

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
September 30, 2016 8:00 A.M.
KENDALL COUNTY HEALTH DEPARTMENT
2nd FLOOR CONFERENCE ROOM
811 WEST JOHN STREET
YORKVILLE, ILLINOIS

1. CALL TO ORDER PROCHASKA
2. ROLL CALL PROCHASKA
3. ELECTION OF BOARD VICE CHAIRMAN
4. PUBLIC COMMENT (Limit of 5 minutes per person)
5. APPROVAL OF MINUTES
 - May 20, 2016
6. FINANCIAL REPORT CHEN
KHA Annual Audit Report
7. NEW BUSINESS PROCHASKA
Election of new Vice Chairman
Resolutions
 - Resolution 2016-12 Approval of KHA Annual Plan
 - Resolution 2016-13 Approval of KHA Administrative Plan Revisions (Chapter 4)
 - Resolution 2016-14 Acceptance of KHA Payment Standards
8. EXECUTIVE DIRECTOR'S REPORT COLES
9. EXECUTIVE SESSION (per Section 2 of the Illinois Open Meetings Act)
 - Approval of Minutes of Prior Meetings Lawfully Closed (Section 2(c)(21))
 - Litigation (Section 2(c)(11))
 - Personnel (Section 2(c)(1))
10. ACTIONS TO BE TAKEN AS A RESULT OF THE EXECUTIVE SESSION (if necessary)
11. FUTURE DISCUSSION/ACTION ITEMS COLES
Nov. 18, 2016 next meeting (due to holiday); election of Officers,
adopt budget.
12. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 20, 2016

The May 20, 2016 Board of Commissioners meeting of the Kendall Housing Authority (KHA) was held in the Kendall County Health Department, 2nd floor Conference Room, 811 West John Street, Yorkville, IL.

In Attendance: KHA Commissioners Tom Grant, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, and Sr. Administrative Assistant Susan Martin.

1. CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 8:12 am.

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed that 4 members were present, a quorum.

3. PUBLIC COMMENT

There was no Public Comment made at this meeting.

4. APPROVAL OF BOARD MINUTES

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of March 18, 2016. The motion carried by unanimous vote.

5. FINANCIAL REPORT

Finance Director Chen presented the Financial Report which included income statements and balance sheets. She reported that Cook County is working on timely payments.

6. NEW BUSINESS

- Resolution 2016-4 Approval of Quarterly Meeting Schedule. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-5 Approval of Revisions to Administrative Plan (Chapter 3 and 11). Executive Director Coles discussed the background check and the simplified language for the definition of family. Commissioner Grant made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-6 Approval of Addition 4.(E) to the Intergovernmental Agreement between the Kendall Housing Authority and the DuPage Housing Authority. Finance Director Chen stated this minor addition to the agreement was to formalize what was already in process. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.
- Resolution 2016-7 Approval of Revisions to Administrative Plan (Chapter 8). Executive Director Coles stated this change was just cleaning up the language under the inspection topic. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-8 Approval of Revisions to Administrative Plan (Chapter 4). Executive Director Coles addressed the fairness of a time and date entry for the open wait list. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.

- Resolution 2016-9 Approval of Revisions to Administrative Plan (Chapter 11 pg. 9/10). Executive Director Coles discussed the requirement of streamlining the earned income disallowance process. Commissioner Grant made a motion, seconded by Chairman Prochaska. The motion carried by unanimous vote.
- Resolution 2016-10 Approval to Renew the Agreement with IHDA for Grant Round 3. Executive Director Coles said the agreement is similar to the prior agreements with IHDA. Commissioner Grant made a motion, seconded by Commissioner Swanson. The motion carried unanimously.
- Resolution 2016-11 Approval of Revisions to Administrative Plan (Chapter 8 pg. 17). Executive Director Coles discussed the advantage to the KHA by simplified language for inspections. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kenneth Coles reported on the opening of the DHA wait list, an upcoming commissioner training program, and work on reviewing tenant statistics.

8. EXECUTIVE SESSION

There was no Executive Session.

