

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS****Monday, September 22, 2025 - 5:00 P.M.**

The SHA Board of Commissioners held a Regular Meeting on Monday, September 22, 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 5:03 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>	Stacy Huebsch	Finance Manager
<b>P</b>	Kylie Jackson	Director of HCV
<b>P</b>	Tamera Aper	Asset Manager
<b>P</b>	Monica Johnson	Asset Manager
<b>P</b>	Latina Faulker	HCV Manager
<b>P</b>	Alan Brinkoetter	Construction Manager
<b>P</b>	Ligia Anderson	Contract Administrator
<b>P</b>	Lauren Gordon Davis	Section 3 Compliance Manager
<b>A</b>	Nneka Nwani	Asset Manager
<b>P</b>	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.

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

In addition to the written report provided, Director Newman provided the following information:

HUD has issued its 2026 Fair Market Rents. Based on the issuance of the HUD Fair Market Rents, the Springfield Housing Authority has updated its Payment Standard schedule as presented to the Board effective October 1, 2025. The Springfield Housing Authority has elected a payment standard equal to 110% of the Fair Market Rent as allowable by HUD.

The 2024 independent audit report was distributed for review and future discussion purposes.

Chairman Schweizer inquired as to if the HCV landlords have been provided the updated payment standards. Kylie Jackson, Director of HCV advised that the payment standards would be available to the public after this meeting.

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

August 25, 2025

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-24 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR HOUSING CHOICE VOUCHERS FOR RESIDENT PURCHASED UTILITIES**

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided an overview of the independent third-party utility allowance study conducted by Nelrod for the Housing Choice Voucher program. Melissa Huffstedtler provided an overview of the public posting and the three (3) proposed utility allowances to go into effect October 1, 2025. Chairman Schweizer noted that some utility allowances increased and some decreased.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE



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**RESOLUTION #2025-25 – ADOPTING THE UTILITY ALLOWANCE SCHEDULES FOR PUBLIC HOUSING FOR RESIDENT PURCHASED UTILITIES**

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided an overview of the independent third-party utility allowance study conducted by Nelrod for the Public Housing program. She provided an overview of the public posting and the per property and per bedroom size utility allowances to go into effect October 1, 2025. Melissa Huffstedtler provided the differential between the HCV and Public Housing utility allowances. Chairman Schweizer inquired as to the utility providers utilized by Springfield Housing Authority properties. SHA staff responded that public housing utilities are provided by CWLP and Ameren. Chairman Schweizer inquired as to if Ameren provides electric service to any SHA public housing properties. SHA staff responded no.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-26 – APPROVING A CONTRACT WITH R.L. VOLLINTINE CONSTRUCTION, INC. FOR THE PURPOSE OF NORTH PARK PLACE SIDING, WINDOWS, AND DOORS UPGRADE IN THE CONTRACT AMOUNT OF ONE HUNDRED FORTY-ONE THOUSAND THREE HUNDRED DOLLARS (\$141,300.00)**

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Ligia Anderson, Contract Administrator, provided an overview of the two bids received. RL Vollintine was identified as the lowest, most responsible bidder. Ligia Anderson provided an overview of RL Vollintine's experience in the type of work proposed. Board discussion included pricing in line with the Independent Cost Estimate (ICE), the number of units that will receive the work and if Vollintine is based out of Springfield. The MOD staff responded that the proposal is in line with the ICE, Vollintine is based out of Springfield and the contract will cover the six-plex located on the corner of 11<sup>th</sup> and Reynolds.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

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**RESOLUTION #2025-27** – APPROVING A CONTRACT WITH HENSON ROBINSON COMPANY FOR THE PURPOSE OF PTAC REPLACEMENT BONANSINGA HI-RISE IN THE CONTRACT AMOUNT OF SIXTY-EIGHT THOUSAND TWO HUNDRED EIGHTY-FOUR DOLLARS (\$68,284.00)

