

**NOTICE OF REGULAR MEETING OF THE
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
MONDAY, JANUARY 23, 2017 – 5:00 P.M.**

**Administrative Office
200 North Eleventh Street
Springfield, Illinois**

The Springfield Housing Authority Board of Commissioners will hold a Regular Meeting on Monday, January 23, 2017 – 5:00 p.m. at the Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Please see the agenda below.

Please contact the Executive Director's Office at 217/753-5757, ext. 206 if there are any questions.

SPRINGFIELD HOUSING AUTHORITY

Timothy Schweizer, Chairman

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. CHAIRMAN'S REMARKS
- III. EXECUTIVE DIRECTOR'S REMARKS
- IV. APPROVAL OF PAST MEETING MINUTES
 - December 12, 2016 (Combined November/December)
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3173 – APPROVING THE SUBMISSION OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) REPORT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE PERIOD COVERING JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

RESOLUTION NO. 3174 – APPROVING THE 2017 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

RESOLUTION NO. 3175 – APPROVING WORKERS COMPENSATION INSURANCE



THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2017

RESOLUTION NO. 3176 – APPROVING CHANGE ORDERS #41 THROUGH #44 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILLS IN THE AMOUNT OF TWELVE THOUSAND SIX HUNDRED FIFTEEN DOLLARS AND NINETY CENTS (\$12,615.90)

RESOLUTION NO. 3177 – APPROVING THE ANNUAL SUPPORT FEE TO MANAGEMENT COMPUTER SERVICES (MCS), INC. FOR PHA WEB COMPUTER SOFTWARE USE FOR FY 2017 IN AN AMOUNT NOT TO EXCEED \$30,000.00

RESOLUTION NO. 3178 – APPROVING A CONTRACT WITH JENNINGS PAINTING, INC. FOR THE PURPOSE OF VACANT UNIT PAINTING IN VARIOUS SCATTERED SITES IN THE NOT TO EXCEED AMOUNT OF \$200,000.00 OR DECEMBER 31, 2017, WHICHEVER IS APPLICABLE FIRST

- VI. CLOSED SESSION – CLOSED MEETING MINUTES & LITIGATION**
- VII. RESIDENT COUNCIL REPORTS**
- VIII. COMMENTS**
- IX. ADJOURNMENT**

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JANUARY 23, 2017 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS**

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1/19/17



DECEMBER 31, 2017, WHICHEVER IS APPLICABLE FIRST

VI. CLOSED SESSION – CLOSED MEETING MINUTES & LITIGATION

VII. RESIDENT COUNCIL REPORTS

VIII. COMMENTS

IX. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, DECEMBER 12, 2016 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, December 12, 2016 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. The meeting was called to order at 5:00 p.m.

Commissioners Present: Chairman Tim Schweizer
Commissioner Dan Long
Commissioner Donny Anderson
Commissioner George Alexander

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Debra Hereford	Director of Section 8
Joe Antonacci	Director of Modernization/Development
Wendy Mendenhall	Director of Human Resources
Lisa Crites	Director of Self-Sufficiency
Lawrence Harris	Asset Manager
Robin Dowis	Asset Manager
Stacy Huebsch	Budget Manager
Virginia Pursley	PH/FSS Specialist
Grant Gruen	Contract Administrator
Donald LoBue	Attorney
Laurie Deal	S8/FSS Specialist
Unita Boyd	Account Tech. I
Jennifer Cox	FSS Specialist
Alexis Boswell	Section 8 Manager
Jessica Watson	FSS Specialist
Brenda Bruner	Executive Assistant

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated that her comments would be brief and added that currently all things are Villas, as we approach meeting the guidelines for this project's completion. Otherwise, her reports stands as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – November 7, 2016

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

FSS GRADUATES

Laurie Deal, S8/FSS Specialist, introduced her graduating participants this evening.

- Michelle Randle (S8) graduated with her income exceeding program guidelines and will receive an escrow check in the amount of \$212.84.
- Daseanna Hughes (S8) graduated with her income exceeding program guidelines and will receive an escrow check in the amount of \$1,409.06.
- Tonketa LeFlore (S8) graduated with her income exceeding program guidelines and will receive an escrow check in the amount of \$4,382.37.

After the introductions of the graduates, Lisa Crites, Director of FSS, stated that this will be last time that graduates will be presented at Board meetings. Their department will, from this point forward, hold quarterly graduation presentations.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3160: APPROVING A CONTRACT WITH RECTOR, REEDER, & LOFTON, P.C. FOR FISCAL YEAR ENDING DECEMBER 31, 2016

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Michelle stated that this is the first year renewal for this item. This company will audit all programs in 2016. Commissioner Long asked if this included the Not-For-Profit, Capital City Coalition (CCC), which Michelle said it did.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3161: APPROVING A CONTRACT EXTENSION WITH WASTE MANAGEMENT OF ILLINOIS FOR REFUSE COLLECTION SERVICES

