

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, JUNE 28, 2021 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, June 28, 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 5:00 p.m.

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

Commissioners Absent: Commissioner Luckist Turner

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
Jonathan Schienschang	Construction Manager
Adrienne Grover	Director of HCV
Robin Dowis	Asset Manager
Darryl Jones	Asset Manager
Becky Stehman	Asset Manager
Stacy Huebsch	Finance Manager
Karen Cliburn	Budget Manager
Jessica Watson	Contract Administration
David Herman	Attorney
Samantha Bobor	Attorney
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:

- ❖ Occupancy Report – Director commended staff for their continued hard work, keeping our occupancy rate at 98% and higher during the time of COVID
- ❖ HCV – She also wanted to commend Desiree (and all staff that submitted information) for the completion of the newsletter that recently went out. Director stated that the Commissioners were given a copy. Adding that within this edition of the newsletter an article on an event that was held at Brandon Drive where some of the local police officers made themselves available to meet our clients that live in this neighborhood
- ❖ FSS – Director Newman stated the focus for June, for this department, is homeownership.

Chairman asked Director to remind the Board when the offices of SHA will be reopening. Director responded that the offices are opened, as of June 7th. She also added, that with this reopening, mask must still be worn by staff and clients.

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

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – May 24, 2021

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Gass

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Gass

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3428: APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND THE SPRINGFIELD URBAN LEAGUE (SUL) FOR THE PROPERTY LOCATED AT #9 BRANDON DRIVE

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Gass

DISCUSSION: Melissa stated the lease agreement with SUL was up for renewal. This an agreement with SHA and SUL for the property at #9 Brandon Drive. There were no changes to the lease. It was asked by Commissioner Long, approximately how many children are being served and what programs are being offered. Melissa responded that approximately 30-50 children are served. Of that number some are from Brandon Drive and the surrounding community. They offer a summer youth program, after school program and will soon begin to administer a Reading Activity program. There is also a computer room there for children to take advantage of.

VOTES IN FAVOR: Schweizer, Long, and Gass

VOTES AGAINST: None

RESOLUTION NO. 3429: APPROVING THE LEASE AGREEMENT BETWEEN SHAMORIE REYNOLDS, BEAUTICIAN, AT BONANSINGA HI-RISE FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Melissa stated that there are small annual incremental increases to the rent. Shamorie serves our clients and has clients from outside Bonansinga. There were no changes made to the lease.

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

RESOLUTION NO. 3430: APPROVING A MEMORANDUM OF UNDERSTANDING WITH HEARTLAND CONTINUUM OF CARE

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Melissa stated that HUD has allocated Emergency Housing Vouchers (EHVs); the SHA did not apply for these vouchers. A MOU is necessary for us to be able to work with CoC, as stipulated by HUD. These new vouchers go into effect on July 1st. Commissioner Long asked if there was a contract that needed to be signed. Melissa responded that the MOU is what needs to be signed. For administering these vouchers, SHA will receive administrative funds of over \$200,000.00. She also added these vouchers operate similar the regular HCV vouchers, but are specifically earmarked for the homeless population. These EHV's will help applicants to find and obtain housing, assist with completing the lease process, and any furniture needs for their unit. These vouchers are for street- and facility-homeless clients. Commissioner Long asked if there is an expiration date on these vouchers and Melissa stated that recipients can only benefit from these vouchers until September 2023. Commissioner Gass asked how does the HUD Criminal Background checks work with these vouchers. Melissa stated that these are a part of the "American Rescue Plan", so some of the guidelines are similar but maybe not as stringent. Some of the homeless populations are in that situation because of some form of criminal issues they may have. Michelle commented that for the Board's general information, a separate ledger will be added to monitor the financials of these additional vouchers.

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

RESOLUTION NO. 3431: AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$40,835.68

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Stacy reported that there were 3 separate reports that given to the Board, prior to the meeting. The first report shows the write-offs for the last 10 years, which has an overall average of 4.22%. The second report covers the write-offs based by AMPS. The third report shows that the IDRP are down from last year. The last report shows that Kimberly Diaz, in AMP 4, filed bankruptcy.

Commissioner Long commented that AMP 1 shows the highest number of write-offs. Melissa stated that this was true. AMP 1 encompasses Brandon Drive and the amounts of write-offs there are due in part to the moratorium.

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

RESOLUTION NO. 3432: APPROVING A CONTRACT WITH PULLIAM MASONRY, INC. FOR THE PURPOSE OF AMP 3 TUCKPOINTING AT THE HILDEBRANDT HI-RISE IN THE CONTRACT AMOUNT OF \$51,890.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Jessica reported that tenants have brought to attention that rain is entering the building at the Hildebrandt Hi-Rise. To address the concerns a notice was sent to six hundred forty-eight (648) vendors and of that number two (2) offers were received. Joe Antonacci is familiar with Pulliam Masonry, Inc.; and the SHA has received services from this vendor previously (working on The Villas). Chairman asked if we were good with this vendor, without doing a reference check. Attorney Bobor responded that it is always a good practice to follow the policy and complete the reference checks.

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

RESOLUTION NO. 3433: APPROVING A CONTRACT WITH JENNINGS PAINTING, INC. FOR THE PURPOSE OF VACANT UNIT PAINTING, NOT TO EXCEED THE CONTRACT AMOUNT OF \$200,000.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Jessica stated that the HUD guidelines to reach 100% occupancy is coming up, so the need to get units ready is important. The notice was sent to six hundred and thirty-nine (639) vendors, twenty (20) of those vendors downloaded the information, and two (2) bids were received. We have used Jennings Painting, Inc. numerous times and we're very happy with their work.

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

RESOLUTION NO. 3434: APPROVAL OF MADISON PARK PLACE LIMITED PARTNERSHIP INTERESTS AND THIRD AMENDMENT TO AGREEMENT OF LIMITED PARTNERSHIP

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Gass

DISCUSSION: Melissa stated that the limited partner is ready to withdraw from this partnership. Commissioner Long commented that the tax credit has potentially expired, to which Melissa responded that this was true. She went on to say that SHA is working on something with Related to add these

properties back in the Authority's inventory. More information will be forthcoming to the Board as we work on this with Applegate and Thorne law firm.

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

RESIDENT COUNCIL REPORTS

None.

BOARD COMMENTS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Motion was made by Commissioner Long 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

July 26, 2021
Date

SHA Board Secretary

July 26, 2021
Date