

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, OCTOBER 24, 2022 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, October 24, 2022, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was also held in person as well as via Zoom (telecommunication) and was called to order at 5:00 p.m.

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

Staff Present:

Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Director of Finance
Wendy Mendenhall	Director of HR
Adrienne Grover	Director of HCV
Tamiko Bilbro	HCV Manager
Jonathan Schienschang	Construction Manager
Ligia Anderson	Contract Admin
Karen Cliburn	Budget Manager
Kylie Jackson	Asset Manager
Becky Stehman	Asset Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	Executive Assistant

Other:                         Julius Simmons                         Accounting Info Tech Group

**CHAIRMAN'S REMARKS**

Chairman called the meeting to order at 5:00 pm, welcomed all, and turned the floor over to Director Newman.

**EXECUTIVE DIRECTOR'S REMARKS**

Director stated the SHA has recently been approved to be a Move to Work Agency (MTW) by HUD. SHA is asking for approval from the board to adopt this initiative. SHA is 1 of 18 nationwide MTW housing authorities. Under the asset-building cohort, we will execute an (ACC) Annual Contribution Contract. We have participated in the 1<sup>st</sup> MTW Training. There are 6-8 training sessions for the onboarding remaining. We will soon start outreach which is targeted at Public Housing families. We will help participants with credit building which is in line with what is offered through credit counseling and Family Self Sufficiency.

HUD approved the SHA Family Self-Sufficiency plan. We can now move forward with new referrals to the program.

### **APPROVAL OF PAST MEETING MINUTES**

September 26, 2022

MOTION TO APPROVE: Dan Long  
SECOND: Luckist Turner

**DISCUSSION:** none.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

#### **RESOLUTION #3498 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PROCUREMENT POLICY**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Chairman asked if the only changes are highlighted in blue. Michelle Sergent answered yes. As SHA has been using the procurement policy, there have been a few changes from HUD. This resolution is to update the board with those changes. Michelle stated she worked with Attorney Sam Bobor. There were some questions about the bond information in the procurement policy. The biggest change is that the housing authority can enter into a contract for up to five years. The housing authority can always terminate a contract for cause in writing.

Dan Long asked how a blanket contract is bid. Michelle answered we have a request for proposal (RFP). For example, trash removal. It's hard to determine the exact price. We will proceed with a "not to exceed" a certain amount for those services. This is one of those services you don't want to change out often.

Melissa added we do blanket contract bidding with vacant unit paint. It is bid per square foot of the unit. We do a "not to exceed" amount and bill against that amount until that money is gone. That is how Mod and Development do blanket contracts.

Sam added the blanket contract is used when you know you will be using something repeatedly, but don't want to have to do a bunch of small bids. Painting is a perfect example. We will need a quick turnaround, and does not have to be re-bid. Once we contact them, they have so many days to get the job done.

Chairman stated with the approval, the policy will fit with the alinement of what HUD allows us to do with procurement. Michelle agreed and stated because there are HUD rules, state, and local rules, Sam Bobor expertise assisted us with staying in compliance.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

**RESOLUTION #3499** – APPROVING A CONTRACT MODIFICATION FOR EQUIFAX WORKFORCE SOLUTIONS FOR INCOME VERIFICATION AND SOCIAL SECURITY NUMBER LOOKUP IN ADDITION OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle stated this was the second year of a three-year contract with Equifax. Dan asked if this was a blanket contract. Michelle responded this is a sole source contract. They are the only ones who offer this service. We have checked with other creditor companies to verify. HCV and Public Housing use this product. This product helps with income verifications and assists with completing recerts, interims, and new admissions. It's hard to determine a set amount for usage because there is no way of knowing exactly how much of this service will be used. Previously the board approved 90k for these services. We increased it a bit to 115k per year.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3500** – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Tamiko Bilbro gave an overview of this resolution. Every year SHA obtains a 3<sup>rd</sup> party study of the resident-paid utilities in the City of Springfield/Sangamon County area. If the difference from the former study is greater than 10%, HUD requires that the housing authority update the utility allowance schedule, which is used to calculate the amount of rent the residents are responsible for. The updated utility allowance schedule will be effective immediately upon board approval.

