

**MINUTES OF REGULAR MEETING  
 SPRINGFIELD HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS  
 MONDAY, June 24, 2024 - 5:00 P.M.**

The Springfield Housing Authority Board of Commissioners held a Regular Meeting on Monday, June 24, 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:

Chairman Tim Schweizer  
 Commissioner Luckist Turner  
 Commissioner Joshua Johnson

Staff Present:

<b>P</b>	Dr. Jackie Newman	Executive Director
<b>P</b>	Melissa Huffstedtler	Deputy Director
<b>P</b>	Wendy Mendenhall	Director of Human Resources
<b>P</b>	Michelle Sergent	Director of Finance
<b>P</b>	Troy Boyer	Director of Mod/Dev
<b>P</b>	Sarah Wallman	Director of Self-Sufficiency Programs
<b>P</b>	Karen Cliburn	Budget Manager
<b>P</b>	Stacy Huebsch	Finance Manager
<b>A</b>	Kylie Jackson	Asset Manager
<b>A</b>	Maura Sullivan	Asset Manager
<b>A</b>	Sontae Massey	Asset Manager
<b>P</b>	Kyle Winton	Asset Manager
<b>P</b>	Latina Faulker	HCV Manager
<b>P</b>	Adrienne Kipp	ROSS Coordinator
<b>P</b>	Ligia Anderson	Contract Administrator
<b>P</b>	Alan Brinkoetter	Construction Manager
<b>P</b>	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney)
<b>P</b>	Evonite Smith	Executive Assistant
<b>P</b>	Tiwanina Bardwell	PH Program Integrity Specialist
<b>P</b>	Rikki Williams	FSS Specialist
<b>P</b>	Phillip Blood	Accounts Receivable Clerk
<b>P</b>	Regina Davis	Human Resource Assistant
<b>P</b>	Unita Boyd	Accounts Payable Clerk
<b>P</b>	Cybil Hoffman	Housing Navigator
<b>P</b>	Lynn Fields	Union Representative
<b>P</b>	Daniel Nika	Landlord

### **CHAIRMAN'S REMARKS**

Chairman Schweizer called the meeting to order at 5:00 p.m. and turned the meeting over to Director Dr. Jackie L. Newman.

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Johnson

**DISCUSSION:** None.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

### **EXECUTIVE DIRECTOR'S REMARKS**

You have my report in front of you, which is the same as last month. We're still working through Brandon and Madison Park Place Redevelopment, and I'll have more updates as those things progress. I want Wendy, our Human Resources Director, to introduce our new staff members. Kyle Winton just started today as the asset manager for Amp 2 and 7. Santa Massey, absent tonight, is our new asset manager for Hi-rise amps 3 and 9. Regina Davis is our new HR assistant. Phillip Blood is our new accounts receivable clerk. Sybil Hoffman, on Zoom, is our new housing navigator in HCV to help bring in more landlords.

I've reported it to the board, and you've seen it on the HR Reports. It's just our continued challenge to get HCV fully staffed. Melissa and I are still hands-on, doing some things we must do to keep things moving. But at this point, we are down to one HCV Specialist. It's still a lot of people to see. We are pitching in as we can to make things happen, so we are still doing our best to navigate the hiring and staffing challenges there. But we will get there.

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

May 28, 2024

MOTION TO APPROVE: Commissioner Turner

SECOND: Commissioner Johnson

**DISCUSSION:** None.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

### **RESOLUTIONS AND BOARD ACTION**

**RESOLUTION #3614 – APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE-OUT FOR THE 2019 CAPITAL FUND GRANT (IL06P004501-19) IN THE AMOUNT OF \$2,152,757.00**

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Melissa stated that the housing authority prepares an annual budget for HUD and a 5 Year plan each year. This plan is usually seen and approved around September. During the formulation of our yearly plan, we have public meetings with residents and members of the public to talk about what we plan for capital improvements to our properties. We discuss it at the front end, and once we receive the money, we discuss it again. After spending the money, we discuss it again to close it out. So last year, in August and September, when we had our resident meetings, we talked about how we were going to spend and try to close out the 2019 funds by the end of last year, and that didn't quite happen at the end of last year. However, we did resident and public consultations last August and September in anticipation of closing out the funds. So, we received 2.1 million dollars, and there is a summary of the activities we completed with those funds.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3615 – APPROVING A CONTRACT WITH TRIPLE A ASBESTOS FOR THE PURPOSE OF ASBESTOS REMEDIATION AT PHA SCATTERED SITES AND HI-RISES IN THE CONTRACT AMOUNT OF SIXTY THOUSAND DOLLARS (\$60,000.00)**

