

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

**REGULAR MEETING  
MONDAY, SEPTEMBER 28, 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: 837 3388 8134

Password: 103028

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting:

<https://us02web.zoom.us/j/83733888134?pwd=dXVvV0hvc2FWdzREbThBNHlkMUgwUT09>

**The public is welcome to attend electronically via Zoom**

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, September 28, 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

- August 24, 2020

V. RESOLUTIONS AND BOARD ACTION

**RESOLUTION #3391** – APPROVING BUDGET REVISION #1 OF THE CONVENTIONAL HOUSING AMP PROGRAM OPERATING BUDGET OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

**RESOLUTION #3392** – APPROVING THE PURCHASE OF EIGHT (8) SELF-SERVICE KIOSKS FROM DYNATOUCH IN AN AMOUNT NOT TO EXCEED \$410,000.00

**RESOLUTION #3393** – APPROVAL OF REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY'S FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

**RESOLUTION #3394** – APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE-OUT FOR THE 2016 REPLACEMENT HOUSING FACTOR GRANT (IL06R004502-16) IN THE AMOUNT OF \$98,180.00

**RESOLUTION #3395** – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PHA PLAN: A FIVE-YEAR PLAN FOR FISCAL YEARS 2021-2025 AND ANNUAL PLAN FOR FISCAL YEAR 2021 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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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*Handwritten signature and date: bob 9/18/20*

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- VII. PUBLIC COMMENTS
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**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, AUGUST 24, 2020 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, August 24, 2020 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Due to the COVID-19 pandemic, this meeting was also 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
Renee Bell	Director of Family Self-Sufficiency
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of Human Resources
Adrienne Grover	Director of Housing Choice Voucher
Robin Dowis	Asset Manager
Darry Jones	Asset Manager
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
Jessica Watson	Contract Administrator
Beck Stehman	Asset Manager
Tamiko Bilbro	HCV Manager
David Herman	Attorney
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 stated her written report stands as submitted, but highlighted the following items:

- The last time she reported we were going to fully transition to a soft re-opening on September 8. That soft-opening is now a partial re-opening.
- Before you tonight is a resolution to do some renovations and an adjustment to some of our common spaces, so we can accommodate this re-opening in September. This soft-opening will only affect the inspections and maintenance operations. Allowing those staff to enter occupied units by appointment only, and observing (of course) the social distancing and proper PPE.
  - Once the renovation has been completed, here at the main office and at Brandon, then we will move to appointments at those places--we're thinking mid-October. An update will be provided once we have a firmer timeline from O'Shea.
- Final note—I'm not sure if any commissioner registered for the regional conference with NCRC. That begins tomorrow and we are really looking forward to hosting (ILNAHRO chapter) this conference virtually; and we are anticipating a really good turnout.

### **APPROVAL OF PAST MEETING MINUTES**

Regular Meeting – June 22, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

**DISCUSSION:** Commissioner Long pointed out some typographical errors. The minutes were agreed upon with these errors being corrected.

Commissioner Gass stated that he had talked to the Director Newman about this, that we don't have a note that the Resident member resigned and that this position is open on the board. He further asked if we accepted her resignation, to which Director Newman responded that we did receive it. Director further stated that Brenda was going back to review the minutes to see when was the last meeting that this would have been discussed. Brenda responded that she did go back through the minutes, and February 2020 was the last meeting that Commissioner Robinson (Resident Commissioner) attended. There was no discussion of her resignation. Melissa stated that the Chairman and the Mayor's office were notified, that is our normal procedure. Melissa continued that our Board does not accept resignations from the commissioners, because they are not appointed by the SHA. The Mayor's office and the city council make these appointments. So, Chairman could, as a matter of record, state that she has resigned as of such-and-such

date, but Commissioners would not vote on accepting that resignation because our board members are not approved by our board. Commissioner Gass asked, 'So, this is not even the board's authority?' Melissa agreed and Commissioner Gass stated that makes sense.

