

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

**Monday, January 26, 2026 - 5:00 P.M.**

The SHA Board of Commissioners held a Regular Meeting on Monday, January 26, 2026, 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  
 Commissioner Joshua Johnson

**Staff Present:**

<b>P</b>	Dr. Jackie Newman	Chief Executive Officer
<b>P</b>	Melissa Huffstedtler	Chief Operations Officer
<b>P</b>	Wendy Mendenhall	Chief Human Resources Officer
<b>P</b>	Michelle Sergent	Chief Financial Officer
<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>	Tammera Aper	Asset Manager
<b>P</b>	Monica Johnson	Asset Manager
<b>A</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>P</b>	Nneka Nwani	Asset Manager
<b>P</b>	Jennifer Howard	Asset Manager
<b>P</b>	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney) (virtual)

**CHAIRMAN’S REMARKS**

Chairman Tim Schweizer welcomed participants to the meeting, wished everyone a Happy New Year and turned the meeting over to Chief Executive Officer Dr. Jackie L. Newman.

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

Dr. Newman provided a written report to the Board. Dr. Newman provided that goals for 2026 included laser focus on how to expand affordable housing and achieve full funding for the Brandon project. Dr. Newman provided that the MOD/DEV team has activities happening at Bonansinga Hi-Rise including new elevators and entryways. She also advised that the Madison Park Place project is complete and that the SHA anticipates a spring ribbon cutting ceremony. Dr. Newman advised that she is preparing for the annual Executive Staff Retreat and Full Staff Meeting.

Chairman Schweizer inquired as to the status of the federal budget. Dr. Newman provided an overview of the initial budget that passed the House including cuts to the Capital Fund program and the Public Housing program. She indicated that the SHA is waiting to hear the difference in what is passed by the House and what will be passed by the Senate. Dr. Newman advised of advocacy efforts, storytelling and her involvement with NAHRO Board of Governors in the previous week. Commissioner Long advised of the pending upcoming Senate vote on the funding bill.

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

December 15, 2025

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Turner

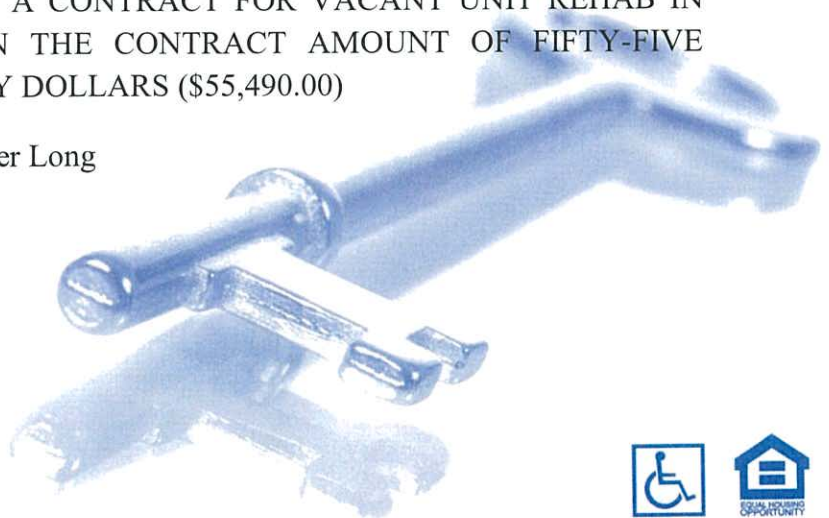
**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2026-01** APPROVING A CONTRACT FOR VACANT UNIT REHAB IN AMP 2, 1836 TAYLOR AVENUE IN THE CONTRACT AMOUNT OF FIFTY-FIVE THOUSAND FOUR HUNDRED NINETY DOLLARS (\$55,490.00)

