

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

MONDAY, January 27, 2025 - 5:00 P.M.

The SHA Board of Commissioners held a Regular Meeting on Monday, January 27, 2025, 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:

P	Dr. Jackie Newman	Executive Director
P	Melissa Huffstedtler	Deputy Director
P	Wendy Mendenhall	Director of Human Resources
P	Michelle Sergent	Director of Finance
A	Troy Boyer	Director of Mod/Dev
P	Sarah Wallman	Director of Self-Sufficiency Programs
A	Karen Cliburn	Budget Manager
P	Stacy Huebsch	Finance Manager
P	Kylie Jackson	Asset Manager
P	Tammera Aper	Asset Manager
P	Latina Faulker	HCV Manager
A	Adrienne Kipp	ROSS Coordinator
P	Alan Brinkoetter	Construction Manager
P	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney) (virtual)

CHAIRMAN'S REMARKS

Chairman Tim Schweizer called the meeting to order at 5:00 p.m.

EXECUTIVE DIRECTOR'S REMARKS

Dr. Jackie L. Newman addressed the numbering system change with board resolutions and how they are tracked. Board resolutions will reflect the year in which the resolution was introduced (i.e. 2025) with sequential numbering for record-keeping purposes. She also addressed the change about quarterly reports from the Finance Division; additionally, she also informed everyone that Mrs. Monica Johnson is the new Asset Manager for AMPS 3, 9/Hi-Rises and she is grateful to have her. Dr. Newman informed the Board of Commissioners about Divisional Directors' Monthly Meetings, the Senior Executive Staff Meetings, and the ability to provide direct administrative support to the HCV Division; Section 3 Task Force Meetings, ILNAHRO Board Meetings, IAHA Board Meetings, Affordable Housing Development options, along with NAHRO's Educational Task Force Meetings were addressed. In 2025, exploring next steps with funding options and funding needs will continue with Brandon's Redevelopment along with Madison Park Place, and Hildebrandt Hi-Rise. Dr. Newman also informed the Board of Commissioners about the upcoming Executive Staff Meeting that will take place on February 5, - 7, 2025 in St. Charles, Missouri.

DISCUSSION: NONE

January 27, 2025

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-01 – APPROVING LINCOLNWOOD ESTATES SF, LLC AND THE VILLAS AT VINEGAR HILL PROGRAM OPERATING BUDGETS FOR THE PERIOD OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

DISCUSSION: Director of Finance, Michelle Sargent, addressed the operating budgets which have been approved by the Illinois Housing Development Authority; she also addressed that there are enough insurance reserves that will cover payments.

Changing lives one key at a time

SECOND: Commissioner Johnson

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-02 – APPROVING THE ANNUAL SUPPORT FEE TO MANAGEMENT COMPUTER SERVICES (MCS), INC. FOR PHA WEB COMPUTER SOFTWARE USE FOR FY 2025 THROUGH FY 2029 IN AN AMOUNT NOT TO EXCEED \$350,000.00

DISCUSSION: Director of Finance, Michelle Sergent, addressed the change in software from 1987 to current, acknowledging the forward movement in technology; she identified that Management Computer Services (MCS) is out of La Crosse, Wisconsin. She expressed that they are reliable; they have 3 separate servers that are kept at different locations, however, she also stated that if something happens, computers could be set up at any location and the ability to retrieve needed information could be easily accessed. From photos, accounts receivable and payable, ledgers, and more - reliable computer support is provided through MCS and is tenant-user friendly.

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

RESOLUTION #2025-03 – APPROVING THE REPAIR OF THE SMALL ELEVATOR AT THE HILDEBRANDT HI-RISE FOR \$111,891 WITH KONE AFTER THE FIRE IN UNIT #705 ON JULY 1, 2024 THAT WILL BE COVERED BY THE PROPERTY INSURANCE POLICY WITH AHRMA.

