

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

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

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

Staff Present:

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| Jackie L. 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 |
| Tamiko Bilbro | HCV Manager |
| Jessica Watson | Contract Administration |
| David Herman | Attorney |
| Samantha Bobor | Attorney |

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:

Executive Director Jackie Newman provided her oral remarks on the Director's Report. She previously submitted a written report to the Board of Commissioners.

- ❖ She orally reported that they were working to fill the Executive Assistant position.
- ❖ The Administration had relaxed the mask mandate for vaccinated individuals.
- ❖ Executive Director Newman commented on a continuing priority for the redevelopment at Brandon Court after the last application was not approved

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – June 28, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: None.

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

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3435- TO APPROVE THE EXTENSION OF THE MANAGEMENT PLAN AND MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND COOK STREET RENAISSANCE. MELISSA HUFFSTEDTLER PRESENTED AND EXPLAINED THAT THERE WERE NO CHANGES TO THE CURRENT AGREEMENT, THEY WERE JUST EXTENDING THE AGREEMENT FOR TWO ADDITIONAL YEARS.

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: None.

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

RESOLUTION NO. 3436: THE RESOLUTION WAS TO APPROVE A CONTRACT WITH ROOFING ASSOCIATES, LLC FOR THE PURPOSE OF REPLACEMENT OF BRANDON COURT FLAT ROOFS IN THE CONTRACT AMOUNT OF \$95,231.00.

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica Watson presented the resolution and explained three offers were made pursuant to the IFB by the July 8, 2021 deadline. Roofing Associates was the most responsive and responsible bidder. The bid was in line with the ICE. There was general discussion and questions over the future changes to section 3 and how that will impact the contractors.

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

RESOLUTION NO. 3437: AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN FOR THE SPRINGFIELD HOUSING AUTHORITY.

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler presented and explained the changes to the Admissions and Continued Occupancy Plan. She explained that many changes were made based on legislation regarding applicant's criminal history. There was also general discussion regarding the removal of the online application process. The SHA will go back to the previous application procedure used with the goal of removing the administrative burden created by the online application process.

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

RESOLUTION NO. 3438: AMEND THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN.

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Adrienne Grover presented on the changes to the Housing Choice Voucher Administrative Plan, noting the language changes to eligibility, the updated income limits, and the updated utility schedule.

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

RESIDENT COUNCIL REPORTS

None.

BOARD COMMENTS

None.

PUBLIC COMMENTS

Resident Cleo Jefferson spoke regarding the changes to her payments and the Housing Choice Payment Program including additional charges for garbage removal. She also complained about unapproved pets within her neighborhood. Melissa Huffstedtler responded with the grievance process for residents and that she could always talk to the SHA who would walk through the fee schedule.

ADJOURNMENT

At 5:35 p.m. Commissioner Turner made motion for adjournment which was seconded by Commissioner Long and passed unanimously by roll call vote.

Minutes Respectfully Submitted By:
Latina D Faulkner, Executive Assistant

Approved by:

SHA Board Chairman

July 26, 2021
Date

SHA Board Secretary

July 26, 2021
Date