

**MINUTES OF REGULAR MEETING  
SPRINGFIELD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS****Monday, December 15, 2025 - 5:00 P.M.**

The SHA Board of Commissioners held a Regular Meeting on Monday, December 15, 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 5:32 P.M.

**Commissioners Present:** Chairman Tim Schweizer  
Commissioner Dan Long  
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>A</b>	Kylie Jackson	Director of HCV
<b>P</b>	Tammera 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>A</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>	Lauren Davis	Section 3 Compliance Manager
<b>P</b>	Samantha Bobor	Giffin Winning Cohen & Bodewes (Attorney) (virtual)

**CHAIRMAN'S REMARKS**

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

**CHIEF EXECUTIVE OFFICER REMARKS**

Dr. Newman provided a written report and highlighted the following activities the SHA engaged in and/or completed during 2025:

- Johnson Park siding / windows / doors project is complete. Director Newman encouraged a drive through of the property to see the improvements; and
- Madison Park Place rehabilitation upgrades have concluded as of December 2025. The administrative staff have moved back in to their offices at Madison Park Place. Director advised the Board that a ribbon cutting ceremony will be forthcoming in 2026. She stated that she's been approached by families served by the development with how happy they are with the renovations.

**APPROVAL OF PAST MEETING MINUTES**

October 27, 2025

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-38** – APPROVING A WAGE REOPENER AGREEMENT WITH PAINTERS DISTRICT COUNCIL 58, INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES (IUPAT)

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Wendy Mendenhall provided an overview of the wage reopener process with the Painter's union including an overview of the salary survey conducted by Nelrod. Wendy advised that Painter's accepted the proposed salary adjustment. Wendy advised that this increase constitutes an equity adjustment that will be effective January 1, 2026 for affected members. Commissioner Long inquired as to the % increase per painter. Wendy advised that one painter would receive a 9% increase and the second painter would receive an 8.6% increase.

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Commissioner Long inquired as to how many Painters the SHA employed. Wendy provided that the SHA employs two (2) Painters. No further comments.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-39** – APPROVING THE 2026 ANNUAL MAINTENANCE TENANT CHARGE SCHEDULE FOR THE PERIOD OF JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the annual process to prepare the maintenance tenant charge schedule. It was reviewed and updated internally by staff and posted for thirty (30) days for public comment. The Springfield Housing Authority did not receive any public comments on the proposed changes.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-40** – APPROVING THE HCV 5-YEAR MAINSTREAM PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$1,315,150 FOR THE FISCAL YEAR JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

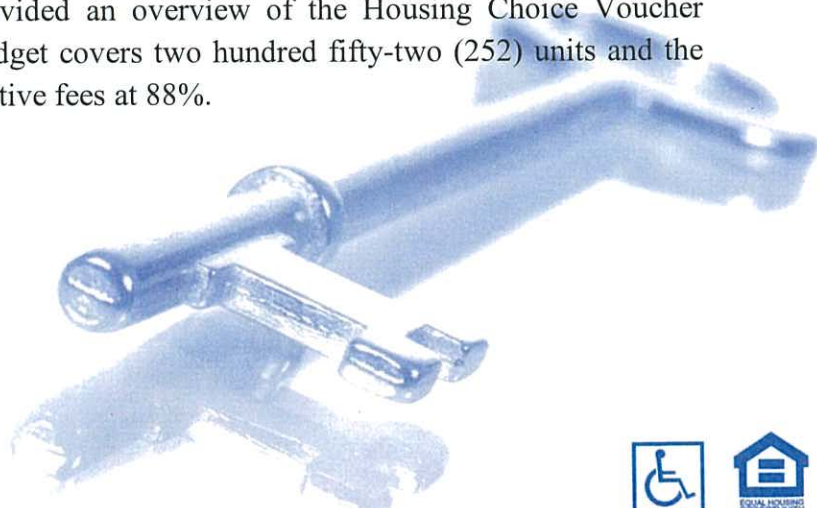
**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the Housing Choice Voucher Mainstream Budget including that the budget covers two hundred fifty-two (252) units and the SHA anticipates a pro-ration of administrative fees at 88%.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE



**RESOLUTION #2025-41** – APPROVING THE HOUSING CHOICE VOUCHER PROGRAM BUDGET FOR THE SPRINGFIELD HOUSING AUTHORITY IN THE AMOUNT OF \$19,404,538 FOR THE FISCAL YEAR JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the 2026 Housing Choice Voucher program budget including the HAP income and expenses, the Administrative Fee income and expenses, the Family Self-Sufficiency grant income and expenses, and the Housing Counseling grant income and expenses. Michelle provided that the SHA expects to receive 99-100% of projected HAP funding and 88% proration of Administrative Fees. There was a brief discussion regarding portability and its impact on the SHA's budget and operations.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-42** – APPROVING THE CONVENTIONAL HOUSING AMP, COCC, AND SHA BUSINESS ACTIVITIES PROGRAM OPERATING BUDGETS OF THE SPRINGFIELD HOUSING AUTHORITY FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided that the COCC continues to be non-federalized funds. Michelle provided an overview of the HUD required cash management system housing authorities are required to comply with effective January 1, 2026. The cash management system requires the use of SHA funds in the following order: first, use of all rental income, second, use of all other income and third, use of all HUD subsidies. If HUD subsidies remain or are not utilized, they will be subject to recapture. Michelle advised that any excess subsidy may be used for capital improvements to public housing properties. Michelle provided that the SHA is prepared to track and account using the new cash management system for all AMPs effective January 1, 2026. The SHA has a business activities fund that remains non-federalized. Michelle reviewed the COCC budget. There was general discussion regarding contractual expenses (mowing, snow removal, etc.). Michelle provided an overview of the AMP budgets including a pro-ratio of 95% for