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Ligia Anderson, Contract Administrator, provided an overview of the one bid received to replace ten (10) PTAC units at Bonansinga Hi-Rise. Henson Robinson's was the only bid received. Ligia Anderson provided an overview of Henson Robinson's experience in the type of work proposed. The MOD staff recommends approval of the contract. Board discussion included the number of units being replaced, the useful life expectancy of PTAC units and if residents have been happy with the products being replaced. The MOD staff responded that the contract is to replace ten (10) PTAC units, the useful life expectancy of the units is 6-10 years and that residents have been happy with the replacement units.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-28** – APPROVAL OF REVISIONS TO THE SPRINGFIELD HOUSING AUTHORITY'S FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Sarah Wallman, Director of Self-Sufficiency Programs, provided that HUD issued a new sample template for Family Self-Sufficiency Action Plans in August 2024 and that the SHA has made revisions to its Family Self-Sufficiency Action Plan in accordance with HUD recommendations. Sarah Wallman provided the following significant changes to the FSS Action Plan includes: if a participant is late paying rent, they are still eligible for an escrow contribution, participants who are over income for HUD programs may make changes to their Individual Training and Service Plan within 180 days of graduation. Sarah Wallman provided additional changes to the plan as follows: links to SHA's website were included in the plan and the number of times the Program Coordinating Committee is required to meet was reduced from quarterly to one to three times per year. General discussion was held relative to the current number of program participants, HUD income limits, etc.



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**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

**RESOLUTION #2025-29 – AMENDING THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN**

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided an overview of the public housing Admissions and Continued Occupancy Plan changes in relation to the annual PHA Plan timeline and public notice and comment periods. SHA staff reviews HUD rule and regulation changes in the past year and any other contributing factors to changes and updates the policy accordingly. A summary of changes was provided with the Resolution. Melissa Huffstedtler reviewed the policy changes as follows: update to working preference for applicants, MTW waiver requesting approval from HUD to allow fixed-income only households to complete recertifications every two years rather than annually, asset limitation verifications, pet and animal assistance policy, rent policy, lease revisions, security deposit increases, etc. General Board discussion regarding asset limitations, income exclusions, SHA staff title changes.

**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

**RESOLUTION #2025-30 – AMENDING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided that many of the changes from the ACOP applied to the Housing Choice Voucher Administrative Plan. Melissa Huffstedtler reviewed the policy changes as follows: MTW waiver requesting approval from HUD to allow fixed-income only households to complete recertifications every two years rather than annually, employee title changes, VASH program rule changes throughout the policy, Emergency Housing Voucher program changes and preferences for issuing replacement vouchers when funds are no longer available from HUD for current EHV voucher holders, asset limitation verifications, payment standards implemented at first recertification following adoption of standards, issuance of tenant

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based vouchers to project-based voucher participants, etc.

**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

**RESOLUTION #2025-31 – APPROVING THE SPRINGFIELD HOUSING AUTHORITY PHA PLAN: A FIVE-YEAR PLAN FOR FISCAL YEARS 2026-2030 AND ANNUAL PLAN FOR FISCAL YEAR 2026 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