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

### **RESOLUTIONS AND BOARD ACTION**

#### **RESOLUTION NO. 3387: APPROVING THE LEASE AGREEMENT BETWEEN BEAUTICIAN AT THE VILLAS A VINEGAR HILL AND THE SPRINGFIELD HOUSING AUTHORITY**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Robin stated that the beautician at this location will be Wayne Dunwoody. Mr. Dunwoody was in this position about six months ago. He had taken another job, but found that he didn't care for the new position/location. He asked if he could return to the Villas' beauty shop. Everyone was happy with him when he was there. So of course, we said yes because this area has been sitting vacant since COVID. With your approval, we would like to open it back up, when Director Newman says it's good to go, and let him take over again. We're also going to put an extra beautician in there, two spots are available at this location. So, there should be another resolution coming for that later.

Commissioner Gass asked if that's a net-sum deal, where they are just authorized to use the chair. Robin says we lease the space to him, so he would pay rent. He has reduced charges for our residents and they would pay him for his services. He also has his own clientele who comes to the shop. Commissioner Long asked if beauty shops aren't open now. Robin stated that they were, but ours isn't yet. Commissioner Long asked if we planned to be opening them soon. Director Newman responded that we have been talking about opening in August, so, yes; but we are following what the State of Illinois guidelines. Commissioner Long clarified his question by saying he was just trying to determine if the shops in our developments were treated the same as those in the state. He then asked, when do we plan on opening it. Robin stated that it can now be opened, we just didn't have anyone to operate it until after the presentation of this resolution tonight. We just left it empty after COVID. But the shop in the other hi-rise is open and operating.

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

#### **RESOLUTION NO. 3388: APPROVING A CONTRACT MODIFICATION FOR IFB 2019-12 WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. TO EXTEND THE CONTRACT TO OCTOBER 1, 2020**



MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Jessica stated that this contract was set to end on July 31, 2020. We had enough unused dollars, that we could update one more unit, which we identified as 64 Brandon. We are requesting that the contract be extended through October 1, 2020. If it is approved tonight, I will send an offline letter to HUD so that this unit will not count against our 100% occupancy. Commissioner Long asked if the only thing that's changing is the date? Jessica responded yes, that's it. Melissa added that it was a "not to exceed contract", and we had funds available to complete this one more unit, and wanted to get it done.

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

**RESOLUTION NO. 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 TO EXCEED \$53,662.00 TO PREPARE FOR, RESPOND TO, OR PREVENT COVID-19**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Chairman stated that Director Newman referenced this resolution earlier. He asked Melissa if she had this. She responded that she did and stated that we have been looking at ways that we can provide services and open back up to the public. In two instances, we did require some upgrades to prepare, prevent, or respond to COVID-19. We had specific dollars set-aside to engage in these types of activities and the two sites we are looking at are the Administrative office lobby at 200; and the Brandon office located in Brandon Drive. Attached to this item was the O'Shea proposal, with a drawing for the Brandon site, and the detail of work that will happen at both sites. She asked if there were any questions. Commissioner Long said he thinks that they are going to follow Joe's drawings. Melissa stated that Joe did do some drawings; he walked through the Brandon property with O'Shea. Currently, it is a duplex, with a management's office on one side and security services on the other side. This project will allow us to open that up on the first floor (both sides) which will allow for a waiting area for our clients. Then we would have a private space to meet with them in the management office. O'Shea had provided one proposal and then when we viewed the site, we asked them to do something a little different than what was initially proposed. So, Joe went ahead and sketched out the dimensions, so they would know square footage of the work we were proposing. Commissioner Long asked if they are going to go by those sketches? Melissa agreed that they were. Commissioner Long asked what are we doing here (at 200). Melissa responded that we are upgrading the front desk area. We will take out the cabinetry, it will be more ADA accessible—right now the height of the counter doesn't allow us to serve those people who are in wheelchairs or are mobility-impaired. We will also freshen-up behind the desk as well. Commissioner Long stated that this is not all COVID related. Melissa stated that almost all of what's to be done



relates to COVID. Commissioner Long stated that what she just described is not all COVID related, which is good. He then asked, what are we going to do that will help with COVID. Melissa stated that the lobby will have spacing, a barrier will be added between the public that are coming in the lobby and the front desk area; and space for the kiosk(s). Commissioner Gass added that the ceilings are going up higher too, which will help.

