

#### November 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, November 20, 2025**, at 1:30 p.m. at the George W. McCoy Facility, located at 1301 25<sup>th</sup> 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



#### **Board of Commissioners**

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

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

> Thursday, November 20, 2025 1:30 p.m. Revised Agenda

- I. Call to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. Consent Agenda
  - a. Approval of Minutes, Regular Meeting, September 18, 2025
  - b. President/CEO's Report
- V. Old Business
  - a. Information System Update
- VI. New Business
- VII. Executive Session
- VIII. Financial Services
  - 1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended October 31, 2025
  - 2. Approval of Charge-Offs for Period Ended September 30, 2025, and October 31, 2025
  - IX. Human Resources
    - 1. Approval to Amend Retirement Plan Document

#### X. **Real Estate Development**

- 1. Approval of Authorization and Application for Sewer Easement, Loveman Village Daycare and Gym Project
- Approval to Close Smithfield Court CNI/RAD Phase I Transaction
   Approval to Negotiate Business Terms with 50 Plus 1 Sports, LLC

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

#### XII. Adjournment

# MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT HELD ON SEPTEMBER 18, 2025

The Commissioners of the Housing Authority of the Birmingham District met in regular session at 1:30 p.m. on September 18, 2025, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairwoman Thompson, and upon roll call, those present and absent were as follows:

#### PRESENT:

DeJuana L. Thompson, Chairwoman Abra A. Barnes, Vice-Chairwoman D.G. Pantazis, Jr., Commissioner

#### ABSENT:

Anthony C. Hood, Commissioner Alyshia Cook, Commissioner

# 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
Ken Foreman, Director of Public Safety
Armon Matthews, Director of Client Services
Nicole Bryant, Consultant
Lauren Woods, Public Relations Coordinator
Toraine Clausell, Director of IT Infrastructure & Operations
Tyerra Henderson, Legal Counsel
Kiera Hood, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairwoman Thompson declared a quorum was present.

#### Adoption of Agenda

Chairwoman Thompson acknowledged the adoption of the agenda. Upon motion and second, the agenda was adopted as presented.

#### Swearing-In of Reappointed Board of Commissioner

Chairwoman Thompson acknowledged the Swearing-In of the Reappointed Commissioner DeJuana Thompson. Attorney Henderson introduced Judge Ruby Clark, who swore in DeJuana Thompson. After declaring the Oath of Office, Chairwoman Thompson made brief remarks and thanked the Mayor and HABD for the opportunity to continue to serve as commissioner. The other board members congratulated Chairwoman Thompson, who received a round of applause.

# **Consent Agenda**

Chairwoman Thompson 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 Vice-Chairwoman Barnes and seconded by Commissioner Pantazis, the consent agenda was approved.

- a. The Approval of Minutes, Regular Meeting, August 21, 2025, was approved.
- b. The President/CEO's Report was accepted.
- c. Resolution 2025 12790, 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 August 31, 2025, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1	\$24.611.00
Southtown Court, Ala. 1-4R	
Marks Village, Ala.1-6	
Smithfield Court, Ala. 1-9	4,764.00
Tom Brown Village, Ala.1-10	66.00
Morrell Todd Homes, 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 Green/Roosevelt, Ala.1-23/30	2,271.00
Tuxedo I Ala 1-34	0.00
Tuxedo II Ala 1-35	
Mason City I &III Ala 1-40/42	
Tuxedo Trace Homes Ala. 1-44/46	
Freedom Manor Ala 1-21	0.00
	Total \$ 79,658.28

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that the motion carried.

#### **Old Business**

There was no old business for discussion.

## **New Business**

President Foster announced that HABD received an award for Best Practices from the Alabama Association of Housing and Redevelopment Authorities. Commissioner Cook, who could not attend today's meeting due to her participation in the conference, accepted the award on behalf of HABD.

Next, President Foster called Ms. Bearden to provide an update on HABD's 90th Anniversary. Ms. Bearden shared an overview of the events planned to celebrate this milestone. She introduced the new logo, which will be launched at the end of the month, and stated that the logo will be used to highlight stories and accomplishments that have positively impacted the community. Additionally, Ms. Bearden outlined the communication strategy and a timeline for the anniversary activities over the next four months, culminating in a final celebration at the annual meeting in December. After brief remarks, the board thanked Ms. Bearden for her presentation.

