

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

**REGULAR MEETING
MONDAY, JULY 27, 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: 819 2582 9053

Password: 061374

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting:

<https://us02web.zoom.us/j/81925829053?pwd=ZzRTTWRUZXNtS2RtdjNmaTMxWmd5Zz09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, July 27, 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

- June 22, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3384 – APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE SPRINGFIELD URBAN LEAGUE (SUL) FOR THE PROPERTY LOCATED AT #9 BRANDON DRIVE

RESOLUTION #3385 – APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF AMP 2 KITCHEN, BATHROOM, AND FLOORING UPGRADES NOT TO EXCEED THE CONTRACT AMOUNT OF \$259,886.00

RESOLUTION #3262B – APPROVING AN EXTENSION TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE PEORIA HOUSING AUTHORITY

RESOLUTION #3386 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY'S PARTICIPATION IN A UNIVERSITY OF ILLINOIS AT SPRINGFIELD STUDY THROUGH THE ROBERT WOODS JOHNSON FOUNDATION FOR RACIAL EQUITY IN HOUSING GRANT PROGRAM

VI. RESIDENT COUNCIL REPORTS

VII. PUBLIC COMMENTS

VIII. BOARD COMMENTS

IX. CLOSED SESSION – PERSONNEL

X. OPEN SESSION

XI. ADJOURNMENT

Changing lives one key at a time

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BOARD OF COMMISSIONERS – REGULAR MEETING
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- VIII. BOARD COMMENTS
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**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, JUNE 22, 2020 - 5:00 P.M.**

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

Commissioners Absent: Commissioner William Gass

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director (via phone)
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of Human Resources
Adrienne Grover	Director of S8
Darryl Jones	Asset Manager
Robin Dowis	Asset Manager
Stacy Huebsch	Finance Manager
Randy Segatto	Attorney
Representatives	Giffin, Winning, Cohen & Bodewes P.C.
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment:

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.

Chairman added that this is a hybrid meeting, with some members and staff attending via Zoom and some in-person. With that, he turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman highlighted the following items from her written report:

- Everything still remains COVID-19
- We are working on finalizing the Continued Operation Plan
- Not publicizing, yet, the date the office will re-open, but potential should be some time in August, 2020
 - We have to make sure we have all PPE items (for staff & clients)
 - Soft open – appointments only, drop-off boxes, and online applications
- Spent time developing the SHA's Care Act budget

- As executive leaders, we are looking at a new normal
- Very busy time—but working to keep our operations safe for the clients and staff
 - At the Hi-rises each floor should have some touchless items in place, but where touchless items are not doable, sanitation stations will be put into place
 - Touchless door switches will be added at the administrative offices
- We are working to bridge digital design with Americall for our family units. At least one year (maybe more) for wi-fi services will be offered to our families
 - We (SHA) will be able to control the usage
 - 75 bandwidths...with families having their own password
 - Cost \$150 up to \$200+ a month based on the higher bandwidth
 - Brandon and Johnson Park will get iPads (as many as we can afford)
- Will have a kiosk set up for testing—coming to the office soon
- Chairman stated his thanks to staff for keeping everything going

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. A copy of her report was emailed to Commissioners Turner and Gass—Turner participated virtually and Gass had a scheduling conflict.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – May 26, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 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)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Melissa stated SHA applied for and was received a grant from IHDA for \$70K. We have been awarded funding from them in the past. This funding gives us a chance to offer services, that also goes along with the housing counseling program. Commissioner Long asked when was the last time this funding was received; and Melissa responded that it was in 2000. She also added that Deborah Lorenc is a certified housing counselor. Commissioner Long then asked when was the closing date on this grant, November? Melissa stated that we are trying to close by July, after the board's approval this evening. Commissioner Long asked if this was standard procedures; and Melissa stated that it was.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 3378: AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$70,743.10

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Stacy stated that these write-offs are the first half for this year. She provided a history of the last 10 years of write-offs that showed that SHA is at 5.67%. An additional form was also included in her packet to the board members that broke down the write-offs by AMP. Most of the charges are due to maintenance and move-out charges, Stacy said. She reminded the board that SHA also uses the Illinois Debt Recovery program to recoup some of these charges. Commissioner Long stated that at least the trend for these dollars are going down. Melissa added that we have doubled our move-ins, since are doors have been closed, from 44 to 80.

