

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, JUNE 22, 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: 884 3939 3680

Password: 271586

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting: <https://us02web.zoom.us/j/88439393680?pwd=aEhGM2JuZHVhUnI2S1h6V013RFZ3dz09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, June 22, 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

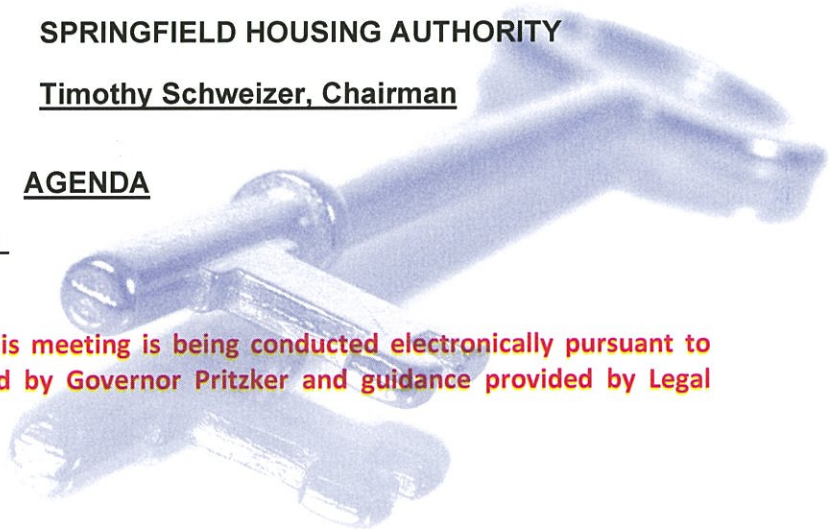
Timothy Schweizer, Chairman

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

- May 26, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3377 – AUTHORIZING THE SPRINGFIELD HOUSING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) TO ACCEPT FUNDS IN THE AMOUNT OF SEVENTY THOUSAND DOLLARS (\$70,000.00) TO OPERATE THE FORECLOSURE PREVENTION PROGRAM GRADUATED FUND PROGRAM (FPPG)

RESOLUTION #3378 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$70,743.10

RESOLUTION #3379 – APPROVING A CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF GIFFIN, WINNING, COHEN, AND BODEWES P.C. FOR GENERAL COUNSEL SERVICES

RESOLUTION #3380 – AMENDING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REQUIRED BY HOUSING AND URBAN DEVELOPMENT FOR THE SPRINGFIELD HOUSING AUTHORITY

RESOLUTION #3381 – AMENDING THE ADMISSIONS & CONTINUED OCCUPANCY PLAN AND PUBLIC HOUSING LEASE AGREEMENT

RESOLUTION #3382 – APPROVING A CONTRACT WITH KONE, INC. FOR ELEVATOR MAINTENANCE SERVICES FOR A CONTRACT PERIOD OF THREE (3) YEARS

RESOLUTION #3383 – AUTHORIZING THE SPRINGFIELD HOUSING AUTHORITY TO EXECUTE A CONTRACT WITH THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) TO SERVE AS A LOCAL ADMINISTERING AGENCY FOR THE RENTAL HOUSING SUPPORT PROGRAM

VI. RESIDENT COUNCIL REPORTS

VII. PUBLIC COMMENTS

VIII. BOARD COMMENTS

IX. ADJOURNMENT

Changing lives one key at a time

SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
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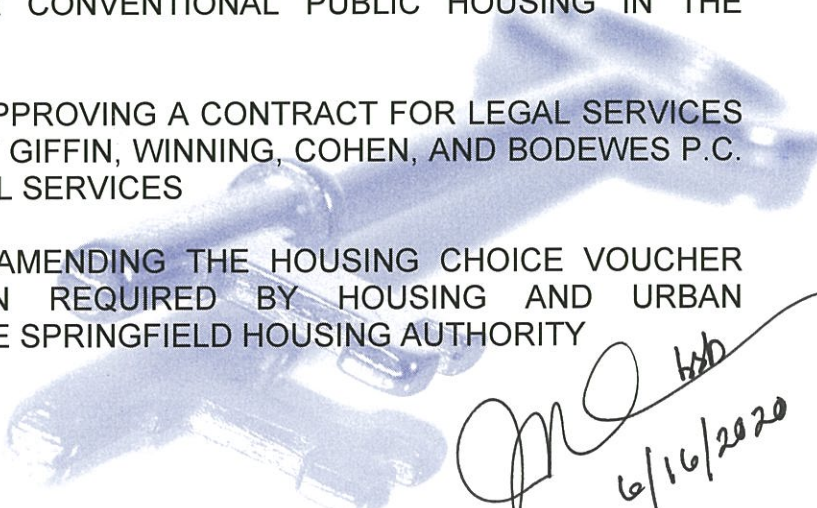
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6/16/2020

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- VII. PUBLIC COMMENTS
- VIII. BOARD COMMENTS
- IX. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
TUESDAY, MAY 26, 2020 - 5:00 P.M.**

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

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

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
Stacy Huebsch	Finance Manager
Karen Cliburn	Budget Manager
Blake Whitener	Construction Manager
Randy Segatto	Attorney
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment:

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He then turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman highlighted some of what have staff have been doing during the shutdown/shelter-in.

