

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

**REGULAR MEETING
TUESDAY, MAY 26, 2020 – 5:00 P.M.**

NOTE: Pursuant to Executive Order 2020-07 signed by Governor Pritzker and guidance provided by Legal Counsel, the Springfield Housing Authority may conduct all portions of this meeting by use of telephonic or electronic means without a physical quorum present in the Boardroom. Public access to this meeting is available as follows:

Meeting ID: 832 6259 5995

Password: 596543

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting:

<https://us02web.zoom.us/j/83262595995?pwd=VFQzKy9qelg3V2VtZXJjSDc1YWROZz09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Tuesday, May 26, 2020 – 5:00 p.m. 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

Statement of the Chairman: This meeting is being conducted electronically pursuant to Executive Order 2020-07 signed by Governor Pritzker and guidance provided by Legal Counsel. More importantly, based on what we know now about the coronavirus pandemic and prudent precautions as a result thereof, this meeting is being conducted in a way to provide the maximum amount of protection to our Board, staff and the community. We apologize for any inconvenience to anyone, but we ask for your understanding and compliance temporarily. Thank you.

III. EXECUTIVE DIRECTOR'S REMARKS

IV. APPROVAL OF PAST MEETING MINUTES

- April 27, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3375 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY EMERGENCY ACTION PLAN

RESOLUTION #3376 – APPROVING A CONTRACT FOR SECURITY SERVICES WITH SECURITAS

VI. RESIDENT COUNCIL REPORTS

VII. PUBLIC COMMENTS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

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BOARD OF COMMISSIONERS – REGULAR MEETING
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**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, APRIL 27, 2020 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, April 27, 2020 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Due to the COVID-19 pandemic, this meeting was held via Zoom (telecommunication) and was called to order at 5:10 p.m.

Commissioners Present: Chairman Timothy Schweizer
Commissioner Dan Long
Commissioner Luckist Turner
Commissioner William Gass (*He had some difficulty in getting connected, so was only on the call a small portion of the meeting.*)

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director (via phone)
Michelle Sergent	Director of Finance
Renee Bell	Director of FSS
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
Jessica Watson	Contract Administrator
Randy Segatto	Attorney
Candi Clouse-Guccione	HCV Administrative Assistant
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment and then congratulated staff for doing a great job, during a difficult time:

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He then added that he wanted to thank the 60+ employees for doing an exemplary work that's done every day; and continue to do the recent weeks under the extreme situations that they have had to operate. You're doing a great job and I hear from our constituents and others that you're doing great work. Please keep it up.

He then turns the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated a copy of her report was emailed to the Board members prior to the start of the meeting. She stated that since March 13, 2020, pretty much everything relates to COVID-19. We are doing our regular work We (SHA) are not seeing (or open to) the public at this time. However, clients are still able to drop off completed Public Housing Applications, and apply online for Section 8/HCV. It has been six full weeks of this sheltering-in for the virus. During this time, we have continued to stay connected and follow the guidelines that have been handed down to us from HUD, IDPH and State of Illinois (Governor Pritzker). We continue to conduct our meetings (executive staff) virtually; we are getting pretty good at this.

During this time, it was decided to help our senior population who live in close proximity of each (specifically, Bonansinga and Hildebrandt Hi-Rises and The Villas at Vinegar Hill). A seamstress was able to produce 350 face masks (disclaimer added that these were not FDA approved), and Director Newman and Deputy Director Huffstedtler distributed these masks to our clients at these three senior facilities, as well as staff at these developments. Our clients were very appreciative to receive the mask; as some of them were wearing older mask that were pretty worn and tattered...or had no mask at all available to them. The clients stated that mask is now required to get on public transportation and to go grocery shopping.

With that, her report stands as submitted and stated that if the Board had any questions of her, she would be more than willing to answer.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – February 24, 2020

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Long

DISCUSSION: Approved with a few minor corrections.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass (Commissioner Gass was on the call, but had no audio and was not responding—we tried numerous times to get him connected. We tried to reach him, but he didn't respond. Chairman said that he can join us when he cans, but the meeting should move forward.)

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3369: APPROVING A CONTRACT MODIFICATION WITH AMERICAN PEST CONTROL FOR PEST CONTROL SERVICES IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00) THROUGH APRIL 30, 2020

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this is a three (3) year contract. Most of the charges in AMPS 1 and 3, comes from bed bug treatment. As soon as this pandemic is over, we will go back to looking at our move-in clients' items closer, ensuring a home-visit and spraying some of the furniture at the time of move-in. She added that our regular pest control has stayed consistent.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3370: APPROVING A CONTRACT WITH AMERICAN PEST CONTROL FOR PEST CONTROL SERVICES FOR A CONTRACT PERIOD OF THREE (3) YEARS

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this item was posted on eProcurement, checked yellow pages and notified vendors that this item was going out for bids. It was downloaded and looked at and we received two (2) bids. They were evaluated by the two (2) Asset Managers and the Finance Manager; and American Pest Control received the highest score. We are asking for a three (3) year contract, not to exceed \$55,000.00 per year with the sole discretion to be reviewed by the board for the 4th and 5th year.

