

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, August 24, 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: 879 6533 4369

Password: 785845

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting:

<https://us02web.zoom.us/j/87965334369?pwd=akFaTytVT1BBaTdwTWf5dXpvbDQ3dz09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, August 24, 2020 – 5:00 p.m. Please see the agenda below.

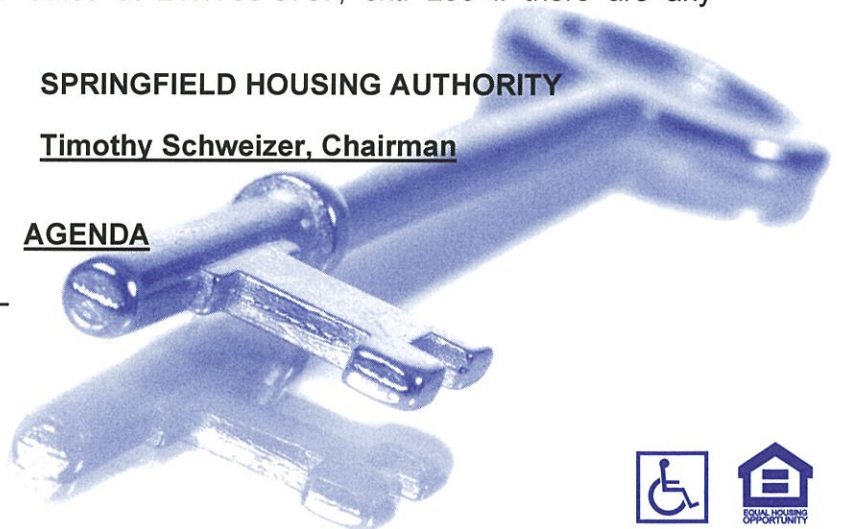
Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

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

- July 27, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3387 – APPROVING THE LEASE AGREEMENT BETWEEN BEAUTICIAN AT THE VILLA AT VINEGAR HILLS AND THE SPRINGFIELD HOUSING AUTHORITY

RESOLUTION #3388 – APPROVING A CONTRACT MODIFICATION FOR IFB 2019-12 WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. TO EXTEND THE CONTRACT TO OCTOBER 1, 2020

RESOLUTION #3389 – APPROVING A CONTRACT WITH HAROLD O'SHEA BUILDERS FOR UPGRADES TO THE LOBBY RECEPTIONIST AREAS OF THE ADMINISTRATIVE AND BRANDON OFFICES IN AN AMOUNT NOT TO EXCEED \$53,662.00 TO PREPARE FOR, RESPOND TO, OR PREVENT COVID-19

RESOLUTION #3390 – 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 AUGUST 31, 2021, WHICHEVER IS APPLICABLE FIRST

VI. RESIDENT COUNCIL REPORTS

VII. PUBLIC COMMENTS

VIII. BOARD COMMENTS

IX. CLOSED SESSION – PERSONNEL

X. OPEN SESSION

XI. ADJOURNMENT

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

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, July 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 5:00 p.m.

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

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Renee Bell	Director of FSS
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of HR
Joe Antonacci	Director of Mod/Development
Adrienne Grover	Director of S8
Robin Dowis	Asset Manager
Darry Jones	Asset Manager
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
Robb Stark	Procurement Specialist

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:

- Transitioning from our offices being closed to a soft opening
 - August 3 – Open community space
 - September 8 – open office to appointment only clients
 - Maintenance staff will begin to go into occupied units
 - Maintenance staff will complete routine work orders

- This soft opening will last until the end of the year
- We have purchased enough PPE items to ensure that staff and visitors will be covered
 - Sneeze guards are in place for staff
 - Michelle and her staff are ordering the kiosk(s)
 - Asset Managers were able to look at the systems to see if they work and are doable for the office
 - Dyna-Touch seems to be the best unit
 - It is used by the military, larger cities, other PHAs, etc.
 - Handicap accessible
 - Has a scanner that will take clients step-by-step to operate
 - Equipped with a printer
 - Has the capability to connect with the offices of child support and social security
 - Our SHA logo will be on the screen
 - There will be a smaller unit in the entryway, that will determine if a person is okay to enter the building; and a larger one in the foyer to handle more of the application process.
 - Both of these units will be in the PH and S8 departments
- She announced that Peoria Housing Authority was successful in receiving a 9% tax award for the Taft project there.
 - There are 3 Phases
 - Phases 1 & 2 are closed, and they are now on their way to Phase 3
 - Taft is a 142-unit multi-family project, that will be demolished and a new project will be developed

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 Commissioner Gass—as he participated virtually.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – June 22, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: Commissioner Long questioned the effective date of Resolution #3379, from the previous board meeting. A revision was made to these minutes to show that the date should have been August 1, 2020 and not July 21, 2020.