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson



Changing lives one key at a time

**DISCUSSION:** - Ligia Anderson, Contract Administrator, provided an overview of the bids received and staff recommendation for contract approval. Commissioner Long inquired if the unit was vacant or occupied. SHA staff advised that the unit is vacant. Commissioner Long inquired if the status of the two minor bid irregularities. Ligia provided that the outstanding items would be taken care of at contract signing.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2026-02** APPROVING CONTRACT MODIFICATION NO. 2 WITH INNOVATIVE CONSTRUCTION MANAGEMENT SERVICES, INC. IFB 2025-05 HILDEBRANDT FIRE DAMAGE REPAIR EXTENDING CONTRACT END DATE TO JULY 20, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Ligia Anderson, Contract Administrator, provided that the contract requires an extension of time because the units are occupied and require tenant unit transfers in order to complete the work activities.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2026-03** APPROVING CONTRACT MODIFICATION NO. 1 WITH R.L. VOLLLINTINE CONSTRUCTION, INC. IFB 2025-08 NPP SIDING, WINDOWS, AND DOORS UPGRADE - AMP 4 EXTENDING CONTRACT END DATE TO APRIL 10, 2026

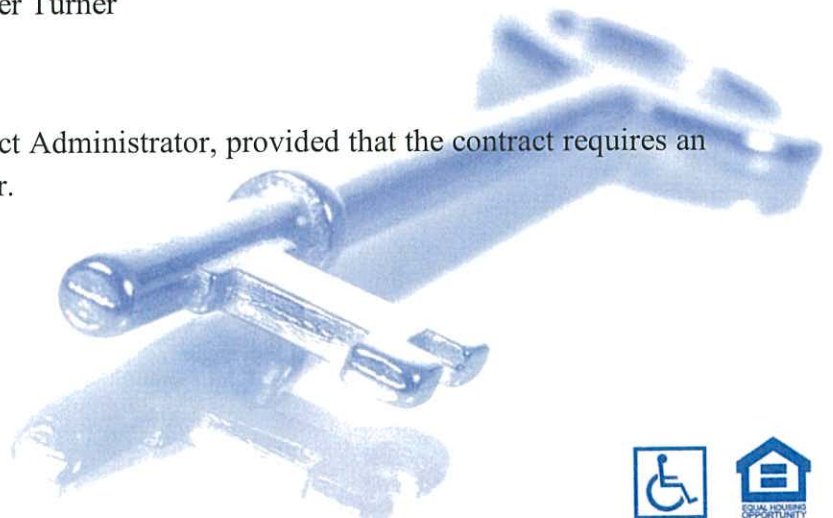
**MOTION TO APPROVE:** Commissioner Turner

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Ligia Anderson, Contract Administrator, provided that the contract requires an extension of time due to inclement weather.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE



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**RESOLUTION #2026-04** APPROVING A THREE (3) YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL UNION #399

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Wendy Mendenhall, Chief Human Resources Officer, provided an overview of the Resolution, summary of changes to the agreement and addendums and a brief overview of the salary survey. Commissioner Long inquired if the SHA provides the Engineers with tools and how many Engineers the SHA employs. Wendy responded that the SHA does provide tools and employs two (2) Engineers.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2026-05** APPROVING THE SPRINGFIELD HOUSING AUTHORITY ACCOUNTS PAYABLE POLICY REVISION # 3

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Turner

**DISCUSSION:** - Michelle Sergent, Chief Financial Officer, provided a summary of changes to the Accounts Payable Policy as presented. Michelle provided that the most significant change to the policy was to change bill payment dates from the 10<sup>th</sup>, 20<sup>th</sup> and 30<sup>th</sup> of the month to the 1<sup>st</sup> and 15<sup>th</sup> of the month to assist in the monthly reconciliation process.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESIDENT COUNCIL REPORTS** – None

**PUBLIC COMMENTS** – Wendy Mendenhall introduced new SHA staff persons: Anna Reif, HR Assistant and Jennifer Howard, Asset Manager.

**BOARD COMMENTS** – None



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**ADJOURNMENT**

**MOTION FOR ADJOURNMENT:** Commissioner Turner

**SECOND:** Commissioner Johnson

**VOTES IN FAVOR:** ALL


**VOTES AGAINST:** NONE

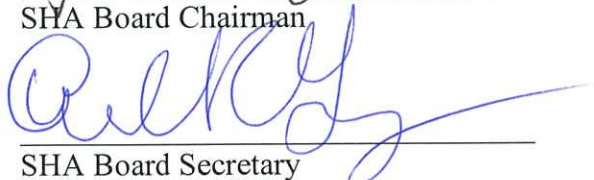
The meeting adjourned at 5:16pm

Respectfully Submitted By:

Melissa Huffstedtler  
Chief Operations Officer

Approved by:

  
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SHA Board Chairman

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

March 30, 2026  
Date

March 30, 2026

