

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

**REGULAR MEETING
MONDAY, OCTOBER 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: : 838 0400 8523

Password: 575401

Dial in: 1 312 626 6799 US (Chicago)

Link to meeting: <https://us02web.zoom.us/j/83804008523?pwd=bHBieGxJK25xZTcxMEJmUjdsQWZwQT09>

The public is welcome to attend electronically via Zoom

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, October 26, 2020 – 5:00 p.m. Please see the agenda below.

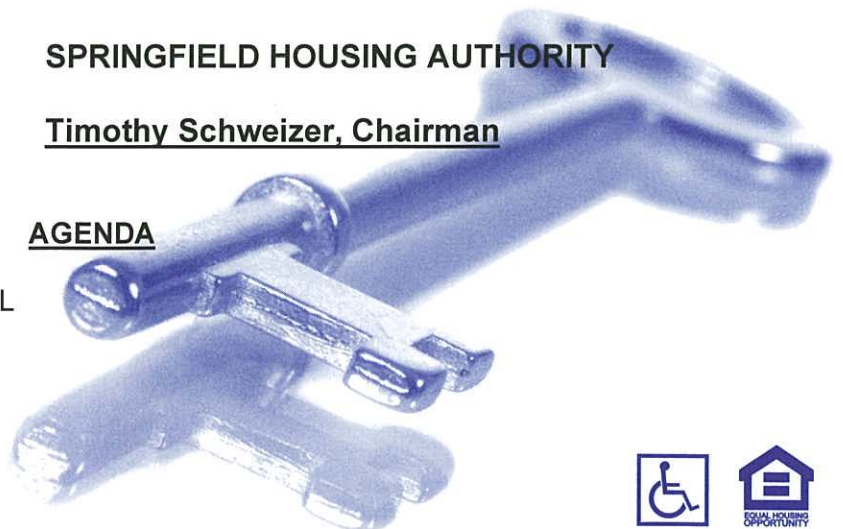
Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

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

- September 28, 2020

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION #3396 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR HOUSING CHOICE VOUCHERS FOR RESIDENT PURCHASED UTILITIES

RESOLUTION #3397 – APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE-OUT FOR THE 2017 CAPITAL FUND PROGRAM GRANT (IL06P004501-17) IN THE AMOUNT OF \$1,290,868.00

RESOLUTION #3398 – APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF AMP 3 HVAC, DOMESTIC WATER PUMPS, AND BOILER UPGRADES NOT TO EXCEED THE CONTRACT AMOUNT OF \$311,000.00

RESOLUTION #3399 – APPROVING A CONTRACT WITH TRIPLE A ASBESTOS SERVICES, INC. FOR THE PURPOSE OF VACANT UNIT PAINTING NOT TO EXCEED BLANKET CONTRACT AMOUNT OF \$130,000.00

RESOLUTION #3400 – APPROVING THE LEASE AGREEMENT BETWEEN THE BEAUTICIAN AT THE VILLAS AT VINEGAR HILL AND THE SPRINGFIELD HOUSING AUTHORITY

RESOLUTION #3401 – APPROVING THE CABLING OF BONANSINGA AND HILDEBRANDT TO AMERICALL TO PROVIDE FREE WIFI TO RESIDENTS IN AN AMOUNT NOT TO EXCEED \$75,000.00

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

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
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- VI. RESIDENT COUNCIL REPORTS
- VII. PUBLIC COMMENTS
- VIII. BOARD COMMENTS
- IX. CLOSED SESSION – PERSONNEL
- X. OPEN SESSION
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**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 28, 2020 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, September 28, 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
Joe Antonacci	Director of Mod/Development
Adrienne Grover	Director of Housing Choice Voucher
Darryl Jones	Asset Manager
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
Tamiko Bilbro	HCV Manager
David Herman	Attorney
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment:

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Chairman 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:

- September 30 is the HUD push for PHAs to reach 100% occupancy.
 - Springfield Housing Authority (SHA) reached 99% this year, with one vacant unit.
 - 98% issuance of our HCV, which we have not done in a long time. She wanted to bring awareness of this to the board.
 - She offered her thanks to Adrienne, Tamiko, and their crew for the hard work in getting clients processed for the HCV Program.
- The week of September 8th was the start of SHA's soft re-opening
 - This includes inspections and maintenance completing work orders in occupied units.
 - HUD/REAC are scheduled for their inspections soon, and we are preparing for them.
- Work at Brandon for the reconfiguration of the offices will begin this week, in order to begin to receive clients on an appointment-nature. Director stated that Joe and crew are working with O'Shea to start this process; and just wanted to provide the board with an update. Work at 200 will begin the following week.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – August 24, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3391: APPROVING BUDGET REVISIONS #1 OF THE CONVENTIONAL HOUSING AMP PROGRAM OPERATING BUDGET OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle stated that over the last 13 years there has not been a budget revision, but who could've budgeted for a pandemic, which started March 16th. One of the things that she

wants to do is just the normal clean-up of items, ensuring that we are within HUD guidelines and that expenditures don't exceed what has been budgeted. She then discussed the budget form that was submitted to the board prior to the meeting. Things that were highlighted in this budget, are those things that have changed since the initial budget was completed. Most of those changes occurred in AMPs 1 and 2. She explained the breakdown of the additional dollars that are now coming from the CARES Act, and how these funds will be distributed to complete or enhance services in each AMP. Commissioner Long noted a decrease in rental income. Michelle responded that this was due to the loss of jobs for the clients and vacancies. Commissioner Long asked what the category 'miscellaneous charges' covered. Michelle stated that this was for turning over vacant units. Commissioner Long asked how the bed bug situation was in AMP 3; and Michelle stated the occurrences have gone down.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3392: APPROVING THE PURCHASE OF EIGHT (8) SELF-SERVICE KIOSKS FROM DYNATOUCH IN AN AMOUNT NOT TO EXCEED \$410,000.00

