

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONDAY, JULY 24, 2023 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, July 24, 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 5:00 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
Melissa Ellis	Asset Manager
Tim Kobos	Asset Manager
Robin Dowis	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)
Robb Stark	Procurement Specialist
Henry Grant	Student Intern
Evonite Smith	Executive Assistant

**CHAIRMAN'S REMARKS**

Chairman called the meeting to order at 5:00, thanked everyone for their attendance then turned the floor over to Director.

**EXECUTIVE DIRECTOR'S REMARKS**

Director Newman started by mentioning routine updates to working with Developers regarding Poplar Place and Madison Park Place. Director Newman also informed the Board of the storm in June that affected many SHA tenants.

Chairman Schweizer inquired about the length of power loss.

Director informed the Board that SHA Administrative Office was not without power, but we were without phone services. Melissa Huffstedtler added that the Villas and Hildebrandt lost power for a period of time but were on a generator. Some single-family homes and Truman offices were also affected by the storm. Melissa Huffstedtler highlighted that Director and she were out in the field assisting needed tenants in any way possible and surveying the storm damage. The following day SHA teams also went out to help assist tenants. Inspections were completed at all properties during this time along with the maintenance team's assistance in the safety of our tenants. The finance department connected with the insurance company to make sure claims were handled efficiently.

Chairman Schweizer apologized for not being able to attend the employee luncheon but expressed congratulations to all honored employees.

Wendy Mendenhall commented on the successful turnout of the Employee Appreciation Luncheon and was grateful that Commissioner Long was in attendance.

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

June 26, 2023

MOTION TO APPROVE: Dan Long  
SECOND: Luckist Turner

**DISCUSSION:** None.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3554** – APPROVING MANAGEMENT AGREEMENT BETWEEN THE SPRINGFIELD HOUSING AUTHORITY AND MADISON PARK PLACE, LP

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Melissa Huffstedtler provided that this is a management agreement for the previously approved partnership of Madison Park Place to change over from Related to the Capital City Coalition. Upon approval, the Housing Authority will be the new property manager. When property converts through the RAD process there will probably be another agreement. As a management fee, the property will pay its 6 percent of gross collected rent to the housing authority. The SHA will also hire staff to be present at the site. The SHA anticipates this agreement to take place August 1<sup>st</sup> as we are waiting for IHDA final approval of all submitted documents. If not approved by July 31<sup>st</sup> this will start September 1<sup>st</sup>. There was general discussion regarding the term of the agreement, termination of the the agreement, the indemnification clause and the RAD conversion process and timeline.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3555** – APPROVING A LEASE WITH AMERICOM IMAGING SYSTEMS, A XEROX AUTHORIZED DEALER, TO UPGRADE TEN (10) COPIERS, FOR A TERM OF 48 MONTHS IN THE AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY THOUSAND DOLLARS AND ZERO CENTS (\$230,000.00) FOR THE TERMS STATED

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle Sergent presented that the SHA is coming out of a four-year agreement and that scanning, copying and faxing are key to the operation at SHA. Our endeavors are always to make sure that we are getting quality service, and to get materials at a reasonable cost. Because of this, the SHA used the Cooperative Purchasing provision of the SHA Procurement policy. Because of work demand in our departments, we also need them to help with the quality of work production. These copiers will be brand new and up to date along with cost effective. The attorney has also reviewed the paperwork as well.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3556** – APPROVING A CONTRACT WITH TRIPLE A ABESTOS FOR A BLANKET CONTRACT FOR ASBESTOS ABATEMENT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$100,000.00)

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** George Jennings stated that Triple A came in as the lowest bidder and submitted a 5 percent bid and is able to do the work. They understand the specifications and this contract is an upgrade from the previous contract to include wall and ceiling work in addition to flooring.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3557** – APPROVING A CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF GIFFIN, WINNING, COHEN, AND BODEWES P.C. FOR GENERAL COUNSEL SERVICES

MOTION TO APPROVE: Commissioner Long  
SECOND: Commissioner Turner

**DISCUSSION:** Michelle Sergent stated that the SHA has had Giffin, Winning, Cohen, and Bodewes for three years and they have done a good job for the housing authority and are continuing to fulfill their role of satisfying the Housing Authority's legal needs. Giffin Winning Cohen and Bodewes submitted a proposal in response to an RFP and scored favorably. Because of this, Michelle Sergent recommends approval of the contract. There was a general discussion regarding the terms of the contract, fees charged, etc.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS - NONE**

**PUBLIC COMMENTS**

Wendy Mendenhall introduced the new Asset Managers - Melissa Ellis (AMPs 2 & 7) and Tim Kobos (Madison Park Place).  
Michelle Sergent added that moving forward the Board will start seeing a Madison Park Place Financial report in the board packet.

**BOARD COMMENTS - NONE**

**CLOSED SESSION-PERSONNEL**

At [time] the Board adjourned the open meeting to convene in closed session. All attendees of the open meeting was dismissed until the conclusion of the Closed Session.

**ADJOURNMENT**

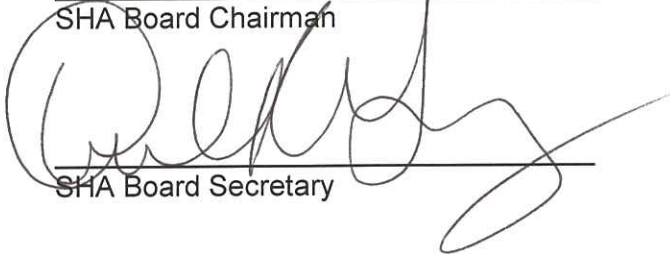
The Board reconvened in Open Session at [time]. Motion to adjourn made by Luckist Turner at [time].

Minutes Respectfully Submitted By:  
Evonite Smith, Executive Assistant

Approved by:

  
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SHA Board Chairman

July 24, 2023  
Date

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

July 24, 2023  
Date