

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, APRIL 26, 2021 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, April 26, 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 (in-person)  
Commissioner Dan Long (in-person)  
Commissioner Luckist Turner (virtual)  
Commissioner William Gass (in-person)

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/Dev
Adrienne Grover	Director of HCV
Robin Dowis	Asset Manager
Darryl Jones	Asset Manager
Becky Stehman	Asset Manager
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
David Herman	Attorney
Samantha Bobor	Attorney
Tamiko Bilbro	HCV Manager
Jonathan Schienschang	Construction Manager
Dean Olson	Reporter for SJ-R
Brenda Bruner	Executive Assistant

**CHAIRMAN'S REMARKS**

Chairman read the following comment and then turned the meeting over to Director Newman:

*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.*

**EXECUTIVE DIRECTOR'S REMARKS**

Director Newman highlighted a few items from her report to the board:

- The office will be re-opening for 30-days, monitoring each area afterward. Then in another 30-days, areas will be re-monitored again. The first full re-opening will be on June 7.
  - During this time, the drop-off boxes will be removed. These boxes have served their purpose at this time, but did create some areas confusion. For example, documents that needed to go to the HCV area, were dropped in the PH box.
  - We will work towards affordable housing ideas. Such as senior housing and will pursue funding this year Brandon Drive.

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

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

Regular Meeting – March 29, 2021

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** None.

VOTES IN FAVOR: Schweizer, Long, Turner and Gass

VOTES AGAINST: None

### **RESOLUTIONS AND BOARD ACTION**

#### **RESOLUTION NO. 3424: APPROVING A CONTRACT WITH EQUIFAX WORKFORCE SOLUTIONS FOR INCOME VERIFICATION AND SOCIAL SECURITY NUMBER LOOKUP FOR A CONTRACT PERIOD OF THREE (3) YEARS**

MOTION TO APPROVE: Commissioner Long

SECOND: Chairman Schweizer

**DISCUSSION:** Michelle stated that the summary that was provided to the Board earlier, is very detailed. She then discussed some of the items in that summary. She stated that she worked closely with Adrienne Grover, adding that the minimum cost per person will be \$15.83. Commissioner Long asked if this is a program for both HCV and PH. Michelle responded that it was. Stating that HCV would be using it for a 2-month period, and then PH will be added. Michelle stated that the program is kept timely and up-to-date; and also added that we have used this program before, at a time when a fee wasn't be charged for their services. Commissioner Gass asked if the company does employment verification and credit-pulls. Melissa responded that on the employment verification side, some employers won't comply, which is why it's important that we continue to use the EIV system as well.

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

VOTES AGAINST: None

### **RESIDENT COUNCIL REPORTS**

None.

**DISCUSSION ITEM – Updating the SHA Bylaws**

Commissioner Gass stated that he spoke with Sam Bobor (SHA Legal), and expressed his concerns for updating the Bylaws for SHA. Sam stated that it is up to the Commissioners if there is need. She added that they would look at what the current practices have been and bring it back to the Commissioners for their review. Chairman requested that the legal department look at and evaluate if an update is need, to which Sam agreed they would do.

**BOARD COMMENTS**

Commissioner Long asked about the HCV report and about the negative seven (7) vouchers. Director Newman responded that we had over-issued. Commissioner Long then asked about the homes available through homeownership. Director Newman responded that we are working with homeownership and FSS to get folk connected. The biggest issues for the clients seem to be credit repair.

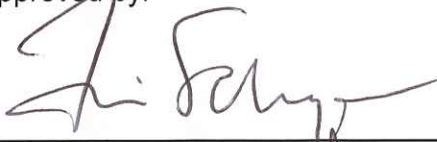
Commissioner Gass asked about the formatting of the websites and how to integrate the website and the kiosks. Michelle responded that the kiosks are hardwired into the internet and the website is mobile friendly. She stated that inspections and work orders are completed when necessary.

**ADJOURNMENT**

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

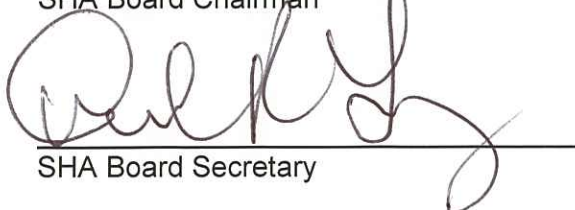
Minutes Respectfully Submitted By:  
Brenda S. Bruner, Executive Assistant

Approved by:



\_\_\_\_\_  
SHA Board Chairman

May 24, 2021  
Date



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SHA Board Secretary

May 24, 2021  
Date