

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, JANUARY 25, 2021 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, January 25, 2021 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 5:05 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
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
Jessica Watson	Contract Administrator
Tamiko Bilbro	HCV Manager
Kelly Johnston	ROSS Coordinator
David Herman	Giffin (Attorney)
Samantha Bobor	Giffin (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 turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman wished everyone a Happy New Year! She then spoke of the 2020 accomplishments:

- 99% occupancy rate (1 vacant unit)
- HCV new missions, interim and recertifications. A special thanks to Adrienne, Tamiko and all HCV staff for their continued efforts during these unprecedented times
- FSS added 52 new families, disbursed \$78K in payments on escrow accounts, and with CARES Act dollars were allowed to make other improvements
- There have been updated transition plans, which has potentially has us looking at March 1, 2021 as time for a soft reopening with our clients, by appointments only
- Maintenance staff are now working in units
- We are also looking at Affordable Housing Redevelopment
 - Expansion and preservation through acquisition and new development for seniors and our Brandon Drive development
 - We were not successful at receiving Tax Credit dollars, because of the current market conditions. We will begin to work with CCC on other options and projects
- We also celebrated a retirement—Mike Moore, who has been with the agency for 37-years, retired last Friday

With that, Director Newman stated her written report (submitted to the Board via email) stands as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – December 14, 2020

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Long

DISCUSSION: Commissioner Gass stated that the Residential Commissioner appointment hasn't been resolved and requested that correspondence be forwarded from the Chairman of this Board and the representative from the City of what that direction is. Chairman stated that this vacancy has been reported. Commissioner Gass asked if there was a legal opinion on this. Commissioner Long asked Commissioner Gass what kind of legal opinion was he looking for. Commissioner Gass stated whether if appointments are made by the Mayor's office or if it should go before a subcommittee; and how the position is filled. Commissioner Long asked who would make these appointments besides the Mayor. Commissioner Gass stated that at one point he had heard that these appointments were made through the residential subcommittees. Attorney Herman stated that if Commissioner Gass would submit whatever he's got to him via email to Director Newman (due to client/attorney privilege), she can forward to him and they will render

an opinion on this. He added that they would take into consideration what has been said tonight in order to satisfy his concerns. Commissioner Gass asked, are we asking whether the Mayor appoints, and what will be the legal opinion you will render. Attorney Herman stated that he believes the question that Commissioner Gass is asking is what is the proper procedure/protocol utilized by the Springfield Housing Authority to appoint members when there is a vacancy on the Board of Commissioners. Commissioner Gass stated to Chairman that we need to be very careful that we are not disenfranchising.

VOTES IN FAVOR: Schweizer, Long, and Turner

VOTES AGAINST: Gass

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3418: APPROVING A CONTRACT MODIFICATION WITH AMERICAN PEST CONTROL FOR PEST CONTROL SERVICES IN ADDITION OF FIFTEEN THOUSAND DOLLARS (\$15,000.00) THROUGH APRIL 30, 2021

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: Michelle reported that an excel sheet with cost-to-date information was provided to the Board, as part of the board packet. Within this information it shows that: cost remained steady, bed bug abatement (when we were not able to go into units) is part of these cost increases; and this additional amount being requested in this item is needed due to this abatement, to finish the contract. Commissioner Long asked why this was needed, as he thought we had this under control. Michelle stated that while we have not been able to enter units for inspections, the bed bug situation at Hildebrandt now has a large infestation. Commissioner Long asked how many units were affected by this infestation. Michelle stated she doesn't have an exact number, but at least one-third (1/3) the building has been affected (approximately 50 units), with a total of 151 units in the building. Melissa added that at least four times a year, units are inspected so that we can curtail these types of concerns. However, since COVID, it was September 2020 when these units were last inspected and tents haven't been self-reporting. Commissioner Long asked what the cost is to treat each unit and what method is currently being used. Michelle responded that during treating, the unit that's infested is treated; but all the surrounding units around the infestation are also treated. If you will look at the spreadsheet you will see that the amounts are consistent with what was in the contract. We have been doing well with bed bugs until COVID hit. Michelle stated that it would be hard to give a specific price, because there are things to consider if it's a 1- or 2-bedroom unit, and if others would also be needed to be treated. The method of treatment is chemical.

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

VOTES AGAINST: None

RESOLUTION NO. 3419: APPROVING A FIVE (5) YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION #399

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated that this is the last wage re-opener with the unions for the year; however, reminding the Board that this a 5-year contract. She stated that during these discussions it was determined and agreed that Engineer A and B would receive a one-time 2.5% bonus, though Engineer A has the longer tenure with SHA. Everything else would remain the same. The memo that was a part of the resolution submission reflects all changes. Commissioner Long asked why a bonus. Wendy responded that a one-time bonus would not affect their salary, as these employees are already over their maximum salary range levels.

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

RESIDENT COUNCIL REPORTS

None.

PUBLIC COMMENTS

Michelle stated that the independent auditors will be in the office the first week of February to audit Lincolnwood Estates and Villas at Vinegar Hill. They will then return in April to audit the whole of SHA.

BOARD COMMENTS

Commissioner Gass stated that he had tried previously to get several items on the agenda, in order to vote yes or no by the committee members, but has not been successful. One of the items that he would like to discuss, vote on and have on record is:

- That the PHA must copy all billable compensation/expense statements/vouchers to SHA Board that involve SHA employees.
- Renters/residents of 424 North 4th Street, died due to fire. Do we have residents that live there?
 - Melissa responded that this is the Near North Village and they are not funded through the SHA, they have their own funding.

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

February 22, 2021
Date



SHA Board Secretary

February 22, 2021
Date