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

RESOLUTION NO. 3379: APPROVING A CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF GIFFIN, WINNING, COHEN, AND BODEWES P.C. FOR GENERAL COUNSEL SERVICES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated this new contract goes into effect, after board approval, on July 21, 2020. She stated that there were two separate RFPs for legal services; this one for general counsel and another to deal with personnel matters. The RFP for personnel services will be presented at the next meeting. The review committee for this RFP was Jackie Newman, Melissa Huffstedtler, and Robin Dowis. The law firm for this item have worked with SHA before. Attorney Segatto was on virtually, and Melissa thanked him and his staff for their last three years of service to the Authority.

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

RESOLUTION NO. 3380: AMENDING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REQUIRED BY HOUSING AND URBAN DEVELOPMENT FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Adrienne states that most of the changes to the HCV Plan relate to closure, waivers, and HUD regulation changes to language. Commissioner Long mentioned a change that deals with household composition—he asked how had this been handled previously. Adrienne stated that there shouldn't be any impact. Melissa added that there are small changes—such as adding a baby. This wouldn't require a full reevaluation for the family. Director Newman stated that all changes are sent to our clients via newsletters and the Authority's website.

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

RESOLUTION NO. 3381: AMENDING THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN AND PUBLIC HOUSING LEASE AGREEMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa said that a summary of changes was included in the packet of information on this item. There were some language updates; online applications are being accepted; time to report an income change went from 5 days to 10 days; and that medical/recreational marijuana is excluded. Chairman asked if we were having problems with marijuana. Melissa stated that if it can be proved that what we find in a unit is marijuana, a tenant can be evicted. Chairman stated that he hopes that we are not spending a lot of time on this—but still following all federal regulations. Commissioner Long asked about the section on dogs/pets. Melissa stated that we made a change on the bred; and there is still no restriction on service dogs.

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

RESOLUTION NO. 3382: APPROVING A CONTRACT WITH KONE, INC. FOR ELEVATOR MAINTENANCE SERVICES FOR A CONTRACT PERIOD OF THREE (3) YEARS

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that there was a fee increase to this year's contract. She also added that there was only one vendor response for elevators.

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

RESOLUTION NO. 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

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Adrienne stated that this a renewal of the contract; effective July 1, 2020 – July 31, 2023. The SHA has been a housing counselor agency since 2008. There was a small typo in some of the paperwork submitted to the Board. Changes were made prior to Chairman and Commissioner Long signing, after full-board approval. Commissioner Long asked about the operating fee. Melissa responded that there is a one-time a year charge.

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

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

None.

BOARD COMMENTS

DISCUSSION: Commissioner Long stated that the S8 report looked very good. Melissa responded that a lot of applications are now being received online. Michelle added that some of the improvement is due in part to the new advertising that has been released.

Michelle reported an audit update. She stated that Commissioner Long participated on June 2; no findings were found in this audit; HCV files did have some concerns and are being addressed; and the audit report should be received in a month.

ADJOURNMENT

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

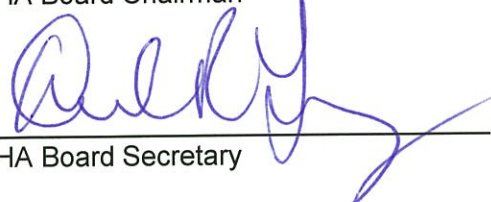
Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

July 27, 2020
Date



SHA Board Secretary

July 27, 2020
Date