

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
November 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. ELECTION OF OFFICERS 2017
5. APPROVAL OF MINUTES
 - Sept. 30, 2016
6. FINANCIAL REPORT CHEN
7. NEW BUSINESS PROCHASKA
 - Resolutions
 - Resolution 2016-15 Approval of Administrative Plan Revisions
 - Resolution 2016-16 Adoption of 2017 KHA Board Meeting Schedule
 - Resolution 2016-17 Approval of FY2017 Budget
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
 - Resolution to hire auditor (Jan.) SEMAP (Feb.)
12. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
September 30, 2016

The September 30, 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, 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 8:00 am.

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

A roll call showed that 3 members were present, a quorum.

3. **ELECTION OF BOARD VICE CHAIRMAN**

Commissioner Ingemunson was voted KHA Vice-Chairman by an unanimous vote, motioned by Commissioner Grant.

4. **PUBLIC COMMENT**

There was no Public Comment made at this meeting.

5. **APPROVAL OF BOARD MINUTES**

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of May 20, 2016. The motion carried by unanimous vote.

6. **FINANCIAL REPORT**

Finance Director Chen presented the Financial Report which included income statements and balance sheets with nothing out of the ordinary to note. She reported that the government grant was a one-time payment for the IHP program.

7. **NEW BUSINESS**

- Resolution 2016-12 Approval of KHA Annual Plan. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.
- Resolution 2016-13 Approval of Revisions to Administrative Plan (Chapter 4). Executive Director Coles explained how this resolution would afford the KHA the opportunity to have choices in regard to the wait list, such as the date/time application. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.
- Resolution 2016-14 Acceptance of KHA Payment Standards. Executive Director Coles clarified HUD's fair market rents and how housing agencies calculate for maximum benefit to their participants. Commissioner Ingemunson made a motion, seconded by Commissioner Grant. The motion carried by unanimous vote.

8. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kenneth Coles discussed approaching the Board for approval to spend down the administrative fee to subsidize more KHA families. He covered HUD's request to absorb Joliet Housing Authority's ports and the inability to accommodate due to the fact that 30 families were recently called off the wait list.

9. EXECUTIVE SESSION

There was no Executive Session.

10. ADJOURNMENT Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:35 a.m.

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

Kendall Housing Authority - Housing Choice Voucher Programs

Balance Sheet

Period = Oct 2016

		Current Balance
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1112-05-000	Cash Restricted - HAP	\$ 205,079.57
1112-06-000	Cash - Admin	\$ 53,878.67
1112-99-000	Total Restricted Cash	<u>\$ 258,958.24</u>
1119-00-000	TOTAL CASH	<u>\$ 258,958.24</u>
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Port-In HAP & Admin Fees	\$ 10,097.10
1123-00-000	A/R-Other	\$ 2,860.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>\$ 12,957.10</u>
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	\$ 996.70
1299-00-000	TOTAL OTHER CURRENT ASSETS	<u>\$ 996.70</u>
1300-00-000	TOTAL CURRENT ASSETS	<u>\$ 272,912.04</u>
1999-00-000	TOTAL ASSETS	<u>\$ 272,912.04</u>

Kendall Housing Authority - Housing Choice Voucher Programs

Balance Sheet

Period = Oct 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	\$ 8,457.70
2215-00-000	Deferred Port HAP & Admin	\$ 24,790.62
2299-00-000	TOTAL CURRENT LIABILITIES	<u>\$ 33,248.32</u>
2499-00-000	TOTAL LIABILITIES	<u>\$ 33,248.32</u>
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE:	
2807-01-000	Admin Equity	\$ 197,571.95
2807-02-000	HAP Equity	42,091.77
2808-00-000	TOTAL RESERVED FUND BALANCE	<u>\$ 239,663.72</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	\$ 272,912.04

Kendall Housing Authority - Housing Choice Voucher Programs Budget Comparison (with PTD)

