

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MARCH 27, 2015 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 20, 2015
5. FINANCIAL REPORT McGOEY
 - February 2015 Financial Report
6. NEW BUSINESS
 - Resolutions
 - Resolution 2015-5 Approval of KHA Administrative Plan Revisions
 - Discussions
 - KHA Board Meeting Schedule 2015
7. EXECUTIVE DIRECTOR'S REPORT COLES
8. 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))
9. ACTIONS TO BE TAKEN AS A RESULT OF THE EXECUTIVE SESSION (if necessary)
10. FUTURE DISCUSSION/ACTION ITEMS COLES
 - May: Extend lease with Health Department (expires July 31)
11. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 20, 2015

The February 20, 2015 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, Carl Gutierrez and Chairman Matt Prochaska. Also present were Executive Director Kenneth Coles and Sr. Administrative Assistant Greg Lippert.

1. CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 8:00 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

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

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve the minutes of January 23, 2015. The motion carried unanimously.

5. FINANCIAL REPORT

Executive Director Coles said no formal financial report would be presented. He discussed KHA voucher utilization compared with utilization of budget authority for Housing Assistance Payments (HAP). Ideally, he said, both should be at 95%. In Kendall County, he said, comparatively high KHA payment standards have resulted in the KHA using approximately 95% of its budget authority; this affects the KHA's ability to call more individuals off the wait list in order to increase the voucher utilization rate. In reply to a question by Commissioner Grant, he said the KHA's HAP payments will not exceed its budget authority for FY 2015.

6. NEW BUSINESS

Resolutions

- Resolution 2015-1 Approval of Zenk and Associates for Fiscal 2014 Audit and Authorization of RFP for Audit Services FY 2015-17 – Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-1. The motion carried unanimously.
- Resolution 2015-2 Approval of SEMAP 2014 Report – Lisa Howe, Manager for Quality Control and Compliance, distributed a chart comparing the KHA's FY 2013 and FY 2014 submissions to HUD for SEMAP (Section Eight Management Assessment Program). She also discussed how the KHA's scores were calculated for each Indicator. The KHA's total score of 100 points (77%) gave the KHA a "Standard" rating. The 2014 score was an improvement over the 2013 score of 80 points (62%), she said, and was the second year of "Standard" performance. In reply to a question by Chairman Prochaska, she said the KHA had scored 20 points in 2012 and had been rated "Troubled." Her goal is for the KHA to achieve a "High Performer" SEMAP score of 90% in 2015, she said. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-2. The motion carried unanimously.

- Resolution 2015-3 Review of Closed Session Minutes on January 23, 2015 – Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-3. The motion carried unanimously.
- Resolution 2015-4 Approval of KHA Administrative Plan Revisions – Executive Director Coles said the revisions authorize the KHA to grant an exception to its subsidy standards in two instances: (1) in cases where KHA standards conflict with municipal regulations, and (2) if the exception is justified by the age, sex, health, handicap, relationship of family members or other personal circumstances. He said the second instance may include Project-Based Voucher units with two bedrooms, which normally would not be available to a tenant and spouse. In reply to a question by Commissioner Grant, he said the KHA does not currently administer any Project-Based Vouchers but the revisions were recommended so that the KHA’s Administrative Plan is consistent with the DuPage Housing Authority’s Administrative Plan. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-4. The motion carried unanimously.

Discussions

- KHA Board Meeting Schedule 2015 – There was a discussion about whether to change the Board’s 2015 meeting schedule. Commissioners agreed to continue the discussion at their March 27 meeting.

7. EXECUTIVE DIRECTOR’S REPORT

Executive Director Coles said it is expected that a Property Management seminar for Kendall County landlords will be presented in March by the Community Investment Corp., a non-profit mortgage lender. The session also would provide information to landlords about the Housing Choice Voucher program. There was a discussion about possible locations for the seminar.

8. EXECUTIVE SESSION (per Section 2 of the Illinois Open Meetings Act)

There was no executive session.

9. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:28 a.m.

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

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2015 – 5
APPROVAL OF ADMINISTRATIVE PLAN REVISIONS

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

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

Approve the attached revisions dated March 2015 to the Kendall Housing Authority Administrative Plan.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on the 27th day of March, 2015.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

responsible and will have 20 days to hire a professional exterminator. The tenant must then provide KHA with a receipt of purchase.

