

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, JANUARY 22, 2024 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, January 22, 2024, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was held in person and via Zoom (telecommunication) and was called to order at 5:00 p.m.

Commissioners Present: Chairman Timothy Schweizer  
Commissioner Luckist Turner  
Commissioner Joshua Johnson

Staff Present:

Dr. Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Wendy Mendenhall	Director of Human Resource
Michelle Sergent	Director of Finance
Troy Boyer	Director of Mod/Dev
Sarah Wallman	Director of Self-Sufficiency Programs
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
Tim Kobos	Asset Manager
Kylie Jackson	Asset Manager
Ligia Anderson	Contract Admin.
George Jennings	Section 3 Compliance Manager
Alan Brinkoetter	Construction Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Evonite Smith	Executive Assistant

**CHAIRMAN'S REMARKS**

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

**EXECUTIVE DIRECTOR'S REMARKS**

Director Newman started the meeting off by stating there is currently internal work going on in the Madison Park Place units which includes, but is not limited to, kitchens, floors, painting, lighting, etc. Once the weather permits, then external work will begin to happen on these units. Phase 1 of the Popular Place units has now been completed and Staff is still participating and attending Popular Place meetings. Attention has now been turned to Brandon Drive in regards to what it will take for the area feasibility, tax credit opportunities, etc. Since the last board meeting, there has been approval from HUD for the 2024 PHA Plan, the 5-year plan, and the Move to Work waiver. There will be a landlord workshop on January 30th that will be located in Scheels's training room.

## **APPROVAL OF PAST MEETING MINUTES**

December 11, 2023

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Johnson

**DISCUSSION:** None.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

## **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3597 – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH COOK STREET RENAISSANCE**

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated the Federal rules and regulations allow the ability to provide up to 40 years of project-based voucher assistance to properties that have the assistance tied to them. Cook Street Renaissance has 19 units that receive assistance; the original contract was from 7-1-2009 with an expiration date of 6-30-2019. There currently is not a renewal with them so it will go back to 7-1-2019 with a period of 10 years to 6-30-2029.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

**RESOLUTION #3598 – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH NEHEMIAH HOMES I, OWNED AND OPERATED BY NEHEMIAH AFFORDABLE HOUSING I, LP**

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated that Nehemiah Homes I has four different HAP contracts for each phase of their construction. Nehemiah, I consist of single-family homes that were developed on sites that were damaged or the units were torn down from the 2006 tornado. Nehemiah's homes are located on the East Side of Springfield, serving households with a family size of 2-, 3-, and 4-bedroom sizes. There was a 10-year contract established from 2/1/2008 until 1/31/2018 and a five-year contract was completed from 2/1/2018 until 1/31/2023. A 10-year contract would be retroactive and the time frame for that would be 2/1/2023 to 1/31/2033.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3599** – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH NEHEMIAH HOMES II OWNED AND OPERATED BY NEHEMIAH AFFORDABLE HOUSING II, L.P.

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated that Nehemiah Homes II, Phase 2 has eight units out of 25-30 units. The original contract was from 5/1/2010 until 4/30/2020. There is an ask of a retroactive time frame of 10 years for the contract date starting 5/1/2020 until 4/30/2030.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3600** – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH UNION BAPTIST PLAZA

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated that Union Baptist Plaza has 24 units of housing for seniors that are owned by Union Baptist Church. The original contract with the church was dated 11/01/2003 with an allotment of 10 years going to 10-31-2013. There was a five-year extension given from 11-1-2013 to 10-31-2018. There is a recommendation for retroactive approval for 10 years being 11-1-2018 until 10-31-2028.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3601** - APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH HAVEN APARTMENTS

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated that Haven apartments are owned by Abundant Faith Ministry. There are eight units for women with children and someone within the household must have a disability. The original contract was 6/1/2006 and that was a 10-year contract with an expiration

date being 5/30/2016. There was an additional five-year extension given which was allotted for the dates between 6/1/2016 - 5/30/2021. There is a request for this to be retroactive from 6/1/2021 until 5/30/2031 with the total years being 25.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3602** – APPROVING A CONTRACT MODIFICATION WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR IFB 2022-09 AMP 2 KITCHEN, BATHROOM, AND FLOORING CONTRACT FOR REMOVAL OF WINDOWS IN UPPER AND LOWER BATHROOMS, AND RESURFACING STAIRS IN THE AMOUNT OF \$3,100.00 (\$13,467.00 TOTAL MODIFICATION PER CONTRACT)

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Ligia explained that any change over \$10,000 requires board approval. Due to it already hitting the limit it had to come to the board for additional approval. Eight units will need modifications to the windows, stairs, floors, kitchens, etc.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3603** – APPROVING A CONTRACT MODIFICATION WITH DESIGN ROOFING SYSTEMS, INC. FOR IFB 2023-07 AMP 3 BONANSINGA ROOF REPLACEMENT CONTRACT TO EXTEND THE CONTRACT END DATE TO May 15, 2024

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Ligia commented that there is a contract extension recommendation for the next 90 days to allow time to get past the winter and ensure the contract will be completed. The current contract is dated to expire on February 15th, 2024. Any extension that is over 30 days

has to be approved by the board. There is a 90% completion but due to high winds, it raises safety concerns and issues.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3604 - APPROVING A CONTRACT WITH RECTOR & REEDER, P.C.  
FOR FISCAL YEARS ENDING DECEMBER 31, 2023 THROUGH 2027**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle announced that we just came out of a five-year contract with this company. They were the low bidder for all properties. All the entities are being audited, with the LP and LLC, all requiring tax returns and audits. The high bidders were close to \$100,000 per year. This company is very familiar with the operation and has very good auditors.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS - NONE**

**PUBLIC COMMENTS - NONE**

**BOARD COMMENTS - NONE**

**ADJOURNMENT**

Luckist Turner motioned to adjourn. The Meeting adjourned at 6:00 p.m.

Minutes Respectfully Submitted By:  
Evonite Smith, Executive Assistant

Approved by:

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SHA Board Chairman

January 22, 2024  
Date

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

January 22, 2024  
Date