

**MINUTES OF REGULAR MEETING
SPRINGFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONDAY, MARCH 25, 2024 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, March 25, 2024, at the SHA Administrative Office, 200 North Eleventh Street, Springfield, Illinois. This meeting was held in person and via Zoom (telecommunication) and was called to order at 5:00 p.m.

Commissioners Present:

Commissioner Dan Long
Commissioner Luckist Turner
Commissioner Joshua Johnson

Staff Present:

Dr. Jackie Newman	Executive Director
Melissa Huffstedtler	Deputy Director
Wendy Mendenhall	Director of Human Resources
Michelle Sergent	Director of Finance
Troy Boyer	Director of Mod/Dev
Sarah Wallman	Director of Self-Sufficiency Programs
Karen Cliburn	Budget Manager
Stacy Huebsch	Finance Manager
Tim Kobos	Asset Manager
Kylie Jackson	Asset Manager
Adrienne Kipp	ROSS Coordinator
Ligia Anderson	Contract Administrator
George Jennings	Section 3 Compliance Manager
Alan Brinkoetter	Construction Manager
Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
Evonite Smith	Executive Assistant
Mike Disco	Mayor's Office

CHAIRMAN'S REMARKS

Commissioner Long called the meeting to order at 5:00 pm and turned the meeting over to Director Newman.

EXECUTIVE DIRECTOR'S REMARKS

SHA Board meeting began with Director Newman making mention of the contractor workshop that will be tomorrow evening at Scheels. The purpose of this workshop is to inform the community about what SHA contractors do and hopefully gain interest from others to join the team. Another goal for this is expansion. There is work being done towards Brandon's redevelopment, with an interest in owning and purchasing the church that is located next to Brandon. There was a written report given to the individuals as well. Madison Park Place is going through rehab as well, with a lot of updates.

APPROVAL OF PAST MEETING MINUTES

February 26, 2024

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Johnson

DISCUSSION: None.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTIONS AND BOARD ACTION

RESOLUTION #3576A – THE AMENDED RESOLUTION IS TO UPDATE THE PURCHASE OF THE FIVE (5) PICKUP TRUCKS APPROVED BY THE BOARD OF COMMISSIONERS ON 12/11/2023

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Johnson

DISCUSSION: Michelle stated that on December 11th, the Board approved the purchase of 5 pickup trucks as a part of the vehicle replacement plan. It was planned to be late this fall or December that this would be completed. The vendor had 5 pickup trucks with the same items we had on the previous trucks. Instead of the trucks being 2024 it will be 2023 with a savings of \$16,000. All have 0 miles on them and will be purchased on the State of IL contract.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3606 – APPROVAL OF THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM HAP CONTRACT EXTENSION WITH HOPE HOUSING PARTNERS FOR THE DEVELOPMENT KNOWN AS HOPE SPRINGS APARTMENTS

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Johnson

DISCUSSION: Melissa stated that this is the last outstanding project-based voucher contract extension. This development houses individuals who are single and are experiencing homelessness. There is a request to add 8 additional project-based vouchers. Hope this housing place works with the mental health court due to the individuals here going through that process and not being able to attain housing. They are looking to potentially expand who they serve and work with—requesting a ten-year contract extension.

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESOLUTION #3607 – APPROVING A CONTRACT WITH EQUIFAX WORKFORCE SOLUTIONS FOR INCOME VERIFICATION AND SOCIAL SECURITY NUMBER LOOKUP FOR A CONTRACT PERIOD OF THREE (3) YEARS

MOTION TO APPROVE: Commissioner Turner
SECOND: Commissioner Johnson

DISCUSSION: In December, there was an amendment to this contract that ended in 2023. Michelle explained that this is how all Occupancy Specialists verify tenant income, all documentation is up to date, timely, and accurate from using information about income, credit information, etc. There will be a lot more utilization due to the distribution of vouchers. The price that was given for this contract will not be increased for we are locked in on this price

VOTES IN FAVOR: ALL
VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS - NONE

PUBLIC COMMENTS - NONE

BOARD COMMENTS –

In the packet, there are December’s closed financials, reflecting what was being reported from FDS to HUD. Those numbers that were submitted to HUD are final.

ADJOURNMENT

Luckist Turner motioned to adjourn. The Meeting adjourned at 5:30 p.m.

Minutes Respectfully Submitted By:
Evonite Smith, Executive Assistant

Approved by:

SHA Board Chairman

March 25, 2024
Date

SHA Board Secretary

March 25, 2024
Date