

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, DECEMBER 12, 2022 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, December 12, 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
Stacy Huebsch	Finance Manager
Wendy Mendenhall	Director of HR
Jonathan Schienschang	Construction Manager
Ligia Anderson	Contract Admin
Karen Cliburn	Budget Manager
Kylie Jackson	Asset Manager
Robin Dowis	Asset Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	Executive Assistant

**CHAIRMAN'S REMARKS**

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

**EXECUTIVE DIRECTOR'S REMARKS**

Director stated we are steadily moving forward with Madison Park Place. Updated information will be brought to the next board meeting. In regards to Poplar Place, the city approved moving forward with the streets and TIF money. Lastly, Director stated she is working in HCV as the interim HCV Director. Adrienne Grover took a position with the state of Illinois.

**APPROVAL OF PAST MEETING MINUTES**

October 24, 2022

MOTION TO APPROVE: Dan Long

SECOND: Luckist Turner

**DISCUSSION:** none.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

**RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3507** – APPROVING THE LEASE AGREEMENT BETWEEN BEAUTICIAN AT THE VILLA AT VINEGAR HILLS FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Robin Dowis gave an overview of this resolution. She stated this was a lease agreement at the Villas beauty salon. Heather does a lot of volunteer work around the schools and with other not-for-profits. She is hopeful that she can bring them in as well as other clientele.

Dan Long asked if it was Audrey Austin. Robin replied no, it should be Heather Torres. Latina Faulkner agreed to correct the error before the Chairman and Commissioner signed the resolution.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3508** – APPROVING A WAGE REOPENER AGREEMENT WITH MID-AMERICA CARPENTERS REGIONAL COUNCIL ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa Huffstedtler gave an overview on behalf of Human Resources. There was a new salary survey crafted through Nelrod, a company that provides services to housing authorities across the country. They did a great job in utilizing the resources of similarly situated housing authorities and comparing our job duties. What you have in front of you is the wage-opening negotiations with carpenters.

Dan Long stated he noticed that four individuals' wages increased to \$15 dollars per hour. Is that about how much the minimum wage is now? Director responded it was going into effect in 2025. We wanted to be ahead of the curve.

Dan Long asked how many employees received the minimum as opposed to just the COLA. Melissa replied, 4 employees received equity for longevity, 4 were brought up to \$15, and the remaining received the COLA.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3509** – APPROVING A WAGE REOPENER AGREEMENT WITH INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION No. 399

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** Wendy Mendenhall gave an overview of this resolution. Wendy recapped what Melissa mentioned about the salary survey. Wendy added the COLA Social Security increased to 8.7% which is what SHA uses to determine salary increases. The average is up to 4.1% from the Society for Human Resources. For engineers, there were no bonuses this year. Current employees were in the new market range. SHA is proposing an increase to Engineer A to \$32.30 and Engineer B has since left, however, we would bring them up to minimum rates when we hire a new person.

Dan Long asked if there was a percentage rate/ increase. Wendy responded Engineer A was 7% and 5% for Engineer B.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3510 – APPROVING A WAGE REOPENER AGREEMENT WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES (IUPAT)**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Wendy Mendenhall gave an overview of this resolution. Painters came in within the ranges and we did not have to recommend any bonuses. We are recommending a 15.8% increase to our Journeyperson painter. We do not have a second painter but they will be brought in at the minimum range. Director added our Journeyperson painter came through express. What we paid was the agreement through Express. This increase reflects her wages as an SHA employee. Melissa commented, our wages were very low, and we have a hard time finding people to apply.

Dan long asked what geographic locations the study covers. Wendy replied it covers our geographic location and has documents to provide more details. Melissa stated she believes it is similarly situated housing authorities such as Champaign, Bloomington, Peoria, Rockford, etc.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3511 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PROCUREMENT POLICY**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle Sergent gave an overview of this resolution stating this resolution was brought to the board in October and there were two issues that needed to be addressed. The bonds and the blank term of the contract. Michelle supplied that language to the attorney. Samantha thought the bonds were accurate. The bonds were not accurate, they do not apply to service contracts and that needed to be changed in the policy. In order to have a small business, minority business owners, and attract other partnerships those bond requirements would be prohibited.

