

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, December 13, 2021 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, December 13, 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 5:00 p.m.

Commissioners Present: Chairman Timothy Schweizer
 Commissioner Dan Long
 Commissioner Luckist Turner

Commissioners Absent:

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Stacy Huebsch	Manager of HR
Wendy Mendenhall	Director of HR
Adrienne Grover	Director of S8
Joe Antonacci	Director of Mod/Dev
Jonathan Schienschang	Construction Manager
Robin Dowis	Asset Manager
Becky Stehman	Asset Manager
Karen Cliburn	Budget Manager
Tamiko Bilbro	HCV Manager
David Herman	Attorney
Samantha Bobor	Attorney
Latina Faulkner	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 gave a brief remark mentioning the planning of the Executive staff retreat. Director has yielded her time to budget resolutions.

APPROVAL OF PAST MEETING MINUTES

October 25, 2021

MOTION TO APPROVE: Dan Long
SECOND: Luckist Turner

DISCUSSION: revise meeting minutes to reflect closed session.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3451 – APPROVING AN AGREEMENT WITH CHICAGO REGIONAL COUNCIL OF CARPENTERS ON BEHALF OF CARPENTERS LOCAL #270 OF THE UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy Mendenhall gave a brief overview of the Carpenters negotiations. The Springfield Housing Authority (SHA) wishes to approve a five (5) year Agreement with Chicago Regional Council of Carpenters on behalf of Carpenters Local #270 of the United Brotherhood of Carpenters & Joiners of America. The Agreement provides for equity adjustments, a 2.5% pay increase for the remainder of the employees effective January 1, 2022; and wage reopeners for calendar years 2023 through 2026 in accordance with the terms and conditions as set forth in the attached Collective Bargaining Agreement. Commissioner Long asked what are we trying to do as it relates to FLMA. Wendy Mendenhall responds, 12-month max for FMLA.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3452 – APPROVING AN AGREEMENT WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Wendy Mendenhall gave a brief overview of the Painter negotiations. The Springfield Housing Authority (SHA) wishes to approve a five (5) year Agreement with Painters District Council 58, International Union of Painters and Allied Trades. The Agreement provides for an equity adjustment, a 2.5% pay increase effective January 1, 2022 and wage reopeners for calendar years 2023 through 2026 in accordance with the terms and conditions as set forth in the attached Collective Bargaining Agreement.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3453 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$94,075.13

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Stacy Huebsch gave brief overview of collection loss write-off. The Springfield Housing Authority plans for in its operating budget, an annual write-off of uncollectible accounts authorized in June and December. These amounts will be entered in the Enterprise Income Verification (EIV) system with the U. S. Department of Housing and Urban Development and put in the Illinois Debt Recovery Program.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3454 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Adrienne Grover gave brief overview of Utility allowances schedules for Public Housing. HUD regulation 24 CFR 966.502 requires that Public Housing Agencies (PHA) establish allowances for resident purchased utilities for all utilities purchased directly from the utility suppliers. HUD requires the PHA to review their Utility Allowances at least annually and must revise its allowance for utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION #3455- APPROVING A CONTRACT WITH SPENCER INVESTIGATIONS FOR PROCESS SERVER