Period = Jan 2016-Oct 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
INCOME								
GRANT INCOME								
HCV - HAP	135,276	132,499	2,777	2.10	1,380,682	1,324,992	55,690	4.20
HCV - Admin. Fee	12,316	12,230	86	0.70	138,114	122,302	15,812	12.93
HCV - Port-In Admin Fee	8,855	8,295	560	6.74	91,800	82,948	8,852	10.67
HCV - Port In HAP	179,674	181,535	(1,861)	(1.02)	1,779,062	1,815,348	(36,286)	(2.00)
Other Government Grant - Admin Fees	0	0	0	N/A	40,708	0	40,708	N/A
TOTAL GRANT INCOME	336,121	334,559	1,562	0.47	3,430,366	3,345,589	84,777	2.53
OTHER INCOME								
Fraud Recovery - HAP	225	333	(108)	(33.25)	12,330	3,333	8,997	269.90
Other Income	0	0	0	N/A	450	0	450	N/A
TOTAL OTHER INCOME	225	333	(108)	(33.25)	12,780	3,333	9,447	283.41
TOTAL INCOME	336,346	334,892	1,453	0.00	3,443,146	3,348,923	94,224	2.81
EXPENSES								
ADMINISTRATIVE								
Other Admin Expenses								
Travel	261	748	488	65.19	4,859	7,483	2,624	35.06
Auditing Fees	0	583	583	100.00	6,500	5,833	(667)	(11.43)
Port Out - Admin	348	353	5	1.45	2,261	3,528	1,267	35.91
Management Fee	26,117	17,659	(8,459)	(47.90)	230,386	176,588	(53,798)	(30.47)
Office Rent	400	400	0	0.00	4,000	4,000	0	0.00
Total Other Admin Expenses	27,126	19,743	(7,382)	(37.39)	248,006	197,432	(50,574)	(25.62)
Miscellaneous Admin Expenses								
Office Supplies	0	90	90	100.00	539	900	361	40.10
Telephone	36	83	47	56.30	690	833	144	17.25
Postage	0	5	5	100.00	8	50	42	83.40

Kendall Housing Authority - Housing Choice Voucher Programs

Budget Comparison (with PTD)

Period = Jan 2016-Oct 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Software Liscense Fees	88	125	38	30.00	613	1,250	638	51.00
Insurance	(367)	158	526	332.05	1,024	1,583	560	35.34
Cell Phones/Connectivity	30	60	30	50.00	270	600	330	55.00
Internet	83	100	17	17.10	513	1,000	487	48.70
Bank Fees	45	35	(10)	(28.57)	471	350	(121)	(34.57)
Other Misc Admin Expenses	14	110	96	87.27	(1)	1,100	1,101	100.14
Office Operational Supplies	0	0	0	#DIV/0!	10	0	(10)	#DIV/0!
Total Miscellaneous Admin Expenses	(72)	767	838	109.34	4,136	7,667	3,531	46.05
TOTAL ADMINISTRATIVE EXPENSES	27,054	20,510	(6,544)	(31.91)	252,142	205,098	(47,043)	(22.94)
GENERAL EXPENSES								
Port-In HAP Expense	180,742	181,535	793	0.44	1,772,562	1,815,348	42,785	2.36
TOTAL GENERAL EXPENSES	180,742	181,535	793	0.44	1,772,562	1,815,348	42,785	2.36
HOUSING ASSISTANCE PAYMENTS								
HAP	127,980	125,747	(2,233)	(1.78)	1,292,694	1,257,468	(35,226)	(2.80)
URP	2,893	3,219	326	10.13	26,589	32,190	5,601	17.40
Port Out - HAP	4,893	4,832	(61)	(1.26)	25,472	48,323	22,851	47.29
TOTAL HOUSING ASSISTANCE PAYMENTS	135,766	133,798	(1,968)	(1.47)	1,344,755	1,337,982	(6,774)	(0.51)
TOTAL EXPENSES	343,562	335,843	(7,719)	(2.30)	3,369,459	3,358,428	(11,032)	(0.33)
NET INCOME	(7,216)	(951)	(6,266)	(659.23)	73,687	(9,505)	83,192	875.25