#### **Human Resources**

## 1. Approval of Award of Contract for Group Health Services

Chairwoman Thompson acknowledged the Approval of Award of Contract for Group Health Services. Dr. Josephine Banks, Chief Human Resources Officer, indicated that the purpose of this request is to obtain approval to proceed with awarding a contract for group medical insurance with BlueCross/ BlueShield and group dental insurance with Delta Dental. A Request for Proposal (RFP) was published on June 30, 2025. The RFP was advertised through multiple channels, including HABD website, Birmingham Times, PHADA, HABD's social media platforms, and the Housing Agency Marketplace. Three (3) firms submitted proposals in response to the RFP: BlueCross/BlueShield of Alabama, Delta Dental, and National Benefits. The proposals were evaluated, and the most responsible and responsive bidders were BlueCross/BlueShield for medical and Delta Dental for dental. Therefore, management recommends awarding a contract to BlueCross/BlueShield of AL and Delta Dental.

Dr. Banks noted that the projected annual premium for BCBS included a 17% increase for the current year's medical benefit cost. For Delta Dental (self-insured plan), the administrative fees would decrease by \$0.25 per employee per month with a new fee of \$4.25 PEPM. 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 cost is estimated 20%. After the presentation, upon motion by Vice-Chairwoman Barnes, and seconded by Commissioner Pantazis, the following resolution was unanimously adopted:

# **RESOLUTION NO. 12792**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, hereby authorizes 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.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

# 2. Approval of Award of Contract for Employee Training and Development Center

Chairwoman Thompson acknowledged the Approval of Award of Contract for Employee Training and Development Center. Dr. Josephine Banks stated that the purpose of this request is to obtain approval for awarding a contract for training services. She emphasized the ongoing need for industry-specific training to ensure that staff remain knowledgeable and compliant in their roles. A Request for Proposal was issued on June 30, 2025. The RFP was advertised through multiple channels, including HABD website, Birmingham Times, PHADA, HABD's social media platforms, and the Housing Agency Marketplace. Four (4) firms submitted proposals in response to the RFP: Quadel, Jeni Rios Consulting, BSM & I, and 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. Therefore, management recommended awarding a contract to Nan McKay and Associates. After a brief discussion, upon motion by Commissioner Pantazis, and seconded by Vice-Chairwoman Barnes, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 12793**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, hereby authorizes 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.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

## **Housing Choice Voucher Program**

## 1. Approval of Award of Contract for On-Call HVAC Maintenance and Repair Services

Chairwoman Thompson acknowledged the Approval of Award of Contract for On-Call HVAC Maintenance and Repair Services. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of the request was to obtain board approval to award a contract for on-call HVAC maintenance and repair services for HABD's housing communities, Central Office, and the McCoy Building. HABD issued an Invitation for Bid (IFB) for on-call HVAC maintenance and repair services on June 3, 2025. The IFB was published in the Birmingham Times, the Housing Agency Marketplace, HABD's website, and on social media. Fifty-one (51) contractors viewed the solicitation. Two (2) contractors submitted bids and were deemed the lowest responsive and responsible bidder. Therefore, management recommended awarding a contract to Dowdell Heating & Air and The M. Mitchell Group. After a brief discussion, upon motion by Commissioner Pantazis, and seconded by Vice-Chairwoman Barnes, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 12794**

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.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

# 2. Approval of Award of Contract for Integrated Pest Management Services

Chairwoman Thompson acknowledged the Approval of Award of Contract for Integrated Pest Management Services. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of the request was to obtain board approval to award a contract for Integrated Pest Management Services. HABD issued an Invitation for Bid (IFB) on July 2, 2025. The IFB was

published in the Birmingham Times, Housing Agency Marketplace, HABD's website, and on social media. Twenty-five (25) contractors viewed the solicitation. Six (6) contractors submitted the most responsive and responsible bids. Therefore, management recommended awarding a contract to the following contractors: Amor Pest Control, Knox Pest Control, Cooks Pest Control, and Veterans' Pest Control. After a brief discussion, upon motion by Vice-Chairwoman Barnes, and seconded by Commissioner Pantazis, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 12795**

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, Cooks Pest Control, Knox Pest Control, and Veterans' Pest Control to provide Integrated Pest Management Services.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson 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**

Chairwoman Thompson acknowledged the executive session. The purpose of the executive session was to discuss a personnel matter and potential litigation. Attorney Henderson 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 Vice-Chairwoman Barnes, the Board went into executive session for approximately one hour.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

After the executive session, Chairwoman Thompson called the meeting back to order. Vice-Chairwoman Barnes moved to end the executive session and return to the regular meeting.

Commissioner	Pantazis se	econded the	motion,	and the	meeting	was reconven	ed.
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When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

Chairwoman Thompson asked if there was any other business to come before the Board. Commissioner Pantazis made a motion to authorize the President/CEO to execute a proposed Mediation settlement agreement. Vice-Chairwoman Barnes seconded the motion, and the following resolution was unanimously adopted:

# **RESOLUTION NO. 12797**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, hereby authorizes the President/CEO to execute a proposed Mediation Settlement Agreement.

