



Changing lives one key at a time

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
MONDAY, JANUARY 27, 2020 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS**

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. CHAIRMAN'S REMARKS
- III. EXECUTIVE DIRECTOR'S REMARKS
- IV. APPROVAL OF PAST MEETING MINUTES
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3364 – APPROVING A CONTRACT WITH JENNINGS PAINTING, INC. FOR THE PURPOSE OF VACANT UNIT PAINTING NOT TO EXCEED CONTRACT AMOUNT OF \$200,000.00 OR UNTIL DECEMBER 31, 2020, WHICHEVER IS APPLICABLE FIRST

- VI. RESIDENT COUNCIL REPORTS
- VII. COMMENTS
- VIII. CLOSED SESSION – PERSONNEL
- IX. OPEN SESSION
- X. ADJOURNMENT



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**NOTICE OF REGULAR MEETING OF THE
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
MONDAY, JANUARY 27, 2020 – 5:00 P.M.**

**Administrative Office
200 North Eleventh Street
Springfield, Illinois**

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, January 27, 2020 – 5:00 p.m. at the Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Please see the agenda below.

Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

SPRINGFIELD HOUSING AUTHORITY

Timothy Schweizer, Chairman

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. CHAIRMAN'S REMARKS
- III. EXECUTIVE DIRECTOR'S REMARKS
- IV. APPROVAL OF PAST MEETING MINUTES
 - December 16, 2019
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3364 – APPROVING A CONTRACT WITH JENNINGS PAINTING, INC. FOR THE PURPOSE OF VACANT UNIT PAINTING NOT TO EXCEED CONTRACT AMOUNT OF \$200,000.00 OR UNTIL DECEMBER 31, 2020, WHICHEVER IS APPLICABLE FIRST

- VI. RESIDENT COUNCIL REPORTS
- VII. COMMENTS
- VIII. CLOSED SESSION – PERSONNEL
- IX. OPEN SESSION
- X. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, DECEMBER 16, 2019 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, December 16, 2019 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. The meeting was called to order at 5:00 p.m.

Commissioners Present: Chairman Timothy Schweizer
Commissioner Dan Long
Commissioner Luckist Turner
Commissioner William Gass

Commissioner Absent: Commissioner Kimeka Robinson

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Renee Bell	Director of FSS
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of Human Resources
Joe Antonacci	Director of Mod/Dev
Adrienne Grover	Director of S8
Darryl Jones	Asset Manager
Robin Dowis	Asset Manager
Sarah Thomas	Asset Manager
Stacy Huebsch	Finance Manager
Karen Cliburn	Budget Manager
Robb Stark	Procurement Specialist
Jessica Watson	Contract Administrator
Matthew Kate	Attorney-Sub for Randy Segatto
Candi Clouse-Guccione	HCV Administrative Assistant
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman expressed Happy Holiday wishes to all.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated that tonight will be a long meeting; plus, orientation at the end for new commissioners. She will let her report stand as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 28, 2019

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Commissioner Long noted in the minutes that the board requested a follow-up on Resolution 3336; where the Board (specifically Commissioner Long posed the question) of how much time would be obligated in being the Contract Administrator for the Peoria Housing Authority. Melissa said that the answer would be provided at a later date.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3346: APPROVING THE 2020 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that changes to this item are done annually; allowing staff to look at changes. They take into considerate damage and neglect opposed to normal wear-and-tear to areas in the units. A notice of this schedule is posted for 30 days and sent with client rent statements. No comments were received. Commissioner Long asked if there is an amount available to show what's been collected. Michelle responded that it is hard to follow all the specific charges, but believes that it could be somewhere in the neighborhood of \$45-50K dollars yearly.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3347: APPROVING THE MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND GENESIS PLACE, LLC

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa stated that this agreement is for the "mixed finance" units in Genesis Place, LLC. Commissioner Gass who previously owned these properties. Melissa responded that this is a new construction that came about from the demolition of the John Hay Homes and Major Byrd Hi-rise. We actually own the property, but we self-manage these particular units. Commissioner Gass asked if these are units that can be owned. Which Melissa responded that they are affordable rental units.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3348: APPROVING A CONTRACT RENEWAL WITH SPENCER INVESTIGATIONS FOR PROCESS SERVER IN THE AMOUNT OF THIRTY THOUSAND DOLLARS (\$30,000.00)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle reported that renewal on this item comes from a 2016 RFP with Larry Spencer for process serving. The only change to the contract is fee—which go from \$10 to \$15 per serving. He does a great job and is cost effective.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3349: AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$96,953.36