9. ADJOURNMENT Commissioner Swanson made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:45 a.m.

Respectfully Submitted,
Susan Martin
Sr. Administrative Assistant/Recording Secretary

Kendall Housing Authority - Housing Choice Voucher Programs

Balance Sheet

Period = Jul 2016

Current Balance

| 1000-00-000 | ASSETS | Current Balance |
|-------------|-------------------------------------|--------------------------|
| 1001-00-000 | CURRENT ASSETS: | |
| 1100-00-000 | CASH | |
| 1112-05-000 | Cash Restricted - HAP | 19,930.50 |
| 1112-06-000 | Cash - Admin | 303,373.22 |
| 1119-00-000 | TOTAL CASH | <u>323,303.72</u> |
| 1120-00-000 | ACCOUNTS AND NOTES RECEIVABLE | |
| 1122-00-000 | A/R-Port-In HAP | (10,641.01) |
| 1129-01-000 | A/R - Landlord Overpayments | 1,007.00 |
| 1149-00-000 | TOTAL ACCOUNTS AND NOTES RECEIVABLE | <u>(9,634.01)</u> |
| 1160-00-000 | OTHER CURRENT ASSETS | |
| 1211-00-000 | Prepaid Expenses and Other Assets | 1,722.94 |
| 1299-00-000 | TOTAL OTHER CURRENT ASSETS | <u>1,722.94</u> |
| 1300-00-000 | TOTAL CURRENT ASSETS | <u>315,392.65</u> |
| 1999-00-000 | TOTAL ASSETS | <u><u>315,392.65</u></u> |

Kendall Housing Authority - Housing Choice Voucher Programs

Balance Sheet

Period = Jul 2016

Current Balance

| | | |
|--------------------|---------------------------------|--------------------------|
| 2000-00-000 | LIABILITIES & EQUITY | |
| 2001-00-000 | LIABILITIES: | |
| 2100-00-000 | CURRENT LIABILITIES: | |
| 2111-00-000 | A/P Vendors and Contractors | 334.99 |
| 2116-04-000 | A/P - DHA | 95,502.22 |
| 2299-00-000 | TOTAL CURRENT LIABILITIES | <u>95,837.21</u> |
| 2499-00-000 | TOTAL LIABILITIES | <u>95,837.21</u> |
| 2800-00-000 | EQUITY | |
| 2807-00-000 | RETAINED EARNINGS: | |
| 2807-01-000 | Admin Equity | 199,624.94 |
| 2807-02-000 | HAP Equity | 19,930.50 |
| 2808-00-000 | TOTAL RETAINED EARNINGS: | <u>219,555.44</u> |
| 2999-00-000 | TOTAL LIABILITIES AND EQUITY | <u><u>315,392.65</u></u> |

