

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, AUGUST 28, 2023 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, August 28, 2023, 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 5:23 p.m.

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

Staff Present:

Dr. Jackie L Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Dir. Of Finance
Wendy Mendenhall	Director of HR
Dr. Rebecca Tuxhorn	Director of HCV
Karen Cliburn	Budget Manager
Sarah Wallman	Director of FSS
Melissa Ellis	Asset Manager
Tim Kobos	Asset Manager
Robin Dowis	Asset Manager
Kylie Jackson	Asset Manager
Troy Boyer	Director of Mod/Dev
Ligia Anderson	Contract Administrator
George Jennings	Section 3 Compliance Manager
Dave Herman	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	HCV Manager

CHAIRMAN'S REMARKS

Chairman Schweizer called the meeting to order at 5:23 and turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman provided a written report to the Board.

In addition to the written report, Director Newman introduced the new Asset Managers (Melissa Ellis AMPs 2 & 7 and Tim Kobos Madison Park Place) to the Board. She provided that she has completed new leadership onboarding with new Executive Management team members. She stated that it is nice to have the enthusiasm of new, fresh faces at the Springfield Housing Authority.

Director Newman advised the Board that HUD's September 30 100% occupancy mandate is quickly approaching. Director Newman provided that the Board should see improvement in the HCV utilization rates.

August 2023 is advocacy month and Michelle Sergent, on behalf of SHA has been writing letters to legislators specifically focusing on the need and support for the Emergency Housing Vouchers that have

been issued and are set to sunset on September 30. There was brief discussion regarding the need and purpose of the EHV vouchers, how and when they were funded and the partnership between the SHA, Heartland Housed and the Continuum of Care. Director Newman further provided information regarding permanent supportive housing projects under development in Springfield and how the SHA partners with organizations to further affordable housing in our community. There was general discussion regarding permanent supportive housing, funding sources and the SHA's involvement in these types of projects.

Director Newman advised the Board that since the last meeting, the SHA hosted the annual Illinois NAHRO conference which was a success. Representatives from HUD DC, HUD Chicago, HUD's Regional Administrator, NAHRO President, IHDA and the Federal Home Loan Bank of Chicago, among others were session presenters on new federal updates, program rules and regulations, development, human resources, and the operational needs of housing authorities.

Director Newman provided that as of August 15, 2023, the ownership and management transition of Madison Park Place was finalized. The SHA has hired an Asset Manager and promoted an internal candidate to serve as the Lead Building Maintainer. There are still a few open positions to be hired (Occupancy Specialist and Caretakers).

APPROVAL OF PAST MEETING MINUTES

July 24, 2023

MOTION TO APPROVE: Dan Long
SECOND: Luckist Turner

DISCUSSION: None.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3558 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa Huffstedtler presented the 2023 Public Housing utility allowance study. The study and proposed allowances were publicly posted for thirty (30) days and the SHA did not receive any public comments. There was a brief discussion regarding the decrease in utility allowances contained within the study.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3559 – APPROVING A CONTRACT WITH DESIGN ROOFING SYSTEMS FOR THE PURPOSE OF BONANSINGA ROOF REPLACEMENT IN AMP 3 PROPERTY IN

THE CONTRACT AMOUNT OF THREE HUNDRED FOURTEEN THOUSAND FIVE HUNDRED FORTY-ONE DOLLARS (\$314,541.00)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Ligia Anderson presented that the SHA received three bids on August 11, 2023. The apparent low bidder was non-responsive because they did not include in their price the required materials included in the specifications. The SHA moved to the second lowest bidder. The Attorney and Architect both approved the bid submission of the Design Roofing. A representative from Design Roofing was present at the meeting and provided some background regarding the company and his tenure at the company. There was general discussion regarding the apparent low bidder at bid opening and the reasons it was deemed non-responsive. Ligia Anderson provided that Design Roofing's reference checks were positive and they have an A+ rating from the Better Business Bureau.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS - NONE

PUBLIC COMMENTS

Director Newman provided that the SHA is working on its annual PHA Plan. It will be presented to the Board for review and approval at the September meeting. The PHA Plan is due to HUD in October.

BOARD COMMENTS - NONE

CLOSED SESSION-PERSONNEL – The Board did not adjourn for or meet in closed session.

ADJOURNMENT

Upon motion to adjourn made by Luckist Turner at 5:40 p.m., the meeting adjourned.


Minutes Respectfully Submitted By:
Melissa Huffstedtler, Deputy Director

Approved by:



SHA Board Chairman

September 25, 2023
Date



SHA Board Secretary

September 25, 2023
Date