Chairman stated we keep hearing home heating will be much higher this winter. Are we going to be okay? Tamiko replied that the amounts increased, and yes we will.

Melissa added the study was completed in July/August. As we get through this winter and see what the gas and electric prices will be, we will possibly see a different amount next year.

Michelle added that we have gotten feedback from HUD on our operating budget subsidy calculation. The inflation factor for the utility expense level (UEL) just for public housing is 8.7%. Chairman commented that was good to hear.

Dan asked what was the average increase. Adrienne replied between 10-15%.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3501 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR HOUSING CHOICE VOUCHERS FOR RESIDENT PURCHASED UTILITIES**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Adrienne Grover gave an overview of this resolution. Similar to the last resolution, this is an updated utility allowance schedule for the Housing Choice Voucher program. A 3<sup>rd</sup> party study of the resident-paid utilities in the City of Springfield/Sangamon County area was conducted. If the difference from the former study is greater than 10%, HUD requires that the housing authority update the utility allowance schedule, which is used to calculate the amount of rent the residents are responsible for. The updated utility schedule will be effective immediately upon board approval.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3502 –APPROVING THE SPRINGFIELD HOUSING AUTHORITY’S SUBMISSION OF THE MOVE TO WORK (MTW) ACC AMENDMENT TO THE PUBLIC HOUSING AND HOUSING CHOICE VOUCHER ACCs AND AUTHORIZING THE EXECUTIVE DIRECTOR OF THE SPRINGFIELD HOUSING AUTHORITY TO EXECUTE ANY DOCUMENTS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO EXECUTE THE MTW ACC AMENDMENT**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa stated how excited SHA is to become a MTW agency. This program will help meet more needs of our family in our community. We will find out more as we go through the process. What we submitted in July was preliminary of what we thought we would do as we work through the program, but there are a lot of things that the MTW designation status will do for our housing authority. SHA is excited about those opportunities. This is a status that is awarded to high-performing housing authorities.

Dan made mentioned discussing this once before however, will there be any additional funds given to a MTW agency? Director answered no. Dan asked for an example of benefits that can be received. Melissa stated, we have had 1 training session for this cohort. There are 18 other Housing Authorities. SHA is the only MTW from Illinois under this cohort. One example is, our units may still be inspected by REAC but our PHAS/SEMAP scores will remain as it stands. Another example is in Springfield, we have a high priority on homeless families, and without the MTW designation, you can't adopt a move-on strategy. A move-on strategy in terms of homeless families, you move families who are in permanent supportive housing to a voucher so that families who need supportive housing can move into those units and you kind of create this continuum of housing assistance. You can't participate in that strategy if you are not an MTW agency. Some waivers that were allowed during the Covid pandemic are available to the housing authority to utilize on a MTW which provides us with a little more flexibility in how we serve our families. There are multiple steps that it will take to become a fully functional MTW agency.

Dan asked if this had anything to do with work thus the name of the program, Move to Work. Director responded, Move to Work is the name of the demonstration. This is the fourth cohort. The earlier cohort

emphasized different things. This cohort focus on credit building. We are hoping to build generational wealth with a focus on credit building.

Dan asked how long this program is. Melissa answered about 20 years. Each year you have to create a new plan for HUD. When we do our annual plan, we will have an MTW annual plan. There are different forms/supplements we will submit to HUD for our families. Dan asked if there was a cost to the housing authority. Melissa stated no.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3503** –APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF AMP 1 KITCHEN, BATHROOM, AND FLOORING UPGRADES IN THE CONTRACT NOT TO EXCEED THE AMOUNT OF \$166,507.36

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. There are 11 units that will be updated. ICMS came in as the lowest, responsive, and responsible bidder. They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. They understand our specifications and are able to meet our capacity and painting deadlines. Based on this review we feel we are able to meet the requirements of our binding contract with ICMS therefore we are recommending ICMS as our awarded contractor.

