

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, DECEMBER 14, 2020 - 5:14 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, December 14, 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 5:14 p.m.

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

Staff Present:

Jackie Newman	Executive Director
Michelle Sergent	Director of Finance
Renee Bell	Director of FSS
Wendy Mendenhall	Director of Human Resources
Joe Antonacci	Director of Mod/Development
Adrienne Grover	Director of Section 8
Robin Dowis	Asset Manager
Darryl Jones	Asset Manager
Becky Stehman	Asset Manager
Stacy Huebsch	Finance Manager
Karen Cliburn	Budget Manager
David Herman	Giffin (Attorney)
Samantha Bobor	Giffin (Attorney)
Jessica Watson	Contract Administrator
Tamiko Bilbro	HCV Manager
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 turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated her written report (submitted to the Board via email) stands as submitted, as the agenda is long for this evening.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 26, 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. 3402: AUTHORIZING THE SALE OF 101 NORTH 14TH STREET, SPRINGFIELD, ILLINOIS, A GENESIS PLACE HOMEOWNERSHIP UNIT, TO NYREE BREWER IN THE AMOUNT OF \$90,000.00

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Renee stated that she previously polled the Board prior to the meeting, and all was in agreement. What's being presented this evening is the finalization of this item.

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

VOTES AGAINST: None

RESOLUTION NO. 3403: ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Adrienne stated that a study is completed each year on the costs of utilities. The information given to the Board this evening is for the charges for 2021. Commissioner Long asked if these changes reduce the amount of rent that our clients have to pay. Adrienne stated that it does, as these utility charges are deducted after the total rent has been calculated.

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

RESOLUTION NO. 3404: APPROVING THE 2021 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that this schedule was posted for 30-days, in all sites, were our clients could review. Pertinent SHA were asked to review this schedule and to look at and check the cost of materials, to see if there were any changes. Once approved by the Board, this new scheduled will go into effect January 1, 2021. These charges are based on tenant damages, and not basic wear-and-tear within a unit.

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

RESOLUTION NO. 3405: APPROVING A CONTRACT FOR THE PURPOSE OF ROOF REPLACEMENT AT THE TWO WEST LOCATIONS OF THE ROOF OF THE ADMINISTRATIVE OFFICE LOCATED AT 200 NORTH ELEVENTH STREET, NOT TO EXCEED THE CONTRACT AMOUNT OF \$86,990.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Joe stated that this roof replacement covers both the new and older side of the administrative office located at 200 North 11th Street. The contractor will remove the existing roof and mechanically fasten a ½" insulation board to the roof. All cooper edging (which is the property of the SHA) will be removed and replaced. Once approval from the Board has been received, work can begin within a week or so, with weather permitting. It should take approximately 2-3 weeks to complete the project. Commissioner Long asked about E. L. Pruitt and Myers Roofing. Joe responded that the company is one-in-the same, as Roofing Associates, LLC is the combining of the two companies. Commissioner Long asked had we spoken with other vendors; and Joe responded that this is the company who is most familiar with these concerns as they have been called numerous times to temporarily repair leaks.

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

RESOLUTION NO. 3406: AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$26,673.15

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Stacy stated that this is the second-half of the write-offs for this year. Because of COVID and the moratorium, the amount is low and we should see increases when this item comes before the Board next year. She added that the reports attached to this item show the history of write-offs for the last ten years, the bi-annual amounts, and the breakdown of these write-offs presented this evening. The final attachment shows the funds that have been collected from the "Illinois Debt Recovery" program.

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

RESOLUTION NO. 3407: APPROVING AN AGREEMENT WITH CHICAGO REGIONAL COUNCIL OF CARPENTERS ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated that this is based on the existing contract, offering a 2.75% increase that would begin on January 8, 2021. Last year some of the staff (3 employees) were over the maximum dollar amount for their position. Instead of giving them an increase, a 1-time bonus was given. Commissioner Gass asked if this increase for next year is based on prevailing wages. Wendy stated that new salary ranges for each staff were established last year; and this increase is based on wage-opener discussions with the unions. Commissioner Long asked were did this 2.75% come from, what is it based on? Wendy responded that this is the amount that was negotiated, based on them being essential works. Commissioner Long asked if everyone gets this percentage of increase; to which Wendy stated that the amount is based on each union and the amount that is negotiated.