DISCUSSION: Director of Finance, Michelle Sergent, stated that there will be a \$5,000 deductible with the insurance company; contractor repairs will have to be paid through the housing authority, however, the insurance company will reimburse the housing authority.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

Changing lives one key at a time

RESOLUTION #2025-04 – APPROVING THE 2025 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF FEBRUARY 1, 2025 THROUGH DECEMBER 31, 2025

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: Director of Finance, Michelle Sergent, stated there were some minor modifications with the labor rate and instead, these modifications will go into effect on February 1, 2025. No comments came from residents when the information was published.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025--05– APPROVING OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URGAN DEVELOPMENT OF THE CLOSE OUT FOR THE 2020 CAPITAL FUND GRANT (IL019004501-20) IN THE AMOUNT OF \$1,752,780.00

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: NONE

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-06 – APPROVAL OF THE SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OF THE CLOSE OUT AMOUNT FOR THE 2021 CAPITAL FUND GRANT (IL01P004501-21) IN THE AMOUNT OF \$1,975,128.00

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: NONE

VOTES IN FAVOR: ALL

Changing lives one key at a time

VOTES AGAINST: NONE

RESOLUTION #2025-07 APPROVING A CONTRACT WITH JOHNCO CONSTRUCTION, INC. FOR THE PURPOSE OF SIDING, WINDOWS, & DOORS UPGRADE AT AMP 2 JOHNSON PARK IN THE CONTRACT AMOUNT OF ONE MILLION THIRTY TWO THOUSAND EIGHTEEN DOLLARS \$1,032,018.00)

MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

DISCUSSION: The President of JOHNCO, Mr. Paul Burns, virtually attended this meeting. JOHNCO was the lowest bidder for the project. Contract Administrator, Ligia Anderson, provided the history of JOHNCO in conjunction with some of their larger projects that they completed successfully. Through this contract, 56 units will be addressed for Johnson Park. Deputy Director, Melissa Huffstedtler, stated that the project will begin the following week. Mr. Burns stated that multiple projects have been successfully completed with Springfield Housing Authority in the past and that he looks forward to completing this project as well.

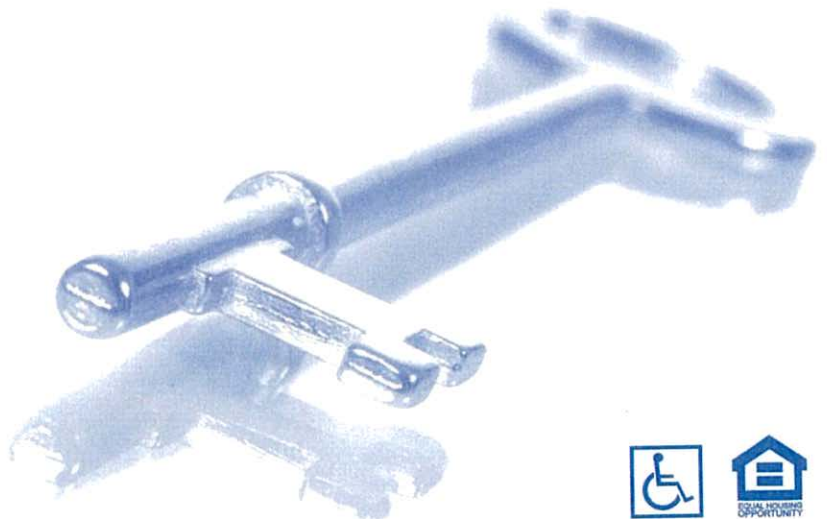
MOTION TO APPROVE: Commissioner Daniel Long

SECOND: Commissioner Luckist Turner

RESIDENT COUNCIL REPORTS - NONE

PUBLIC COMMENTS – Chairman Schweizer acknowledged Dr. Jackie L. Newman's 40th Year Anniversary with Springfield Housing Authority.

The motion to adjourn was made by Commissioner Luckist Turner.





200 North 11th Street, Springfield, IL 62703
Phone 217.753.5757 | TTY 217.753.5757 | Fax 217.753.5799
www.springfieldhousingauthority.org

Changing lives one key at a time

Respectfully Submitted By:

Angela West, Executive Office Administrator

Approved by:

SHA Board Chairman

SHA Board Secretary

January 27, 2025

Date

January 27, 2025

