

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, MAY 24, 2021 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, May 24, 2021 at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. Due to the COVID-19 pandemic, this meeting was also held via Zoom (telecommunication) and was called to order at 5:05 p.m.

Commissioners Present: Chairman Timothy Schweizer (in-person)
Commissioner Dan Long (in-person)
Commissioner Luckist Turner (in-person)

Commissioners Absent: Commissioner William Gass

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Renee Bell	Director of FSS
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of HR
Joe Antonacci	Director of Mod/Dev
Jonathan Schienschang	Construction Manager
Adrienne Grover	Director of HCV
Tamiko Bilbro	HCV Manager
Robin Dowis	Asset Manager
Darryl Jones	Asset Manager
Becky Stehman	Asset Manager
Stacy Huebsch	Finance Manager
Karen Cliburn	Budget Manager
Jessica Watson	Contract Administration
David Herman	Attorney
Samantha Bobor	Attorney
Rick Ray	Ray's Plumbing & Sewer Service
Brenda Bruner	Executive Assistant

CHAIRMAN'S REMARKS

Chairman read the following comment and then turned the meeting over to Director Newman:

This meeting is being conducted electronically pursuant to Executive Order 2020-07 signed by Governor Pritzker and guidance provided by Legal Counsel. More importantly, based on what we know now about the coronavirus pandemic and prudent precautions as a result thereof, this meeting is being conducted in a way to provide the maximum amount of protection to our Board, staff and the community. We apologize for any inconvenience to anyone, but we ask for your understanding and compliance temporarily. Thank you.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman highlighted a few items from her report to the board:

- ❖ Occupancy Report – Director commended staff for their continued hard work, keeping our occupancy rate at 98% and higher during the time of COVID
- ❖ HCV – She also wanted to commend Desiree (and all staff that submitted information) for the completion of the newsletter that recently went out. Director stated that the Commissioners were given a copy. Adding that within this edition of the newsletter an article on an event that was held at Brandon Drive where some of the local police officers made themselves available to meet our clients that live in this neighborhood
- ❖ FSS – Director Newman stated the focus for June, for this department, is homeownership.

Chairman asked Director to remind the Board when the office of SHA will be reopening. Director responded that June 7th is the date, and added, that though we are open, mask must still be worn by staff and clients.

With that, Director Newman stated her written report (submitted to the Board via email) stands as submitted.

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – April 26, 2021

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: None.

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

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 3425: APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF SIDING, WINDOWS, AND DOORS REPLACEMENT IN AMP 1 PROPERTIES IN THE CONTRACT AMOUNT OF \$103,833.00

MOTION TO APPROVE: Commissioner Long
SECOND: Chairman Schweizer

DISCUSSION: Jessica stated that Capital Funds will be used to complete this item, with AMP 1 being the most in need. She stated that 1,036 vendors viewed the RFP; 21 downloaded it; and 2 bids were submitted. Commissioner Long asked if there were three properties receiving these repairs. Jessica responded that there is a total of seven (7) units; of those seven, one would receive new windows.

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

RESOLUTION NO. 3426: APPROVING A CONTRACT WITH CLEETON CONSTRUCTION, INC. FOR THE PURPOSE OF ROOF REPLACEMENT IN AMP 2 AND AMP 4 PROPERTIES IN THE CONTRACT AMOUNT OF \$85,085.00 AND \$2.65 PER SQUARE FOOT FOR ANY PLYWOOD REPLACEMENT

MOTION TO APPROVE: Commissioner Long
SECOND: Chairman Schweizer

DISCUSSION: Jessica stated that Capital Funds will also be used for these repairs within AMPS 2 and 4. There were 1,029 vendors who were notified and six (6) of these vendors submitted bids. Cleeton was evaluated as the most responsive. We have not worked with this vendor before, but did receive references from the city for work that they had completed for them; and our attorneys reviewed their bid.

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

RESOLUTION NO. 3427: APPROVING A CHANGE MODIFICATION OF PURCHASE REQUISITION 21-0071 WITH RICK RAY AND SONS, TO INCREASE THE CONTRACT AMOUNT OF \$44,750.00 TO COMPLETE THE REPAIRS OF THE SEWER LINE AT BRANDON COURT

MOTION TO APPROVE: Commissioner Long
SECOND: Chairman Schweizer

DISCUSSION: Joe reported that the Board had previously approved for repairs to the sewer lines in the Brandon Court area. Rick Ray and Sons started the repairs, looking for a blockage. He went on to say that the vendor found that the sewer line was blocked, but by the city line at the curb. Additional funds are needed to address this. Adding this amount to the previous resolution, the total cost to repair this sewer line would cost \$59,500.00. Jake Ray, owner of the company, stated that the line in the road was on top of the water main. He stated that they back-filled the initial holes that were made, then went to the area of concern (blockage) and added a lift-station. Commissioner Long stated to the vendor, that he was sure that they (the company) didn't make anything off of this project; to which Mr. Ray said that this was true—but it was necessary to make these repairs.

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

RESIDENT COUNCIL REPORTS

None.

BOARD COMMENTS

Chairman stated that SHA received a great audit. Michelle responded that the HCV and PH staff should be commended on a job-well-done. The auditors gave high praise for the files that they audited.

PUBLIC COMMENTS

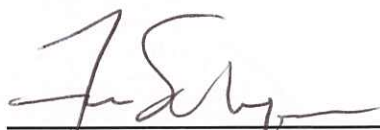
None.

ADJOURNMENT

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

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

Approved by:



SHA Board Chairman

June 28, 2021
Date



SHA Board Secretary

June 28, 2021
Date