

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MARCH 18, 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. PUBLIC COMMENT (Limit of 5 minutes per person)
4. APPROVAL OF MINUTES
 - February 19, 2016
5. FINANCIAL REPORT CHEN
6. EXECUTIVE DIRECTOR'S REPORT COLES
7. 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))
8. ACTIONS TO BE TAKEN AS A RESULT OF THE EXECUTIVE SESSION (if necessary)
9. FUTURE DISCUSSION/ACTION ITEMS COLES
10. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 19, 2016

The February 19, 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 Carl Gutierrez, Robyn Ingemunson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Quality Control & Compliance Manager Lisa Howe, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:17 a.m.

2. **ROLL CALL AND CERTIFICATION OF QUORUM**

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

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES**

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve the minutes of November 20, 2015. The motion carried unanimously.

5. **NEW BUSINESS**

Resolutions

- Resolution 2016-1 Approval of SEMAP – Lisa Howe, Quality Control & Compliance Manager, discussed the KHA's SEMAP (Section Eight Management Assessment Program) scoring for 2015. She said the 2015 SEMAP score was 81 percent, making the KHA a Standard Performer; the score was an improvement from 78 percent for 2014. Executive Director Coles and QC & Compliance Manager Howe said steps are being taken to ensure that documentation is complete in several areas targeted for improvement in 2016, income calculations and rent calculations. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-1. The motion carried unanimously.
- Resolution 2016-2 Approval of KHA Administrative Plan Revisions – Executive Director Coles discussed the proposed revisions, which give a Wait List Top Preference to families who have become displaced because of the discontinuance of a State of Illinois housing program such the Bridge Subsidy Initiative. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-2. The motion carried unanimously.
- Resolution 2016-3 Authorization for new Lease at Kendall County Health Department – Executive Director Coles said the KHA's office at the Health Department has helped the KHA to effectively serve Kendall County clients. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-3. The motion carried unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles said the KHA's lease-ups are at 100 percent, with no additional vouchers currently available. He discussed some ways that the KHA might receive additional vouchers in the future. Executive Director Coles said he wants the KHA to stay leased up at 100 percent.

7. EXECUTIVE SESSION

There was no Executive Session.

8. ADJOURNMENT

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:29 a.m.

Respectfully Submitted,
Gregory Lippert
Sr. Administrative Assistant/Recording Secretary

Kendall Housing Authority Balance Sheet

Period = Feb 2016

			Current Balance
1001-00-000	CURRENT ASSETS:		
1112-06-000	Cash - Admin	\$	130,748.69
1119-00-000	TOTAL CASH	\$	<u>130,748.69</u>
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE		
1129-01-000	LL Overpayments	\$	1,693.00
1129-03-000	Payment Agreement Charges	\$	294.50
1135-03-000	A/R-Port-In Admin	\$	1,422.97
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	\$	<u>3,410.47</u>
1160-00-000	OTHER CURRENT ASSETS		
1211-00-000	Prepaid Expenses and Other Assets	\$	2,595.84
1299-00-000	TOTAL OTHER CURRENT ASSETS	\$	2,595.84
1300-00-000	TOTAL CURRENT ASSETS	\$	<u>136,755.00</u>
1999-00-000	TOTAL ASSETS	\$	<u>136,755.00</u>
2000-00-000	LIABILITIES & EQUITY		
2001-00-000	LIABILITIES:		
2100-00-000	CURRENT LIABILITIES:		
2111-00-000	A/P Vendors and Contractors	\$	603.66
2116-04-000	A/P - DHA	\$	15,693.20
2215-00-000	Deferred Port HAP & Admin	\$	1,822.35
2299-00-000	TOTAL CURRENT LIABILITIES	\$	<u>18,119.21</u>
2499-00-000	TOTAL LIABILITIES	\$	<u>18,119.21</u>
2800-00-000	EQUITY		
2809-02-000	Admin Equity	\$	118,635.79
2899-00-000	TOTAL EQUITY	\$	<u>118,635.79</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	\$	<u>136,755.00</u>

Kendall Housing Authority Budget Comparison (with PTD)

