

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

Tuesday, May 27, 2025 - 5:00 P.M.

The SHA Board of Commissioners held a Regular Meeting on Tuesday, May 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 5:01P.M.

Commissioners Present:

Chairman Tim Schweizer
Commissioner Dan Long
Commissioner Luckist Turner
Commissioner Joshua Johnson

Staff Present:

P	Dr. Jackie Newman	Executive Director
P	Melissa Huffstedtler	Deputy Director
A	Wendy Mendenhall	Director of Human Resources
P	Michelle Sergent	Director of Finance
P	Troy Boyer	Director of Mod/Dev
P	Sarah Wallman	Director of Self-Sufficiency Programs
P	Stacy Huebsch	Finance Manager
P	Kylie Jackson	Director of HCV
P	Tamera Aper	Asset Manager
P	Monica Johnson	Asset Manager
P	Latina Faulker	HCV Manager
P	Alan Brinkoetter	Construction Manager
P	Ligia Anderson	Contract Administrator
P	Lauren Gordon Davis	Section 3 Compliance Manager
A	Angela West	Executive Office Administrator
P	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney) (virtual)

CHAIRMAN'S REMARKS

Chairman Tim Schweizer turned the meeting over to Executive Director Dr. Jackie L. Newman.

EXECUTIVE DIRECTOR'S REMARKS

Director Newman presented a written report to the Board. She provided an overview of the written report including that she is watching state and federal legislation relative to Springfield Housing Authority operations. She advised that she is keeping advocacy going on all levels (city, county, state and federal) and that the news is reporting significant proposed cuts to the Housing Choice Voucher program. The Board held general discussion regarding advising landlord of the proposed cuts. Additional discussion was held regarding DEI (diversity, equity and inclusion) activities. Director Newman advised that the NAHRO DEI national committee is continuing its efforts as was intended to further housing advocacy. The Board held a brief discussion regarding the upcoming Capital City Coalition board meeting and relative activities. Director Newman advised the Board that the Brandon redevelopment project is still outstanding and that meetings are scheduled in the near future to review the project status and projected funding source gap. The Board and Director Newman further discussed available funding streams through the Illinois Housing Development Authority and the Federal Home Loan Bank. Commissioner Long inquired about Director Newman's election to the Senior Vice President position of the North Central Regional Council of NAHRO.

APPROVAL OF PAST MEETING MINUTES

April 28, 2025

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-15 – APPROVING A LEASE AGREEMENT BETWEEN SHAMORIE REYNOLDS AND THE VILLAS AT VINEGAR HILL FOR THE AVAILABLE BEAUTY SHOP SPACE

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

Changing lives one key at a time

DISCUSSION: - Melissa Huffstedtler presented that the current beautician at the Bonansinga Hi-Rise expressed interest in moving her services to the Villas beauty shop location for a monthly rental amount of \$400. There was discussion regarding her proposed services, salon equipment provided by the Villas, how beauticians are selected for available salon space, etc. Commissioner Long advised of a conflict in the lease agreement. Melissa Huffstedtler advised that the conflict was a typo and would be corrected for the record.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-16 – APPROVING A CONTRACT WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES FOR THE PURPOSE OF VACANT UNIT REHAB – AMP 1 IN THE CONTRACT AMOUNT OF SEVENTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY-FOUR DOLLARS (\$75,884)

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Turner

DISCUSSION: - Contract Administrator, Ligia Anderson, provided that ICMS submitted the required documentation and bid bond and was the lowest, most responsive and responsible bidder. The project consists of full unit rehab of two scattered site properties in AMP 1. There was general discussion regarding the alternate bids submitted and the potential reasons for use of the alternate bid pricing during the life of the contract. Construction Manager, Alan Brinkoetter, provided that the per square foot price was for exterior sheathing that may need to be replaced as the siding is removed and replaced and for subflooring that may need to be replaced as the flooring is removed and replaced.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESOLUTION #2025-17 – APPROVING CONTRACT MODIFICATION NO.2 WITH JOHNCO CONSTRUCTION FOR IFB 2024-14 JOHNSON PARK SIDING, WINDOWS, & DOORS UPGRADE REQUESTING ADDITIONAL \$7,000.00 TO PROVIDE AND INSTALL THRESHOLD SUPPORTS TO FRONT AND REAR ENTRY DOORS BEING REPLACED

MOTION TO APPROVE: Commissioner Long

SECOND: Commissioner Johnson

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DISCUSSION: Contract Administrator, Ligia Anderson, explained that this contract modification is to provide and install threshold supports to front and rear entry doors being replaced at Johnson Park. Construction Manager, Alan Brinkoetter, provided that this change order covers the work for all units at Johnson Park and is required because the replacement door sills are manufactured different today than the existing door sills. The door thresholds are supports required to extend the life of the replacement doors. Commissioner Long inquired if staff expected any additional change orders on this project. Alan Brinkoetter advised that the project is about 60% complete at this time.

VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

RESIDENT COUNCIL REPORTS - NONE

PUBLIC COMMENTS – NONE

BOARD COMMENTS – Commissioner Long inquired about the quarterly financial reports provided to the Board from the Finance Division. Director of Finance, Michelle Sergent, provided an overview of the quarterly reporting format submitted to the Board of Commissioners. General discussion was held regarding the fiscal year period of the Springfield Housing Authority, the federal fiscal year period, HAP and Administrative fee pro-rations, the HCV program contract rents charged by landlords in Sangamon County as well as rents charged by landlords in other communities through portability and how those factors affect the numbers of families the Springfield Housing Authority can service.

ADJOURNMENT

There being no further business to come before the SHA Board of Commissioners, Commissioner Johnson motioned to adjourn. This was seconded by Commissioner Turner.

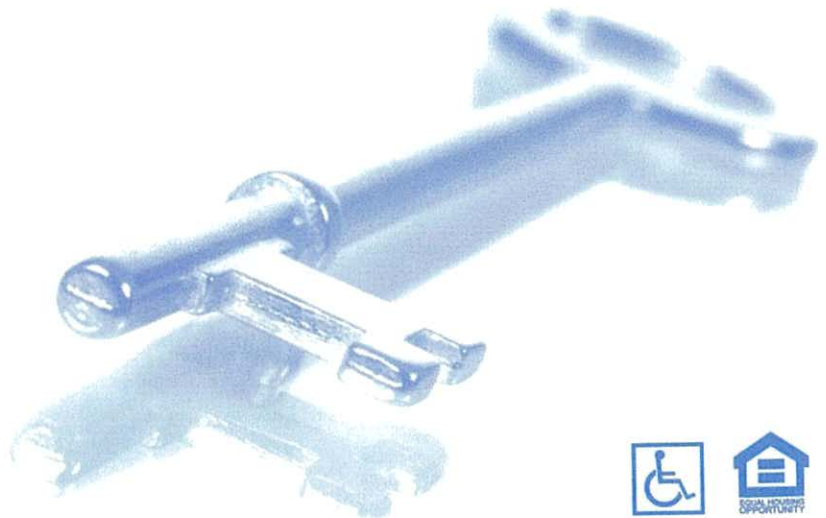
VOTES IN FAVOR: ALL

VOTES AGAINST: NONE

The meeting adjourned at 5:27

Respectfully Submitted By:

Melissa Huffstedtler
Deputy Director





SPRINGFIELD HOUSING AUTHORITY

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Approved by:

SHA Board Chairman

SHA Board Secretary

June 23, 2025

Date

June 23, 2025

