

Changing lives one key at a time

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

**REGULAR MEETING
MONDAY, MAY 22, 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, May 22, 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.

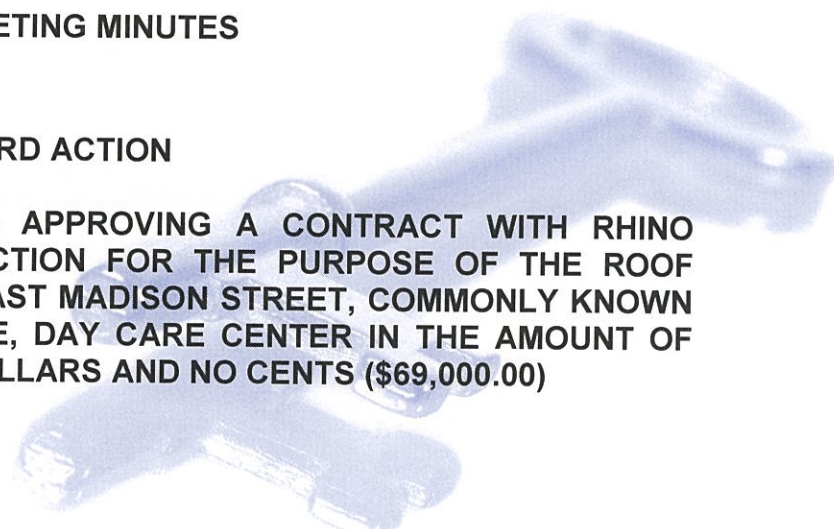
SPRINGFIELD HOUSING AUTHORITY

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
 - April 27, 2017
- V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3198 – APPROVING A CONTRACT WITH RHINO ROOFING AND CONSTRUCTION FOR THE PURPOSE OF THE ROOF REPLACEMENT AT 1551 EAST MADISON STREET, COMMONLY KNOWN AS MADISON PARK PLACE, DAY CARE CENTER IN THE AMOUNT OF SIXTY-NINE THOUSAND DOLLARS AND NO CENTS (\$69,000.00)



RESOLUTION NO. 3199 – APPROVING THE LEASE AGREEMENT BETWEEN SHAMORIE REYNOLDS, BEAUTICIAN, AT BONANSINGA HIRISE FOR THE SPRINGFIELD HOUSING AUTHORITY

RESOLUTION NO. 3200 – APPROVAL OF REVISION TO THE SPRINGFIELD HOUSING AUTHORITY’S FAMILY SELF SUFFICIENCY ACTION PLAN

RESOLUTION NO. 3201 – APPROVING AN INSTALLATION AND SERVICES AGREEMENT WITH COMCAST OF ILLINOIS/INDIANA/OHIO, LLC FOR THE PURPOSE OF PROVIDING A CABLE COMMUNICATIONS SYSTEM WITHIN THE VILLAS A VINEGAR HILL

RESOLUTION NO. 3202 – AMENDING THE SECTION 8 ADMINISTRATIVE PLAN REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SPRINGFIELD HOUSING AUTHORITY

RESOLUTION NO. 3203 – APPROVING CHANGE ORDERS #56 THROUGH #58 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILL IN THE AMOUNT OF FOUR THOUSAND NINE HUNDRED THIRTEEN DOLLARS AND TWENTY-ONE CENTS (\$4,913.21)

RESOLUTION NO. 3204 – AMENDING THE ADMISSIONS & CONTINUED OCCUPANCY PLAN

RESOLUTION NO. 3205 – APPROVING REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY’S EMERGENCY ACTION PLAN

RESOLUTION NO. 3206 – APPROVAL OF THE SUBMISSION OF A SIGNIFICANT AMENDMENT TO THE SHA’S 2017 PHA PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

**SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MAY 22, 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
- IV. APPROVAL OF PAST MEETING MINUTES
- V. RESOLUTIONS AND BOARD ACTION

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RESOLUTION NO. 3204 – AMENDING THE ADMISSIONS & CONTINUED OCCUPANCY PLAN

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RESOLUTION NO. 3206 – APPROVAL OF THE SUBMISSION OF A SIGNIFICANT AMENDMENT TO THE SHA’S 2017 PHA PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
THURSDAY, APRIL 27, 2017 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Thursday, April 27, 2017 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. The meeting was called to order at 12:00 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 Mod/Development
Wendy Mendenhall	Director of Human Resources
Robin Dowis	Asset Manager
Grant Gruen	Contract Administrator
Alexis Boswell	Section 8 Manager
Donald LoBue	Attorney
Dale Rector	Rector, Reeder, and Lofton, PC

EXECUTIVE DIRECTOR'S REMARKS

Director Newman commented that the Villas are now in our possession (SHA), and move-ins will begin. She stated that she wanted to thank staff, including Robin, Grant, Melissa, Joe, Kala, but not limited to all who played a part in making this an efficient process.