When called upon, the following voted as indicated:

YEA NAY ABSTAINED

Chairwoman Thompson Vice-Chairwoman Barnes Commissioner Pantazis

Chairwoman Thompson indicated that said motion carried.

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

adjourned.		
		 Chairwoman
ATTEST:	•	
	Secretary	



#### **Board of Commissioners**

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

#### November 20, 2025

#### President/CEO's Report

- On Friday, October 17, 2025, 17 individuals successfully graduated from the Modified Apprenticeship Program. This milestone signifies the commencement of new opportunities and careers for these graduates. We firmly believe in empowering individuals through hands-on experience and professional development.
- 2. On October 22, 2025 HABD began hosting a series of celebratory resident meetings to commemorate our 90th anniversary. Our leadership team continues to visit each site to engage with all of our communities and to honor this milestone.
- For the first time ever, HABD appeared in the Magic City Classic Parade held on Saturday, October 25, 2025. We proudly marched and celebrated 90 years of service to our community. It was especially meaningful to share this moment side-by-side with some of our residents and staff.
- 4. Client Services hosted our annual Domestic Violence Awareness program on October 30, 2025. This year, Lifting Voices, Breaking Silence took place at the Boutwell Auditorium in partnership with the City of Birmingham, YWCA, One Place, and the Birmingham Police Department. Over 100 residents were in attendance. The event served as a powerful reminder of the need to break the silence, promote safety, and encourage prevention within our community
- 5. The timeline for the reinstatement of SNAP benefits remains undetermined. The pause on this essential resource is deeply affecting many of our residents. In response, on November 3, 2025, HABD launched its employee non perishable food drive that supports both our residents and employees in need. This will provide an opportunity for employees to give back, while also strengthening our community culture of empathy.
- 6. The Office of Constituent Concerns (OCC) received a total of thirty-three (33) concerns for the month of October 2025. The Housing Choice Voucher Programs/Section 8 received seventeen (17) concerns, mainly related to late rent payments, inspections, and waitlist inquiries. Housing Operations and Intake received fourteen (14) concerns pertaining to maintenance and housing assistance. Two (2) general concerns were received pertaining to IT assistance and Legal concerning collections. A completion rate of 100% was achieved. If you have any questions, please don't hesitate to contact me.

DYF/kh

# Board of Commissioners' Meeting Agenda Item Control Document

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

Date: Wednesday November 5, 2025
Department Finance
Board of Commissioners' Meeting Date: Thursday November 20, 2025, at 1:30 p.m.
Board Agenda item(s):
<ol> <li>Monthly Financial Report</li> <li>Charge-Off's for the Month of September and October 2025</li> <li>Contract Register</li> </ol>
Approved by: Double Government John Poster Date Date President/CEO/Contracting Officer
<b>Duration of Presentation:</b> 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 ().

Vice-Chairwoman Barnes

Commissioner Pantazis

Melanie Baker, CPA

HABD BOARD COMMITTEE MEMBER:

HABD BOARD COMMITTEE MEMBER:

HABD STAFF MEMBER:

Date:

Date:

Dare:



#### **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

**November 20, 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 September 30, 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	
		\$29,594.40
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$11,462.00
Smithfield Court	ALA 1-9	\$23,971.00
Tom Brown Village	ALA 1-10	\$15,043.99
Morrell Todd	ALA 1-11	\$10,474.00
Collegeville Center	ALA 1-13	\$8,532.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$0.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$5,364.60
Benjamin Greene/Roosevelt	ALA 1-23/30	\$251.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
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	\$104,692.99

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 NOVEMBER 20, 2025)

#### FOR PERIOD ENDED SEPTEMBER 30, 2025

	No. of							Fees Incurred after	_	
1	Tenants			Maintenance ,			Less Security	Issuance of		Previous
Development Name	per Site	Rent Amount	Late Fees	Charges	Legal Fees	Retro Rent	Deposit	WRIT	Total	Month
Elyton AL 1-1	10	27,438.40	-	2,906.00		_	(750.00)	•	29,594.40	24,611.00
Southtown AL 1-4R	. 0	-	-			-				4,811.00
Marks Village AL 1-6	1	11,151.00	-	311.00	•	-		-	11,462.00	5,816.75
Smithfield Court AL 1-9	4	24,261.00	-	10.00		-	(300.00)		23,971.00	4,764.00
Tom Brown AL 1-10	2	14,551.99		642.00	٠	-	(150.00)		15,043.99	66.00
Morell Todd AL 1-11	7	9,120.00		1,354.00	ì	-		-	10,474.00	12,812.25
Collegeville AL 1-13	1	8,607.00	÷	1	ì	-	(75.00)	-	8,532.00	5,420.00
Harris Homes AL 1-14	0		<u> </u>	•						: ]
North Birmingham AL 1-16	o	-		ı	٠		•	-		18,279.28
Cooper Green AL 1-17	0	-	-	•	٠	-	•	•		- ,
Kimbrough AL1-18	6	3,411.60	•	2,328.00	,	-	(375.00)	-	5,364.60	577.00
Benjamin Greene AL 1-23	1	-	-	326.00	•	-	(75.00)	-	251.00	2,271.00
Roosevelt City AL 1-30	0	-	-	•	•	-		-		-
Tuxedo Court   AL-134	0	-		•	•	-	•	-	-	-
Tuxedo Court II AL-135	0	-	-	•	•				•	230.00
Mason City Homes III AL-142	0	-		•	1		•		•	•
Freedom Manor AL-621	0								-	-
Grand Total	32	98,540.99	-	7,877.00			(1,725.00)	-	104,692.99	79,658.28

