

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, MARCH 28, 2022 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, March 28, 2022 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 Finance
Wendy Mendenhall	Director of HR
Adrienne Grover	Director of S8
	Director of Mod/Dev
Jonathan Schienschang	Construction Manager
Robin Dowis	Asset Manager
Becky Stehman	Asset Manager
Kylie Jackson	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*

*Congratulations to Director Newman for successfully defending her dissertation. Why was it so important to you to get this degree? Director replied, I examined the impact of the federal policy environment on public housing authorities' stance, strategic pathways, and value commitments. It helps with critical thinking skills; you don't know you can think that big until you have too.*

## **EXECUTIVE DIRECTOR'S REMARKS**

Director started by announcing the New Asset Manager Kylie Jackson for AMP 2 & 7. She is a promotion from within. She worked in HCV and now the asset manager. We are happy to have her. Hud has been reaching out for HCV utilization and occupancy. Currently we are between 93%-95% which is below 97%. That percentage is not a concern. We will reach 97% before October. Melissa Huffstedtler mentioned the percentage is due to evictions of non-payment of rent, deaths, move without notice, capital improvements are a little longer than normal. Director congratulate Adrienne Grover and her team for the emergency housing vouchers program. All 37 have been issued. CCC and SHA had a cite visit at Poplar Place. Currently there are 284 units that will be downsize to 100 units with more greenery. This project is a work in progress. Once its complete, it will be turn key. The Madison Park Place redevelopment narrows down to a developer. Looking to have a developer by April board meeting. Lastly, we have solidified a CEO for Peoria. She will be starting in May.

## **APPROVAL OF PAST MEETING MINUTES**

February 28, 2022

MOTION TO APPROVE: Dan Long  
SECOND: Luckist Turner

### **DISCUSSION:**

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

## **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3470** – APPROVAL OF THE SECTION 8 PROJECT BASED VOUCHER PROGRAM CONTRACT WITH NEHEMIAH EXPANSION, INC.

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Adrienne gave overview of this resolution. SHA received one Request for proposal from Nehemiah Expansion, Inc. Nehemiah is requesting 10-project based vouchers for their forty newly constructed 2-bedroom single family homes for families. This is in addition to 19 project-based vouchers already under HAP contract with SHA. Upon Board approval, SHA will enter into a 20-year HAP contract with Nehemiah Expansion. Chairman mentioned for the record there was a typo in the original resolution. Thanks to Latina and Adrienne for fixing the typo. The resolution is now good to go.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3471** – APPROVING A CHANGE MODIFICATION WITH JENNINGS PAINTING, INC. FOR VACANT UNIT PAINTING CONTRACT IFB 2021-04 IN THE AMOUNT OF FORTY-FIVE THOUSAND DOLLARS (\$45,000.00).

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa Huffstedtler gave overview of this resolution. The SHA is requesting a change modification to the original contract with Jennings Painting, Inc. increasing the contract amount from \$200,000.00 to \$245,000.00. The original contract amount of two-hundred thousand dollars (\$200,000.00) will have been met by March 28, 2022. A contract extension of forty-five thousand dollars (\$45,000.00) will cover the vacant unit painting costs until a new anticipated contract effective date of May 1, 2022.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

none

**BOARD COMMENTS**

none

**PUBLIC COMMENTS**

The mayor Jim Langfelder thanks everyone for their hard work. Stating you are changing Springfield and opening new opportunity with the expansions of Poplar place and other projects throughout the city. He also appreciates Director for helping Peoria. Chairman commented that the mayor Jim Langfelder was welcomed anytime.

**ADJOURNMENT**


Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:

  
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SHA Board Chairman

April 25, 2022  
Date

  
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SHA Board Secretary

April 25, 2022  
Date