If the presence of bedbugs is discovered in a low-rise, high-rise or townhouse unit, the inspector will decide whether the tenant or landlord is responsible for hiring a professional exterminator. The party that is deemed responsible will have 20 days to comply and must send in a receipt of purchase to KHA. If the presence of bedbugs is discovered in a single family home the tenant will be held responsible and have 20 days to hire a professional exterminator. The tenant must then provide KHA with a receipt of purchase.

Mold Complaints – Detection and Repair

KHA inspectors are required to visually assess each reported / alleged mold violation. If during the inspection the mold is visible to the naked eye the landlord is responsible for treating and/or removing the affected area within the given timeframe allowed by KHA (not to exceed 30 days). If, in the opinion of the Inspector a serious mold condition exists, the time allowed for remediation of the condition may be reduced to 24 hours. If, after being visually inspected by a KHA inspector no mold is seen, the tenant has the option of ordering mold tests through the local municipality. It is the responsibility of the tenant to pay the cost of the additional tests. If mold is found as a result of such tests, the landlord is responsible for treating and/or removing the mold from the affected area. If the landlord does not treat the affected area and/or remove the mold, the presence of mold will be considered a violation of HQS and HAP may be abated or terminated.

8-I.C. LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]

HUD requires the KHA to define life threatening conditions and to notify the owner or the family (whichever is responsible) of the corrections required. The responsible party must correct life threatening conditions within 24 hours of KHA notification.

KHA Policy

The following are considered life threatening conditions:

Any condition that jeopardizes the security of the unit

Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling

Natural or LP gas or fuel oil leaks

Any electrical problem or condition that could result in shock or fire

Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.

Utilities not in service, including no running hot water

Conditions that present the imminent possibility of injury

Obstacles that prevent safe entrance or exit from the unit

Absence of a functioning toilet in the unit

Inoperable smoke detectors-When the floor is without a working smoke detector (To clarify: On January 1, 2013, the KHA adopted the Illinois Property Maintenance Code, which requires working smoke detectors in all sleeping rooms. The lack of a working smoke detector will be considered a life-threatening violation only if there is no working smoke detector on the floor.)

Broken glass where someone could be injured

Presence of a serious and significant amount of mold that may affect the health of the occupants of the dwelling unit.

Such poor and inadequate household cleanliness and housekeeping that a serious threat to the safety and welfare of the family and / or the neighbors exists (threat of fire, threat of significant rodent infestation, significantly toxic environment to occupants, especially children).

If an owner fails to correct life threatening conditions as required by the KHA, the housing assistance payment will be abated and the HAP contract will be terminated. See 8-II-G.

If a family fails to correct a family caused life threatening condition as required by the KHA, the KHA may terminate the family's assistance. See 8-II.H.

The owner will be required to repair an inoperable smoke detector unless the KHA determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

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 above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the

Notice and Scheduling

The family must allow the KHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)].

KHA Policy

Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a life threatening emergency, reasonable notice is considered to be not less than 48 hours. Inspections may be scheduled between 7:30 a.m. and 7:00 p.m. Generally inspections will be conducted on business days only. In the case of a life threatening emergency, the KHA will give as much notice as possible, given the nature of the emergency.

Owner and Family Inspection Attendance

HUD permits the KHA to set policy regarding family and owner presence at the time of inspection [HCV GB p. 10-27].

KHA Policy

An adult family member (18 years of age or older) must be present for each of the following: 1) the annual inspection, 2) a special inspection, 3) a quality control inspection and 4) a re-inspection if the responsibility for repair lies with the tenant.

The presence of the owner or the owner's representative is required for the 1) the initial inspection and 2) a re-inspection if the owner has repair responsibility.

8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)]

Timing of Initial Inspections

HUD requires the unit to pass an inspection to ensure compliance with the housing quality standards (HQS) before the effective date of the lease and HAP Contract. HUD requires PHAs with fewer than 1,250 budgeted units to complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 days of submission of the Request for Tenancy Approval (RFTA). For housing authorities with 1,250 or more budgeted units, to the extent practicable such inspection and determination must be completed within 15 days. The 15-day period is suspended for any period during which the unit is not available for inspection [982.305(b)(2)].

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 ~~(not to exceed 20 days)~~. (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 will re-inspect the unit within 7 business days of the date the owner or tenant notifies the KHA that the required corrections have been made.

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 of the family and owner.

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. 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, it is the policy of the Kendall Housing Authority to charge a \$15 re-inspection 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 scheduled.
- 2) Failure of the adult present at the unit to allow entry into the unit when either an Annual Inspection or Special Inspection has been scheduled.