Chairman asked if we are now ready for the media to get involved. Jackie responded that we are in the process of preparing for the Ribbon Cutting ceremony which will be held June 13, 2017; and sneak preview will be scheduled for the Vinegar Hill Neighborhood Association. A call will be made to John Reynolds, State-Journal Register, but wanted to make the Board was made aware before moving forward. Chairman added that positive publicity could be achieved with the media; and suggested a contact with them now and again closer to the ribbon cutting. Jackie responded that she will reach out to the media Tuesday or Wednesday of next week.

Commissioner Long asked how many people are on the waiting listing for this project, and Robin responded that there are 103. Will process those that are 62 years old and older first, then begin to process the ones that are in their 50s.

During this meeting we had children of staff participating in the "Take Your Daughters and Sons to Work" program; they also attended this board meeting. Chairman welcomed each of them and asked that they give their name, who their parent was, and what were their goals as adults.

With that, Director Newman stated her report stands as was submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – March 30, 2017 – Regular Meeting

April 5, 2017 – Special Meeting, Director Jackie Newman attended via phone.

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: None.

VOTES IN FAVOR: Schweizer, Long, and Anderson

VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3189: APPROVING A GENERAL DEPOSITORY AGREEMENT WITH FIVE (5) BANKS FOR COMMUNITY RELATIONS, LOAN SERVICING, AND DEVELOPMENT OPTIONS WITH SHA

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Anderson

DISCUSSION: Michelle stated that we have had a long relationship with PNC Bank, and they have played a role in our Resident Fair, Charlie Brandon Day, and as a partner with the Villas at Vinegar Hill. But a couple of the concerns with them have been the fees they charge and not being easily accessible to our residents, by phone.

An RFP, with Options A-D, went out to all banks that showed an interest. Of that, six (6) banks bid and only five (5) responded (Busey Bank did not respond). The options were: A-Form of Proposal/Offer Form, B-Bank Software, C-Community Development, and D-Affordable Loans and Services to Non-Profits. Out of the rating for meeting these options, INB and Bank of Springfield rated the highest; with INB Bank being as much as \$1,500.00 lower per month for their service fees, in comparison to PNC which were upward of \$3,000.00.

With Board approval these two banks (Resolutions #3189, #3190, and #3191) will go into effect August 1, 2017; SHA will contact HUD of this change because of the direct deposits they make on our behalf; and new debit cards for the residents/landlords will be issued from Bank of Springfield.

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

RESOLUTION NO. 3190: APPROVING A GENERAL DEPOSITORY AGREEMENT WITH ILLINOIS NATIONAL BANK FOR THE DAILY, EFFECTIVE, AND EFFICIENT OPERATIONS OF THE SHA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: The information that Michelle provided in Resolution #3189 covers this resolution as well. The Board heard the information, and voted on them individually.

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

RESOLUTION NO. 3191: APPROVING A GENERAL DEPOSITORY AGREEMENT WITH BANK OF SPRINGFIELD FOR THE DAILY, EFFECTIVE, AND EFFICIENT OPERATIONS OF SHA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: The information that Michelle provided in Resolution #3189 covers this resolution as well. The Board heard the information, and voted on them individually.

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

RESOLUTION NO. 3192: APPROVING AN EXTENSION TO THE MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND COOK STREET RENAISSANCE

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa reported on this item and stated that we are the managers of Cook Street Renaissance; that we collect 6% of the rent that is collected for this project; and the only changes to the agreement is the date.

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

RESOLUTION NO. 3193: APPROVING AN EXTENSION TO THE G4S SECURE SOLUTIONS (USA), INC. CONTRACT

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Michelle reported G4S has completed one (1) year of this contract and this is the second year of the two (2) year renewable portion of the contract. She stated that Robin Dowis is the contact for this vendor, and she has had no complaints or issues with them. This second year contract will run from May 1, 2017 through April 30, 2018; and will have no increase in their fees.