	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
April 2024	20	50,123.94	28	117,648.41	2,048.33	28	117,648.41	aAsretii	115,600.08
May 2024	20	59,180.13	36	76,534.32	4,568.87	36	76,534.32	<u> </u>	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	25	79,658.28		76,997.98
September 2025	29	76,595.80	32	104,692.99	8,315.44				96,377.55
									-
									-

Running Year Total 1,443,064.76 465 1,341,877.22 98,062.28 433 1,260,252.63 - 1,243,814.94

Dontrelle Young-Foster President/CEO



#### **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

November 20, 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 October 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	
		\$34,654.00
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$2,367.00
Smithfield Court	ALA 1-9	\$4,015.00
Tom Brown Village	ALA 1-10	\$13,459.72
Morrell Todd	ALA 1-11	\$0.00
Collegeville Center	ALA 1-13	\$7,401.00
Harris Homes	ALA 1-14	\$15,068.63
North Birmingham Homes	ALA 1-16	\$260.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$7,650.00
Benjamin Greene/Roosevelt	ALA 1-23/30	\$2,244.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
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	\$87,119.35

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 NOVEMBER 20, 2025)

#### FOR PERIOD ENDED OCTOBER 31, 2025

	No. of Tenants			Maintenance			Less Security			Previous
Development Name	per Site	Rent Amount	Late Fees	Charges	Legal Fees	Retro Rent	Deposit	WRIT	Total	Month
Elyton AL 1-1	10	33,081.00	- "	2,248.00	-	<u> </u>	(675.00)	-	34,654.00	29,594.40
Southtown AL 1-4R	0	-	-		-		•	-	-	-
Marks Village AL 1-6	2	2,367.00	-		-	-	-	_	2,367.00	11,462.00
Smithfield Court AL 1-9	2	4,165.00	-	-	-		(150,00)	-	4,015.00	23,971.00
Torn Brown AL 1-10	4	12,656.72	-	1,028.00	-	-	(225,00)	-	13,459.72	15,043.99
Morell Todd AL 1-11	0	-	•		-	-	-	-	-	10,474.00
Collegeville AL 1-13	1	7,476.00	-	-		-	(75.00)	-	7,401.00	8,532.00
Harris Homes AL 1-14	9	12,270.63	-	3,323.00	-	· ·	(525.00)		15,068.63	-
North Birmingham AL 1-16	1	260.00	-		-	-	-	-	260.00	
Cooper Green AL 1-17	0		-				-			-
Kimbrough AL1-18	2	7,800.00		-	-	-	(150.00)	-	7,650.00	5,364.60
Benjamin Greene AL 1-23	2	2,144.00		250,00	•		(150.00)	-	2,244.00	251.00
Roosevelt City AL 1-30	0 -	-	-			-	-	-		
Tuxedo Court I AL-134	0	-		•	-	-	-	-		
Tuxedo Court II AL-135	0		-	٠	•	-			-	-
Mason City Homes III AL-142	. 0	-	-	ı	-	-	-	-	-	
Freedom Manor AL-621	0	-		-			-			
Grand Total	33	82,220,35	<del></del>	6.849.00			(1,950.00)	_	87,119,35	104,692.99

	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	Amount Intercepted by MIS System	Net Amount
D4 2024								System	
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	94,853.77	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	1	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	25	79,658.28		76,997.98
September 2025	29	76,595.80	32	104,692.99	8,315.44				96,377.55
October 2025	17	71,467.00	33	87,119.35	4,519.20				82,600.15
						_		_	
									•
									-

Running Year Total 1,464,407.82 470 1,311,348.16 100,533.15 405 1,142,604.22 - 1,210,815.01

Dontrelle Young-Foster President/CEO

# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT **Board of Commissioners' Meeting** Agenda Item

**Control Document** 

HABD Staff Representative: Josephine Banks, Ph.D., Chief Human Resources Officer

Date:

11/10/2025

**Department:** Human Resources

Board of Commissioners' Meeting Date: November 20, 2025 @ 1:30 PM

Board Agenda Item(s):

Approval of amended retirement plan document.