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Ligia stated that we received four bids on May 30th. Triple A Asbestos Services was the apparent low bidder. They submitted their bid in a timely. Our attorney approved their proposal. Triple A Asbestos Services, Inc. is an environmental company specializing in professional asbestos abatement for Illinois commercial, residential, industrial, governmental, and institutional properties. Since 1999, Triple A has been a family-owned and operated business. They are female-owned and ensure safe, dependable, high-quality asbestos abatement services with their skilled and certified crew. Triple A is fully licensed, bonded, and insured, with over three decades of experience. Their services include asbestos and mold testing and remediation, lead testing, and environmental consulting. They proclaim proven results with assured quality and uphold an A+ rating with the Better Business Bureau. Based on the MOD/Development review, we recommend Triple A Asbestos Services, Inc. as our awarded contractor for the IFB 2024-05 Asbestos Abatement Blanket contract. They have a current contract with us and have been responsive and responsible for following through with their work.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3616 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$80,243.09**

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Stacey stated that this is the first half of the year write-off, and the first is public housing. The 1st sheet that was provided is a history of accounts receivable. Write off since in 10 years. And it gives an average of over their ten-year period, nine years for seven years for the Amp. 9. At this point, they haven't been here long enough for ten years. What we charge for rent, giving a write-off and other charges percentage by Amp, our overall percentage is 7.8 8 2% per write-off. The second sheet provides a history by year of each Amp related to the charges we're writing off. We also provided funds collected from the tenants and Illinois debt. We've recovered what we've collected since the beginning of the year, and the last large spreadsheet contains all the details on each tenant we are asking to write off today.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3617 – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL MADISON PARK PLACE REHABILITATION LLC IN THE AMOUNT OF \$14,368.50**

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

**DISCUSSION:** Stacey stated again that it provides a history of the write-off at the beginning. There is only this write-off because this is a new entity as of the start of the year. So that only provides the details for that as well, along with the details of each of the tenants that we're asking to write off questions regarding this one again.

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESOLUTION #3618 – APPROVING A CONCILIATION AGREEMENT**

MOTION TO APPROVE: Commissioner Turner  
SECOND: Commissioner Johnson

VOTES IN FAVOR: ALL  
VOTES AGAINST: NONE

**RESIDENT COUNCIL REPORTS** - NONE

**PUBLIC COMMENTS** -

Daniel Nika, Section 8 local landlord, asked about the status of bringing in new staff to the HCV Program. The navigator meets with me every week about open access, overpayments, underpayments, and application processing. We have tenants living in the homes for 6 months without payment, and the sentiment we get from anybody above is that the landlord must not be rich if they haven't been paid for 4 months. I manage 300 doors in the city, and we have brought 50 landlords to the program over the last 3 years. But right now, the lack of staffing here has a major impact, and we're losing full apartment complexes and single-family homes because of the lack of personnel. Springfield Housing Authority is overworked and overwhelmed, and the staff is getting burnt out when we ask to speak to somebody above it. We can meet with the housing navigator, but we never get a response on anything, and the information and data are siloed with the caseworkers. When we submit rental increases over the last few years. Nobody has any idea where they are at. When I bring that to the executives, nothing happens. I come in there every week with the same issues, and I told the others to stay out of it until we can have a conversation. Some landlords own 60 doors, and I own 90 doors in the city. every single door they have is eligible for the Springfield Housing Authority program because we love the cause. However, there are some situations where we manage for other people. I know you guys are going through new regulations with HUD with that program, and they're changing with us, as well, but we have some landlords and I who are getting overpaid on 4 or 5 units for multiple months with nobody stopping the landlord's checking account payment. What's the incentive for somebody to do all that work by themselves and then tell us, landlords, we'll get to you, and we can get to you? I don't know what else to do. So, I'm coming to ask you guys. Where can we go from here to make this better? And what can we do as landlords to make it better because being told it's getting done, it's getting done? It's not getting done, and we're in its second or 3rd year, and I need to figure out where to go, and nobody else does either. When we have that landlord meeting, if we open it up to everybody in the room. All the landlords would just be there and would get nothing done. So, there is no communication chain for us to bring things if we bring them to one specialist. They quit, then everything we work with them on dissolves, and we don't know what else to do.

**BOARD COMMENTS** – NONE

**ADJOURNMENT**

Luckist Turner motioned to adjourn. The Meeting adjourned at 5:45 p.m.

Minutes Respectfully Submitted By:  
Evonite Smith, Executive Assistant

Approved by:

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SHA Board Chairman

June 24, 2024  
Date

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

June 24, 2024  
Date