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Michelle stated the services provided by Waste Management include all of SHA's properties, except homeownership. This item will be re-bid in 2017.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3162: APPROVING A CONTRACT EXTENSION WITH HOLDER CLEANING SERVICES FOR JANITORIAL SERVICES

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Alexander

DISCUSSION: Michelle reported that Holder Cleaning Services covers all janitorial services at our 200 Office, Truman Road, and Johnson Park; it meets requirements for Section 3; and will be re-bided in 2017.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3163: APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND SPRINGFIELD COMMUNITY FEDERATION (SCF) FOR OFFICE SPACE LOCATED AT 52 AND 53 BRANDON DRIVE

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Alexander

DISCUSSION: Lawrence stated that this is the standard lease agreement and no changes have been made.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3164: APPROVING A WAGE INCREASE WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS AND ALLIED TRADES, AFFILIATED WITH ENGINEER'S LOCAL UNION #399

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Alexander

DISCUSSION: Michelle stated that the negotiated wage increase will go into effect January 1, 2017.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3165: APPROVING A WAGE INCREASE WITH THE INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES, AFFILIATED WITH DISTRICT COUNCIL 58 AND PAINTERS LOCAL 90

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Alexander

DISCUSSION: Michele reported that this is a wage increase will go into effect January 1, 2017.

VOTES IN FAVOR: Schweizer, Long, and Alexander

VOTES PRESENT: Anderson

VOTES AGAINST: None

RESOLUTION NO. 3166: APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT (AHRMA) FOR 2017

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Alexander

DISCUSSION: Michelle stated that AHRMA is approved by HUD; they are our current carrier; and the premium is up minimally. Commissioner Long asked if there were any claims last year, to which Michelle responded that the number was small (3 or less).

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3167: APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2017

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Michelle stated that the liability of this plan changed with an increase up to \$5M; the report given on this is broken-out by AMPs; the company is approved by HUD; and with lower claims we received a decrease of about \$33K in premiums.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3168: APPROVING A CONTRACT WITH SPENCER INVESTIGATIONS FOR PROCESS SERVER IN THE AMOUNT OF THIRTY THOUSAND DOLLARS (\$30,000.00)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Michelle stated the cost of this service is reversed back to the resident. This company was the only bidder and because the cost is at the threshold that requires Board approval. Commissioner Long asked how much of this cost is recouped; and Michelle responded that some is, but some goes into write-offs.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander

VOTES AGAINST: None

RESOLUTION NO. 3169: AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$111,943.59

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Deborah reported that most of this write-off stems from tenant charges incurred from not reporting income. Now that we have a Program Integrity Specialist in place (promotion for Kala Johnson), we are optimistic that we should see these charges decrease and help with fraud. Melissa added that some of the charges in this item amount are also based on increased maintenance charges. Commissioner Long asked the question of why it takes so long to find these discrepancies. Melissa commented that the tenant is required to report once a year; and throughout the year if their income changes by at least \$100.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

RESOLUTION NO. 3170: APPROVING THE LEASE AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND SPRINGFIELD URBAN LEAGUE FOR THE PROPERTY LOCATED AT 1551 EAST MADISON

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa reported this is a renewal of a lease agreement that is in place with Springfield Urban League for their Headstart program. There are no changes to this lease.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

RESOLUTION NO. 3171: APPROVING CHANGE ORDERS #34 THROUGH #40 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILLS IN THE AMOUNT OF FORTY-EIGHT THOUSAND TWO HUNDRED EIGHTEEN DOLLARS AND FIVE CENTS (\$48,218.05)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Grant reported to the Board regarding these changes orders. He stated that most of the changes are based on the City inspectors; which includes the items such water main work, bathroom exhaust, changes in the laundry room, etc. Commissioner Long asked if these specifications weren't a part of the architectural design. Grant responded that sometimes the City's requirements are different from the designs.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

RESOLUTION NO. 3172: ADOPTING THE UTILITY ALLOWANCE SCHEDULE FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Melissa reported that there were some changes based on the study that Nelrod completed; and that the notice for these changes were posted for thirty (30) days. Commissioner Long noted from the report that CWLP was down by 13%, but gas prices increased by 52%. Melissa added that Nelrod has a formula that they follow by looking at rates, bills, and any fees.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

CLOSED SESSION – PERSONNEL

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

MOTION TO RETURN TO OPEN SESSION

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Anderson, Long, and Alexander
VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

COMMENTS

None.

ADJOURNMENT

Motion to adjourn. Vote unanimous in favor of the motion.

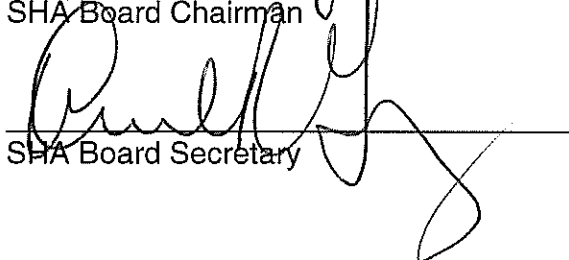
Minutes Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

January 23, 2017
Date



SHA Board Secretary

January 23, 2017
Date