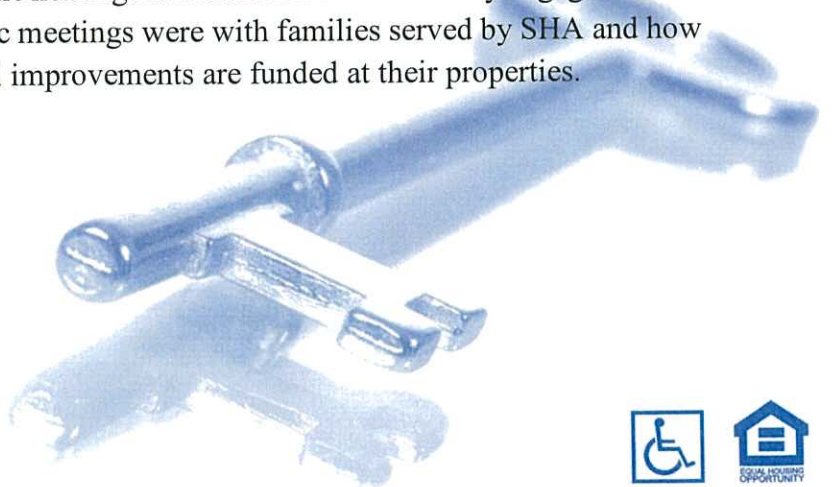
**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided an overview of the SHA's annual agency PHA Plan for 2026. The SHA's Annual Plan is due to HUD in October of each year outlining the SHA's plans for the next fiscal year and the following four years. The full proposed Annual and Five-Year Plans were included in the Board packet. The plans were available for public comment for a 45-day public comment period. The SHA did not receive any public comments that had to be incorporated into the HUD submission. The SHA held public meetings at the hi-rises and the Administrative Office in addition to a Resident Advisory Board meeting to garner resident feedback on the SHA's plans. The meetings included a review of policy revisions, capital fund plans, capital fund expenditures, etc. The SHA requires certification that the plan is consistent with the City's Consolidated Plan to be signed off by the mayor. The SHA's plans are still under review by the City. Chairman Schweizer clarified with legal counsel that the Resolution can be approved pending submission of the Consolidated Plan Certification by the Mayor. Samantha Bobor provided that the SHA Board can approve the Resolution pending the mayor's certification. Director Newman advised that the SHA had to get through all of the public meetings before it could send the full plan to the mayor's office for review. Director Newman provided to the Board that there was good participation at the public hearings and that residents were very engaged. Brief discussion regarding how helpful the public meetings were with families served by SHA and how their input is directly related to how capital improvements are funded at their properties.

**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**





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**RESOLUTION #2025-32** – APPROVING THE SPRINGFIELD HOUSING AUTHORITY MOVING TO WORK SUPPLEMENT TO THE ANNUAL PHA PLAN FOR FISCAL YEAR 2026 TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Melissa Huffstedtler provided an overview of the MTW Supplement to the PHA Plan that is required by all Move to Work organizations including the waivers elected by the SHA. The SHA had to conduct an impact analysis on the potential impact to families affected by the alternative reexamination schedule. Melissa Huffstedtler provided a summary of the impact analysis conducted for the alternative reexamination schedule as well as the hardship policy available to households on the alternative reexamination schedule. Director Newman provided that the SHA has an internal MTW Working Group that works through the supplement, agency operations, MTW waivers and what waivers provide the greatest benefit to the families served by the SHA.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESIDENT COUNCIL REPORTS** – None

**PUBLIC COMMENTS** – Ligia Anderson, Contract Administrator, requested to poll the Board to authorize a contract modification for the Johnson Park Siding, Windows and Doors project. She advised that the project required an additional \$11,760.00. Alan Brinkoetter, Construction Manager, advised that the modification increase is to replace insect and/or water damage to sheathing under the existing siding that was not able to be identified prior to contract award. The Resolution will be provided during the October Board meeting to be formally approved.

Melissa Huffstedtler noted for the record that there were no further public comments on the SHA 2026 PHA Plan submission at the conclusion of the Regular September Board meeting.

**BOARD COMMENTS** – None

**ADJOURNMENT**


**MOTION FOR ADJOURNMENT:** Commissioner Turner

**SECOND:** Commissioner Johnson

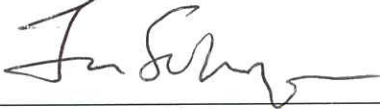
**VOTES AGAINST: NONE**

The meeting adjourned at 5:57pm

Respectfully Submitted By:

Melissa Huffstedtler   
Deputy Director

Approved by:

  
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SHA Board Chairman

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

October 27, 2025  
Date

October 27, 2025