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operating subsidy is anticipated for 2026. Michelle provided that while the SHA increased its management fee in 2026, it is still below the HUD published management fee that the COCC could charge the AMPs for management. There was general discussion regarding the number of public housing households that exceed income requirements. Michelle reviewed the projected reserve accounts in relation to HUD requirements for reserve accounts.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-43** – APPROVING LINCOLNWOOD ESTATES SF, LLC AND THE VILLAS AT VINEGAR HILL PROGRAM OPERATING BUDGETS FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent advised the Board that these Low-Income Housing Tax Credit budgets are due to the Illinois Housing Development Authority in October of each year. The presented budgets have been checked by IHDA, investors and development partners. Michelle reviewed the projected income, expenses and cash flow for Lincolnwood Estates and the Villas.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-44** – APPROVING THE MADISON PARK PLACE REHABILITATION OPERATING BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent advised the Board that these Low-Income Housing Tax Credit budgets are due to the Illinois Housing Development Authority in October of each year. The presented budget has been checked by IHDA, investors and development partners. Michelle reviewed the projected income, expenses and cash flow for Madison Park Place. Director Newman provided additional context relative to the utility set up from the original HOPE VI Madison Park Place development process. Commissioner Long inquired as to how many staff persons work at

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Madison Park Place. Michelle provided that there are five (5) employees and that they are paid 100% from the property.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-45** – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS’ INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR GENESIS PLACE FOR 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent reviewed the Resolution and supporting documentation. She advised that the increase is minimal. Commissioner Long inquired if there have been any claims against this policy. Michelle advised that there have not been any claims.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-46** – 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 2026

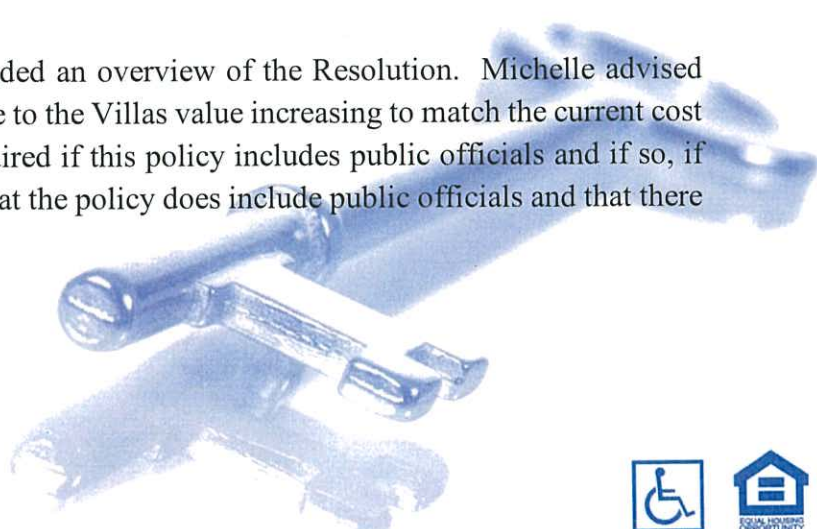
**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the Resolution. Michelle advised that there is an increase in the loss limit due to the Villas value increasing to match the current cost of replacement. Commissioner Long inquired if this policy includes public officials and if so, if there were any losses. Michelle advised that the policy does include public officials and that there have not been any claims.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE



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**RESOLUTION #2025-47** – APPROVING THE PURCHASE OF VEHICLE INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the Resolution including that the premium increased but that the SHA fleet increased from 32 vehicles to 34 vehicles.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-48** – APPROVING PROPERTY, GENERAL LIABILITY, PUBLIC EMPLOYEE DISHONESTY, AND PUBLIC OFFICIALS' INSURANCE THROUGH ASSISTED HOUSING RISK MANAGEMENT ASSOCIATION (AHRMA) FOR 2026

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Michelle Sergent provided an overview of the Resolution including that the premium increased mostly due to updated/increase valuation of property values, rising building costs and some claim activity.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

**RESOLUTION #2025-49** – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING IN THE AMOUNT OF \$89,524.75

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Stacy Huebsch provided the detail report for the past ten (10) years. Stacy reviewed the reason for the collection write off charges (rent, maintenance charges, etc.). Stacy reviewed the Illinois Debt Recovery program collections on outstanding balances. There was a general discussion regarding the Illinois Debt Recovery program.