Kendall Housing Authority - Housing Choice Voucher Programs

Monthly Income Statement

Period = Jan 2016-Oct 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Total
INCOME											
GRANT INCOME											
HCV - HAP	134,738	98,662	181,780	143,164	141,623	136,721	136,721	136,721	135,276	135,276	1,380,682
HCV - Admin. Fee	15,134	10,677	10,677	13,916	11,853	16,853	12,316	21,908	12,464	12,316	138,114
HCV - Port-In Admin Fee	8,563	8,838	7,873	8,120	8,622	9,067	13,103	9,388	9,373	8,855	91,800
HCV - Port In HAP	176,130	175,463	165,427	187,867	172,175	182,164	179,314	182,212	178,636	179,674	1,779,062
Other Government Grant - Admin Fees	0	0	0	0	0	0	40,708	0	0	0	40,708
TOTAL GRANT INCOME	334,565	293,640	365,757	353,067	334,273	344,805	382,162	350,229	335,749	336,121	3,430,366
OTHER INCOME											
Fraud Recovery - HAP	1,354	1,194	651	1,000	4,385	459	115	2,666	282	225	12,330
Other Income	0	300	0	150	0	0	0	0	0	0	450
TOTAL OTHER INCOME	1,354	1,494	651	1,150	4,385	459	115	2,666	282	225	12,780
TOTAL INCOME	335,919	295,135	366,408	354,216	338,658	345,264	382,276	352,895	336,031	336,346	3,443,146
EXPENSES											
ADMINISTRATIVE											
Other Admin Expenses											
Travel	628	609	556	472	313	805	286	614	317	261	4,859
Auditing Fees	0	0	0	0	0	0	0	6,500	0	0	6,500
Port Out - Admin	279	279	276	166	110	166	174	232	232	348	2,261
Management Fee	20,143	16,590	16,413	18,629	17,403	21,938	56,161	18,448	18,543	26,117	230,386
Office Rent	400	400	400	400	400	400	400	400	400	400	4,000
Total Other Admin Expenses	21,450	17,878	17,645	19,667	18,226	23,309	57,021	26,194	19,491	27,126	248,006
Miscellaneous Admin Expenses											
Office Supplies	83	49	180	0	97	77	0	53	0	0	539
Telephone	83	83	83	83	83	83	83	83	83	83	829
Postage	0	8	0	0	0	0	0	0	0	0	8
Software License Fees	0	0	0	88	88	88	88	88	88	88	613
Insurance	155	155	155	155	155	155	155	155	155	(367)	1,024

Kendall Housing Authority - Housing Choice Voucher Programs

Monthly Income Statement

Period = Jan 2016-Oct 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Total
Cell Phones/Connectivity	30	30	30	30	30	30	30	30	0	30	270
Internet	46	36	36	36	36	36	36	36	36	36	374
Bank Fees	0	111	45	45	45	45	45	45	45	45	471
Other Misc Admin Expenses	0	0	0	14	14	51	84	0	(178)	14	(1)
Office Operational Supplies	0	10	0	0	0	0	0	0	0	0	10
Total Miscellaneous Admin Expenses	396	482	529	450	547	564	520	489	228	(72)	4,136
TOTAL ADMINISTRATIVE EXPENSES	21,846	18,360	18,174	20,117	18,774	23,873	57,541	26,683	19,719	27,054	252,142
GENERAL EXPENSES											
Port-In HAP Expense	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	1,772,562
TOTAL GENERAL EXPENSES	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	1,772,562
HOUSING ASSISTANCE PAYMENTS											
HAP	138,144	130,441	133,353	134,457	130,916	129,535	128,120	128,178	111,570	127,980	1,292,694
URP	2,582	2,494	2,346	2,358	2,502	2,853	3,003	2,754	2,804	2,893	26,589
Port Out - HAP	3,328	3,388	3,634	530	878	1,786	1,409	2,728	2,898	4,893	25,472
TOTAL HOUSING ASSISTANCE PAYMENTS	144,054	136,323	139,333	137,345	134,296	134,174	132,532	133,660	117,272	135,766	1,344,755
TOTAL EXPENSES	343,642	333,816	330,874	332,601	315,046	335,785	371,805	342,986	319,340	343,562	3,369,459
NET INCOME	(7,723)	(38,682)	35,534	21,615	23,612	9,478	10,471	9,908	16,690	(7,216)	73,687

