

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, September 27 - 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 Luckist Turner

Commissioners Absent:

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of HR
Adrienne Grover	Director of S8
Joe Antonacci	Director of Mod/Dev
Jonathan Schienschang	Construction Manager
Robin Dowis	Asset Manager
Becky Stehman	Asset Manager
Karen Cliburn	Budget Manager
Tamiko Bilbro	HCV Manager
David Herman	Attorney
Samantha Bobor	Attorney
Latina Faulkner	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:
Publicly acknowledged HCV 2022 housing payment standards effective October 1, 2021. Pleased to announce SHA has reached this occupancy goal of 100% as of September 30, 2021. Thanked staff for their hard work and dedication. SHA is dealing with staff shortage and restrictions.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – July 26, 2021
No Quorum meeting minutes-August 23, 2021

MOTION TO APPROVE: Dan Long
SECOND: Luckist Turner

DISCUSSION:

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3439 – APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY BEAUTY/BARBER SALON AND CARRIE BUCKLEY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: This resolution was included on the August 23, 2021 agenda. Due to no quorum motion to approve was delayed. This board meeting officially approves the contract.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3440 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY SECTION 3 POLICY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler provided overview of the new section 3 policy. She explained the difference from the old and new policy. The new final rule was published September 29,

2021.The new rule was effective November 29, 2021. The policy is broken down into two categories; Income and Residency of PHA. Since the announcement, we have been doing trainings and pulling together a brand-new policy. IL Equal Pay Act prohibits an employer from asking a person's past salary. Chairman asked will there be a different way in reporting. Melissa responded at the moment there are no forms. HUD has not given guidance on reporting yet.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3441 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PHA PLAN: A FIVE-YEAR PLAN FOR FISCAL YEARS 2022-2026 AND ANNUAL PLAN FOR FISCAL YEAR 2022 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler opened up with an introduction about the PHA Plan. She provided an overview of the PHA plan process, how the funds are used, and also the goals and objectives of the 1-year plan and the 5-year plan. Also provided feedback from the resident advisory board. Jessica gave overview of how monies are spent. Jessica Watson provided an overview of proposed work items contained in the 2022 plan such as: emergency items, flooring and siding, kitchen, and bathrooms in AMP 2, replacement of water heaters, water pumps, elevator and lighting upgrades in AMP 3, etc. Chairman asked what was the complaint at the Villas. Melissa responded resident requested to upgrade the unit thermostats with ones that lock at a high and low temperature to help with regulating the room temperature.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3442 – APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES INC. FOR THE PURPOSE OF SIDING, WINDOW, AND DOOR REPLACEMENT AT THE AMP 2 GAINES MILL BUILDINGS IN THE CONTRACT AMOUNT OF \$190,654.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica Watson gave overview of the IFB. The job was publicly posted July 20th on the portal. 602 contractors were notified. SHA received 2 offers. Attorneys approved the contract. Long asked will they have to use the new section 3 policy. Melissa answered the policy will go into effect in October 2021.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3443- APPROVING AN OPTION AND STRUCTURE LEASE AGREEMENT WITH CINGULAR WIRELESS PCS, LLC

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview of lease agreement. Michelle forwarded the proposal to the attorneys for review which was approved. People are using data differently. More texting. 1700 was accepted through negotiations. August 2023 is when the new contract will begin. No maintenance is required. Long asked if we can do a 30-year contract. Michelle responded yes; it has been this way for over 30 years. It's the same as leasing space.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3444- APPROVING A CONTRACT WITH CENTRAL ILLINOIS SECURITY INC. FOR THE PURPOSE OF SECURITY CAMERA INSTALLATION AND SERVICE AT VARIOUS AMP 1 AND AMP 2 PROPERTIES IN THE CONTRACT AMOUNT OF \$98,290.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler withdrew this resolution; SHA plans to rebid.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESIDENT COUNCIL REPORTS

None.

BOARD COMMENTS

None.

PUBLIC COMMENTS

Michelle Sergent mentioned October is Housing American Month. Every Wednesday at noon the SHA will feature a program on radio and local news to raise awareness.

ADJOURNMENT

Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:
Latina Faulkner, Executive Assistant

Approved by:

SHA Board Chairman

October 25, 2021
Date

SHA Board Secretary

October 25, 2021
Date