Chairman asked if Sam had a comment. She stated she does not. Chairman asked if the changes are in blue. Michelle stated yes.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3512** – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$146,075.69

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Stacy gave an overview of this resolution. This is the 2<sup>nd</sup> half of the year write-off for 2013-2022. It's a bit higher than usual. 15.17% is rent and 51.45% is maintenance, overall, 6.586%. Stacy gave an overview summary page by page. The Illinois Dept recovery system is not allowing individuals who receive child tax to be entered into collections. Michelle commented the same will be true for 2023.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3513** – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2023

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle gave an overview of this resolution. Assisted Housing Risk Management is a HUD-funded program. Genesis Place has not had any claims. They do not have employees or vehicles. Everything is property and liability. The premium increased by \$3.00 dollars or 1.4%.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3514** – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLA'S AT VINEGAR HILL FOR 2023

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle gave an overview of this resolution. This building has had service since 2017 when it was built. There have been some significant claims, from fire to water damage. \$11.8 million

would be the amount paid if there was a total loss. Because of the history, the rates reflect that. There is a 19% increase.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3515 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS’ INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2023**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated we have not had a lot of big claims but we have had a lot of claims. With the cost of replacement and materials, the cost of \$106 million up from \$97 million reflects the change. The deductible was moved from \$2500 to \$5k. There is a 2.6% increase overall.

Dan asked what was the \$106 million. Michelle replied that this is the amount of value from all SHA properties.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3516 – APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2023**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** SHA added 1 more vehicle to the roster. Overall, there was an 8.9% increase. 7.5% of the 8.9% was because of the additional vehicle and not because of claims. Everything that is from 2012 and earlier, just has liability coverage.

Dan asked if that includes the truck that was bought. Michelle stated we still have the dump truck; SHA replaced the bucket truck which has a lift that goes up high. SHA traded in the old bucket truck for a new bucket truck. The dump truck will be a resolution because it is on the schedule to be replaced.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3517 – APPROVING WORKER’S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2023**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** SHA has had 1 claim this year. The insurance amount decreased. The check amount we will be receiving from IPRF Safety Grant has increased from \$15,367 to \$18,635. SHA uses those funds for the replacement of snow removal equipment, mowers, noise-canceling headphones, appliances, dollies, etc. all those things will help saved the AMPs funds so that they don't have to pay out of their budgets.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3518** – APPROVING A THREE-YEAR CONTRACT WITH REPUBLIC SERVICES, INC. FOR WASTE COLLECTION SERVICES IN THE AMOUNT NOT TO EXCEED \$388,000.00 (THREE HUNDRED EIGHTY-EIGHT THOUSAND) DOLLARS.

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated SHA is currently in a contract with Republic. In Springfield IL, there are only 2 choices, Republic & Waste Management for garbage pickup. We have contacted Lake Area Services. They do not have the manpower. Republic was the only one to bid. They started at a 138% increase. Michelle stated she met with them for a best and final offer and got it down to 50%. Republic's work is good and their billing is really detailed.

Dan asked will this be a 5-year agreement. Michelle replied this is a 3-year and then SHA can renew for the 4<sup>th</sup> and 5<sup>th</sup> years.

Chairman asked if the residents are allowed to put out recycling bins. Michelle answered yes. It was \$1 dollar a month. It has now increased to \$10 dollars. Some residents have opted to stay in.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3519** – APPROVING A CONTRACT WITH CAPITAL AREA CLEANERS FOR JANITORIAL SERVICES NOT TO EXCEED \$39,360.00 (THIRTY-NINE THOUSAND THREE HUNDRED SIXTY) DOLLARS PER CONTRACT YEAR.

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** SHA currently has a contract with Capital Area Cleaners. They clean our Johnson Park once a week, 1910 Truman Rd twice a week, Brandon Drive once a week, and 200 n 11<sup>th</sup> street office daily. The annual amount has decreased a bit. They will perform shampooing and window treatments in some areas.

Dan asked if there was an additional cost. Michelle answered no. it's included in the contract.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3520 – APPROVING A CONTRACT WITH ACCURATE BIOMETRICS FOR FINGERPRINT BACKGROUND SERVICES NOT TO EXCEED \$10,000.00 (TEN THOUSAND DOLLARS) PER CONTRACT YEAR**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle gave an overview of this resolution. This is a new vendor for the SHA. Starting January 1, 2023. 1 Asset Manager and the HCV Director sat in on the panel. One highlight of this company is if we send someone for services, they can go Monday through Friday from 8 am-5 pm. It's conveniently located on Sangamon Avenue.

Dan asked what was the price comparison. Michelle answered the cost is almost the same. This company is 50 cents more. Dan also asked what was SHA paying before. Michelle answered \$49.50 dollars.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3521 – APPROVING THE PURCHASE OF THREE (3) 2023 CHEVROLET MALIBU SEDANS FOR USE BY THE SPRINGFIELD HOUSING AUTHORITY AT A COST NOT TO EXCEED \$67,029.00 (SIXTY-SEVEN THOUSAND TWENTY-NINE DOLLARS)**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle gave an overview of this resolution. 3 vehicles are located in the HCV department 2 for inspectors and 1 for the Manager and Director of HCV. SHA will be trading in the 3 oldest FSS vehicles which are 10 years old and have had a lot of problems. Scheduled to be delivered by February.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3522 – APPROVING THE 2023 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2023 THRU DECEMBER 31, 2023**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle gave an overview of this resolution. This is an annual requirement for the housing authority. We ask staff and go thru pricing to determine the maintenance tenant charges. There have been some increases in materials. This list will be used for tenant damages. It was posted for 30 days at all SHA facilities and on the rent statements. There were no comments.