Kendall Housing Authority - Housing Choice Voucher Programs - Administrative Fees

Monthly Income Statement

Period = Jan 2016-Oct 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Total
INCOME											
GRANT INCOME											
HCV - Admin, Fee	15,134	10,677	10,677	13,916	11,853	16,853	12,316	21,908	12,464	12,316	138,114
HCV - Port-In Admin Fee	8,563	8,838	7,873	8,120	8,622	9,067	13,103	9,388	9,373	8,855	91,800
HCV - Port In HAP	176,130	175,463	165,427	187,867	172,175	182,164	179,314	182,212	178,636	179,674	1,779,062
Other Government Grant - Admin Fees	0	0	0	0	0	0	40,708	0	0	0	40,708
TOTAL GRANT INCOME	199,827	194,978	183,977	209,903	192,650	208,084	245,441	213,508	200,473	200,845	2,049,684
OTHER INCOME											
Fraud Recovery - HAP	677	597	326	500	2,193	230	57	1,333	141	113	6,165
Other Income	0	300	0	150	0	0	0	0	0	0	450
TOTAL OTHER INCOME	677	897	326	650	2,193	230	57	1,333	141	113	6,615
TOTAL INCOME	200,504	195,876	184,302	210,552	194,842	208,313	245,498	214,841	200,614	200,957	2,056,299
EXPENSES											
ADMINISTRATIVE											
Other Admin Expenses											
Travel	628	609	556	472	313	805	286	614	317	261	4,859
Auditing Fees	0	0	0	0	0	0	0	6,500	0	0	6,500
Port Out - Admin	279	279	276	166	110	166	174	232	232	348	2,261
Management Fee	20,143	16,590	16,413	18,629	17,403	21,938	56,161	18,448	18,543	26,117	230,386
Office Rent	400	400	400	400	400	400	400	400	400	400	4,000
Total Other Admin Expenses	21,450	17,878	17,645	19,667	18,226	23,309	57,021	26,194	19,491	27,126	248,006
Miscellaneous Admin Expenses											
Office Supplies	83	49	180	0	97	77	0	53	0	0	539
Telephone	83	83	83	83	83	83	83	36	36	36	690
Postage	0	8	0	0	0	0	0	0	0	0	8
Software License Fees	0	0	0	88	88	88	88	88	88	88	613
Insurance	155	155	155	155	155	155	155	155	155	(367)	1,024
Cell Phones/Connectivity	30	30	30	30	30	30	30	30	0	30	270
Internet	46	36	36	36	36	36	36	83	83	83	513

Kendall Housing Authority - Housing Choice Voucher Programs - Administrative Fees

Monthly Income Statement

Period = Jan 2016-Oct 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Total
Bank Fees	0	111	45	45	45	45	45	45	45	45	471
Other Misc Admin Expenses	0	0	0	14	14	51	84	0	(178)	14	(1)
Office Operational Supplies	0	10	0	0	0	0	0	0	0	0	10
Total Miscellaneous Admin Expenses	396	482	529	450	547	564	520	489	228	(72)	4,136
TOTAL ADMINISTRATIVE EXPENSES	21,846	18,360	18,174	20,117	18,774	23,873	57,541	26,683	19,719	27,054	252,142
GENERAL EXPENSES											
Port-In HAP Expense	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	1,772,562
TOTAL GENERAL EXPENSES	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	1,772,562
TOTAL EXPENSES	199,588	197,493	191,541	195,256	180,750	201,611	239,273	209,326	202,068	207,796	2,024,704
NET INCOME	916	(1,618)	(7,238)	15,296	14,092	6,702	6,225	5,514	(1,454)	(6,839)	31,595

Kendall Housing Authority - Housing Choice Voucher Programs

Payment Summary

Property=khaadmin AND Bank=khaadmin AND mm/yy=08/2016-10/2016 AND All Checks=Yes AND Include
 Voids=All Checks