Board of Commissioners' Committee Meeting Date/Time: November 12, 2025 @ 10:00 AM

President/CEO/Contracting Officer

**Duration of Presentation:** 

10 minutes

**Board Agenda Topic (Narrative):** 

The purpose of this action is to obtain formal board approval for Nationwide

Retirement Solution's administration of our mandatory retirement plan based

on the restated Plan Documents.

**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: 11/12/25

**HABD Board Committee Member:** 

Commissioner Hood

Date: 11/12/25

**HABD Staff Member:** 

Josephine Banks, Chief HR Officer

Date: 11/25/25

# REQUEST FOR BOARD ACTION

#### APPROVAL OF AMENDED RETIREMENT PLAN DOCUMENT

#### November 20, 2025

# INTRODUCTION

The Housing Authority of the Birmingham District has maintained a 401(a) Money Purchase Plan since January 1, 1986, for the benefit of its eligible employees. HABD later added a 457(b) Voluntary Retirement option. The 401(a) and 457(b) plans are administered by two separate arms of Nationwide.

In July of 2025, HR presented a proposal to transition our 401(a) plan (managed by Nationwide Financial, SS&C) to the Nationwide platform that currently manages our 457(b) plan (Nationwide Retirement Solutions).

Because the 401(a) Plan will be governed by a new Plan Document and new Adoption Agreement, we are requesting an official acknowledgement by the Board that the Plan will be governed by these new documents and not governed by the old documents from SS&C.

#### **PURPOSE/OBJECTIVE**

The purpose of this request is to obtain formal board approval to merge administration of our 401(a) and 457(b) plans under one Nationwide platform which requires restatement of Plan documents for our 401(a) plan.

#### DESCRIPTION/JUSTIFICATION

Currently our 401(a) and 457(b) are administered by two separate Nationwide arms:

- 401(a) Money Purchase Plan is administered by Nationwide Financial
- 457(b) Voluntary Plan is administered by Nationwide Retirement Solutions

Merging both plans under Nationwide Retirement Solutions will provide operational simplicity:

- Allow employees to see both plans on one statement.
- Allow employees to use Nationwide app to view both plans and to make any changes at the tip of their fingers.
- Nationwide will be able to handle all of the administration of both plans.
- Employees will work with Nationwide directly for personal loans, beneficiary issues, payouts, and enrollments.
- Eliminate paperwork and HABD administrative burden for enrollments or payouts.
- Creative Planning to serve as the 3-38 fiduciary on both plans (investment management services).
- Add Indexed Principal Protection, ROTH feature, and newest version of the Target Date funds.

HABD will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan.

#### POLICY IMPACT

This action is consistent with the HABD practice that the Board of Commissioners approves any amendments to the Plan.

#### ECONOMIC IMPACT/FUNDING SOURCE

No economic impact/funding source changes for HABD; however, the rate will change slightly for some employees to ensure fee equalization.

Employees with fixed investments will begin paying a 0.5% fee. Currently, fixed investments have no fee (0.0%), while variable investments are charged at a rate of up to 0.95%. Going forward, all investment types, both fixed and variable, will have a uniform fee of 0.5%.

As a result, employees with fixed investments will see an increase from 0% to 0.5%, while those currently paying up to 0.95% will see their fees reduced to 0.5%.

Currently, for the 401(a) plan, ~32% of assets are held in fixed investments; for the 457(b) plan, ~38% of assets are held in fixed investments.

#### **ATTACHMENTS**

None

#### **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

# **RESOLUTION NO. 2025-12803**

# Resolution for Approval of Amended Retirement Plan Document

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to execute the restated Plan document and actions necessary to implement the adoption of the Plan restatement.

Adopted this 20th day of November 2025

	Attest:	
DeJuana Thompson, Chairwoman	Dontrelle Young Foster, Secretary	

(Seal)

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

Agenda Item
Control Document

HABD Staff Representative: James Hawkins, Construction Manager

Christie Hilliard, Project Manager

Seth Embry, Senior Advisor and Chief Strategist

Date: November 12, 2025

Department: Real Estate Development

Board of Commissioners' Meeting Date: Thursday, November 20, 2025, 1:30 pm

# Board Agenda Item(s):

1. Approval for Vacation and Application for Easement, Loveman Village Daycare and Gym Project

2. Approval of Authorization to Close Smithfield Court - Phase 1 RAD/CNI Transaction

3. Approval of Authorization to Negotiate Business Terms with 50 Plus 1 Sports, LLC

Board of Commissioners' Committee Meeting Date/Time: Wednesday, November 12, 2025 at 1:00 p.m.

