heat pumps, chill, and hot water, including, but not limited to: rooftop-related Work. Crane usage-related work includes but is not limited to the following: rooftop setting of equipment, condensers, pumping equipment, holding tank, and pump repair and installation, performing inspections to assess existing roof conditions, completing necessary repairs such as replacing damaged shingles, flashing, underlayment, and sealing penetrations, and conducting full roof replacements where required.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Property Operations.

ATTACHMENTS

- Bid Tabulation Sheet
- List of Viewers
- Copy of IFB

ALTERNATIVES

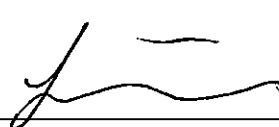
N/A

RECOMMENDATIONS

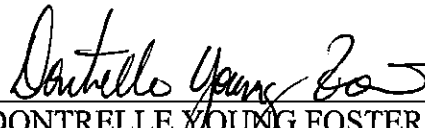
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



LARRY WILLIAMS
Chief Housing/Operations Officer



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025-12794

**Resolution Authorizing to Award of Contract On-Call HVAC Maintenance
and Repair Services**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President / CEO is hereby authorized to enter into a contract with Dowdell Heating & Air, and The M.Mitchell Group to provide On-Call HVAC Maintenance and Repair Services.

Adopted this 18th day of September 2025

Attest:

Chairperson

Dontrelle Young Foster, Secretary

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR INTEGRATED PEST MANAGEMENT SERVICES

September 18, 2025

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide Integrated Pest Management Services at various housing communities located throughout the City of Birmingham.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for Integrated Pest Management Services.

DESCRIPTION AND JUSTIFICATION

HABD issued an Invitation for Bid (IFB) B26001 for Integrated Pest Management Services on July 02, 2025. The IFB was published in the Birmingham Times, The Housing Agency Marketplace, on HABD's website, and on social media. The Housing Agency Marketplace reported twenty-five (25) contractors viewed the solicitation. Six (6) contractors submitted the most responsive and responsible bids. Therefore, management recommends awarding a contract to the following contractors:

- Group A-Common Household Insects to include roaches, ants, spiders, etc.
 - o Armor Pest Control
 - o Knox Pest Control
- Group B-Bed Bugs
 - o Cooks Pest Control
 - o Veteran's Pest Control
- Group C-Mice and Rats
 - o Armor Pest Control
 - o Veteran's Pest Control
- Group D-Snakes, Raccoons, Opossum
 - o Knox Pest Control
 - o Armor Pest Control

The Contractor shall provide extermination services for approximately 3615 conventional public housing units located in 13 housing communities. The units shall be treated once every thirty (30) days. Units range in size from one (1) to six (6) bedrooms. In addition to the residential units, the Contractor will also provide monthly treatment at the two administrative buildings (Central Office

and McCoy Building) 13 On-Site Management Offices; On-site Maintenance Facilities Buildings; 12 Community Centers located at the listed Housing Communities; and 5 Daycare Centers situated in the Elyton Village, Collegeville Center, Marks Village, Tom Brown, and Cooper Green Community building. Additional services, provided on an as-needed basis, will include unit knock-down treatment, bed bug treatments, and vermin control. The Contractor shall provide supervision, all labor, materials, equipment, and tools, and other items necessary to perform these services. All services shall be performed in compliance with applicable federal, state, and local laws and regulations.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Property Housing Operations/Capital Funds.

ATTACHMENTS

- Bid Tabulation
- List of viewers
- Copy of IFB

ALTERNATIVES

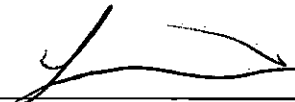
N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



LARRY WILLIAMS
Chief Housing/Operations Officer



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2025-12795

**Resolution Authorizing to Award of Contract for Integrated
Pest Management Services**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President / CEO is hereby authorized to enter into a contract with Armor Pest Control, Cook's Pest Control, Knox Pest Control, and Veteran's Pest Control to provide Integrated Pest Management Services.

Adopted this 18th day of September 2025

Attest:

Chairperson

Dontrelle Young Foster, Secretary