Bank	Check#	Vendor	Check Date	Total Amount
KHA Admin	1068	v0002285 - Moore III	09/02/2016	\$ 192.63
KHA Admin	1069	v0002285 - Moore III	09/29/2016	\$ 174.23
KHA Admin	1070	v0002305 - Ross	09/29/2016	\$ 30.00
KHA Admin	10209	v0002322 - Yardi Systems Inc.	08/05/2016	\$ 84.00
KHA Admin	10210	v0000073 - Aurora Housing Authority	08/12/2016	\$ 57.95
KHA Admin	10211	v0000079 - DuPage Housing Authority	08/12/2016	\$ 250.99
KHA Admin	10212	V0002213 - A Reliable Printing	08/12/2016	\$ 53.00
KHA Admin	10213	v0002995 - Zenk and Associates, P.C.	08/18/2016	\$ 6,500.00
KHA Admin	10214	v0002235 - Comcast Cable	08/26/2016	\$ 119.32
KHA Admin	10215	v0002841 - Winfield	08/26/2016	\$ 25.30
KHA Admin	10216	v0002845 - The County of Kendall	08/26/2016	\$ 400.00
KHA Admin	10217	v0000073 - Aurora Housing Authority	09/01/2016	\$ 173.85
KHA Admin	10218	v0002235 - Comcast Cable	09/22/2016	\$ 119.32
KHA Admin	10219	v0002845 - The County of Kendall	09/29/2016	\$ 400.00
KHA Admin	10220	v0000073 - Aurora Housing Authority	10/01/2016	\$ 173.85
KHA Admin	10221	v0000079 - DuPage Housing Authority	10/14/2016	\$ 395.60
KHA Admin	10222	v0000079 - DuPage Housing Authority	10/14/2016	\$ 434.99
KHA Admin	10223	v0002845 - The County of Kendall	10/14/2016	\$ 400.00
KHA Admin	10224	v0002235 - Comcast Cable	10/20/2016	\$ 119.32
				\$ 10,104.35

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016 – 15
APPROVAL OF 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 8).

Section 2: This Resolution is effective upon its adoption, retroactively to November 1, 2016.

Approved by the Kendall Housing Authority Board of Commissioners on this 18th day of November, 2016.

Matthew Prochaska
Chairman

Thomas Grant
Secretary

Ayes: _____

Nays: _____

Abstain: _____

Modifications to Provide Accessibility

Under the Fair Housing Act of 1988 an owner must not refuse the request of a family that contains a person with a disability to make necessary and reasonable modifications to the unit. Such modifications are at the family's expense. The owner may require restoration of the unit to its original condition if the modification would interfere with the owner or next occupant's full enjoyment of the premises. The owner may not increase a customarily required security deposit. However, the landlord may negotiate a restoration agreement that requires the family to restore the unit and, if necessary to ensure the likelihood of restoration, may require the tenant to pay a reasonable amount into an interest bearing escrow account over a reasonable period of time. The interest in any such account accrues to the benefit of the tenant. The owner may also require reasonable assurances that the quality of the work will be acceptable and that any required building permits will be obtained.[24 CFR 100.203; Notice 2003-31].

Modifications to units to provide access for a person with a disability must meet all applicable HQS requirements and conform to the design, construction, or alteration of facilities contained in the UFAS and the ADA Accessibility Guidelines (ADAAG) [28 CFR 35.151(c) and Notice 2003-31] See Chapter 2 of this plan for additional information on reasonable accommodations for persons with disabilities.

8-I.B. ADDITIONAL LOCAL REQUIREMENTS

The Kendall Housing Authority may impose additional quality standards as long as the additional criteria are not likely to adversely affect the health or safety of participant families or severely restrict housing choice. HUD approval is required if more stringent standards are imposed. HUD approval is not required if the KHA additions are clarifications of HUD's acceptability criteria or performance standards [24 CFR 982.401(a)(4)].

At the inspector's discretion, local municipal code may be enforced.

Thermal Environment [HCV GB p.10-7]

The KHA must define a "healthy living environment" for the local climate. This may be done by establishing a temperature that the heating system must be capable of maintaining, that is appropriate for the local climate.

KHA Policy

KHA defines "healthy living environment" by requiring units to meet the minimum standards set forth in the various village/municipality/building/housing codes.