Period = Jan 2016-Feb 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
INCOME								
GRANT INCOME								
HCV - HAP	98,662	126,815	(28,153)	-22.2%	233,400	253,631	(20,231)	-8.0%
HCV - Admin. Fee	10,677	11,345	10,677	94.1%	25,811	22,690	10,677	47.1%
HCV - Port-In Admin Fee	8,841	8,132	8,841	108.7%	17,404	16,264	8,841	54.4%
HCV - Port In HAP	175,531	178,525	175,531	98.3%	351,661	357,049	175,531	49.2%
TOTAL GRANT INCOME	293,711	324,817	166,896	51.4%	628,276	649,634	174,818	26.9%
OTHER INCOME								
Fraud Recovery - HAP	1,194	1,945	(751)	-38.6%	2,548	3,890	(1,342)	-34.5%
TOTAL OTHER INCOME	1,194	1,945	(751)	-38.6%	2,548	3,890	(1,342)	-34.5%
TOTAL INCOME	294,905	326,762	166,145	50.8%	630,824	653,524	173,476	26.5%
EXPENSES								
ADMINISTRATIVE								
Other Admin Expenses								
Travel	609	703	94	13.3%	1,237	1,405	168	12.0%
Auditing Fees	0	529	529	100.0%	0	1,058	1,058	100.0%
Port Out - Admin	279	304	25	8.1%	558	608	49	8.1%
Management Fees	16,590	16,549	(41)	-0.2%	36,733	33,099	(3,634)	-11.0%
Office Rent	400	400	0	0.0%	800	800	0	0.0%
Total Other Admin Expenses	17,878	18,485	607	3.3%	39,328	36,970	(2,358)	-6.4%

Kendall Housing Authority

Budget Comparison (with PTD)

Period = Jan 2016-Feb 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Miscellaneous Admin Expenses								
Office Supplies	49	18	(31)	-174.8%	132	36	(96)	-270.1%
Telephone	83	86	3	3.1%	166	171	5	3.1%
Postage	8	2	(6)	-315.0%	8	4	(4)	-107.5%
Insurance	155	155	0	0.2%	309	310	1	0.2%
Cell Phones/Connectivity	30	60	30	50.0%	60	120	60	50.0%
Internet	36	44	8	17.1%	82	88	6	6.3%
Bank Fees	111	30	(81)	-270.0%	111	60	(51)	-85.0%
Office Operational Supplies	10	320	310	96.9%	10	641	631	98.4%
Total Miscellaneous Admin Expenses	482	715	232	32.5%	879	1,429	551	38.5%
TOTAL ADMINISTRATIVE EXPENSES	18,360	19,199	839	4.4%	40,207	38,399	(1,808)	-4.7%
GENERAL EXPENSES	178,786	178,525	(261)	-0.1%	356,181	357,049	868	0.2%
Port-In HAP Expense	178,786	178,525	(261)	-0.1%	356,181	357,049	868	0.2%
TOTAL GENERAL EXPENSES	178,786	178,525	(261)	-0.1%	356,181	357,049	868	0.2%
HOUSING ASSISTANCE PAYMENTS	132,209	122,084	(10,125)	-8.3%	269,279	244,169	(25,110)	-10.3%
HAP	132,209	122,084	(10,125)	-8.3%	269,279	244,169	(25,110)	-10.3%
URP	2,494	3,125	631	20.2%	5,076	6,251	1,175	18.8%
Port Out - HAP	3,388	4,692	1,304	27.8%	6,716	9,383	2,667	28.4%
TOTAL HOUSING ASSISTANCE PAYMENTS	138,091	129,901	(8,190)	-6.3%	281,071	259,802	(21,269)	-8.2%
TOTAL EXPENSES	335,237	327,625	(7,612)	-2.3%	677,459	655,250	(22,208)	-3.4%
NET INCOME	(40,332)	(863)	173,757	-20132.2%	(46,634)	(1,726)	195,684	-11336.4%