**VOTES IN FAVOR:** ALL

**VOTES AGAINST: NONE**

**RESOLUTION #2025-50** – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR LINCOLNWOOD ESTATES SF LLC IN THE AMOUNT OF \$8,874.84

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Stacy Huebsch provided the detail report for collection loss write off for Lincolnwood Estates.

**VOTES IN FAVOR: ALL**

**VOTES AGAINST: NONE**

**RESOLUTION #2025-51** – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR VILLAS AT VINEGAR HILL IN THE AMOUNT OF \$3,264.00

**MOTION TO APPROVE:** Commissioner Long

**SECOND:** Commissioner Johnson

**DISCUSSION:** - Stacy Huebsch provided the detail report for collection loss write off for the Villas.

**VOTES IN FAVOR: ALL**

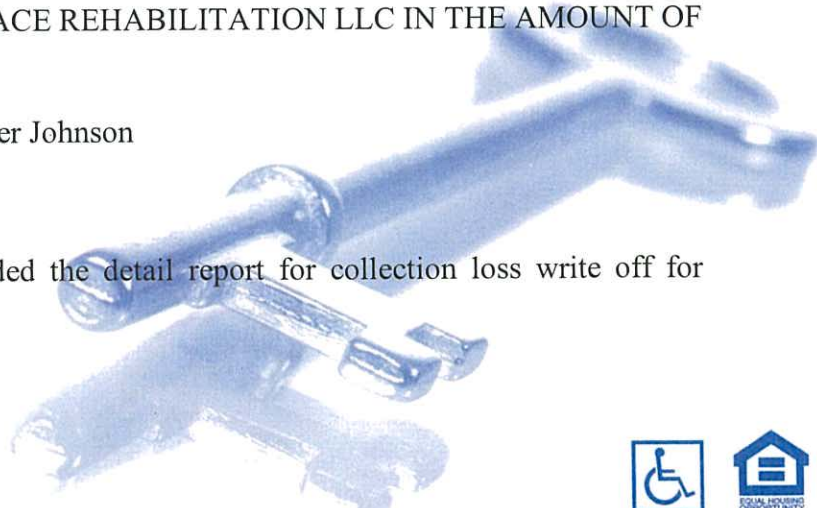
**VOTES AGAINST: NONE**

**RESOLUTION #2025-52** – AUTHORIZING AND APPROVING A COLLECTION LOSS WRITE-OFF FOR MADISON PARK PLACE REHABILITATION LLC IN THE AMOUNT OF \$15,337.86

**MOTION TO APPROVE:** Commissioner Johnson

**SECOND:** Commissioner Long

**DISCUSSION:** - Stacy Huebsch provided the detail report for collection loss write off for Madison Park Place.



**VOTES IN FAVOR: ALL****VOTES AGAINST: NONE****RESOLUTION #2025-53** – 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 Long**SECOND:** Commissioner Johnson

**DISCUSSION:** - Wendy Mendenhall provided an overview of the wage reopener process with the Carpenter's union including an overview of the salary survey conducted by Nelrod and the proposed increases for the covered employees as included in the Resolution and backup documentation. For those employees not covered under the new minimum adjustments, they would receive a 3.25% annual increase effective January 1, 2026 or at their anniversary date as applicable. Commissioner Long inquired as to how many employees will receive a 3.25% increase. Wendy responded with 8 employees. Director Newman provided an overview of covered employees titles during a brief discussion on covered Carpenter employee titles and duties.

**VOTES IN FAVOR: ALL****VOTES AGAINST: NONE****RESIDENT COUNCIL REPORTS** – None

**PUBLIC COMMENTS** – Director Newman recognized Michelle Sergent's hard work in putting together the 2026 budgets. Director Newman acknowledged Michelle's efforts in meeting with staff and ensuring that the SHA is compliant with the HUD cash management requirements of 2026. Director Newman and the Finance team didn't want the SHA to be affected by any unintended consequences of the HUD cash management requirements to restrict the SHA's ability to accumulate funding for future development opportunities. Director Newman reiterated that the Springfield Housing Authority does its very best with the limited resources available.

**BOARD COMMENTS** – Commissioner Long stated that he enjoyed the SHA Christmas party. He included that while Michelle Sergent was missed, the party started with a video message to her. Commissioner Long provided that Stacy Huebsch's sugar cookies were the hit item of the night during the auction.



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**ADJOURNMENT**

**MOTION FOR ADJOURNMENT:** Commissioner Long

**SECOND:** Commissioner Johnson

**VOTES IN FAVOR:** ALL

**VOTES AGAINST:** NONE

The meeting adjourned at 6:38pm

Respectfully Submitted By:

Melissa Huffstedtler  
Chief Operations Officer

Approved by:

SHA Board Chairman

SHA Board Secretary

January 26, 2026  
Date

January 26, 2026