8-I.D. OWNER AND FAMILY RESPONSIBILITIES [24 CFR 982.404]

Family Responsibilities

The family is responsible for correcting the following HQS deficiencies:

- Tenant-paid utilities not in service
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice.
- Maintaining the dwelling with respect to general household cleaning, organization and housekeeping.

Owner Responsibilities

The owner is responsible for all HQS violations not listed as a family responsibility. If the family's actions constitute a serious or repeated lease violation the owner may take legal action to evict the family.

At inspector's discretion, it may be required for landlord/owner to provide verifiable documentation from local municipality as proof that modifications to unit have been approved.

8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL [24 CFR 35.1225]

If KHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than 6 years of age, living in an HCV-assisted unit has been identified as having an environmental intervention blood lead level, the KHA must complete a risk assessment of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 days after receiving the risk assessment report from the KHA, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the "hazard reduction" as required, the dwelling unit is in violation of HQS standards and the KHA will take action in accordance with Section 8-II.G.

KHA reporting requirements, and data collection and record keeping responsibilities related to children with an environmental intervention blood lead level are discussed in Chapter 16.

KHA Policy

The KHA will complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 7 days of the unit ready date which is the date that KHA is able to verify that the unit is ready for the inspection.

Inspection Results and Re-inspections

KHA Policy

If any HQS violations are identified, the owner will be forwarded written notification of the deficiencies and be given a time frame to correct them (no less than 20 days unless it is a life-threatening violation, not to exceed 30 days unless an extension has been granted). If requested by the owner, the time frame for correcting the deficiencies may be extended by the KHA for good cause. The KHA may re-inspect the unit or approve documentation of completed repairs in lieu of in-person physical re-inspection.

If the time period for correcting the deficiencies (or any KHA-approved extension) has elapsed, or the unit fails HQS at the time of the re-inspection, the KHA will forward the owner and the family written notification that the unit has failed inspection and advise the family to search for another unit. The KHA may agree to conduct a second re-inspection, for good cause, at the written request from the family or owner, or through a request confirmed by the inspector.

~~After the third inspection of a potential unit, the RFTA will be cancelled. If the voucher has more time, KHA will issue a new RFTA to the family. Initial inspection- after 2 failed inspections of a potential unit, the RFTA may be cancelled. The landlord/owner will have 7 days from initial inspection to correct deficiencies, failure to do so may result in RFTA being cancelled. Inspector may approve an extension based on ordered parts, contracted repair or at the inspector's discretion based on extent of repairs.~~

As it is the family's responsibility to secure housing before the expiration of their voucher, KHA recommends that families continually assess their need to begin to seek other housing options if the unit they have chosen continues to fail the HQS inspection.

Re-inspection Policies and Procedures

KHA Policy

It is very important to complete scheduled inspections in a timely manner which complies with the HUD rules and regulations. When one of the following conditions occurs, the Kendall Housing Authority may implement a reinspection policy that will require a \$15 fee to the HCV tenant:

- 1) Failure of the HCV tenant to have an adult present at the unit to allow for entry into the units when either an Annual Inspection or Special Inspection has been

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016 – 16
ADOPTION OF 2017 KHA BOARD MEETING SCHEDULE

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

Section 1: It is in the best interest of the Kendall Housing Authority (KHA) to take the following action:

To adopt the attached meeting schedule for 2017.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on this 18th day of November, 2016.

Matthew Prochaska
Chairman

Thomas Grant
Secretary

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY

BOARD OF COMMISSIONERS

2017 MEETING SCHEDULE

FEBRUARY 24, 2017

MAY 19, 2017 *

AUGUST 25, 2017

NOVEMBER 17, 2017 *

PLACE KENDALL COUNTY HEALTH DEPARTMENT
2ND FLOOR CONFERENCE ROOM
811 WEST JOHN STREET
YORKVILLE, ILLINOIS

TIME 8:00 a.m.

Standing Committees will meet as necessary. Notices of these meetings will be sent and posted.

*meeting moved up from regular schedule due to holiday

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016-17
APPROVAL OF FY2017 BUDGET

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 FY 2017 Budget.

