SPRINGFIELD HOUSING AUTHORITY
Changing lives one key at a time

200 North 11th Street, Springfield, IL 62703
Phone 217.753.5757 | TTY 217.753.5757 | Fax 217.753.5799
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NOTICE OF REGULAR MEETING OF THE
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS

REGULAR MEETING
MONDAY, DECEMBER 16, 2019 – 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, December 16, 2019 – 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

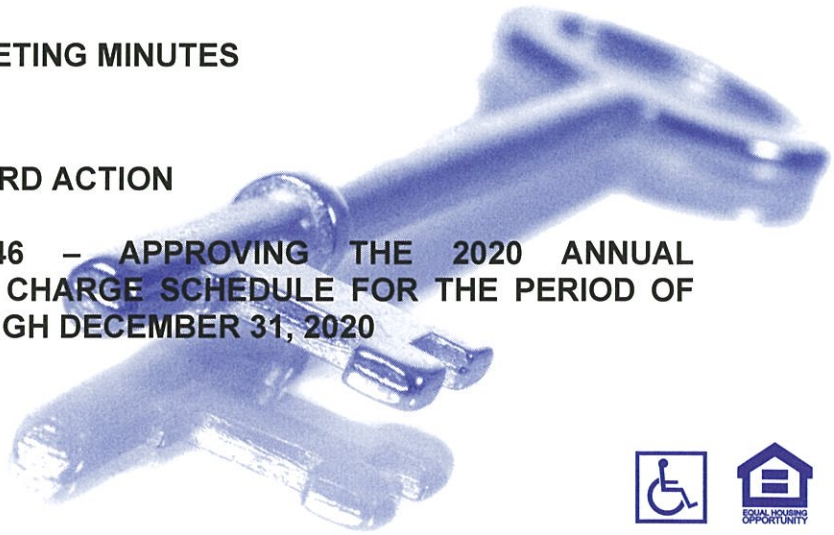
II. CHAIRMAN'S REMARKS

III. EXECUTIVE DIRECTOR'S REMARKS

IV. APPROVAL OF PAST MEETING MINUTES
- **October 28, 2019**

V. RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3346 – APPROVING THE 2020 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020



RESOLUTION NO. 3347 – APPROVING THE MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND GENESIS PLACE, LLC

RESOLUTION NO. 3348 – APPROVING A CONTRACT RENEWAL WITH SPENCER INVESTIGATIONS FOR PROCESS SERVER IN THE AMOUNT OF THIRTY THOUSAND DOLLARS ($30,000.00)

RESOLUTION NO. 3349 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF $96,953.36

RESOLUTION NO. 3350A – APPROVING A CONTRACT MODIFICATION WITH IDENTI-CHECK FOR FINGERPRINT/BACKGROUND SERVICES IN THE AMOUNT OF TWENTY-FIVE THOUSAND DOLLARS ($25,000.00) THROUGH DECEMBER 31, 2019

RESOLUTION NO. 3350B – APPROVING A CONTRACT MODIFICATION OF THE TERMS WITH IDENTI-CHECK FOR FINGERPRINT/BACKGROUND SERVICES FOR A PERIOD OF THREE YEARS BEGINNING JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

RESOLUTION NO. 3351 – APPROVING THE HCV 5-YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF $1,140,250.00 FOR FISCAL YEAR JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

RESOLUTION NO. 3352 – APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF $14,027,500.00 FOR THE FISCAL YEAR JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

RESOLUTION NO. 3353 – APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

RESOLUTION NO. 3354 – APPROVING WORKER'S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2020

RESOLUTION NO. 3355 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2020

RESOLUTION NO. 3356 – APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2020

RESOLUTION NO. 3357 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2020

RESOLUTION NO. 3358 – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLAS AT VINEGAR HILL FOR 2020