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

RESOLUTION NO. 3194: APPROVING A CONTRACT WITH CT ADAMS PEST CONTROL FOR PEST CONTROL SERVICE OPTIONS A AND D FOR A CONTRACT PERIOD OF ONE (1) YEAR WITH TWO (2) RENEWAL OPTIONS

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Michelle reported that the breakout of services is based on specialized needs. American Pest Control will do chemical treatment for any bed bug concerns we may have; and the prices on their service continues to go down as we get a handle on infestation. Some of this is attributed to the fact that we now use a move-in strategy, whereas we check new residents' belongings before they get in their unit. Option F, which is geared more towards our multi-family units, Truman Road office and 200 North Eleventh, is a preventive process that is completed quarterly. Option A is an on-call procedure. The reason for the change is that Orkin Pest Service was not working out.

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

RESOLUTION NO. 3195: APPROVING A CONTRACT WITH AMERICAN PEST CONTROL, INC. FOR PEST CONTROL SERVICE OPTIONS B, C, E, AND F FOR A CONTRACT PERIOD OF ONE (1) YEAR WITH TWO (2) RENEWAL OPTIONS

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

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

RESOLUTION NO. 3196: APPROVING CHANGE ORDER #55 ON THE CONTRACT WITH CORE CONSTRUCTION FOR THE VILLAS AT VINEGAR HILL IN THE AMOUNT OF FIVE THOUSAND ONE HUNDRED THIRTY-TWO DOLLARS AND SIXTY-TWO CENTS (\$5,132.62)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Melissa stated we are now in the clean-up, or “substantial completion” stage. She added that the punch-list is still outstanding and landscaping is in the process. For this particular change order, Grant stated that there were some plumbing issues that needed to be corrected. Plumbing that had been placed on the outside walls had to be moved to an inside wall.

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

RESOLUTION NO. 3197: APPROVING THE LEASE AGREEMENT BETWEEN WAYNE DUNWOODY, BARBER/BEAUTICIAN AT THE VILLAS OF VINEGAR HILL AND THE SPRINGFIELD HOUSING AUTHORITY

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Anderson

DISCUSSION: Robin stated that Wayne Dunwoody is licensed as a barber/beautician and will be paying \$225 monthly to lease one (1) station, in the two (2) station facility. He is currently working on a final “work schedule” that will be shared with Robin and staff, to be distributed to residents.

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

RESIDENT COUNCIL REPORTS

None.

COMMENTS

Dale Rector, from Rector, Reeder, and Lofton, PC was in the office completing the annual audit review for the Springfield Housing Authority. He stated to the Board that everything is going well and staff have been cooperative. He stated that he and his staff have reviewed one hundred seventy (170) tenant files and only a few had minimal changes that were needed. He also stated that SHA's finances are strong—and the numbers are right.

Commissioner Long asked Dale how transferring federal funds, to become de-federalized worked; and if they audited also the finances of the not-for-profit arm of SHA (Capital City Coalition). Dale gave a brief explanation of federal and de-federalized funds and how that process worked; and stated that they do audit Capital City Coalition.

Commissioner Long then asked Dale how does he see things (budgets/dollars) going here and forward. Dale responded that he didn't see them as doing well, based on the fact that there are too many levels of oversight. In other words, he sees it as not getting better, or more of the same. Commissioner Long then asked about reserves; how can they be used before the feds take them back. Dale responded that SHA's financial scores (\$3.6 or \$3.5M in reserves) are almost too good, which may put us at risk for recapturing. He suggests that some of that reserve should be allocated for more affordable housing. Michelle added that a business activity account has been set-up to track and potentially help with this.

ADJOURNMENT

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

Minutes Submitted By:
Brenda S. Bruner, Executive Assistant

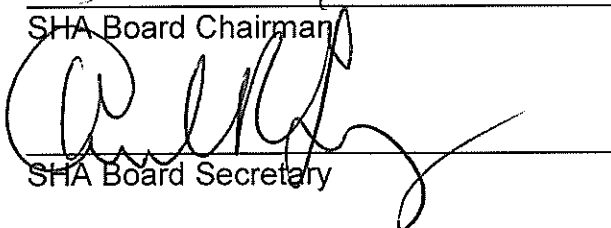
Approved by:



SHA Board Chairman

May 22, 2017

Date



SHA Board Secretary

May 22, 2017

Date