The re-inspection fee must:

This part includes HUD and KHA policies describing what changes families are required to report, what changes families may choose to report, and how the Kendall Housing Authority will process both KHA- and family-initiated interim reexaminations.

11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

The KHA must adopt policies prescribing when and under what conditions the family must report changes in family composition. However, due to family obligations under the program, the public housing authority has limited discretion in this area.

KHA Policy

The KHA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations only if family is under housed and required to move.

New Family Members Not Requiring Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require KHA approval. However, the family is required to promptly notify the KHA of the addition [24 CFR 982.551(h)(2)].

KHA Policy

The family must inform the KHA of the birth, adoption, or court-awarded custody of a child within 10 business days.

New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request KHA prior approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

When any new family member is added, the KHA must conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment [24 CFR 982.516(e)].

If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the KHA must issue the family a new voucher, and the family and KHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the KHA must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

KHA Policy

Families must request KHA approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days or 90 cumulative days within a 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by the KHA prior to the individual moving into the unit. Allowing any

person longer than described above, without notifying KHA and requesting approval to add the individual is considered a violation of family obligations and will result in corrective actions as described in Chapter 14.

Adding a new household member is restricted to the parents, grandparents, children or siblings of current family members. Any new household member added must remain as a member of the household for at least one (1) calendar year, and their status cannot be changed once added for at least two (2) calendar years. This requirement can be waived by the KHA if family circumstances change requiring the waiver after a review of documents of the circumstances provided by the family.

Any household members that are removed from the household must remain removed for at least one (1) calendar year. Any household member that was removed, and after at least one (1) calendar year is requested to be added back to the household, must meet the requirements outlined in this policy for adding members to the household.

The KHA will not approve the addition of a new family or household member unless the individual meets the KHA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

Court Orders and other legal documents may also be required to verify a legal relationship status (i.e. guardianship, custody).

The KHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.

If the KHA determines an individual meets the KHA's eligibility criteria and documentation requirements, the KHA will provide written approval to the family. If the approval of a new family member or live-in aide will cause overcrowding according to HQS standards, the approval letter will explain that the family will be issued a voucher and will be required to move.

If the KHA determines that an individual does not meet the KHA's eligibility criteria or documentation requirements, the KHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.

The KHA will make its determination within 10 business days of receiving all information required to verify the individual's eligibility.

Departure of a Family or Household Member

Families must promptly notify the KHA if any family member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], the KHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

KHA Policy

If a household member ceases to reside in the unit, the family must inform the KHA within 10 calendar days of the effective date of the move. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concluded the individual is permanently absent.

If a live-in-aide, foster child, or foster adult ceases to reside in the unit, the family must inform the KHA no later than at the family's next regular reexamination.

11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because the KHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, the KHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

KHA-Initiated Interim Reexaminations

KHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by the KHA. They are not scheduled because of changes reported by the family.

KHA Policy

The KHA will conduct interim reexaminations in each of the following instances:

- (1) For families receiving the Earned Income Disallowance (EID), the KHA will conduct an interim reexamination at the start and conclusion of the second 12 month exclusion period (50 percent phase-in period).
- (2) If the increase is ~~\$100~~ \$200 or more, or if the family has \$0 (zero) income and there is an increase of any amount.
- (3) The KHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

Family-Initiated Interim Reexaminations

The KHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

Required Reporting

HUD regulations give the KHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

KHA Policy

Families are required to report all increases in income, including new employment, within 10 business days of the date the change takes effect. KHA will process the interim if the reported increase is \$200 or more per month, and expected to last more than 30 calendar days. For families with zero income any increase in income will require an interim re-examination.

The KHA will only conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. In all other cases, the KHA will note the information in the tenant file, but will not conduct an interim reexamination.

Families are not required to report any other changes in income or expenses.

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. The KHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

KHA Policy

If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, the KHA will note the information in the tenant file, but will not conduct an interim reexamination.

If a family reports a change that it was not required to report and that would result in a decrease in the family share of rent, the KHA will conduct an interim reexamination only if the decrease will last for 30 consecutive days or more. See Section 11-II.D. for effective dates.

Families may report changes in income or expenses at any time.

11-II.D. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting

KHA Policy

The family must notify the KHA of changes in writing.

Generally, the family will not be required to attend an interview for an interim reexamination. However, if the KHA determines that an interview is warranted, the family may be required to attend.