Commissioner Long said that most of the procurements have a letter that shows they were reviewed by legal; and asked if this was reviewed by our legal staff. Melissa said that this was an emergency purchase since it was related to the CARES Act and Coronavirus, we only solicited one proposal. Legal will review the contract before it is executed. But we sought and received one bid in accordance with our procurement policy for emergency purchases.

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

**RESOLUTION NO. 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**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Jessica stated on that August 4, we publicly posted on our eProcurement site our vacant painting bid. We had 587 vendors, but only 19 who downloaded it, and one offer that was received within the timeframe that was given. We did receive one offer after the due date, that is neither here-nor-there. We had our attorney review the paperwork and they found some minor bid irregularities, which are important to settle-up during contract signing. She stated that she will make sure that the forms are properly executed and everything attended to. Commissioner Long asked if vendor is our current painters. Jessica responded that they are. She further stated that she would like to reach out to other companies in the area, during the next bid, to get some more local folk interested. Commissioner Long stated that would be good, as it's been a while since we've more than one vendor bidding. Melissa added that she believes that this environment, COVID-19, has posed some challenges for contracting. Which means less people are interested in work right now. Vendors are having a hard time with their workforce. Commissioner Long said he agrees with that, but with other bids we've only had one bid. Melissa said this is true, but even more so during this particular time there have been more challenges. Jessica added that, going along with what Melissa stated, Petersburg Powerwashing was going to bid, but had staffing problems. Commissioner Long stated that Jennings' price does seem to be reasonable. Melissa stated that in the past three years we have had other vendors that we have contracted with, but had to end their contracts because they couldn't keep up with the workload/demand we have.

\*\*Zoom connection was lost briefly, so there was a pause in the meeting as staff worked to get it restored. Conversation ensued during this lull regarding the moratorium, and how some of

SHA's clients who have not been able to pay their rent. Discussion about providers that are helping these and others with past due rents such as IHDA, State government, Urban League, and others who have received funding dollars to help with rent and mortgage payments during these times.

\*\*The Zoom connection was restored, and the vote was taken for this resolution.

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

### **RESIDENT COUNCIL REPORTS**

None.

### **PUBLIC COMMENTS**

None.

### **BOARD COMMENTS**

None.

### **MOTION TO GO INTO CLOSE SESSION**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** None.

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

### **MOTION TO GO BACK TO OPEN SESSION**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** None.

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

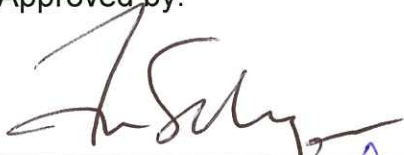
### **ADJOURNMENT**



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

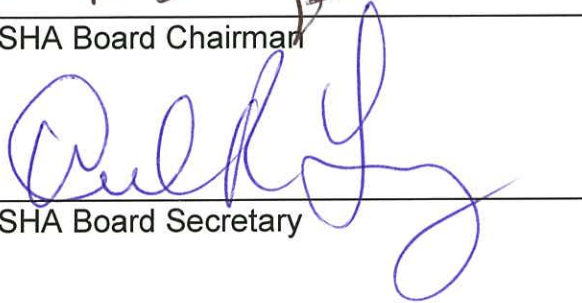
Minutes Respectfully Submitted By:  
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

September 28, 2020  
Date



SHA Board Secretary

September 28, 2020  
Date