Approved by: Nowlly Many

Dontrelle Young/Foster

President/CEO/Contracting Officer

**Duration of Presentation:** 

15 Minutes

Board Agenda Topic (Narrative): None

**Extract from Minutes of Committee Meeting:** 

None

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 and the related and supportive documents and 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: 11/12/25

HABD Board Committee Member: Vice Chairwoman Barnes Date: 11/12/25

HABD Staff Member: Seth Embry Date: 11/12/25

# REQUEST FOR BOARD ACTION

# APPROVAL OF AUTHORIZATION AND APPLICATION FOR SEWER EASEMENT, LOVEMAN VILLAGE DAYCARE AND GYM PROJECT

#### **NOVEMBER 20, 2025**

#### INTRODUCTION

HABD previously dedicated a sanitary sewer easement to Jefferson County to enable the maintenance of the public sewer line serving Loveman Village Daycare and Gym. The sewer line is not in operation and therefore the easement is no longer necessary. To serve the daycare and gym, a new line will be constructed, and a new easement will be provided for that line.

#### PURPOSE AND OBJECTIVE

The purpose of this Board action is to authorize the submission of a petition to vacate the existing sewer easement to the Jefferson County Commission, and to grant a new easement to the County for a to-be-constructed sanitary sewer line for the gym and daycare.

#### DESCRIPTION AND JUSTIFICATION

The Loveman Daycare and Gym renovation projects are underway, and vacation of the sewer easement is a crucial component of the ongoing project. The planned evacuation of the sewer within this area is essential to the redevelopment, with an emphasis on environmental safety and sustainability. With regards to future development on this site, the easement is no longer needed, and its removal allows for more efficient use of space and resources.

HABD owns all lands that abut the public right of way and can seek vacation of this easement by filing a petition with the Jefferson County Commission. A copy of the petition is referenced in the resolution.

Upon authorization to move forward, HABD will seek release and consent from all related parties, including Jefferson County and or the City of Birmingham (if needed), along the right of way and provide those releases along with the petition to the Jefferson County Commission for their consideration. After the removal of the existing sanitary sewer R.O.W (right-of-way) the new R.O.W for the proposed sanitary sewer is included.

This request allows the President/CEO to submit the petition on behalf of HABD and execute such documents as necessary to facilitate the same.

#### **POLICY IMPACT**

None.

#### ECONOMIC IMPACT/FUNDING SOURCE

The fee is \$1.00.

#### **ATTACHMENTS**

Plans sheet and property description, including maps of the existing and planned easements.

# **ALTERNATIVE**

None.

#### RECOMMENDATION

The President/CEO recommends the adoption of this Resolution.

# **CERTIFICATION**

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

ennifer Brown

Director of Real Estate Development

Dontrelle Young Foster

President/CEO

# APPROVAL OF AUTHORIZATION AND APPLICATION FOR SEWER EASEMENT, LOVEMAN VILLAGE DAYCARE AND GYM PROJECT

#### **RESOLUTION NO. 2025-12800**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a vacate property with Jefferson County in the amount of \$1.00

WHEREAS The Housing Authority of the Birmingham District is the fee owner of the property known as The Villas at Titusville II and owns all lots that abut and surround said property and determines that vacation of the sewer easement as described in Exhibit 1 is necessary and desired to assist with the redevelopment of the Property;