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle stated that March 16, 2020 has brought a lot of challenges to PHAs, operationally, across the country. With COVID-19, things are gearing more towards touchless features. DynaTouch is the vendor we are seeking approval on this evening. This company is already in housing authorities across the nation. Missouri is getting ready to do the same thing that we are working on; however, New York, Florida, Pennsylvania are already using DynaTouch. Some businesses that are also using this company include, but not limited to, the U.S. Post Office, the Social Security Administration, and military bases. We were very pleased with the virtual presentation that they did for us; and it showed that the unit is very programmable for all our programs and services, including links to outside services. Chairman asked about the support that will be provided for this equipment. Michelle responded that they (DynaTouch) would be available 24/7, the units will be hardwired (allowing instant changes, without charge), they carry a 5-year warranty, are handicap accessible, someone will be sent to our offices to get us connected and train staff how to operate the machines, the units will work with our current IT (NOVANIS), and the units are compatible with the PHAWeb programs that we currently use.

Chairman then asked if the managers were able to try it. Michelle stated that the presentation was virtual, but the asset managers did review that. Chairman then asked if this a process that even our elder population would be comfortable in operating. Melissa responded that our elders should be familiar with this type of equipment as they are the same that are used in doctors' offices, social security office, etc.; but added that staff will be available at each site if assistance is needed. Is this something we would have done without the CARES Act dollars, Chairman asked. Michelle responded that this is something that we have been talking about for several years, COVID just pushed us. Director Newman agreed with Michelle's response.

Commissioner Gass stated BioMetric Laws—will this be a legal problem with this equipment (as it relates to fingerprinting and face identification). Attorney Herman stated that it could be, based on information that's collected. Michelle stated that we won't be doing face-recognition or fingerprinting on these machines. Commissioner Long asked if there is a custom software that it will be using. Michelle reiterated that this equipment will use our PHAWeb software, and we won't need anything customized. But also added, that this is all new to us. Commissioner Long asked if housing applications can be completed using this machine. Melissa responded that it could and reminded the board that we are currently taking electronic applications. Michelle stated that the equipment will be connected to the televisions located in the PH and HCV lobbies. When a person signs in, the television will show their first and last name on the screen. Chairman asked when will the equipment be installed. Michelle stated that once the board approves, then it will take 6-8 weeks for them to be delivered. Chairman asked that the board be advised when they are ready to go, they would be interested in seeing them and how they operate. Michelle added that on September 10, 2020, a letter went out to all of our tenants to tell them of the free wi-fi and tablets that we are offering, in efforts to help bridge the digital divide for our clients.

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

RESOLUTION NO. 3393: APPROVAL OF REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY'S FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Renee spoke on this item, stating that all changes begin with HUD. In this particular instance, HUD has decided to remove the 120-day rule, which means that the restriction that was in place for clients to have some type of activity, within in this timeframe, on the HCV or Public Housing side to be able to participate in the FSS program has been removed. She stated that with the COVID-19 funding, the FSS department has been able to offer two workshops monthly that will focus on helping our clients to become aware of managing finances, long- and short-term; along with the basics of banking and improving credit ratings.

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

RESOLUTION NO. 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

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Melissa stated these RHF funds were used for the Villas at Vinegar Hill, and are funds that can be used for development. They are now fully expended, and we ready submit the close-out to HUD, with the board approval. Commissioner Long asked if this was a 5-year program. Melissa responded that HUD allows RHF funds to be accumulated which can extend the obligation and expenditure date...that can't be done with Capital funds...as sometimes development can take longer than 2-4 years. Chairman asked if there were any other RHF monies besides this one. Melissa stated that the RHF program funding is based on units being demolished, the PHAs then receive funding on those units. Now they do it through Capital Funding, called 'Phase-Down Funding', which the PHAs receive funding for a couple of years. You can do development with those funds, or regular capital items with it. So, more flexibility came with these RHF funds. Chairman stated, 'so, this is the close-out of the close-out?' To which Melissa laughed and agreed that this is very last increment of the RHF program.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESOLUTION NO. 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

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Melissa stated that this is our 2021 plan, that is based on funds that we received in 2020 and we project-out capital work items with any other work items and improvements here at SHA. It shows how the funds will be spent and appropriated once we are awarded. The second set of documents is our 5-year plan for each of the AMPs. What is essential is that if an item is not included in this Plan, we can't use Capital Funds to do any of the work. If it was something that was planned within 5-years, and it becomes an emergent now, we can pull those funds and do the work item. Asset Managers and Building Maintainers work to pull these items into the Plan; and Joe along with the Engineers will look at the highest priorities within this timeframe.

Chairman asked how many PTECHs are done within a year. Melissa stated they are updated every 3-5years. Commissioner Gass asked what is the normal life span, and Joe responded approximately 10 years. Commissioner Long asked what is the funding. Melissa stated that SHA may receive approximately \$1.2M. Director Newman added that this is based on an October 2020 submission.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass

VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

None.

BOARD COMMENTS

Commissioner Gass asked if the Madison Park Place residents have expressed any concerns with "Tent City". Director Newman responded that she has been in contact with the Mayor's office and Continuum of Care. Also stating that we have been very active at the table as the work continues towards a long-term solution(s).

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

October 26, 2020
Date



SHA Board Secretary

October 26, 2020
Date