Kendall Housing Authority
Income Statement

Period = Jan 2016-Feb 2016

	Jan-16	Feb-16	Total
3000-00-000			
INCOME			
3400-00-000			
GRANT INCOME			
3401-00-000	134,738.00	98,662.00	233,400.00
HCV - HAP			
3410-02-000	15,134.00	10,677.00	25,811.00
HCV - Admin. Fee			
3410-04-000	8,563.26	8,841.20	17,404.46
HCV - Port-In Admin Fee			
3410-06-000	176,130.00	175,531.00	351,661.00
HCV - Port In HAP			
3499-00-000	334,565.26	293,711.20	628,276.46
TOTAL GRANT INCOME			
3600-00-000			
OTHER INCOME			
3640-00-000	1,354.00	1,194.00	2,548.00
Fraud Recovery - HAP			
3699-00-000	1,354.00	1,194.00	2,548.00
TOTAL OTHER INCOME			
3999-00-000	335,919.26	294,905.20	630,824.46
TOTAL INCOME			
4000-00-000			
EXPENSES			
4100-00-000			
ADMINISTRATIVE			
4139-00-000			
Other Admin Expenses			
4150-00-000	627.93	608.74	1,236.67
Travel			
4172-10-000	279.10	279.10	558.20
Port Out - Admin			
4173-00-000	20,142.67	16,590.47	36,733.14
Management Fees			
4180-00-000	400.00	400.00	800.00
Office Rent			
4189-00-000	21,449.70	17,878.31	39,328.01
Total Other Admin Expenses			
4190-00-000			
Miscellaneous Admin Expenses			
4190-04-000	83.02	49.00	132.02
Office Supplies			
4190-07-000	82.90	82.90	165.80
Telephone			
4190-08-000	0.00	8.30	8.30
Postage			
4190-10-000	154.58	154.58	309.16
Insurance			
4190-15-000	30.00	30.00	60.00
Cell Phones/Connectivity			
4190-16-000	45.90	36.40	82.30
Internet			
4190-20-000	0.00	111.00	111.00
Bank Fees			
4190-23-000	0.00	10.00	10.00
Office Operational Supplies			
4191-00-000	396.40	482.18	878.58
Total Miscellaneous Admin Expenses			
4199-00-000	21,846.10	18,360.49	40,206.59
TOTAL ADMINISTRATIVE EXPENSES			

Kendall Housing Authority
Income Statement

Period = Jan 2016-Feb 2016

	Jan-16	Feb-16	Total
4500-00-000			
GENERAL EXPENSES			
4585-00-000	177,395.00	178,786.00	356,181.00
Port-In HAP Expense			
4599-00-000	177,395.00	178,786.00	356,181.00
TOTAL GENERAL EXPENSES			
4700-00-000			
HOUSING ASSISTANCE PAYMENTS			
4715-10-000	137,070.00	132,209.00	269,279.00
HAP			
4715-11-000	2,582.00	2,494.00	5,076.00
URP			
4715-12-000	3,328.00	3,388.00	6,716.00
Port Out - HAP			
4799-00-000	142,980.00	138,091.00	281,071.00
TOTAL HOUSING ASSISTANCE PAYMENTS			
8000-00-000	342,221.10	335,237.49	677,458.59
TOTAL EXPENSES			
9000-00-000	(6,301.84)	(40,332.29)	(46,634.13)
NET INCOME			

Kendall Housing Authority Income Statement

Period = Jan 2016-Feb 2016

	Jan-16	Feb-16	Total
3000-00-000	INCOME		
3400-00-000	GRANT INCOME		
3410-02-000	15,134.00	10,677.00	25,811.00
3410-04-000	8,563.26	8,841.20	17,404.46
3499-00-000	<u>23,697.26</u>	<u>19,518.20</u>	<u>43,215.46</u>
3600-00-000	OTHER INCOME		
3640-00-000	677.00	597.00	1,274.00
3699-00-000	<u>677.00</u>	<u>597.00</u>	<u>1,274.00</u>
3999-00-000	<u>24,374.26</u>	<u>20,115.20</u>	<u>44,489.46</u>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4139-00-000	Other Admin Expenses		
4150-00-000	627.93	608.74	1,236.67
4172-10-000	279.10	279.10	558.20
4173-00-000	20,142.67	16,590.47	36,733.14
4180-00-000	400.00	400.00	800.00
4189-00-000	<u>21,449.70</u>	<u>17,878.31</u>	<u>39,328.01</u>
4190-00-000	Miscellaneous Admin Expenses		
4190-04-000	83.02	49.00	132.02
4190-07-000	82.90	82.90	165.80
4190-08-000	0.00	8.30	8.30
4190-10-000	154.58	154.58	309.16
4190-15-000	30.00	30.00	60.00
4190-16-000	45.90	36.40	82.30
4190-20-000	0.00	111.00	111.00
4190-23-000	0.00	10.00	10.00
4191-00-000	<u>396.40</u>	<u>482.18</u>	<u>878.58</u>
4199-00-000	<u>21,846.10</u>	<u>18,360.49</u>	<u>40,206.59</u>
8000-00-000	TOTAL EXPENSES		
9000-00-000	NET INCOME		
	<u>2,528.16</u>	<u>1,754.71</u>	<u>4,282.87</u>