Commissioner Turner stated that he notices that only spraying for bed bugs is being done, what about heat treatments, as he has heard that they work best. Michelle responded that we have used heat treatments previously, but they are very expensive—cost approximately \$1500 per 1-bedroom unit. With the chemical treatments, the baseboards are also removed and the cost is \$300 per 1-bedroom unit. Commissioner Long asked if the residents have to pay for these treatments. Michelle stated that the Housing Authority incurs all cost for these treatments. Tenants are assessed a \$100.00 re-scheduling fee if they are not ready the day treatment has been scheduled.

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

RESOLUTION NO. 3371: APPROVING THE EXTENSION OF THE LEASE AGREEMENT BETWEEN SHAMORIE REYNOLDS, BEAUTICIAN, AT BONANSINGA HI-RISE FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Robin stated that the only change to this contract with Ms. Reynolds is an increase to her rental fee to \$300.00. Chairman asked if she has been seeing clients during this time of quarantine, Robin stated that she has. But she not been charged rent during this last month, and a re-evaluation will be done soon.

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

RESOLUTION NO. 3372: APPROVING A CONTRACT WITH RIGHT-WAY TRAFFIC CONTROL, INC. FOR THE PURPOSE OF AMP 2 FENCING AT JOHNSON PARK, NOT TO EXCEED THE CONTRACT AMOUNT OF \$101,440.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica stated that this item was posted on March 18 with an April 18 response deadline. The funds to be use will come from the 2019 capital funds. The company, Right-Way, comes out of Freeburg, MO. Chairman stated that he liked the way the reference checks were done; and Commissioner Long stated that this was a good bid at a great price.

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

RESOLUTION NO. 3373: APPROVING A CONTRACT WITH AIR KING, INC. FOR THE PURPOSE OF AMP 1 AND AMP 2 HVAC REPLACEMENT, NOT TO EXCEED THE CONTRACT AMOUNT OF \$109,700.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica stated HVACs are needed. During this item posting 252 notifications went out; 19 vendors downloaded it; and 2 offers were received. Air King was selected, and they have done a lot of work with us before. Chairman commented that they (Air King) are from Decatur. Commissioner Long added that this was another great bid.

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

RESOLUTION NO. 3374: APPROVING AN AGREEMENT WITH AFSCME, LOCAL UNION 3982, AFFILIATED WITH DISTRICT COUNCIL 31

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated that this is a three-year contract agreement, which incorporated some changes based on the salary survey that was completed. The salary level for 14 employees will be increased; with these dollars being retro back to January 1, 2020. There will be an equity adjustment for Lisa Craig; with 2.5% for January 1, 2021 and January 1, 2022.

Chairman asked if the local has approved these, or will be approved after this board meeting. Wendy responded that this has already been ratified. Commissioner Long asked if this is an average increase for the other 14 employees. Wendy responded that this will be a 9% up to a 12% increase. Commissioner Long asked if this includes the 2% COLA increase. Wendy responded that 9 other employees will get this 2% COLA. Commissioner Long asked what the total cost of this agreement would be. Michelle stated that it will be approximately \$52K over a 3-year period. Wendy added that it would be \$44,765.00 for the first year. Commissioner Long asked about the language changes in the contract, as it relates to SHA. Wendy stated that the changes were few, but included title and job grades and the upgraded wages. Melissa stated that the position descriptions were completed earlier.

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

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

None.

BOARD COMMENTS

DISCUSSION: Chairman stated to Commissioner Gass that he had expressed to him that there were a couple of items that he previously mentioned he wished to discuss. With that Commissioner Gass stated that the items he wanted to discuss were not satisfactorily added to the board's agenda and notice. Director Newman stated that Commissioner Gass's items are not considered action items that require the approval of the board. Commissioner Gass asked that a board resolution be completed as it relates to offering the vacant day care center to the City for their use during COVID. Director Newman asked where the request was coming from, as she talks with the Mayor on a weekly (sometimes more often) basis. Commissioner Gass asked if they know that we have this building available. Director Newman stated that they do, and that they have also put out a request to different areas—as well as faith-based organizations. Commissioner Gass stated that Director Newman should denote this on her next report to the Board. She responded that will reach out to the Mayor to confirm that he's aware of this building being vacant. She added that Melissa sits on the Continuum of Care (CoC) and would have knowledge of City needs. Melissa stated that there will be CDBG funds coming. To date, no request has been of Springfield Housing Authority or its properties. She added that Juan (City of Springfield) also sits on this committee. The question has been targeted towards our relation with our clients.

Commissioner Gass then stated to Chairman, "Who has the floor?" Chairman stated that Commissioner Gass should go ahead and speak. Commissioner Gass then commented that he believed it was the neighborly thing to do—to offer up this property for the City to use. Joe added that the building is currently being remodeled. Commissioner Long added that it should not be free to the City, as there are cost of upkeep the building. Director Newman stated that she would follow-up with the Mayor and is adhering to the guidelines with HUD

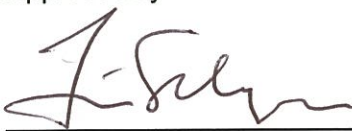
VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

ADJOURNMENT

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

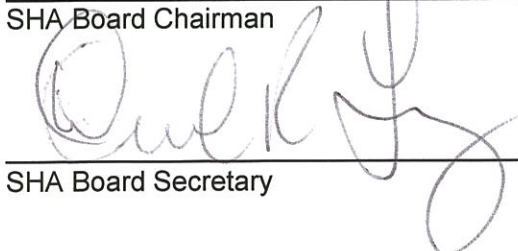
Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

May 26, 2020
Date



SHA Board Secretary

May 26, 2020
Date