

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, MAY 22, 2023 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, May 22, 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 5:05 p.m.

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

Staff Present:

Dr. Jackie L Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Michelle Sergent	Dir. Of Finance
Stacy Huebsch	Finance Manager
Wendy Mendenhall	Director of HR
Dr. Rebecca Tuxhorn	Director of HCV
Karen Cliburn	Budget Manager
Sarah Wallman	Director of FSS
Kylie Jackson	Asset Manager
Adrienne Kipp	ROSS Coordinator
Troy Boyer	Director of Mod/Dev
George Jennings	Section 3 Compliance Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Latina Faulkner	Executive Assistant

**CHAIRMAN'S REMARKS**

Chairman called the meeting to order at 5:05, thanked everyone for their attendance then turned the floor over to Director.

**EXECUTIVE DIRECTOR'S REMARKS**

Director started by introducing the new Director of HCV, Dr. Rebecca Tuxhorn, Director of FSS, Sarah Wallman, Manager of HCV, Latina Faulkner, lastly, the Director of Mod/Dev, Troy Boyer, and the Executive Assistant, Evonite Smith, who will start June 5<sup>th</sup>.

Director made mention of what is happening in Washing DC with the Dept Ceiling. The decisions could impact HA budgets. Michelle assists with sending advocacy letters to Congress. If something was to happen, SHA will be okay to operate for a while, however, SHA does not have the funds to pay HAP to landlords at the rate SHA can keep operating. We are monitoring this matter closely. We are sending our letters to Washington DC to urge them to come to a resolution that wouldn't provide the deep cuts to the program we provide services for.

Melissa continues to lead MTW working group. We are navigating through putting together the plan that will accompany the PHA Plan process. We are continuing to work on Poplar Place. We will be working on rebranding. More details to come.

Commissioner Long asked was a call returned in the Section 8 department. Director asked for the information of the person who called, SHA to return the call.

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

April 24, 2023

MOTION TO APPROVE: Dan Long  
SECOND: Luckist Turner

**DISCUSSION:** none.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3546** – APPROVING MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND UNION BAPTIST PLAZA

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa stated that SHA has had a management agreement with Union Baptist (UB) since 2006. It expired on November 30<sup>th</sup> of 2022. Effective December 1 2022-November 30<sup>th</sup> 2025. SHA receives 6% of the gross rent for the managing fees. SHA is requesting a renewal.

Commissioner Long confirmed the date is 2025 and not 2024 noted on the resolution, Melissa agreed to update the resolution. Commissioner Long asked why is the board getting this 5 months later. Melissa answered we reviewed all the contract agreements that had expired. We are catching up on those.

Chairman asked if everything was okay in UB. Melissa answered yes. There were a couple of evictions that have not gone willingly. Mostly for nonpayment of rent. We do not have problems at UB.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3547** – APPROVING AN AGREEMENT WITH AFSCME, LOCAL UNION 3982, AFFILIATED WITH DISTRICT COUNCIL 31

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Wendy stated the ASCME collective bargaining agreement is complete. A Memo was provided with a summary of those updates and changes. SHA conducted a new salary survey this year through Nelrod. Economic Changes and Years of Service were some increases. The three bullet points are for the next 3 years of increases for new employees to bring them up to the minimum and receive an increase at the anniversary date.

Commissioner Long asked what was the percentage of the increase. Wendy stated she has that information in a spreadsheet and will provide it to the board. Commissioner Long asked how many employees are under ACSME. Wendy stated about 25 employees.

Chairman inquired about updates regarding the FMLA. Wendy replied that the FLMA was not initially included in the personnel policy, but the memo summarizes changes that we aim to adopt from the personnel policy or new laws implemented since the last collective bargaining agreement. One of the changes made is the use of they/them instead of he/she. I would like to commend Attorney Ben for his prompt responses to inquiries.

Commissioner Long asked what is the budgetary impact of the increases. Chairman asked Michelle to send that information. Michelle agreed.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3548 – APPROVING MEMORANDUM OF UNDERSTANDING WITH ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES AND THE HEARTLAND CONTINUUM OF CARE**

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa has shared the latest backup documents, which are now being sent to DCFS for the Director's signature. Sam has also reviewed the documents. This is a similar MOU that the HA and DCFS have engaged in. HUD issued a notice there were funds available for additional vouchers for families engaged in DCFS. Referrals are directly from DCFS. Participants are either homeless, at risk of losing their children due to homelessness, or they are at risk of getting their children returned to them. Vouchers are utilized for young individuals who are transitioning out of foster care. The Continuum Care program specifically sends referrals for youth who are aging out of the foster care system. Engaging in this MOU will allow the HA to apply for 100 additional vouchers.

Chairman asked if Sam had seen the revised version presented today. Sam replied she had not seen the revised version. In the original version, there was one part I had with questions that Melissa and DCFS were working through. Everything else checked all the boxes legally. If there are no other changes there is no reason not to approve.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3549 – APPROVAL OF SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH TIMBERLAKE ESTATES APARTMENTS LP**

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

**DISCUSSION:** SHA received an extension request from Timberlake Estates for their contract that had expired previously. They had been going through some management changes and transitions. This is extending their PBV contract that expired in September 2022. This is not generated through SHA. This request was initiated recently.

Commissioner Long asked what happened during that period of HAP. Melissa replied that SHA paid the HAP. This will be backdating the contract.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS**

**PUBLIC COMMENTS**

The Public Housing Administrative and Continued Occupancy Plan are being revised through a required revision request from HUD relative to families who are over income. The Plan has to be running and approved by June 14<sup>th</sup>. Melissa has requested the board hold a special meeting the week of June 12<sup>th</sup> to approve the revision of the ACOP. The board agreed to Monday, June 12, 2023, at noon. Latina will send the notice.

**BOARD COMMENTS**

**ADJOURNMENT**

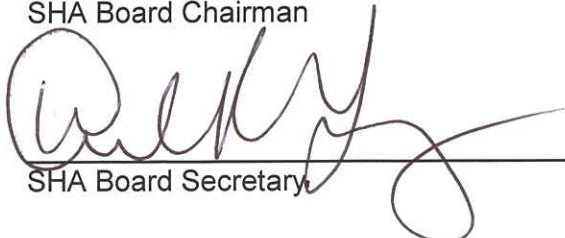
Motion to adjourn made by Luckist Turner. Parties Disbursed

Minutes Respectfully Submitted By:  
Latina Faulkner, Executive Assistant

Approved by:

  
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SHA Board Chairman

June 26, 2023  
Date

  
\_\_\_\_\_  
SHA Board Secretary

June 26, 2023  
Date