Dan noticed some corrections that needed to be updated with the letter from the attorney. Sam Bobor stated they will make the changes. Melissa stated the changes will be made before the contract signing.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3504** –APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF AMP 2 KITCHEN, BATHROOM, AND FLOORING UPGRADES IN THE CONTRACT AMOUNT NOT TO EXCEED \$178,715.65

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. There are 8 units that will be updated ICMS came in as the lowest, responsive, and responsible bidder. They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. They understand our specifications and are able to meet our capacity and painting deadlines. Based on this review we feel we are able to meet the requirements of our binding contract with ICMS therefore we are recommending ICMS as our awarded contractor.

Turner asked why the amount is more for the 8 units versus the 11 units. Johnathan answered the 8 units are mostly homes with 2 bathrooms. The 11 units are mostly apartments with 1 bathroom. The most expensive cost in the remodel is the bathrooms.

Dan asked how many contractors asked for the package. Ligia answered 13 downloads. Melissa added, usually, we have a blanket contract. This time we have specific units we targeted. This is the method we will be using going forward.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3505 – APPROVING A CONTRACT WITH ACCOUNTING & INFO TECH GROUP, INC. FOR THE PURPOSE OF AMP 3 KITCHEN, BATHROOM, AND FLOORING UPGRADES IN THE CONTRACT AMOUNT NOT TO EXCEED \$97,918.75**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. There are 7 units that will be updated. There were 18 downloads. For AMP 3 kitchen, bathroom, and flooring upgrades Accounting Info Tech Group, Inc. came in as the lowest, responsive, and responsible bidder. They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. Accounting Info Tech Group, Inc. is excited to partner with Springfield Housing Authority and serves our community. They are focused on precision and professionalism. They understand our specifications and are able to meet our capacity and painting deadlines. Based on this review we feel we are able to meet the requirements of our binding contract with Accounting Info Tech Group, Inc., therefore we are recommending Accounting Info Tech Group, Inc. as our awarded contractor. We have invited them to our board meeting should there be any further questions or concerns. I would like to introduce you to Julius Simmons with Accounting Info Tech Group to the board.

Dan asked Julius if he has a hard time getting supplies. Julius replied that he has consistently been addressing this issue. It just takes a little more work in searching out supplies. We have been doing fine.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3506 – APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. FOR THE PURPOSE OF AMP 4 KITCHEN, BATHROOM, AND FLOORING UPGRADES IN THE CONTRACT AMOUNT NOT TO EXCEED \$113,223.60**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Ligia gave an overview of this resolution. There are 6 units that will be updated. There were 20 downloads. Tiles and Style bid against it but they were not responsive. For AMP 4 Kitchen/Bathroom/Flooring Upgrades ICMS came in as the lowest, responsive, and responsible bidder.

They were present for the pre-bid and bid opening meetings. They submitted the bid timely and provided the required 5% bid bond. The minor bid irregularities were cured. They understand our specifications and can meet our capacity and painting deadlines. Based on this review we feel we can meet the requirements of our binding contract with ICMS therefore we are recommending ICMS as our awarded contractor.

Dan asked what Tiles and Style bid. Ligia responded 12 sq ft. 35k more.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

none

**PUBLIC COMMENTS**

Becky and Kylie spoke about the Fall Festivals that took place at Brandon Drive and an upcoming fall festival at Johnson Park. There were vendors, candy apples, free haircuts, free nail painting, cotton candy, pumpkin decorating and much more.

**BOARD COMMENTS**

none

**ADJOURNMENT**

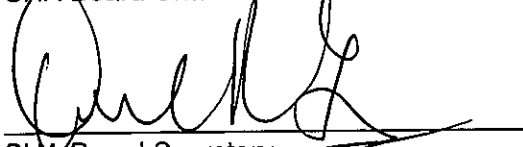
Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:



SHA Board Chairman



SHA Board Secretary

December 12, 2022  
Date

December 12, 2022  
Date