Kendall Housing Authority - Housing Choice Voucher Programs

Monthly Income Statement

Period = Jan 2016-Jul 2016

| | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Total |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| INCOME | | | | | | | | |
| GRANT INCOME | | | | | | | | |
| HCV - HAP | 134,738.00 | 98,662.00 | 181,780.00 | 143,164.00 | 141,623.00 | 136,721.00 | 136,721.00 | 973,409.00 |
| HCV - Admin. Fee | 15,134.00 | 10,677.00 | 10,677.00 | 13,916.00 | 11,853.00 | 16,853.00 | 12,316.00 | 91,426.00 |
| HCV - Port-In Admin Fee | 8,563.26 | 8,838.47 | 7,873.11 | 8,119.59 | 8,621.54 | 9,066.60 | 13,102.68 | 64,185.25 |
| HCV - Port In HAP | 176,130.00 | 175,463.00 | 165,426.60 | 187,867.00 | 172,175.37 | 182,164.00 | 179,314.00 | 1,238,539.97 |
| Other Government Grant - Admin Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40,708.00 | 40,708.00 |
| TOTAL GRANT INCOME | 334,565.26 | 293,640.47 | 365,756.71 | 353,066.59 | 334,272.91 | 344,804.60 | 382,161.68 | 2,408,268.22 |
| OTHER INCOME | | | | | | | | |
| Fraud Recovery - HAP | 1,354.00 | 1,194.00 | 651.00 | 999.50 | 4,385.00 | 459.00 | 114.50 | 9,157.00 |
| Other Income | 0.00 | 300.25 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 | 450.25 |
| TOTAL OTHER INCOME | 1,354.00 | 1,494.25 | 651.00 | 1,149.50 | 4,385.00 | 459.00 | 114.50 | 9,607.25 |
| TOTAL INCOME | 335,919.26 | 295,134.72 | 366,407.71 | 354,216.09 | 338,657.91 | 345,263.60 | 382,276.18 | 2,417,875.47 |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Other Admin Expenses | | | | | | | | |
| Travel | 627.93 | 608.74 | 556.10 | 471.78 | 312.72 | 804.89 | 286.18 | 3,668.34 |
| Port Out - Admin | 279.10 | 279.10 | 275.95 | 166.20 | 110.38 | 165.57 | 173.85 | 1,450.15 |
| Management Fee | 20,142.67 | 16,590.47 | 16,412.71 | 18,629.01 | 17,403.36 | 21,938.24 | 56,160.62 | 167,277.08 |
| Office Rent | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 2,800.00 |
| Total Other Admin Expenses | 21,449.70 | 17,878.31 | 17,644.76 | 19,666.99 | 18,226.46 | 23,308.70 | 57,020.65 | 175,195.57 |

Kendall Housing Authority - Housing Choice Voucher Programs

Monthly Income Statement

Period = Jan 2016-Jul 2016

| | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Total |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Miscellaneous Admin Expenses | | | | | | | | |
| Office Supplies | 83.02 | 49.00 | 180.02 | 0.00 | 97.00 | 77.07 | 0.00 | 486.11 |
| Telephone | 82.90 | 82.90 | 82.90 | 82.90 | 82.90 | 82.90 | 82.90 | 580.30 |
| Postage | 0.00 | 8.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.30 |
| Software License Fees | 0.00 | 0.00 | 0.00 | 87.50 | 87.50 | 87.50 | 87.50 | 350.00 |
| Insurance | 154.58 | 154.58 | 154.58 | 154.58 | 154.58 | 154.58 | 154.58 | 1,082.06 |
| Cell Phones/Connectivity | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 210.00 |
| Internet | 45.90 | 36.40 | 36.40 | 36.40 | 36.40 | 36.40 | 36.41 | 264.31 |
| Payroll Processing Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Fees | 0.00 | 111.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 336.00 |
| Other Misc Admin Expenses | 0.00 | 0.00 | 0.00 | 14.00 | 14.00 | 50.70 | 84.00 | 162.70 |
| Office Operational Supplies | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 |
| Total Miscellaneous Admin Expenses | 396.40 | 482.18 | 528.90 | 450.38 | 547.38 | 564.15 | 520.39 | 3,489.78 |
| TOTAL ADMINISTRATIVE EXPENSES | | | | | | | | |
| | 21,846.10 | 18,360.49 | 18,173.66 | 20,117.37 | 18,773.84 | 23,872.85 | 57,541.04 | 178,685.35 |
| GENERAL EXPENSES | | | | | | | | |
| Port-In HAP Expense | 177,742.00 | 179,133.00 | 173,367.00 | 175,139.00 | 161,976.54 | 177,738.37 | 182,458.29 | 1,227,554.20 |
| TOTAL GENERAL EXPENSES | 177,742.00 | 179,133.00 | 173,367.00 | 175,139.00 | 161,976.54 | 177,738.37 | 182,458.29 | 1,227,554.20 |
| HOUSING ASSISTANCE PAYMENTS | | | | | | | | |
| HAP | 138,144.00 | 130,441.00 | 133,353.00 | 134,457.00 | 130,916.00 | 129,535.00 | 128,120.00 | 924,966.00 |
| URP | 2,582.00 | 2,494.00 | 2,346.00 | 2,358.00 | 2,502.00 | 2,853.00 | 3,003.00 | 18,138.00 |
| Port Out - HAP | 3,328.00 | 3,388.00 | 3,634.00 | 530.00 | 878.00 | 1,786.00 | 1,409.00 | 14,953.00 |
| TOTAL HAP | 144,054.00 | 136,323.00 | 139,333.00 | 137,345.00 | 134,296.00 | 134,174.00 | 132,532.00 | 958,057.00 |
| TOTAL EXPENSES | | | | | | | | |
| | 343,642.10 | 333,816.49 | 330,873.66 | 332,601.37 | 315,046.38 | 335,785.22 | 372,531.33 | 2,364,296.55 |
| NET INCOME | | | | | | | | |
| | (7,722.84) | (38,681.77) | 35,534.05 | 21,614.72 | 23,611.53 | 9,478.38 | 9,744.85 | 53,578.92 |