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Stacy stated that write-offs are completed 2 times a year. Those clients who owe SHA money is entered into the EIV system and the State of Illinois Debt Recovery program. Entering clients into the EIV system ensures that they are not able to register for housing with any other PHA until all dollars owed to SHA (or any other PHA) has been paid. As of November 30th of this year, we have recovered \$45,918.00. Commissioner said that he appreciated the documentation that was given to the board on this item.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3350A: APPROVING A CONTRACT MODIFICATION WITH IDENTI-CHECK FOR FINGERPRINT/BACKGROUND SERVICES IN THE AMOUNT OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) THROUGH DECEMBER 31, 2019

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this service has to be provided locally. The cost will be reduced from \$71.50 (including fees) down to \$43 plus fees per visit. The cost was up considerably, with the HCV waiting list re-opening. Commissioner Long asked what was the increase number. Michelle responded that it's at least 300-400; however, Candi responded that it's more like 700.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3350B: APPROVING A CONTRACT MODIFICATION OF THE TERMS WITH IDENTI-CHECK FOR FINGERPRINT/BACKGROUND SERVICES FOR A PERIOD OF THREE YEARS BEGINNING JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle indicated that increased advertisement about the agency and the services we provide recently went out. A price of \$55 each (flat rate—which is the pricing the City receives), with a max of \$50K per year. She added that this will go out for bid again December 31, 2022—and for the board to be looking for an RFP at that time.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3351: APPROVING THE HCV 5-YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$1,140,250.00 FOR FISCAL YEAR JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Resolutions 3351-3353, had a power-point presentation where Michelle walked the board step-by-step, as it relates to each budget.

Michelle stated that it is the goal to have four months of expendable funds in an unrestricted account. Funds for HAP are restricted—and can only be used for HAP. If you expend more than what is available for HAP, it comes out of the administrative fees. We received 79.5% funding. 80% of the prorated approved dollars are allocated for clients who port out of our area. The goal is to spend every dollar that we receive, which helps with the next year's funding rate. We are scheduled to receive 100% funding in 2020 and have \$12K currently in reserves.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3352: APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$14,027,500.00 FOR THE FISCAL YEAR JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: We currently have 2,148 vouchers obligated. Once completed the Lincolnwood Estates will convert to vouchers as well, which is another 28. HAP funding is currently at 100%, or \$1,252,000.00. This includes HCV salaries/benefits, as well as \$236,896.00 towards FSS staff and programs. \$723K is currently held in HUD reserves for portability funding. Commissioner Long asked if there is a special list for VASH. Adrienne stated that veterans have to go through the VA office to qualify for a VASH voucher; and Melissa added that all these vouchers have not been obligated. Melissa responded that SHA has recently awarded additional vouchers. Jackie added that there are 31 of the total 55 vouchers that are currently leased. Commissioner Long then asked how many staff members do we have covering this program. Melissa stated that there are 12 staff on the HCV-side. Michelle stated, that again the goal is to obligate every dollar to help with the next year's funding. There's currently \$1,811,121.00 held in HUD reserves for 2020.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3353: APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this item is for the Public Housing budget. Within this budget it shows things such as Management Fees from Union Baptist Church, Cook Street Renaissance, Peoria Housing Authority, and Lincolnwood Estates. We were receiving from Springfield Urban League for their use of a building for their day care center. They (SUL) have decided the use of this building is no longer needed, and we're trying to look at ways that we can market it for 2020. We are also working on the final closing with IHDA on the Villas at Vinegar Hill.

Commissioner Long stated that the funds received from Peoria Housing Authority also contribute to the increase of SHA's reserves and asked if Michelle could briefly explain how that works. Michelle stated that it has been agreed upon that the Peoria Housing Authority would pay the salaries for the time spent by Jackie, Melissa and herself at the PHA—who would reimburse the SHA at their regular rate of pay plus half-time additional pay.

