

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 27, 2023 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, February 27, 2023, 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 5:02 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
Stacy Huebsch	Finance Manager
Wendy Mendenhall	Director of HR
George Jennings	Section 3 Compliance Manager
Karen Cliburn	Budget Manager
Becky Stehman	Asset Manager
Kylie Jackson	Asset Manager
Tamiko Bilbro	HCV Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	Executive Assistant

Other Present:

Kathleen Alcorn	Deputy Mayor of Springfield
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CHAIRMAN'S REMARKS

Chairman called the meeting to order at 5:02, thanked everyone for their attendance, and turned the floor over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director started by stating that SHA is moving forward with Madison Park Place and Poplar Place. Will keep the board updated on where we are. The closing for Poplar has been pushed back. Melissa commented the pushback date is due to increase construction costs.

APPROVAL OF PAST MEETING MINUTES

January 30, 2023

MOTION TO APPROVE: Dan Long

SECOND: Luckist Turner

DISCUSSION: none.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3535 – APPROVING TWO (2) CONTRACT EXTENSIONS OF ONE (1) YEAR EACH WITH AMERICAN PEST CONTROL FOR PEST CONTROL SERVICES

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle gave an overview of this resolution. Last time we came to the board for this resolution, we asked for a contract 3-year contract and two 1-year extensions. They have done a great job. We are recommending approval for the two 1 year extensions.

Commissioner Turner asked as far as the review, how were the numbers determined. Michelle responded, there are points assigned for capabilities and cost. They are rated. The company/person with the lowest cost will get the majority of the points.

Commissioner Long asked if it was any additional cost. Michelle answered no, there is no additional cost.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3536 – APPROVING A CONTRACT WITH IDENTI-CHECK FOR FINGERPRINT BACKGROUND CHECK SERVICES NOT TO EXCEED \$60,000.00 (SIXTY THOUSAND DOLLARS) PER CONTRACT YEAR

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Chairman stated for clarification, the board received an updated version of this resolution which has the end date corrected.

Michelle gave an overview of this resolution. We had a previous bid from another company, however, they were not capable of servicing SHA's needs. We did the RFP again and received the same two bidders. The RFP was reviewed by the HR Director and the two Asset Managers. Based on the points of the evaluation and past performance, IDENTI-CHECK has been deemed the most responsive bidder.

Commissioner Long asked are they the same companies who bid last time. Michelle stated yes.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3537 – APPROVING A CONTRACT WITH SEA GROUP FOR NETWORK CABLING INSTALLATION AT 200 NORTH ELEVENTH STREET

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Michelle gave an overview of this resolution. This building has the original wiring, and new wiring was installed when the addition was built. We have been experiencing intermittent outages lately and some slow down, especially up front. 3 years ago, when there was an electrical outage, we lost our email server. This is going to bring all the cabling up to code. The fiber network will still be in place. We are also bringing all the data services to the MIS server room with the backup at Truman Rd.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3538 – APPROVAL OF MADISON PARK PLACE GENERAL PARTNERSHIP AND LIMITED PARTNERSHIP ASSIGNMENT AND ASSUMPTION AGREEMENTS

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa gave an overview of this resolution. Upon attorney review, there were a few changes. It doesn't change the agreements. The assignment of the LP and GP interest is that the housing authority is trying to do a RAD conversion, and has hired BEAR Development to be the development partner. Related and Madison Park Place as it stands, about a year or two ago, removed the special limited partner as one of the investors. With the intent that the housing authority or the not-for-profit could take over the ownership entity. HUD indicated the housing authority can not receive ownership of the property. We offered that our not-for-profit Capital City Coalition (CCC) can take over the ownership. These agreements have been negotiated with the attorneys and the packet provided has been approved by HUD. When the RAD conversion starts there will be a new owner, the housing authority. Since we are a party in the HOPE6 project we are approving the agreement can take place.

Chairman stated the next step in the process might not have to take place but need to place due to timing. Melissa agreed. We have been working on this agreement since June 2022. We got guidance from HUD in September 2022.

Commissioner Long stated the CCC will take this over with the housing authority as management. Melissa agreed. There are several letters of approval, one is HUD approval, and the second is approval amongst all parties. We have a CCC board meeting scheduled for tomorrow. The resolution looks very much the same as you are seeing, the only thing is, they are a party to the agreement and will be taking over ownership. Then there are IHDA approval processes. IHDA has to approve this transfer of ownership and the housing authority as the managing partner. We are not sure what the due diligence is. We are waiting to hear back about what we need to submit to them.

Commissioner Long asked if any money is owed on MMP. Melissa directed that question to Michelle. Michelle stated there is a note receivable from Related to AMP 5.

Melissa stated tomorrow at the CCC board meeting you will not see the management agreement.

Chairman asked for clarification, on this resolution and the next resolution regarding MMP, the legal team has looked over this. Melissa answered yes. Creighton Castle is the legal counsel. The updated resolution was the changes that Mr. Castle suggested.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3539 – APPROVAL OF THE FIRST AMENDMENT TO THE MADISON PARK PLACE MIXED FINANCE CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT (MFACC)

MOTION TO APPROVE: Commissioner Long
SECOND: Commissioner Turner

DISCUSSION: Melissa gave an overview of this resolution. The backup for this resolution was submitted and updated. The mixed finance annual contributions contract is what places public housing subsidies on a public housing property. When the HOPE 6 project was developed the mix finance ACC was established. MMP consists of 150 rental units, 50 are public housing, 100 are tax credits, and 44 are homeownership units. This amendment is from the original closing, stating the changes we are making. General partner and limited partner changes, once we convert to RAD, the mix finance will go away because there will be no more public housing operating subsidy when they converted over to HCV. This is a small short-term amendment to the original. HUD has agreed to it. The attorneys have been working hard to make sure that the housing authority and the CCC best interests are protected and that we are moving forward with the HUD rule and guidelines.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS

PUBLIC COMMENTS

Michelle stated that the last week of January the auditors were here and completed the audit and tax returns for the Villas of Vinegar Hill and Lincolnwood Estates. Latina will be forwarding you the reports.

BOARD COMMENTS

ADJOURNMENT

Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:
Latina Faulkner, Executive Assistant

Approved by:



SHA Board Chairman

March 27, 2023
Date



SHA Board Secretary

March 27, 2023
Date