Kendall Housing Authority

Payment Summary

Bank=khaadmin AND mm/yy=05/2016-07/2016 AND All Checks=Yes AND Include Voids=All Checks

| Bank | Check# | Vendor | Check Date | Post Month | Total Amount |
|-----------|--------|---|------------|------------|--------------------|
| KHA Admin | 1059 | V0002585 - Georgia Dept. of Community Affairs | 06/01/2016 | 06/2016 | \$ 55.19 |
| KHA Admin | 1060 | V0002285 - Moore III | 06/03/2016 | 06/2016 | \$ 200.10 |
| KHA Admin | 1061 | V0002305 - Ross | 06/03/2016 | 06/2016 | \$ 142.62 |
| KHA Admin | 1062 | V0002285 - Moore III | 06/30/2016 | 06/2016 | \$ 226.55 |
| KHA Admin | 1063 | V0002305 - Ross | 06/30/2016 | 06/2016 | \$ 30.00 |
| KHA Admin | 1064 | V0002565 - Carrasco | 06/30/2016 | 06/2016 | \$ 21.85 |
| KHA Admin | 1065 | V0002585 - Georgia Dept. of Community Affairs | 07/01/2016 | 07/2016 | \$ 57.95 |
| KHA Admin | 10187 | V0000073 - Aurora Housing Authority | 05/01/2016 | 05/2016 | \$ 110.38 |
| KHA Admin | 10188 | V0002845 - The County of Kendall | 05/01/2016 | 05/2016 | \$ 400.00 |
| KHA Admin | 10189 | V0002285 - Moore III | 05/05/2016 | 05/2016 | \$ 147.20 |
| KHA Admin | 10190 | V0002322 - Yardi Systems Inc. | 05/05/2016 | 05/2016 | \$ 14.00 |
| KHA Admin | 10191 | V0000079 - DuPage Housing Authority | 05/13/2016 | 05/2016 | \$ 246.79 |
| KHA Admin | 10192 | V0002213 - A Reliable Printing | 05/13/2016 | 05/2016 | \$ 97.00 |
| KHA Admin | 10193 | t0002677 - MILES | 05/13/2016 | 05/2016 | \$ 57.00 |
| KHA Admin | 10194 | V0002235 - Comcast Cable | 05/26/2016 | 05/2016 | \$ 119.30 |
| KHA Admin | 10195 | V0000073 - Aurora Housing Authority | 06/01/2016 | 06/2016 | \$ 110.38 |
| KHA Admin | 10196 | V0002845 - The County of Kendall | 06/01/2016 | 06/2016 | \$ 400.00 |
| KHA Admin | 10197 | V0002322 - Yardi Systems Inc. | 06/03/2016 | 06/2016 | \$ 14.00 |
| KHA Admin | 10198 | V0002213 - A Reliable Printing | 06/16/2016 | 06/2016 | \$ 77.07 |
| KHA Admin | 10199 | V0000079 - DuPage Housing Authority | 06/24/2016 | 06/2016 | \$ 361.62 |
| KHA Admin | 10200 | V0002235 - Comcast Cable | 06/24/2016 | 06/2016 | \$ 119.30 |
| KHA Admin | 10201 | V0002305 - Ross | 06/24/2016 | 06/2016 | \$ 11.16 |
| KHA Admin | 10202 | V0000079 - DuPage Housing Authority | 06/30/2016 | 06/2016 | \$ 50.70 |
| KHA Admin | 10203 | V0000073 - Aurora Housing Authority | 07/01/2016 | 07/2016 | \$ 115.90 |
| KHA Admin | 10204 | V0002845 - The County of Kendall | 07/01/2016 | 07/2016 | \$ 400.00 |
| KHA Admin | 10205 | V0000079 - DuPage Housing Authority | 07/15/2016 | 07/2016 | \$ 183.71 |
| KHA Admin | 10206 | V0002235 - Comcast Cable | 07/22/2016 | 07/2016 | \$ 119.31 |
| KHA Admin | 10207 | V0002305 - Ross | 07/29/2016 | 07/2016 | \$ 65.19 |
| | | | | | \$ 3,954.27 |