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

RESOLUTION NO. 3408: APPROVING A BONUS WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Long

DISCUSSION: Wendy stated the contract for this union calls for a wage reopener. Currently we have one Journeyman painter and one job vacancy. The Journeyman's salary is currently over the maximum amount, and we are seeking approval from the Board for a 1-time bonus that will not affect his salary.

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

RESOLUTION NO. 3409: APPROVING THE HCV 5-YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$968,000.00 FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle reported that the SHA currently has one hundred and seventy-seven (177) vouchers that are for the disabled elderly and non-elderly. Last year an additional twenty-four (24) vouchers were added; and 90% of the vouchers are being utilized. As far as funding, we are expecting \$24K for next year and we have \$114K in reserves. Commissioner Long asked was a specific agency used to help distribute these vouchers. Adrienne responded that no to his question. However, she added, that these vouchers are being distributed quickly. As they had previously issued fifteen (15) of them and are working on issuing another fifteen (15) shortly.

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

RESOLUTION NO. 3410: APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$15,292,000.00 FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated the SHA is expected to receive \$13.8M for 2021. She reminded the Board that its best to obligate all funds each year, as it plays a part in the funding for the upcoming year. An increase went into effect this year for the rents charged for HCV; adding, that this has not been done in quite a while. The SHA also has \$12K additional in reserves. Commissioner Long asked if the porting has slowed down. Director responded that porting is still happening, for those that have resided here for one-year; but not as much since COVID.

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

RESOLUTION NO. 3411: APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that there has not been a lot of change where income has been generated this year. She gave the Board details of items upcoming for repairs and replacement at the Administrative office; and explained the use and benefits of the changes (if any) that were listed in the budget. Commissioner Gass asked if microphones for the Board meetings could be added; as some virtual meetings, conversations are not always audible. There were some technical difficulties in setting up the meeting this evening, that will be resolved and allow for better reception at the next meeting—should it be held virtually.

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

RESOLUTION NO. 3412: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle reported that the benefits that were covered in this item are specific to Genesis Place. She noted that that was 1.4% decrease in the premium for this property.

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

RESOLUTION NO. 3413: APPROVING PROPERTY GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLAS AT VINEGAR HILL FOR 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated that there wasn't any increases on this property's premiums and an increase in the loss limit. AHRMA sends inspectors yearly to evaluate the properties. She also added that we did sustain a fire a year ago, which may have had an impact on the premiums for 2021.

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

RESOLUTION NO. 3414: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle stated in 2020 AHRMA was on site and evaluated the property and increased the value to \$88.3M. There have not been a lot of claims, and the premiums only went up \$6,800.00 from last year.

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

RESOLUTION NO. 3415: APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle reported that there were no changes for this item. They are still insuring us for thirty-two (32) vehicles.

VOTES IN FAVOR: Schweizer, Long, and Turner
VOTES AGAINST: No response was given from Commissioner Gass

RESOLUTION NO. 3416: APPROVING WORKER'S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: An increase of \$5.118 on each \$100.00 was received, due to an increase on previous claims, Michelle stated. The current premium is set at \$149,607.00. Commissioner Long asked if there were more or less claims in 2020. Michelle responded that they were lower in 2019 and increased in 2020. SHA received an additional COVID stipend of \$2,303.00; and looks to receive a safety award amount of \$14,327.00.

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

RESOLUTION NO. 3417: APPROVING A LOAN RENEWAL IN THE AMOUNT OF \$529,582.90 WITH ILLINOIS NATIONAL BANK FOR THE ADMINISTRATIVE OFFICE EXPANSION AT 200 NORTH 11TH STREET

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: These funds were used for the Administrative Office expansion, Michelle commented. The initial amount borrowed was \$650K and the current amount now due is \$529,582.90, with a decreased renewal rate. We will renew this loan again in five years.

VOTES IN FAVOR: Schweizer, Long, and Turner
VOTES AGAINST: Commissioner voted to "Abstain"

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, Turner and Gass
VOTES AGAINST: None

ADJOURNMENT

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

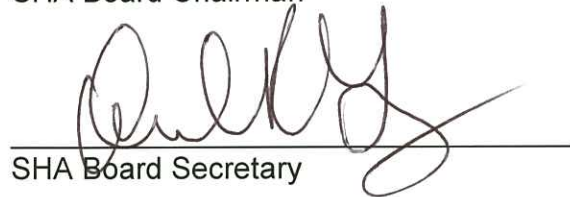
Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

January 25, 2021
Date



SHA Board Secretary

January 25, 2021
Date