Dan asked on the write-off if there was 51% maintenance and if it was these types of charges. Michelle answered at move out.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

**RESOLUTION #3523** – APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF HVAC REPLACEMENT IN AMP 1 AND 2 PROPERTIES IN THE CONTRACT AMOUNT OF \$107,000.00

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. This resolution is for AMP 1 & 2 HVAC replacement. Henson Robinson came in as the lowest, responsive, and responsible bidder, 34% lower than Air King. They were present for the pre-bid meeting and submitted the bid timely, providing the required bond. They also cleared attorney review with no bid irregularities. Based on this review by MOD/Development we feel they are able to meet our requirements, therefore we are recommending Henson Robinson as our awarded contractor.

Dan asked if this amount is in line with your in-house estimate. Jonathan answered yes, definitely lower.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3524** – APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF HVAC PTAC REPLACEMENT IN AMP 3 PROPERTIES IN THE CONTRACT AMOUNT OF \$45,000.00

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** This resolution was withdrawn due to being below \$50,000 which will not require board approval.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3525** – APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF HVAC EXTERIOR UPGRADES BONANSINGA HI-RISE IN AMP 3 PROPERTIES IN THE CONTRACT AMOUNT OF \$69,500.00

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. This resolution is for AMP 3 Hi-rises for HVAC exterior upgrades. Henson Robinson came in as the only bidder. They are a responsive, and responsible bidder. They were present during our pre-bid meeting and submitted the bid timely. They also provided the required bid bond as specified and cleared attorney review once



more. Based on the MOD/Development review we are recommending Henson Robinson as our HVAC awarded Contractor for this contract as well.

Dan asked if this amount is in line with your in-house estimate. Jonathan answered yes.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3526** – APPROVING THE HCV 5 YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$ 1,167,544 FOR THE FISCAL YEAR JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle pointed to the summary page of this budget. 252 mainstream vouchers, 169 leased, and 75 looking. These are vouchers to assist the non-elderly person with a disability only. By the end of 2023 on average about 75% of the vouchers will be utilized. 90% for SHA administration fees. As of now, HUD has not published the Column A & B rates. SHA now has to account for the breakdown of the 5-year mainstream voucher.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3527** – APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$15,288,950 FOR THE FISCAL YEAR JANUARY 1, 2023 THROUGH DECEMBER 31,

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated SHA has 2161 vouchers under the HCV program. Michelle stated what was on the summary page. Budgeted for 1950 to be leased as we go through 2023. For the administrative fee, the first 600 is paid at rate A and the rest is paid at rate B. SHA has money coming in from Housing Action Illinois which is a new grant that helps pay for the homeownership coordinator's salary. We have received the FSS grant annually and the ROSS coordinator will expire on May 31<sup>st</sup>. SHA has applied for that to cover the next 3 years.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3528** – APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** Michelle discussed the non-federal funds COCC budget. HUD publishes a per-unit management fee which SHA has been paying \$70 dollars. For 2023, SHA will pay \$74 dollars. SHA is below what is allocated and approved by HUD. Every leased Public Housing unit will pay the management fee of \$74 dollars and the booking fee is \$7.50. There is an Asset Management fee as long as they all have positive cash flow from the year before FDS. You can charge the Asset Management fee of \$10 dollars, which in FDS will calculate automatically. There is a Capital fund administration fee, SHA receives a five-thousand-dollar management fee from Madison Park Place, and Engineers and painters are on a fee for service. Also added is a line item for Madison Park Place and Poplar Place due to upcoming projects in 2023. The furnace at 200 north 11<sup>th</sup> street is from 1987 and will need to be replaced. Included in the upgrade are the bathrooms at 200 and Truman, a kitchen upgrade at Truman, the wiring at 200, and a small addition made to the back part of the building to provide an extra bathroom and storage room. Michelle also mentioned the daycare facility is being leased. This facility will receive an overlay scheduled for the spring.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

none

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

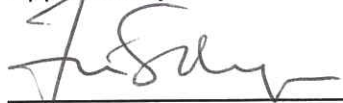
Dan Long commented on how great the Christmas Party was.

**ADJOURNMENT**

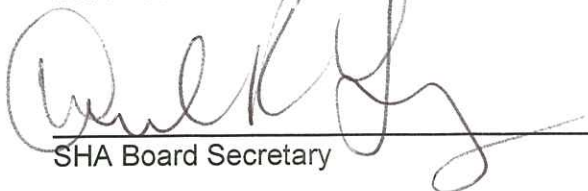
Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:

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

January 30, 2023  
Date

  
\_\_\_\_\_  
SHA Board Secretary

January 30, 2023  
Date