

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, OCTOBER 7, 2024 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, October 7, 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 Tim Schweizer
Commissioner Dan Long
Commissioner Joshua Johnson

Staff Present:

P	Dr. Jackie Newman	Executive Director
P	Melissa Huffstedtler	Deputy Director
P	Wendy Mendenhall	Director of Human Resources
A	Michelle Sergent	Director of Finance
P	Troy Boyer	Director of Mod/Dev
A	Sarah Wallman	Director of Self-Sufficiency Programs
P	Karen Cliburn	Budget Manager
P	Stacy Huebsch	Finance Manager
P	Kylie Jackson	Asset Manager
P	Latina Faulker	HCV Manager
A	Adrienne Kipp	ROSS Coordinator
P	Ligia Anderson	Contract Administrator
P	Alan Brinkoetter	Construction Manager
P	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
P	Angela West	Executive Office Administrator
P	Sontae Massey	Asset Manager

CHAIRMAN'S REMARKS

Chairman Schweizer called the meeting to order at 5:00 p.m. Chairman Schweizer asked if Dr. Newman had remarks. She had none. The minutes for the August 26, 2024 Board meeting were motioned and seconded.

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: None.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

EXECUTIVE DIRECTOR'S REMARKS

NONE

APPROVAL OF PAST MEETING MINUTES

August 26, 2024

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: None.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3622 – APPROVAL FOR THE REVISED PERSONNEL POLICY MANUAL FOR THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: Director Mendenhall submitted the final draft in the board packet. At the SHA Board meeting on August 26, 2024, the Approval for the Revised Personnel Policy Manual for the Springfield Housing Authority and the Local Government Travel Expense Act were tabled so that a meeting could take place between Human Resources and AFSCME. Human Resources met with AFSCME on September 4, 2024. Their comments were considered and a staff meeting will take place with all SHA employees to provide an overview.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3623 – APPROVAL OF THE LOCAL GOVERNMENT TRAVEL EXPENSE ACT IN COMPLIANCE WITH PUBLIC ACT 099-0604

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: Director Mendenhall stated that the resolution needed the housing authority to define the difference of what the maximum is for per diem, hotel and other travel expenses.

Director Mendenhall stated that the resolution will be adjusted to be effective on November 1, 2024 for the personnel policy. Commissioner Long asked if Director Mendenhall knew the purpose of the law. Director Mendenhall surmised that there was fraudulent activity being charged to local governments and it was specific to the state of Illinois.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3624 – APPROVAL FOR ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: Director Huffstedtler addressed that this was an annual study performed by Nelrod. Nelrod reviews utility consumption and costs in the Springfield community. If there is a change of 10% or more in utility allowance, then those changes must be posted and approved by the Board of Commissioners and implemented by the housing authority staff. An updated utility allowance schedule was submitted for the different properties that the housing authority owns, operates, and manages and an increase/decrease in utility charges related to itemized units was reflected in the utility allowance schedule. This allowance is given to the residents. Tenants' rent and their utilities cannot be more than 40% of their adjusted gross income.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3625 – APPROVAL FOR 2025 UTILITY ALLOWANCE SCHEDULE FOR RESOLUTION HCV

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Johnson

DISCUSSION: Director Huffstedtler stated that these utility allowances are applied to Section 8 units. These allowances are dependent on the unit type of unit it is (town house, a single family home, apartment complex), and whether or not the utilities in the unit are gas or electric along with what the tenant pays for versus what the landlord pays for. This schedule is used for each unit. The Housing Authority can only pay up to a certain amount according to the utility allowance schedule.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3626 – APPROVAL FOR AMENDING THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: Director Huffstedtler stated that the proposed changes (minimal changes) were relative to guidance provided by HUD that the housing authority must adhere to. A discussion ensued with Commissioner Long and Director Huffstedtler expounding on the minimal changes pertaining to ACOP and social security verification.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3627 – APPROVAL FOR AMENDING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: NONE

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3628 – APPROVAL FOR AMENDING THE SECURITY AND TRESSPASS POLICY

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: Director Huffstedtler stated that updates for the Security and Trespass Policy included the removal of the pronoun, 'he,' and it was replaced with, 'they' or 'them.' Additionally, the removal of the words, 'security department,' and it was replaced with 'contract security officers.' Other language that was removed was the removal of what the hours would be for security officers because the contract will reflect the hours. The removal of language also included 'intoxicants,' 'narcotics while on duty,' and added language about the housing authority being smoke-free. The emergency procedures were updated and reflected the housing authority's emergency plan. Those who have been barred from housing authority properties must be barred for a minimum of 90 days before an appeal can be filed.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3629 – APPROVAL FOR 2025 PHA FIVE YEAR PLAN FOR FISCAL YEARS 2025-2029

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: Director Huffstedtler stated that SHA has to annually submit, by October 15, their PHA plan to HUD and its five-year plan. This plan is effective January 1, 2025 and the five-year plan is for 2024-2029, encompassing all projects that have been completed and what future developments. In this report are the changes to the policies, the expected financial resources, the audits, any comments that were made from public meetings, and the MTW (Moving to Work) supplement. The Mayor of Springfield did signed off on the PHA plan.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3630 – APPROVING A CONTRACT WITH S&S CLEANING LLC NOT TO EXCEED \$44,400 (FOURTY FOUR THOUSAND FOUR HUNDRED DOLLARS) PER CONTRACT YEAR

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: Manager Stacy Huebsch stated that the bid went out in July 2024. There were 838 firms that were notified, 26 of which were downloaded. SHA received 9 proposals and these proposals were received and evaluated by the committee. S&S CLEANING LLC was selected.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3631 – APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES (ICMS) FOR THE PURPOSE OF AMP 2 KITCHEN/BATHROOM/FLOORING UPGRADES IN THE CONTRACT AMOUNT OF SIXTY-TWO THOUSAND THREE HUNDRED SEVENTY-ONE DOLLARS (\$62,371.00)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

DISCUSSION: Contract Administrator Ligia Anderson stated that 4 bids were received on September 10, 2024 at 1:30PM. R&C was the lowest bidder, however, the bid was determined unresponsive since they did not return any required documents outside of the Form of Bid. Mare Builders LLC was the next lowest bidder which was also determined nonresponsive because it did not provide the alternative price as required by the IFB and bid bond was not submitted. The Modernization Department is recommending ICMS as the awarded contractor. They've

completed several projects successfully and they have already been in business with SHA for 11 years.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS - NONE

PUBLIC COMMENTS -

BOARD COMMENTS – NONE

ADJOURNMENT

Dan Long motioned to adjourn. The Meeting adjourned at 5:47 p.m.

Minutes Respectfully Submitted By:
Angela West, Executive Office Administrator

Approved by:

SHA Board Chairman

October 7, 2024
Date

SHA Board Secretary

October 7, 2024
Date