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority (SHA) issued a Request for Proposal (RFP), 2021-04, for Process Serving. The evaluation terms outlined in the RFP allow for award to be made on factors other than cost. The SHA received and evaluated two (2) proposals of which Spencer Investigations was determined to be the highest scoring proposer based upon the criteria set forth in the RFP. The SHA is requesting a contract award be made to Spencer Investigations for an initial three (3) year contract, with an optional fourth (4th) and fifth (5th) year renewals, for a total contract period not to exceed five (5) years. the costs for these services should not exceed \$100,000.00 (one hundred thousand dollars) for the initial three (3) year contract and \$33,000.00 (thirty-three thousand) per contract year for optional years four (4) and five (5) should they be executed.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3456- APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority must insure its properties for loss due to damage, fire, catastrophe and electronic equipment, liability, public official's liability, and public employee dishonesty. The Assisted Housing Risk Management Association (AHRMA) is excluded from the HUD procurement procedures. The renewal rates are \$ 849 less or a decrease of .37 %. The blanket buildings policy includes earthquake, mine subsidence, and flood coverage and has a deductible of \$ 2,500, and mine subsidence (2% cost deductible) at replacement values.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3457- APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR THE VILLA'S AT VINEGAR HILL FOR 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority must insure its properties for loss due to damage, fire, catastrophe and electronic equipment, liability, public official's liability, and public employee dishonesty. The Assisted Housing Risk Management Association (AHRMA) is excluded from the HUD procurement procedures. The renewal rates are \$ 4,520 more or an increase of 16.6 %. The blanket buildings policy includes earthquake, mine subsidence, and flood coverage and has a deductible of \$ 5,000, and mine subsidence (2% cost deductible) at replacement values.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3458- APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority must insure its properties for loss due to damage, fire, catastrophe and electronic equipment, liability, public official's liability, and public employee dishonesty. The Assisted Housing Risk Management Association (AHRMA) is excluded from the HUD procurement procedures. The Assisted Housing Risk Management Association (AHRMA) renewal rates are \$ 844 less or a decrease of 3.8 %. the blanket buildings policy includes earthquake, mine subsidence, and flood coverage; the blanket buildings policy has a deductible of \$ 5,000 and mine subsidence (2% cost deductible) at replacement values.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3459- APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority must insure the thirty-one (31) vehicles for loss from collision and comprehensive claims. The existing policy with AHRMA has been offered for renewal at \$ 24,438 with no increase in premium cost. We have reduced coverage to liability only on vehicles older than 2010. AHRMA has proposed coverage for vehicle insurance for the Springfield Housing Authority. The Assisted Housing Risk Management Association (AHRMA) is excluded from the HUD procurement procedures. The coverage includes \$1,000,000.00 of property and bodily injury coverage per accident and comprehensive coverage and uninsured and underinsured motorist. The policy also has \$ 5,000 auto medical payments per person per accident.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3460- APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview of the Springfield Housing Authority AMP, COCC, and SHA Business Activities Operating Budgets for the period beginning January 1, 2022 and ending December 31, 2022.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3461- APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$ 15,387,404 FOR THE FISCAL YEAR JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview of the Housing Choice Voucher Budget in the amount of \$ 15,387,404 for the fiscal year January 1, 2022 through December 31, 2022. The Housing Choice Voucher Program has 2,148 units identified as IL004VO with Total Annual Contributions and Grants Available of \$ 15,387,404.

VOTES IN FAVOR: ALL

VOTES AGAINST:

RESOLUTION NO. 3462- APPROVING THE HCV 5 YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$ 1,027,400 FOR THE FISCAL YEAR JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview of the 5 Year Mainstream Voucher Budget in the amount of \$ 1,027,400 for the fiscal year January 1, 2022 through December 31, 2022. The HCV 5 Year Mainstream Program has 252 units identified as IL004DV with Total Annual Contributions Available of \$ 1,027,400.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3463- APPROVING THE 2022 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2022 THRU DECEMBER 31, 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority (SHA) in accordance with HUD policy must update the maintenance tenant charge schedule each year. SHA posted this updated schedule in a conspicuous place in the SHA offices and tenants were notified of this posting via the monthly rent statements. Tenants are allowed thirty (30) days to review this schedule and make recommendations. Tenants will be responsible for paying the Housing Authority's labor and material costs associated with repairing damage which exceeds normal wear and tear to a tenant's unit. This shall take effect January 1, 2022.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESOLUTION NO. 3464- APPROVING WORKER'S COMPENSATION INSURANCE THROUGH THE ILLINOIS PUBLIC RISK FUND (IPRF) FOR 2022

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle Sergent gave overview. The Springfield Housing Authority must insure its employees for accident and/or injury on the job. The SHA obtained quotes from the previous carrier, the Illinois Public Risk Fund. The cost per \$ 100 of coverage is \$ 5.288 for 2022 an

increase of \$.17 from \$ 5.118 for 2021. The insurance premium is based on budgeted payroll with an adjustment for actual payroll dollars via an audit at the end of the year. The Springfield Housing Authority request to purchase Worker Compensation Insurance offered through IPRF at an initial premium of \$ 147,059. The contract period of January 1, 2022 through January 1, 2023. An annual audit of the SHA payroll will be conducted to determine any return of premium or if an additional premium is due.

VOTES IN FAVOR: ALL
VOTES AGAINST:

RESIDENT COUNCIL REPORTS

BOARD COMMENTS

Commissioner Long commented about the SHA Christmas Party. Thanks everyone who put it together, the food was good and he helped Michelle Sergent with prizes

PUBLIC COMMENTS

OPEN SESSION

ADJOURNMENT

Motion to adjourn made by Luckist Turner. Parties Disbursed

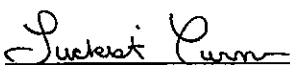
Minutes Respectfully Submitted By:
Latina Faulkner, Executive Assistant

Approved by:



SHA Board Chairman

December 13, 2021
Date



SHA Board Secretary

December 13, 2021
Date