

**MINUTES OF SPECIAL MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 26, 2022 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Special Meeting on Monday, September 26, 2022, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was also held in person as well as 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:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of HR
Adrienne Grover	Director of HCV
Tamiko Bilbro	HCV Manager
Jonathan Schienschang	Construction Manager
Ligia Anderson	Contract Admin
Karen Cliburn	Budget Manager
Samantha Bobor	Attorney
Latina Faulkner	Executive Assistant

Other:

Derwin Stephenson	R&C Paint-Drywall
Darrian Stephenson	R&C Paint-Drywall
Kathleen Alcorn	Deputy Mayor of Springfield IL

CHAIRMAN'S REMARKS

Chairman called the meeting to order at 5:00 pm, welcomed all, and turned the floor over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director stated that attached to her report is the FMR for HCV effective October 1st. Director hopes this increase will help families expand their options for housing. Noting, it has been hard to find units. SHA has been working with landlords and conducting landlord workshops and landlord orientations.

HUD has issued additional vouchers to PHAs. on Oct 1st SHA will receive an additional 13 Vouchers. Some PHA's have been declining these vouchers, however, SHA welcomes them. Director thanked Adrienne Grover and her team for their hard work and extra hours put in to make the HCV program a success.

Adrienne Grover added that SHA is making sure we put move-ins as a priority. We have over 100 vouchers that have been issued. We average 50 move-ins per month. We complete inspections usually within the same week of approval.

Chairman asked what the challenges families are having when trying to find a home with their vouchers. Adrienne responded the cost of rent has increased. The increase in the payment standard has helped with that. Also, finding homes that meet the Housing Quality Standards. We are typically failing a unit once or twice before it is approved.

Chairman asked how the inspector are staff keeping up with the workload. Director stated the inspectors have been doing a great job as far as prioritizing. SHA has two inspectors who are very particular about making sure our families have decent, clean, and sanitary places to live.

Lastly, Director mentioned attending the NAHRO conference where they discussed some unfunded legislative proposals. One example is our PHAS system and how we are graded. HUD is considering changing the inspection protocol. These changes could go into effect in April of 2023.

Melissa stated a final rule has not been created yet. The rules go into effect 30 days after the final rule. NAHRO is advising PHAs to look at the new standards that have been proposed although they have not been finalized and inspect your units through that lens. The current process includes more exterior items and focuses primarily on tripping hazards, siding, and other items which are large point deductions. NAHRO is asking for grace since we are in the last quarter of the year with a turnaround for the 1st quarter.

Melissa mentioned it has been a while since HUD has awarded tenant-based vouchers. SHA has not received any vouchers outside of special programs in the last 20 years. NAHRO is focusing its efforts with HUD to advocate for housing choice vouchers that are not geared toward special programs and that will help the general population.

Dan Long asked if the vouchers could be used in any bedroom size. Director responded yes, there is a HAP amount tied to the vouchers. Michelle added that SHA submits the Voucher Management System (VMS) every month. They look at what is funded so that they can keep up with the vouchers that are issued.

Dan Long asked how many people were on the waiting list. Adrienne Grover replied 5500. Director added we have a budget to support 2400 vouchers on average.

APPROVAL OF PAST MEETING MINUTES

August 29, 2022

MOTION TO APPROVE: Dan Long

SECOND: Luckist Turner

DISCUSSION: Dan Long had a comment, stating there were not many details provided in the minutes which could be due to the August 22nd no quorum meeting. At the August 29th meeting there was not much discussion.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3492 –APPROVAL OF REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY’S FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler gave an overview stating this plan was given in the format that will be submitted to HUD. The Family Self Sufficiency (FSS) is a program families can choose to participate in. SHA can service up to 400 families in areas such as goals, budgeting, and credit counseling. Some highlights of the plan include that family members other than the head of household can join the program. A participant must seek and maintain suitable housing and be free from TANF assistance before graduation. Lastly, for participants who have defaulted on the program, accrued escrow will be split evenly among those who are still participants of the program. HUD will have 45 days to approve the plan. The FSS plan was included in the public meetings. There were no comments received.

Dan Long asked if there was an income limit on Housing Choice Voucher. Melissa responded HCV has a 50% Area Median Income (AMI). Public housing has an 80% AMI. SHA is currently waiting for guidance from HUD to determine what the process will be if a person is over-incomed in PH.

Dan Long asked how SHA conducts outreach. Melissa responded once HUD issued the Final Rule, we postponed outreach until the SHA action plan is approved. Typically, outreach is conducted during HCV briefings, SHA orientation, and referrals from HCV & PH specialists.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3493 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PHA PLAN: A FIVE-YEAR PLAN FOR FISCAL YEARS 2023-2027 AND ANNUAL PLAN FOR FISCAL YEAR 2023 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa gave an overview of this resolution. Each year we submit to HUD the PHA Plan which is due October 15th. This plan includes the annual statement for 2023 and the 5-year plan for 2023-2027. We are required to conduct a public comment period for 45 days and hold public meetings for those who would like to provide feedback. MOD also meets with the Asset Managers and Maintenance department and takes a look at the physical needs assessment conducted by an independent third party. After that, we come up with the work items. Feedback received from public meetings was for a smoking shed and a private area for the Management Associate at the Villas. Items included in the plan are flooring and siding, kitchen, and bathrooms in AMP 2, landscaping, water pumps, flooring, common area painting, and elevators for Bonansinga.