RESOLUTION NO. 3359 – APPROVING A REVISION TO THE SPRINGFIELD HOUSING AUTHORITY'S RECORD RETENTION POLICY

RESOLUTION NO. 3360 – APPROVING AN AGREEMENT WITH CHICAGO REGIONAL COUNCIL OF CARPENTERS ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA

RESOLUTION NO. 3361 – APPROVING A CONTRACT MODIFICATION WITH JENNINGS PAINTING, INC. FOR 2019 VACANT UNIT PAINTING CONTRACT IN THE AMOUNT OF FORTY THOUSAND DOLLARS ($40,000.00) AND TO EXTEND THE CONTRACT END DATE TO JANUARY 31, 2020

RESOLUTION NO. 3362 – APPROVING A CONTRACT WITH TRIPLE 'A' ASBESTOS SERVICES, INC. FOR THE PURPOSE OF REMOVAL OF ASBESTOS CONTAINING TILE AND MASTIC IN VARIOUS SPRINGFIELD HOUSING AUTHORITY PROPERTIES, NOT TO EXCEED THE AMOUNT OF $50,000.00 OR JUNE 30, 2020, WHICHEVER IS APPLICABLE FIRST

RESOLUTION NO. 3363 – APPROVING MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND UNION BAPTIST PLAZA

VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

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SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS – REGULAR MEETING
MONDAY, DECEMBER 16, 2019 – 5:00 P.M.
200 NORTH ELEVENTH STREET
SPRINGFIELD, ILLINOIS

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12/12/19

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VI. RESIDENT COUNCIL REPORTS

VII. COMMENTS

VIII. ADJOURNMENT

MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, OCTOBER 28, 2019 - 5:00 P.M.

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, October 28, 2019 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 Timothy Schweizer
Commissioner Dan Long
Commissioner Luckist Turner
Commissioner Kimeka Robinson
Commissioner William Gass

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of Human Resources
Joe Antonacci	Director of Mod/Dev
Adrienne Grover	Director of S8
Darryl Jones	Asset Manager
Robin Dowis	Asset Manager
Sarah Thomas	Asset Manager
Stacy Huebsch	Finance Manager
Blake Whitener	Construction Manager
Jessica Watson	Contract Administrator
Randy Segatto	Attorney
Brenda Bruner	Executive Assistant

EXECUTIVE DIRECTOR'S REMARKS

Director Newman stated her report is brief, as she just recently gave a thorough report at the October 7th meeting. She said that the only item different from them was she and other staff attended the National NAHRO Conference. With that, her report stands as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – October 7, 2019

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Commissioner Long noted in the minutes that the board requested a follow-up on Resolution 3336; where the Board (specifically Commissioner Long posed the question) of how much time would be obligated in being the Contract Administrator for the Peoria Housing Authority. Melissa said that the answer would be provided at a later date.

VOTES IN FAVOR: Schweizer, Long, Turner, and Gass
VOTES AGAINST: None

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3342: APPROVING A BONUS/WAGE INCREASE WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated that it was recommend that a 2% (one time) bonus be given to staff that were hired before 1984; and a 2% (one time) pay increase to the other painter. Neither of these bonuses would affect staff's base income. The bonuses are part of the negotiations which are based on the salary comparability study that was recently completed.

Commissioner Long asked is if this is the first time that bonuses have been given. Wendy responded that this is true. The bonuses that staff will receive will be a one-time lump sum. One of the painters that work for SHA is at or above the recommended salary, based on the study. There is general an increase with the unions yearly (wage-openers). This will be considered as the increase that staff would normally receive at the start of the new year. Commissioner Gass wanted to clarify that this bonus doesn't really affect anything that staff currently received. Wendy agreed, stating that this doesn't affect their base. Commissioner Long asked if this study could be shared with the Board; and Wendy stated that it be emailed to the Board.

VOTES IN FAVOR: Schweizer, Long, Turner, Robinson, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3343: APPROVING A BONUS WITH INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION NO. 399

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated there are two engineers; and each of them would receive a one-time 2% bonus. The salary study that was completed gave us the salary range that these positions should be at. These bonuses will be used for this year's increase; capping those that are over the salary range by receiving this bonus.