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

Approved by the Kendall Housing Authority Board of Commissioners on this 18th day of November, 2016.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2016-17
APPROVAL OF FY2017 BUDGET

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 FY 2017 Budget.

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

Approved by the Kendall Housing Authority Board of Commissioners on this 18th day of November, 2016.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

Kendall Housing Authority Operating Budget

Fiscal Year 2017 - Jan. 2017 - Dec. 2017

	FY 2016 Budget	FY 2017 Budget	Note
GRANT INCOME			
HCV - HAP	\$ 1,589,990	\$ 1,629,887	2% increase from projected FY 2016 HAP expenses Project average UML @158, and proration rate @84%
HCV - Admin. Fee	\$ 146,762	\$ 156,676	
HCV - Port-In Admin Fee	\$ 99,538	\$ 109,509	
HCV - Port In HAP	\$ 2,178,417	\$ 2,145,410	
Other Government Grant - Admin Fees	\$ -	\$ 40,000	Annual fees for RHS Program.
TOTAL GRANT INCOME	\$ 4,014,707	\$ 4,081,482	
OTHER INCOME			
Fraud Recovery - HAP	\$ 2,000	\$ 3,500	
Fraud Recovery - Admin	\$ 2,000	\$ 3,500	
Other Income	\$ -	\$ 300	
TOTAL OTHER INCOME	\$ 4,000	\$ 7,300	
TOTAL INCOME	\$ 4,018,707	\$ 4,088,782	
EXPENSES			
ADMINISTRATIVE			
Other Admin Expenses	\$ -	\$ 1,500	Estimated registration fees for conferences Travel expenses for conferences and staff mileage reimbursements
Training	\$ 8,979	\$ 11,302	
Travel	\$ 7,000	\$ 6,800	85% of total Admin. Fee revenues
Auditing Fees	\$ 4,234	\$ 3,305	
Port Out - Admin	\$ 211,905	\$ 260,257	
Management Fee	\$ 4,800	\$ 4,800	
Office Rent	\$ 236,918	\$ 287,964	
Total Other Admin Expenses	\$ 236,918	\$ 287,964	

Kendall Housing Authority Operating Budget

Fiscal Year 2017 - Jan. 2017 - Dec. 2017

	FY 2016 Budget	FY 2017 Budget	Note
Miscellaneous Admin Expenses			
Office Supplies	\$ 1,080	\$ 839	
Telephone	\$ 1,000	\$ 1,008	
Postage	\$ 60	\$ 100	
Software License Fees	\$ 1,500	\$ 1,068	
Insurance	\$ 1,900	\$ 1,920	
Cell Phones/Connectivity	\$ 720	\$ 720	
Internet	\$ 1,200	\$ 480	
Bank Fees	\$ 420	\$ 1,140	
Other Misc Admin Expenses	\$ 1,320	\$ 1,200	\$95.00 per month
Total Miscellaneous Admin Expenses	\$ 9,200	\$ 8,475	
TOTAL ADMINISTRATIVE EXPENSES	\$ 246,118	\$ 296,439	
GENERAL EXPENSES			
Port-In HAP Expense	\$ 2,178,417	\$ 2,145,410	
TOTAL GENERAL EXPENSES	\$ 2,178,417	\$ 2,145,410	
HOUSING ASSISTANCE PAYMENTS			
HAP	\$ 1,508,962	\$ 1,629,754	
URP	\$ 38,628	\$ 33,375	
Port Out - HAP	\$ 57,988	\$ 47,258	
TOTAL HOUSING ASSISTANCE PAYMENTS	\$ 1,605,578	\$ 1,710,387	
TOTAL EXPENSES	\$ 4,030,113	\$ 4,152,237	
NET INCOME BEFORE TRANSFER-IN	\$ (11,406)	\$ (63,454)	
TRANSFER-IN FROM A.F. RESERVES	\$ 11,406	\$ 77,000	Transfer \$77,000 from Admin. Fee Reserves to pay for HAP expenses
NET INCOME AFTER TRANSFER-IN	\$ -	\$ 13,546	