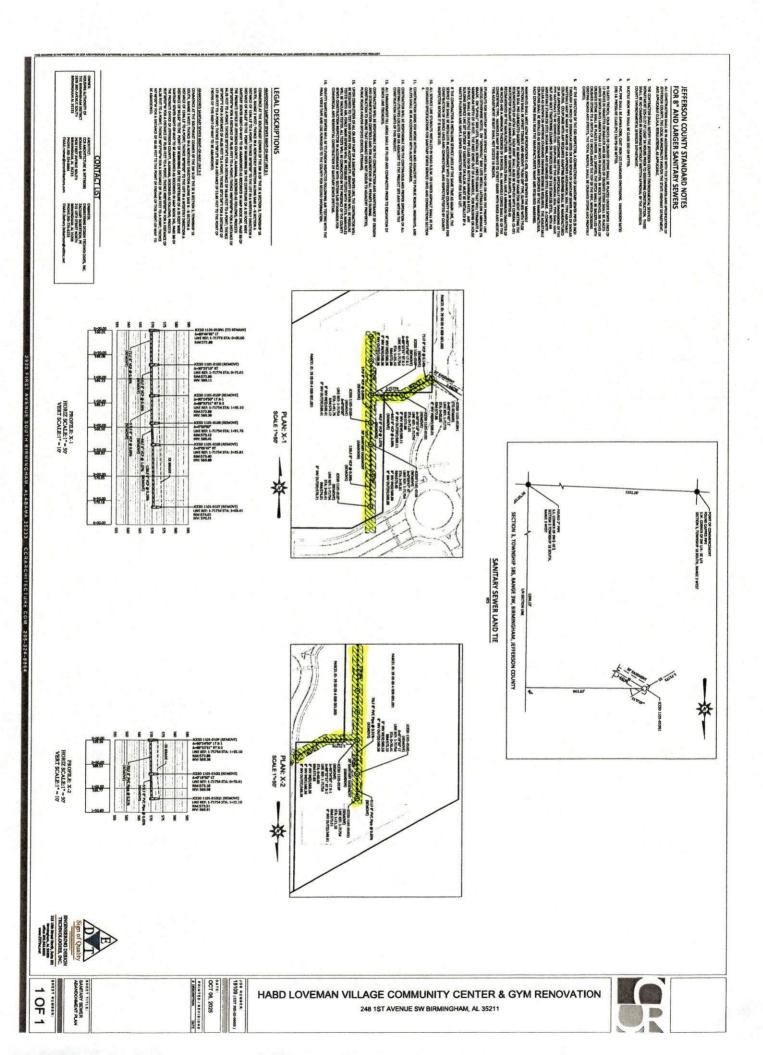
RESOLVED, That the President and CEO, Dontrelle Young Foster, is hereby authorized to petition the Jefferson County and/or the City of Birmingham, Alabama for vacation of the sewer easement, in such a form as described in Exhibit 2 and seek all necessary releases from any utilities of record for their consent to vacation, including but not limited to Alabama Power, Spire, Birmingham Water Works, AT&T, any and all cable or fiber companies, Jefferson County Environmental Services, and the like;

RESOLVED That the President and CEO, Dontrelle Young Foster, shall be authorized to sign all such documents necessary to facilitate vacation of the aforementioned easement;

RESOLVED That the President and CEO, Dontrelle Young Foster, shall be authorized to sign all such documents necessary to provide a replacement sewer easement for related redevelopment of the project site(s) at Loveman Village (Villas at Titusville II) and promptly record the same as an easement to run with the land in favor of Jefferson County Environmental Services.

Adopted this 20th day of November 2025.

	Attest:
Chairperson	Dontrelle Young Foster, Secretary
	(Seal)



# REQUEST FOR BOARD ACTION

# APPROVAL TO CLOSE SMITHFIELD COURT CNI/RAD PHASE 1 TRANSACTION

#### **NOVEMBER 20, 2025**

#### INTRODUCTION

The Board of Commissioners previously approved the submission of a Choice Neighborhood Implementation Grant application for the Smithfield Court public housing community, which includes the redevelopment of the site. HABD has been working with the City of Birmingham and our development partner, Rule/Integral, to close the first phase of the redevelopment: The Légacy at Graymont School. This first phase will transfer units off-site to the former JCCEO through a combination of the Rental Assistance Demonstration and Section 24 conversion tools. The Legacy at Graymont School will include both the rehabilitation of the former Graymont School and the construction of a new residential building for a total of 101 one-bedroom units designated for seniors. The Legacy at Graymont School includes the following subsidy mix: 80 replacement units (30 RAD PBV and 50 non-RAD PBV) and 21 unsubsidized low-income housing tax credit units.

#### PURPOSE AND OBJECTIVE

The purpose of this request is to obtain board approval to complete all necessary actions for the RAD and CNI transaction for phase 1 of the Smithfield Court redevelopment. HUD is reviewing the financial plans in preparation for the December 2025 closing. Approval from the HABD Board of Commissioners is required to execute closing documents.

#### **DESCRIPTION AND JUSTIFICATION**

Smithfield Court was built in 1938 as a public housing site with studios, 1, 2, and 3 bedrooms. Under a development agreement with Rule/Integral, HABD will replace 101 units under the RAD and CNI program as both substantial rehabilitation and new construction, financed with 4% Low-Income Housing Tax Credits and tax-exempt bonds. Following the financial closing, which is scheduled for December, construction will begin and last approximately 18 months. The transaction consists of the following actions:

- 1. The new site, The Legacy at Graymont School property and improvements thereon will be transferred to a new owner entity: Veranda at Graymont School, L.P.
- 2. MCHDC Graymont School, an affiliate of HABD, will serve as a member of the managing member in the ownership structure.

- 3. HABD is providing two subordinate loans: a \$5,153,509 loan of CNI funds loan and a \$7,500,000 capital funds loan.
- 4. Enterprise Housing Credit will provide low-income tax credit equity.
- 5. The existing public housing DOT will be partially released, and a RAD Use agreement will be recorded on the property to preserve affordability.
- 6. Section 24 disposition will be provided for 80 units, with 30 under the RAD conversion.
- 7. A RAD Housing Assistance Payments (HAP) contract will be executed for 30 RAD units, and a Non-RAD PBV HAP contract will be executed for 50 non-RAD PBV units, both for a period of 20 years.