- Even with the pandemic going on, staff have still been able to process and get a large number of families housed (88-families moved in, 655-interim recertifications processed, and 722-annual recertifications processed).
- Twenty-four additional Mainstream vouchers have been received, to address those with disabilities, during this pandemic.

- We received the Foreclosure Prevention grant for \$70K, which we've not received in a while.
- Guidance on re-opening
 - The SHA has upgraded its Emergency Action Plan to include the pandemic-situations, as we received guidance from HUD.

Commissioner Long asked if the next Board meeting would be in person, are we moving towards normalcy. Director Newman responded that with Phase 3 of the Governor's re-opening plan, that only 10 people will be able to gather at one time. Social-distancing would also have to be practiced in the conference room. However, the conference room can be prepared to accommodate anyone that would like to come to the office for the meeting.

Commissioner Long then asked how are the operations of the Authority going. Director Newman stated that they are using a "phase-in" approach. CARES Act dollars that have been received will be used to purchase PPE items for staff and clients when we re-open. But the goal is to open and remain open. So we will have things available like masks, sanitizing stations, touchless items (as much as possible), staggering appointments, utilizing the online application process for staff to review, clients will be by appointment only at the beginning, a set of questions will be posed to the clients, and temperatures taken to make this as safe of a working environment as possible. Commissioner Long asked what were the dollars received. Director Newman said that \$468K for the budget and \$200K for HCV. HUD gave three broad purposes for this funding and that is to "prepare, prevent and reduce" COVID-19.

What about the FAQs that have been received, Commissioner Long asked? Director Newman responded that there are new updated FAQs that are scheduled to be released after the holiday. Commissioner Long inquired if these CARE Act dollars can be used for operational costs of the SHA. Director Newman said that they could, but PHAs have to be careful of how they are used.

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 – April 27, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: Gass

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3375: APPROVING THE SPRINGFIELD HOUSING AUTHORITY EMERGENCY ACTION PLAN

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Wendy reported that SHA needed to implement a section on infectious disease into this Plan. This item was presented to the board last year, before the onset of COVID-19 or any other type of pandemic. She added that the only other changes to this Plan were to remove personal staff names and add job titles.

Chairman asked if the required space for social-distancing, is it 6 feet? Wendy stated that its between 3-6 feet. Melissa added that the CDC stated that with a barrier it would make the 3-6 feet appropriate. Commissioner Long stated that since this was approved last year, do these changes still make it effective in 2019. Melissa responded that with board approval, the effective date would be June 1, 2020.

Commissioner Long asked what is different on page 65. Melissa said that there are no changes to that page. Commissioner Long inquired about page 6, about the 6th bullet in...does HUD have specific guidelines. Melissa stated that they don't necessarily have guidelines, but do offer FAQs. Director Newman added that the acronyms should be spelled out or added to the legend section.

VOTES IN FAVOR: Schweizer, Long, Turner, and no response from Gass

VOTES AGAINST: None

RESOLUTION NO. 3376: APPROVING A CONTRACT FOR SECURITY SERVICES WITH SECURITAS

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle stated that SHA initially had Vets Securing America as the security vendor. They started out good, but then we began to receive complaints; so, we cancelled their contract. We submitted an RFP for security services, and Securitas was the most responsive bidder. The contract that we're bringing to the board tonight is for three (3) years and would be effective June 1, 2020.

Commissioner Long asked why only 1 bid. He added that he saw G4S was a previous provider, but with the pandemic they didn't bid on this; and Allied has a full plate already. He also asked if Securitas has been a provider for us before, to which Michelle said they were. Commissioner Long asked how long has it been that Securitas was our provider for security services. Michelle said it's been a while, about 3 vendors ago.

VOTES IN FAVOR: Schweizer, Long, Turner, and no response from Gass

VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

None.

BOARD COMMENTS

DISCUSSION: None.

ADJOURNMENT

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

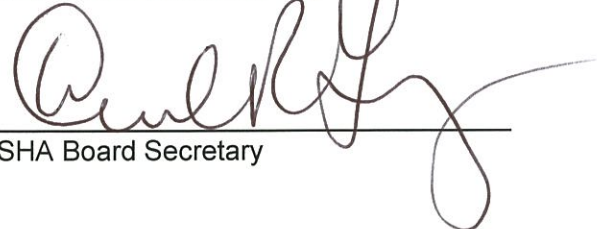
Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

June 22, 2020
Date



SHA Board Secretary

June 22, 2020
Date