

# AUTHORITY

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**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

MONDAY, December 9, 2024 - 5:00 P.M.

The SHA Board of Commissioners held a Regular Meeting on Monday, December 9, 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 Dan Long  
Commissioner Luckist Turner

Staff:

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P	Dr. Jackie Newman	Executive Director
P	Melissa Huffstedtler	Deputy Director
P	Wend Mendenhall	Director of Human Resources
P	Michelle Sergent	Director of Finance
P	Tro Boer	Director of Mod/Dev
P	Sarah Wallman	Director of Self-Sufficiency Programs
P	Karen Cipurny	Budget Manager
P	Stac Huebsch	Finance Manager
A	Kylie Jackson	Asset Manager
P	Tamera Aker	Asset Manager
P	Latina Faulker	HCV Manager
A	Adrienne Ki	ROSS Coordinator
P	Alan Brinkoetter	Construction Manager
P	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney virtual)

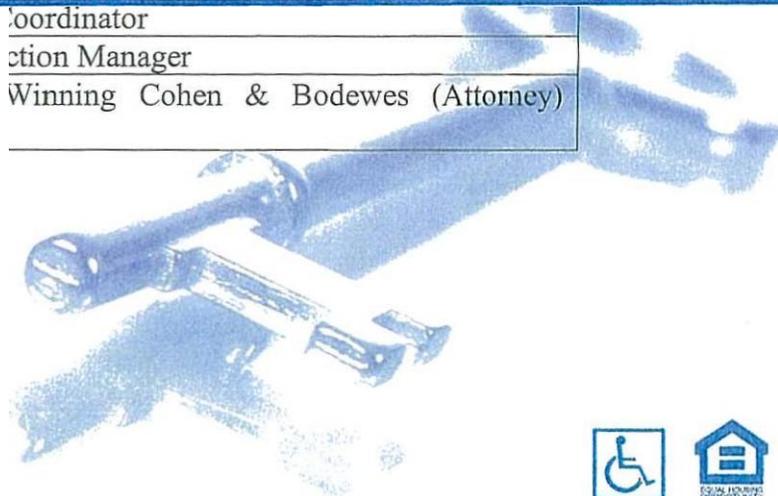
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Coordinator  
Construction Manager  
Winning Cohen & Bodewes (Attorney)



DISCUSSION: Deputy Director,

Melissa Huffstedtler, stated that the work for this particular resolution was weather related and time sensitive. The work has been completed.

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

RESOLUTION #3635 — Approving the HCV 5 Year Mainstream Program Budget for The Springfield Housing Authority in the amount of \$ 1 ,341 ,688.00 for the Fiscal Year January 1 , 2025 thru December 31, 2025.

DISCUSSION: Director of Finance, Michelle Sergent, stated that the HCV 5 Year Mainstream budget are vouchers to assist non-elderly persons with disabilities. There is a maximum of 252 mainstream vouchers, with 175 of them being leased; this is being based on a 70% utilization rate.

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Director Sergent continued to state that because the housing agency has been made a moving-to-work agency, in December 2023, funding for a moving-to-work agency in 2024 was not provided. Notices from HUD have stated that the housing authority will be receiving the moving-to-work funds moving forward. In order to run the program, Director Sergent has estimated that it will cost \$1,000,185.00; this amount will come in as half funds to pay landlords throughout Sangamon County which is broken down by housing, assistance payments, tenant payments, FSS Escrow portability payments, and half after the first of the month. As monies come in, a new 2025 ledger will be provided.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3636 — Approving the Housing Choice Voucher Program Budget for the Springfield Housing Authority in the amount of \$16,981,601 for the Fiscal Year January 1, 2025 thru December 31, 2025.

MOTION TO APPROVE: Commissioner Daniel Long  
Daniel Long SECOND: Commissioner  
Luckist Turner



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county assessor's office to keep property taxes down based on the rental calculation charges that are allowed. Director Sergent worked with BEAR Development to verify what funds were available for operating costs. Deputy Director, Melissa Huffstedtler, along with Asset Manager, Tamera Aper, have been focusing on accounts receivable.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE



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RESOLUTION #3639 — Approving a Wage Reopener Agreement with Mid-America Carpenters' Regional Council on Behalf of Carpenters Local #270 of The United Brotherhood of Carpenters & Joiners of America.

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Human Resources, Wendy Mendenhall, stated that an existing collective bargaining agreement is in place. With this agreement, the agency is recommending a 3.5% increase for carpenters, however, this will not apply to new employees until they have reached their one-year anniversary date. If employees have been with Springfield Housing Authority for over a year, the increase will be in effect on January 1, 2025.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3640 — Approving a Wage Reopener Agreement with International Union of Operating Engineers, Local Union No: 399.