Dan Long inquired about the audit finding. Chairman asked, what is the corrected action plan for the audit finding? Melissa responded the 3 findings are from employees who are no longer here. One tenant received a refund which was credited to their account due to the annual income not being calculated correctly. One tenant has moved out so there is no way we can fix that one. The other tenant has received a retro charge due to the tenant paying less than they should have paid. We have a corrected action plan. We have submitted to HUD the corrective action plan. We have done additional training with staff at the time of hire. We just hired a Program Integrity Specialist who has 15-plus years of working for another housing authority as an Asset Manager. We do not believe these errors will be repeated. Director added, the Program Integrity Specialist will conduct 100% of the audit from the Occupancy Specialist, and the Asset Managers audit 10%, which gives us layers of quality controls.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3494 – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH GENESIS PLACE, LLC

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Adrienne gave an overview of this resolution. This resolution is for the 5-project base voucher. We have reached the end of the HAP contract. We are requesting an extension for a term of twenty years giving an expiration date of February 2042.

Dan Long commented the resolution stated the term ended in March. Director replied it was an oversight. Dan Long asked who are the owners of Genesis Place. Melissa replied Director is the owner that made the request.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3495 – APPROVING A CONTRACT WITH R&C PAINT-DRYWALL, INC. FOR A BLANKET CONTRACT FOR VACANT UNIT PAINTING NOT TO EXCEED TWO HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$200,000.00)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Ligia Anderson stated R&C Paint-Drywall, Inc. came in as the lowest, responsive, and responsible bidder. They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. R & C is excited to partner with Springfield Housing Authority and serve our community. They are focused on precision and professionalism according to their references' experiences. They understand SHA specifications and are able to meet our capacity and painting deadlines. Based on this review we feel we are able to meet the requirements of our binding contract with R & C Paint-Drywall, Inc., therefore we are recommending R & C Paint-Drywall, Inc. as our awarded contractor. We have invited them to SHA Board Meeting should there be any further questions or concerns. I would like to introduce you to Ramon and Derwin Stephenson with R & C Paint-Drywall, Inc.

Chairman asked R&C Paint to tell us about their firm and experience. Derwin replied we started this company with my brother Ramon who is not here today. He has been in the union for over 15 years. The idea behind their company is to provide generational opportunity. That is why I brought my son here. He is 16 years old. We are timely, professional, and everything you can ask for in a company.

Dan Long commented that at the bottom of the contract there is a different company name. Ligia Anderson mentioned it was an oversight and that she will update the document.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3496 –APPROVING A CONTRACT WITH PROGRESSIVE ELECTRIC, INC. FOR THE PURPOSE OF COMMUNITY SPACE LIGHTING UPGRADE IN THE AMOUNT OF FIFTY-EIGHT THOUSAND NINE HUNDRED SEVENTEEN DOLLARS AND ZERO CENTS (\$58,917.00)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Ligia Anderson stated Progressive Electric, Inc. came in as the lowest, responsive, and responsible bidder. They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. Progressive Electric, Inc. already holds a business relationship with Springfield Housing Authority and we are aware of their professionalism and work quality. They have committed to the 60-day lead time to complete the electrical upgrades in the Bonansinga Community Space Lighting Upgrade contract. For these reasons, we are recommending Progressive Electric to be awarded the Bonansinga Community Space Lighting Upgrade contract.

Dan Long asked since this contract only had one bidder, what was the internal estimated cost for this project? Jonathan Schienschang responded about 60K; Progressive Electric came in a little below.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3497 – APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE-OUT FOR THE 2019 EMERGENCY CAPITAL FUND GRANT (IL01E004501-19) IN THE AMOUNT OF \$18,750.00

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler gave an overview of this resolution. For Capital fund programs a housing authority staff member will come to the board to present how we plan to spend the money, and then at the end, present how we did spend the money. When it is completely spent, we then submit the actual modernization cost certificate to HUD. HUD will formally close out of their line of control system. Then we will incorporate this into our 2022 fiscal year audit to complete with close out. This was an emergency capital funds grant to provide carbon monoxide detectors to our property. We have completely

spent the funds and recommend approval to the close out funds and to submit the close out to HUD. We incorporated this into the public meeting process with the PHA Plan.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS

BOARD COMMENTS

Dan Long thanked Latina Faulkner for putting together the board packet booklet.

PUBLIC COMMENTS

ADJOURNMENT

Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:
Latina Faulkner, Executive Assistant

Approved by:



SHA Board Chairman

October 24, 2022
Date



SHA Board Secretary

October 24, 2022
Date