#### POLICY IMPACT

The closing action items are necessary to comply with the RAD/Section 24 conversion requirements. Funding will move from the public housing program to the HCV program.

#### ECONOMIC IMPACT/FUNDING SOURCE

HABD will subsidize The Legacy at Graymont School with 80 project-based vouchers for the project, which are estimated to provide \$22 million over the initial 20-year HAP contract. The RAD vouchers will convert public housing funding to HCV funding. The non-RAD vouchers will provide new budget authority to HABD from HUD. HABD is due approximately \$1 million in developer fees, which is payable to MCHDC. Funds from this project, including repayment of the soft financing loan and the earned developer fee, will be used to support redevelopment of other public housing communities or in the CNI area.

## **ATTACHMENTS**

**Ground Lease** 

Loan Documents: Commitment Letters, Assignment of Rents

Purchase and First Right of Refusal Mixed Finance Development Proposal

#### **ALTERNATIVE**

None

#### RECOMMENDATION

The President/CEO recommends the approval to complete all necessary requirements of the Section 24 disposition application documents to the RAD desk and Choice Neighborhoods office for the 80 units to be converted under the RAD and CNI program.

#### **CERTIFICATION**

The requested action conforms to legal, policy, and regulatory requirements.

Jennifer Brown
Director of Real Estate Development

Dontrelle Young Foster President/CEO

# **RESOLUTION NO. 2025- 12804**

# RESOLUTION AUTHORIZING APPROVAL TO CLOSE THE SMITHFIELD COURT CNI/RAD PHASE 1 TRANSACTION

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that this resolution is to approve all necessary actions to complete the closing of the RAD and CNI transaction for the Smithfield Court public housing community (Phase 1) and authorize the President/CEO to execute all necessary documents to complete the closing.

Adopted this 20th day of November 2025	
	Attest:
Chairperson	Dontrelle Young Foster, Secretary
	(Seal)

## REQUEST FOR BOARD ACTION

# APPROVAL TO NEGOTIATE BUSINESS TERMS WITH 50 PLUS 1 SPORTS, LLC NOVEMBER 20, 2025

#### INTRODUCTION

To facilitate the development of new affordable housing communities and public housing redevelopments, HABD often partners with developers who are responsible for obtaining all financing in relation to the project. HABD now has the opportunity to work directly with a financing partner to support the revitalization of a large portion of its portfolio, specifically 50 Plus 1 Sports LLC. In this innovative partnership, 50 Plus 1 Sports LLC would work directly with the Magic City Housing Development Corporation to finance the development of affordable housing communities in the Birmingham area.

#### PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to negotiate Business Terms with 50 Plus 1 Sports LLC. This action provides clarity that HABD's affiliate (MCHDC) is operating with proper authorization from HABD.

#### **DESCRIPTION AND JUSTIFICATION**

50 Plus 1 Sports is an innovative real estate development financing entity that primarily operates in the sports and entertainment industries. 50 Plus 1 Sports approached HABD about providing financing for the development of affordable housing in Birmingham. Based on early conversations, MCHDC was deemed to be an ideal partner for the entity. 50 Plus 1 Sports LLC proposes to bring financing and other expertise to construct or rehabilitate up to 3500 affordable and mixed-income housing units in Birmingham. Initial conversations with 50 Plus 1 Sports LLC have been productive, and HABD and MCHDC now seek to formalize the partnership through Business Terms. Upon negotiation, the Business Terms will be subject to Board approval of MCHDC and HABD.

#### **POLICY IMPACT**

This authorization will ensure that MCHDC is operating within the authority of HABD.

#### ECONOMIC IMPACT/FUNDING SOURCE

The result of this partnership is to provide financing for development projects in the future. Investments will be made according to negotiated Business Terms, no federal funds will be expended as a result of this Board action.

#### **ATTACHMENTS**

N/A

#### **ALTERNATIVE**

None.

#### RECOMMENDATION

The President/CEO recommends adoption of this Resolution.

#### **CERTIFICATION**

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

Seth Embry

Senior Advisor and Chief Strategist

Dontrelle Young Foster

President/CEO

# RESOLUTION NO. 2025-12802

# RESOLUTION TO NEGOTIATE BUSINESS TERMS WITH 50 PLUS 1 SPORTS, LLC

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that in order to support the development of affordable housing by the Magic City Housing Development Corporation, the President and CEO is hereby authorized to negotiate Business Terms with 50 Plus 1 Sports, LLC to provide financial investment into development activities.

Adopted this 20th day of November 2025

	Attest:
Chairperson	Dontrelle Young Foster, Secretary
	(Seal)