Melissa added that the bonus is their increase for next year, which they will receive in a lump sum payment. This process will allow SHA to be fully ADA compliant with their (staff) job description/and the bonus will not affect their base. Commissioner Long asked, "so we just want to give them something?" Melissa responded that the lump sum would be their increase that they would receive for annual wage increase that would have been negotiated at their "wage re-openers". Commissioner Long asked if there would be some staff who would not receive this increase. Chairman responded that they (the Board) would play a part in that determination. Commissioner Gass added that (for clarification) that this is a part of the collective bargaining agreement; to which Wendy responded that it was. She went on to say that the survey helped in establishing this bonus amount; which is also the wage re-opener. Chairman asked when does the agreement end. Wendy stated it is 2020 for the Painters and 2021 for the Engineers.

VOTES IN FAVOR: Schweizer, Long, Turner, Robinson, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3344: APPROVING THE SPRINGFIELD HOUSING AUTHORITY'S EMERGENCY ACTION PLAN

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy stated the revisions to the Emergency Action Plan (EAP) was minimal. The number of units that Authority currently has increased since the last time the Plan was united; things have moved around a little; the vendor and member list was updated; HUD released updated resources; and workplace violence checklist was added. She added that there is a "Active Shooter" training for staff coming up in November

Chairman said that in his brief review of the document, the only thing that he seen that needed to be added is that they (the Board) should be called in the event of any emergency. Commissioner Long asked if there are staff who work from their homes. Wendy responded that Chairman's comment will be added. In response to Commissioner Long, that what he may have been referring to is when one of our buildings may be damaged and staff may have to work remotely, from their homes, or another SHA building.

VOTES IN FAVOR: Schweizer, Long, Turner, Robinson, and Gass
VOTES AGAINST: None

RESOLUTION NO. 3345: APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF REHABILITATION OF KITCHENS, BATHROOMS, AND FLOORING OF VACANT UNITS IN THE BONANSINGA HI-RISE, NOT TO EXCEED THE CONTRACT AMOUNT OF $183,000.00 OR THE CONTRACT END DATE OF OCTOBER 28, 2020, WHICHEVER COMES FIRST

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Jessica stated that this is item is for rehabilitation within the Bonansinga Hi-Rise. 517 vendors looked at the RFP; 17 downloaded; and 2 submitted a bid. Chairman asked if the amount in the breakdown provided is per unit rate and if this different from previous work completed by this vendor were the same. Joe responded that, yes this is the same unit pricing. Melissa added that some vendors may not respond/bid to these types of service because the repairs are based on an as-needed basis.

VOTES IN FAVOR: Schweizer, Long, Turner, Robinson, and Gass
VOTES AGAINST: None

RESIDENT COUNCIL REPORTS

None.

COMMENTS

Michelle added that the Authority is working on a new marketing concept, as to build the waiting list. We have recorded new ads with three of the local radio stations; participated in the senior celebration and Zoolie Ghoulie at the Henson-Robinson Zoo (where 8K people attended last year); updated our website on the main page with a blurb (in red); and plan to reach out to local churches. Commissioner Long asked why the waiting list has decreased. Michelle stated that, in part, is because we haven't done any new advertising in a while. Director Newman added that it just really fluctuates. There are no problems with the voucher-side because there are so many options available through that program. We are not the only "game in town" out there, so we have to make our product the best.

It was mentioned by Commissioner Long, and agreed by others, that Sangamon County is doing well, economy-wise. Director Newman added that the "living wage" is still not there though.

ADJOURNMENT

Motion to adjourn was made by Commissioner Turner; vote was unanimous in favor of the motion.

Minutes Respectfully Submitted By:
Brenda S. Bruner, Executive Assistant

Approved by:

SHA Board Chairman — December 16, 2019
Date

SHA Board Secretary — December 16, 2019
Date