It was then asked by Commissioner Long, why there are so many court proceedings/evictions. Melissa responded that most are from non-payment or fine balances—all of which are determined by the Asset Managers. Commissioner Gass asked who was the attorney that represented the SHA on these proceedings, to which Melissa responded Randy Segatto.

The question was then asked what is the difference between restricted and unrestricted funds. Michelle stated that in this particular instance with unrestricted funds you are able to move dollars between AMPs...restricted would be the opposite. She added that the goal is also to keep enough unrestricted funds on hand to get SHA through 4-6 months of slow obligation of HUD funds. Commissioner Long requested a list of expenditures from the \$260,000 received as management fee from the Peoria Housing Authority.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3354: APPROVING WORKER'S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle pointed out to the board that there is an analysis at the end of her written report. She went on to say that the SHA is stabilized at this point. There is also a safety grant that is received every year from this vendor. The funds from this grant pay for back braces, gloves, dollies, harnesses, etc. We've asked management to address any potential dangers of an accident occurring when they see it.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3355: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: The only change to this item is an increase of .2%; everything else remains the same.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3356: APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that the goal is get rid and replace older vehicles (replacement plan). The rate of the premiums is down from last year

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3357: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: This plan covers thirty-six (36) units in Genesis Place development. Commissioner Long asked why "Public Officials Insurance" has been added to this and Michelle responded because of travel.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3358: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLAS AT VINEGAR HILL FOR 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that in 2019 there was a huge fire claim. Even with that, the premiums only increased \$113.00. The value of the Villas is at \$9.2M.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3359: APPROVING A REVISION TO THE SPRINGFIELD HOUSING AUTHORITY'S RECORD RETENTION POLICY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this policy has not been updated in a long time. A lady from the state retention office, offered to re-write the whole policy for SHA; as their plan was recently approved (12/3/19). Hillier stores all of our information for us in a climate-controlled building. Director Newman added that revisions to our policy has been made before, as we review it annually. Commissioner Gass asked how are documents disposed of. Michelle responded that disposal is based on our request, but we go through the State. Generally, November of each year we place our request for disposal.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3360: APPROVING AN AGREEMENT WITH CHICAGO REGIONAL COUNCIL OF CARPENTERS ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy commented that this is the third year of wage re-openers. The salary increases that we are submitting are based on the salary comparability study we completed. Fifteen (15) employees are under this union, and they will receive a 2.25% increase. Gwen will receive a 10% increase, which will put her at the salary determined by the study; she is a new employee and wasn't receiving a minimum wage. The person who held her position previously was AJ, who had been with us for a long time. Wendy stated that the last employee will receive a 2% increase. All increases submitted are based on board approval.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3361: APPROVING A CONTRACT MODIFICATION WITH JENNINGS PAINTING, INC. FOR 2019 VACANT UNIT PAINTING CONTRACT IN THE AMOUNT OF FORTY THOUSAND DOLLARS (\$40,000.00) AND TO EXTEND THE CONTRACT END DATE TO JANUARY 31, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica stated that the contract was approved at an amount that we believe would take us to the end of the year (12/31/19); and there is currently \$23K left. Which is not enough to complete the units earmarked for year end. This additional \$40K should get 2019 completed; but stated to the board that a new contract will come before the board in January 2020.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3362: APPROVING A CONTRACT WITH TRIPLE 'A' ASBESTOS SERVICES, INC. FOR THE PURPOSE OF REMOVAL OF ASBESTOS CONTAINING TILE AND MASTIC IN VARIOUS SPRINGFIELD HOUSING AUTHORITY PROPERTIES, NOT TO EXCEED THE AMOUNT OF \$50,000.00 OR JUNE 30, 2020, WHICHEVER IS APPLICABLE FIRST

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica stated that this item was posted; ninety-three (93) vendors viewed, fifteen (15) downloaded and 2 offers were received. Commissioner Long commented that one of the vendors who had offered had a "fatal flaw" in their bid. He then asked where Triple 'A' is located. Melissa responded that they are from Pana, Illinois.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3363: APPROVING MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND UNION BAPTIST PLAZA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Robin stated there are only small changes to this agreement with Union Baptist Plaza.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

COMMENTS

None.

ADJOURNMENT

Motion to adjourn was made by Commissioner Turner; vote was unanimous in favor of the motion.

Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

January 27, 2020
Date



SHA Board Secretary

January 27, 2020
Date