

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

**REGULAR MEETING
MONDAY, FEBRUARY 27, 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, February 27, 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
 - January 23, 2017
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3179 – APPROVING CHANGE ORDERS #45 THROUGH #50 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILLS IN THE AMOUNT OF ONE HUNDRED THOUSAND NINE HUNDRED NINETY SIX DOLLARS AND TWENTY-ONE CENTS (\$100,996.21)

RESOLUTION NO. 3180 – AUTHORIZING THE SPRINGFIELD HOUSING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) TO ACCEPT FUNDS IN AN AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00) TO OPERATE THE ILLINOIS FORECLOSURE PREVENTION PROGRAM



RESOLUTION NO. 3181 – APPROVING THE PURCHASE OF MILESTONE SOFTWARE THROUGH A-1 LOCK FOR THE SECURITY CAMERAS AT THE VILLAS OF VINEGAR HILL IN THE AMOUNT OF TWENTY-NINE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$29,250.00)

RESOLUTION NO. 3182 – 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

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT



Changing lives one key at a time

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
FEBRUARY 27, 2017 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS**

AGENDA

- I. CALL TO ORDER/ROLL CALL
- II. CHAIRMAN'S REMARKS
- III. EXECUTIVE DIRECTOR'S REMARK
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- VI. RESIDENT COUNCIL REPORTS
- VII. COMMENTS
- VIII. ADJOURNMENT



**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, JANUARY 23, 2017 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, January 23, 2017 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

Commissioners Absent: 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
Robin Dowis	Asset Manager
Stacy Huebsch	Budget Manager
Grant Gruen	Contract Administrator
Donald LoBue	Attorney
Unita Boyd	Account Tech. I
Alexis Boswell	Section 8 Manager
Brenda Bruner	Executive Assistant

EXECUTIVE DIRECTOR'S REMARKS

Director Newman gave brief comments on a new funding that was received on the Ross Coordinator Grant in the amount of \$480K (multi-year); plans for ribbon cutting in March for the Villas; and 2017-Looking Forward. Chairman asked how the inside of the Villas are looking. Director added that there is living space. Joe Antonacci responded that the punch list for the project will be extensive. Commissioner Long asked if there's a list of applicants for this new project. To which Director responded that there is. With those comments, her report stands as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – December 12, 2016

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: None.

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

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

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: This resolution was TABLED.

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

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

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Michelle reported on this item stating that there were only small changes, specifically the cost of labor and materials. Commissioner Long asked how much has been collected on these past charges. Michelle responded that all rents are applied first. However, a total of approximately \$70K in a year was collected for all AMPs.

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

RESOLUTION NO. 3175: APPROVING WORKERS COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2017

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Michelle reported that SHA has been with IPRF for many years. Commissioner Long asked what types of claims had been paid out in 2016. Michelle

responded that there were seven (7) occurrences; but only three (3) claims that were actually paid out for an approximate \$20K.

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

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)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Grant covered some of the specifics that are included in this set of change orders for the Villas. Some of them included insulation and painting in the data closet, conduit revision (elevator shaft), and drywall to meet fire codes. Commissioner Long asked if this will be the end of these changes. Melissa added that there will be others, and specifically stated that fire-rated doors will be part of upcoming changes.

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

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

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Michelle stated that this support will backup in all three (3) locations; annual training by provider; HUD changes updated automatically; and software renewal license.

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

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 \$20,000.00 OR DECEMBER 31, 2017, WHICHEVER IS APPLICABLE FIRST

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: Grant stated this item is for vacant unit painting. Four bids were received, and after review it was determined that Jennings was the lowest bidder; the other three that bid on the project didn't have ample staff to keep up with the workload. Commissioner Long asked if this contractor meets the Section 3 requirements. Melissa explained that Section 3 comes into play when a contractor needs to hire additional staff during the life of their contract, in order to get the job done. This particular contractor currently has enough staff (work force) to complete this project.

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

CLOSED SESSION – CLOSED MEETING MINUTES & LITIGATION

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: None.

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

MOTION TO RETURN TO OPEN SESSION

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Alexander

DISCUSSION: None.

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

RESIDENT COUNCIL REPORTS

None.

COMMENTS

None.

ADJOURNMENT

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

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Springfield Housing Authority
Board of Commissioners Meeting Minutes
February 27, 2017

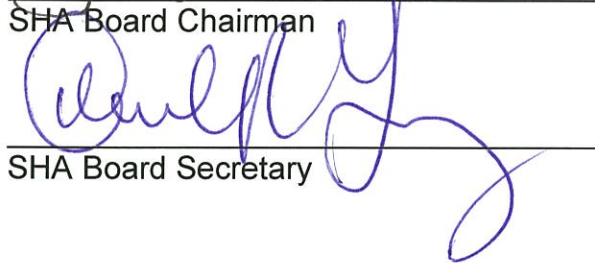
Minutes Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:



SHA Board Chairman

February 27, 2017
Date



SHA Board Secretary

February 27, 2017
Date