Commissioner Long also asked about the legal personnel services, and stated the company's name was Clark Baird Smith. His question was why this particular item didn't come before the board. Michelle responded that the amount of the contract does not exceed the threshold for the Executive Director to sign-off on. She added that the company is out of Chicago. Commissioner Long asked was the selection based on a point system, and Michelle stated that it was and that 95 points went to Clark Baird Smith and 94 to Giffin Winning. Commissioner Long asked if the cost listed included their travel, and Melissa responded that the total amount of the contract covers everything. She also stated that a copy of the completed contract will be submitted to all members of the board.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3384: APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE SPRINGFIELD URBAN LEAGUE (SUL) FOR THE PROPERTY LOCATED AT #9 BRANDON DRIVE

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa stated that this is the annual agreement that has been established between the Springfield Housing Authority and the Springfield Urban League; one-year contract; and there was a hope to increase their rent, but unable to do so with their decrease in funding. They rent this building to reach children for after-school programs. However, without school not being held these past six months due to COVID-19, they still assist twenty-four (24) students in Brandon. With approaching fall and school reopening, the hope is that these numbers will increase.

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

RESOLUTION NO. 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

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Joe and Melissa briefly discussed this item, stating that the 2018 Capital Funds will be used to accomplish these updates. They will start on occupied units first, and do the vacant units if possible. Commissioner Turner asked if something is not finished or incorrectly done, do the contractors come back to make repairs. Melissa responded that some of what's being done is warranted, but what's also to our benefit is that we have a history with this vendor.

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

RESOLUTION NO. 3262B: APPROVING AN EXTENSION TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE PEORIA HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: This is an agreement that's been in effect for close to 3 years, and this is an extension of time. Director Newman asked if the board had any questions. Commissioner Long asked how much longer will this go on. Director Newman responded that the LIHTC application was approved last Friday and they would like to help them get to the finish line. She assured the board, that SHA is not being neglected. Commissioner

Long asked if half of the Director's and Deputy Director's time is spent between the two housing authorities. Melissa responded that you could look at it that way, if we were working a normal 40-hour week, but we are working more of 60-70 hours per week. Commissioner Long then asked about the \$7,000.00 that was paid out to the two of them for travel. Director Newman stated that this amount is mileage only. Michelle stated that the Director and Deputy Director are compensated at time and half for their hours. Commissioner Long stated that out what is paid to the SHA by the PHA (\$220K)—that these funds go into the COCC account. Michelle stated that that is true and those dollars either go into reserves or used on improvements. Commissioner Long then asked does the PHA plan on hiring a ED. Director Newman stated HUD wants us to get them over this hurdle. William Dawson, of HUD, state that, 'They're appreciative of us doing this, as they don't have the capacity to take them over—as a troubled housing authority.' The Standard Operating Procedures (SOPs) are being updated; a committee formed, but we want to help them over the hump. Melissa added that she and Director want to do this right, not just for themselves, but for SHA's name. Director added that when we first started working with PHA they had 12 audit findings, and they are now down to one. Chairman added that SHA is our priority, but as proud US citizens something has to be done with Taft (a development of Peoria Housing Authority), and HUD says they need us to stay. Melissa said that this is a \$45M project that's about to be developed. Director Newman stated again, that if she felt SHA was being neglected, she wouldn't ask their consideration on this.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESOLUTION NO. 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

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Director Newman stated that SHA was approached by UIS to participate in this opportunity zone, to determine if it's really working...and to see what's really going on. This will be facilitated at the SHA and PHA. UIS will receive a grant to collect this data. Commissioner Long asked what data is being collected. Melissa responded that they are looking at race, ethnicity, location, and what does it look like for clients on the HCV program. This study is being overseen by three professors at the University. Commissioner Long asked where did the grant come from and the amount. Melissa stated that the grant was given to the University, so the dollar amount and who the grant comes from would be information for the university, and not SHA. Director reminded the board that this is the university that she is attending for their doctoral program in public administration.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

Chairman made a comment to Randy Segatto and his staff, as this was his last meeting—thanking them for their service and great work they provided the SHA.

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

August 24, 2020
Date



SHA Board Secretary

August 24, 2020
Date