

SUMMARY MINUTES OF THE SPECIAL CALLED MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MONTGOMERY, ALABAMA, HELD ON TUESDAY, FEBRUARY 1, 2022, AT 11:00 A.M. IN THE BOARD ROOM AT 525 S. LAWRENCE STREET AND VIA ZOOM

The special called meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, February 1, 2022, at 11:00 A.M. in the Board room at 525 S. Lawrence Street, 36104. A zoom link was also provided for the public on the website.

The Chairman, John F. Knight, Jr., called the meeting to order at approximately 11:03 A.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.  
Vice-Chairman, Paul Hankins  
Commissioner Willie Durham  
Commissioner Frank Brown  
Commissioner Samuel Frazier  
Commissioner Iesha Brooks  
Commissioner Edwin "Ed" Bertarelli

ABSENT: Commissioner Andrea Rogers-Mosley

For the record: Legal Counsel for MHA, Mr. James E. Beck, III, of the law firm of Hill, Hill, Carter, Franco, Cole and Black, P.C., was present. The roll call record form is attached.

Chairman Knight declared a quorum present and then called upon Commissioner Frazier, who opened the meeting in prayer.

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

**2. APPROVAL OF AGENDA**

Chairman Knight asked that the agenda for the special called Board meeting, as mailed each Commissioner, be amended to include an executive session. The Board concurred. Commissioner Brown offered a motion approving the agenda, as amended, to include an executive session and moved its adoption. The motion was seconded by Commissioner Frazier. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion approving the amended agenda for the February 1, 2022, Special called meeting of the Board of Commissioners, was declared as unanimously carried this first day of February 2022. **(Resolution No.6625.)**

### **3. APPROVAL OF MINUTES**

Chairman Knight sought approval of the Minutes of Minutes of the Special called Board meeting held on Tuesday, December 7, 2021, and the Minutes of the Special called Board meeting held on Monday, December 20, 2021, as mailed each Commissioner. Vice-Chair Hankins moved to approve the minutes. Commissioner Frazier seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion, approving the Minutes of the special called Board meetings held on December 7, 2021, and December 20, 2021, respectively, was declared as unanimously carried this first day of February 2022. **(Resolution No.6626.)**

### **NEW BUSINESS**

- 4. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A THREE-YEAR CONTRACT FOR EMPLOYMENT AND INCOME VERIFICATION SERVICES, WITH 2 ONE-YEAR EXTENSIONS AT MHA'S DISCRETION, TO ONLINE INFORMATION SERVICES, INC., IN AN AMOUNT OF \$247,500.00 FOR THREE YEARS, FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$412,500.00 OVER A FIVE-YEAR PERIOD - RFP 2021-07.**

Chairman Knight addressed Agenda item 4. Ms. Glynis Tanner, Acting President/CEO presented this item explaining that each year MHA conducts some 7000-8000 verifications. The request is for a 3-year contract, with two 1-year extensions. Chairman Knight asked that it be understood that all contracts, with extensions, must come back to the Board for approval prior to any extensions. There were no questions or comments.

Vice-Chair Hankins moved to adopt the resolution before the Board, as presented. Commissioner Frazier seconded the motion. Chairman asked if there were any questions. Commissioner Brooks requested that the criteria for procurement be provided to the Board. Chairman Knight explained that MHA must comply with HUD procurement requirements. Vice-Chair Hankins recommended that new Commissioners be provided the opportunity to receive procurement training. MHA has come a long way in its efforts to reach out to local businesses. Commissioner Durham added that new Commissioners should also be made aware of the evaluation process. Ms. Tanner stated she would share information on procurement that was provided at the training session held last year. Chairman Knight suggested each new Commissioner invite procurement staff to a committee meeting they chair, to share the procurement process with them. There were no further questions.

Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this first day of February 2022. **(Resolution No.6627.)**

5. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A THREE-YEAR CONTRACT TO FREEWAY CONTRACTING, LLC, FOR A NOT TO EXCEED CONTRACT AMOUNT OF \$150,000.00 OVER A THREE-YEAR PERIOD AND TO RB PAINTING AND GENERAL CONTRACTORS, LLC, FOR A NOT TO EXCEED CONTRACT AMOUNT OF \$150,000.00 OVER A THREE-YEAR PERIOD, FOR AGENCY-WIDE VACANCY REDUCTION SERVICES (INDEFINITE QUANTITIES)  
- IFB 2021-09.

Chairman Knight then addressed agenda item 5. There were no questions/comments. Commissioner Durham moved to adopt the resolution authorizing the award of a 3-year contract to Freeway Contracting LLC and to RB Painting and General Contractors, as presented. The motion was seconded by Vice-Chair Hankins. There were no questions. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this first day of February 2022.  
**(Resolution No. 6628.)**

6. TO CONSIDER A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT AUTHORIZING THE MONTGOMERY HOUSING AUTHORITY'S JOINING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY'S CONTRACT WITH KELL CONSULTING, LLC, FOR GRANT WRITING CONSULTING SERVICES IN A NOT-TO-EXCEED AMOUNT OF \$150,000, WITH A TERMINATION DATE OF NOVEMBER 14, 2022.

Chairman Knight addressed agenda item 6. Ms. Tanner explained the need for this contract stating that Ms. Amy Kell of Kell Consulting LLC would be the project manager for the 2020 Choice Neighborhoods Initiative Planning grant providing guidance to staff. Commissioner Brooks inquired and was informed by Ms. Tanner that Ms. Kell's services were previously being obtained via Purchase Order and this contract would provide her services, on an hourly basis, until November 14, 2022. Commissioner Durham inquired and Ms. Tanner explained that the CNI grant was not one that would allow the fees for grants writing to be taken from grant funds. Chairman Knight sought and received clarification from Ms. Tanner that Ms. Kell would have oversight over the CNI grant, to include ensuring that all HUD deliverables are completed. Ms. Connie Hill, CFO, added that with a "piggy-back" agreement, which HUD encourages from an efficient procurement standpoint, this contract would include the submission of the Transformation Plan to HUD by the deadline of December of 2022. Commissioner Durham asked and Ms. Tanner informed that the CNI Implementation grant is approximately \$50 million. Chairman Knight pointed out the importance of being on task for deliverables to HUD since this is a competitive grant. There were no further questions/comments. Commissioner Bertarelli offered a motion approving the intergovernmental agreement authorizing MHA to join the Minneapolis PHA's contract with Kell Consulting LLC, as presented. Commissioner Frazier seconded the motion. There were no

further questions/comments. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this first day of February 2022. **(Resolution No. 6629.)**

Chairman Knight informed the Board that there is a need for an executive session.

#### **7. EXECUTIVE SESSION**

The Board convened to Executive Session at 11:14 a.m. The Board came out of Executive Session at 11:21 a.m. There being no action to come out of Executive Session, the Chairman reconvened the special called meeting.

There being no further to come before the Board, Chairman Knight declared the meeting adjourned.

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