MOTION TO APPROVE: Commissioner Daniel Long  
Daniel

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Human Resources, Wendy Mendenhall, recommended a 3.5% increase for the operating engineers and this would be effective on January 1, 2025. The raise

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SECOND: Commissioner Luckist Turner

DISCUSSION: Deputy Director, Melissa Huffstedtler, invited elevator consultants, Dan Lopez and Eric Stern. They attended the meeting virtually via the zoom link. Mr. Lopez and Mr. Stern represent Building Owners Elevator Advocates. These consultants were hired over the summer to assist in reviewing the elevator proposals that Springfield Housing Authority received. OTIS and KONE



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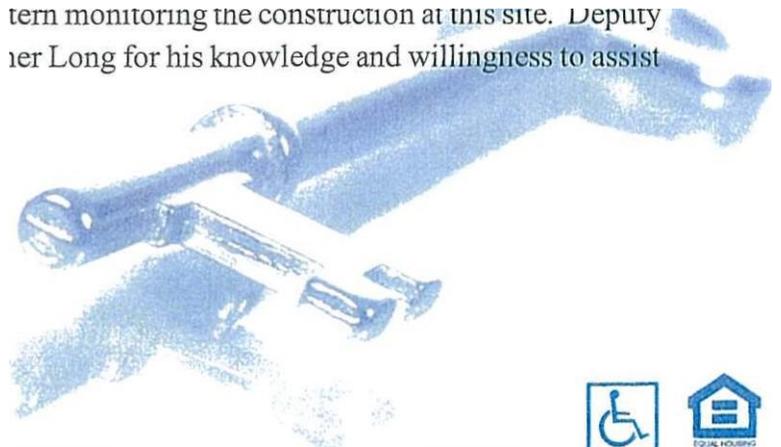
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were the two elevator companies who submitted proposals for review. KONE was selected to be the elevator providers. Pertaining to the actual equipment needed, it was decided that nonproprietary controllers and non-proprietary equipment would be used.

Commissioner Daniel Long did pose the question as to why this resolution was changed, to which Deputy Director Huffstedtler addressed. Deputy Director Huffstedtler stated that there were some bid irregularities and in KONE's standard proposal, they require a percentage down for payment before they start the work. However, Springfield Housing Authority does not allow pre-payment for work that has not been completed. In previous contracts with KONE, Springfield Housing Authority always has a rider when it comes to their proposals and it negotiates those terms out. Attorney Samantha Bobor did state that she reviewed the proposals and noted that there were two minor bid irregularities; this was satisfied through an addendum/rider to go through specific terms that are in KONE's standard contract and conformed them to Springfield Housing Authority's needs.

Mr. Lopez stated that pertaining to the bid irregularities, the big difference was 'work by others.' Mr. Lopez appreciated Commissioner Long's expertise in the elevator industry and heeded the advice of using non-proprietary equipment. GALAXY will be the third-party controller. Motors will be changed out and the machines will be retained. With KONE, spare parts will be included (spare drives, spare boards, spare door motors, and spare door operator boards).

Deputy Director Huffstedtler also informed the Springfield Fire Department that next steps have already begun pertaining to the elevator work needed at Bonansinga Hi-Rise; all@opaalshave been reviewed along with Mr. Lopez and Mr. Stern tern monitoring the construction at this site. Deputy monitoring the construction at this Slte. ier Long for his knowledge and willingness to assist Deputy Director Huffstedtler also thanked Commissioner Long for his knowledge and willingness to aQiSt during this process.



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MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Finance, Michelle Sergent, stated that the premium cost for Genesis Place is \$22,443.00 (previously \$21,476.00).

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VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #3647 — Approving Property, General Liability, Public Employee Dishonesty, and Public Officials' Insurance through Assisted Housing Risk Management Association (AHRMA) for the Villas at Vinegar Hill for 2025. MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Finance, Michelle Sergent, stated that the loss limit for 2025 is up to \$14.9 million from the current year of \$12.9 million. There are 3 large claims under this property. The biggest increase is the premium for the property and materials are covered.

VOTES IN FAVOR: ALL

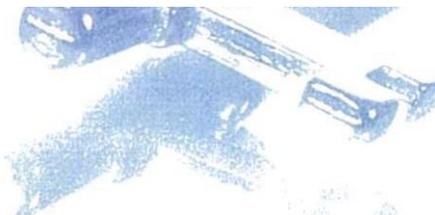
VOTES AGAINST: NONE

RESOLUTION #3648 — Approving Workers' Compensation Insurance through the Illinois Public Risk Fund (IPRF) for 2025.

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Finance, Michelle Sergent, stated with the grant that Springfield Housing Authority has, the following has been purchased: safety glasses, gloves, back braces, and dollies are purchased. For office staff, ergonomic keyboards appropriate chairs are purchased.



VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

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Respectfully Submitted By:

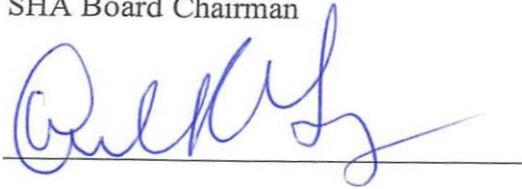
Angela West, Executive Office Administrator

Approved by:



December 9 2024 Date

SHA Board Chairman



December 9 2024

SHA Board Secretary

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