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016-12
APPROVAL OF KHA ANNUAL PLAN

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY (KHA), as follows:

Section 1: The Board of Commissioners of KHA hereby VOTES and RESOLVES to take the following action:

Approve the attached Kendall Housing Authority Annual Plan for the year beginning January 1, 2017.

Section 2: That this resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on this 30th day of September, 2016.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016 – 13
ADMINISTRATIVE PLAN REVISIONS

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY (KHA), as follows:

Section 1: It is in the best interests of the Kendall Housing Authority to take the following action:

Approve the attached revisions to the Kendall Housing Authority Administrative Plan (Chapter 4-III.C. Selection Method).

Section 2: This Resolution is effective upon its adoption, retroactively to July 21, 2016.

Approved by the Kendall Housing Authority Board of Commissioners on this 30th day of September, 2016.

Matthew Prochaska
Chairman

Thomas Grant
Secretary

Ayes: _____

Nays: _____

Abstain: _____

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during KHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, KHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

KHA Policy

The KHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The housing authority's system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list the housing authority is required to use targeted funding to assist only those families who meet the specified criteria, and housing authorities are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

KHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, for example, through a referral from the FUP partner agency, and in accordance with the Inter-Governmental Agreement (IGA), Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) and/or KHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application or is received by the KHA or lottery number. Documentation will be maintained by the KHA as to whether families on the list qualify for and are interested in applicable targeted funding. If a higher placed family on the waiting list is not qualified or not interested in applicable targeted funding, there will be a notation maintained so that the KHA does not have to ask higher placed families each time targeted selections are made.

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016 – 14
ACCEPTANCE OF KHA PAYMENT STANDARDS

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY (KHA), as follows:

Section 1: The Board of Commissioners of KHA hereby VOTES and RESOLVES to take the following action:

Accept the 2017 KHA Payment Standards.

Section 2: This Resolution is effective October 1, 2016.

Approved by the Kendall Housing Authority Board of Commissioners on this 30th day of September, 2016.

Matthew Prochaska
Chairman

Thomas Grant
Secretary

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY

Mailing Address: 711 E. Roosevelt Road
Wheaton, IL 60187-5646
Telephone: 630-690-3555
Fax: 630-690-0702

INCOME LIMITS MEDIAN FAMILY INCOME

Effective March 28, 2016

| Household Size | VERY LOW INCOME | 30% OF INCOME | LOW INCOME |
|----------------|-----------------|---------------|------------|
| 1 | \$29,900 | \$17,950 | \$46,000 |
| 2 | \$34,200 | \$20,500 | \$52,600 |
| 3 | \$38,450 | \$23,050 | \$59,150 |
| 4 | \$42,700 | \$25,600 | \$65,700 |
| 5 | \$46,150 | \$28,440 | \$71,000 |
| 6 | \$49,550 | \$32,580 | \$76,250 |
| 7 | \$52,950 | \$36,730 | \$81,500 |
| 8 | \$56,400 | \$40,890 | \$86,750 |

PAYMENT STANDARDS

| | |
|-----------|---------|
| 0 Bedroom | \$740 |
| 1 Bedroom | \$885 |
| 2 Bedroom | \$1,190 |
| 3 Bedroom | \$1,675 |
| 4 Bedroom | \$1,887 |
| 5 Bedroom | \$2,171 |
| 6 Bedroom | \$2,453 |

Payment Standards effective October 1, 2016