Based on the type of change reported, the KHA will determine the documentation the family will be required to submit. The family must submit any required information or documents within 10 business days of receiving a request from the KHA. This time frame may be extended for good cause with KHA approval. The KHA will accept required documentation by mail, by fax, or in person.

Effective Dates

The KHA must establish the time frames in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)]. The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

KHA Policy

If the family share of the rent is to *increase*:

The increase generally will be effective on the first of the month following 30 days' notice to the family.

If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.

If the family share of the rent is to *decrease*:

The decrease will be effective on the first day of the month following the month in which the change was reported and all required documentation was submitted. In cases where the change cannot be verified until after the date the change would have become effective, the change will be made retroactively.

If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the decrease will not be applied retroactively to the date it would have been effective had the information been provided on a timely basis.

PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT

11-III.A. OVERVIEW

After gathering and verifying required information for an annual or interim reexamination, the KHA must recalculate the family share of the rent and the subsidy amount, and notify the family and owner of the changes [24 CFR 982.516(d)(2), HCV 12-6 and 12-10]. While the basic policies that govern these calculations are provided in Chapter 6, this part lays out policies that affect these calculations during a reexamination.

11-III.B. CHANGES IN PAYMENT STANDARDS AND UTILITY ALLOWANCES

In order to calculate the family share of the rent and HAP amount correctly, changes in payment standards, subsidy standards, or utility allowances may need to be updated and included in the KHA's calculations.

Specific policies governing how subsidy standards, payment standards, and utility allowances are applied are discussed below.

Payment Standards [24 CFR 982.505]

KENDALL HOUSING AUTHORITY

BOARD OF COMMISSIONERS 2015 MEETING SCHEDULE

JANUARY 23, 2015

FEBRUARY 20, 2015

MARCH 27, 2015

MAY 29, 2015

JULY 24, 2015

SEPTEMBER 25, 2015

NOVEMBER 20, 2015

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.

Calendar for year 2015 (United States)

January

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February

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March

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April

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June

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July

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September

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October

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November

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December

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Jan 1 New Year's Day
 Jan 19 Martin Luther King Day
 Feb 14 Valentine's Day
 Feb 16 Presidents' Day
 Apr 5 Easter Sunday
 Apr 13 Thomas Jefferson's Birthday
 May 10 Mothers' Day

May 25 Memorial Day
 Jun 21 Fathers' Day
 Jul 3 'Independence Day' observed
 Jul 4 Independence Day
 Sep 7 Labor Day
 Oct 12 Columbus Day
 Oct 31 Halloween

Nov 11 Veterans Day
 Nov 26 Thanksgiving Day
 Dec 24 Christmas Eve
 Dec 25 Christmas Day
 Dec 31 New Year's Eve

Gregory Lippert
Senior Administrative Assistant
DuPage Housing Authority
glippert@dupagehousing.org
711 E. Roosevelt Road, Wheaton IL 60187-5646
630-690-3555 x208
Fax 630-690-0702

From: Becki Rudolph [<mailto:BRudolph@co.kendall.il.us>]
Sent: Monday, January 26, 2015 1:27 PM
To: Greg Lippert
Subject: RE: missing item, KHA Board schedule


Greg,

Didn't find the stand in Board Room.

No problem to change meeting day to Thursday's at 8:00 – the board room is already reserved 2nd Thursday each month. 1st 3rd or 4th is open.

Let me know.

Becki Rudolph , Executive Assistant

 **KENDALL COUNTY** HEALTH DEPARTMENT
811 W. John St., Yorkville, IL 60560
630/553-9100, ext. 8056; fax 630/553-9506
brudolph@co.kendall.il.us

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From: Greg Lippert [<mailto:glippert@dupagehousing.org>]
Sent: Friday, January 23, 2015 10:45 AM
To: Becki Rudolph
Subject: missing item, KHA Board schedule

Hi Becki,

I was wondering if you could ask your staff to check whether a small plastic stand for my voice recorder was left on the table in the Board Room this morning. It is designed to hold the recorder at an angle, upright, on the table. It has a foldable metal clip that holds it upright on a surface.

Greg Lippert

From: Becki Rudolph <BRudolph@co.kendall.il.us>
Sent: Monday, February 23, 2015 10:38 AM
To: Greg Lippert
Subject: RE: missing item, KHA Board schedule

Greg,

The Conference Room #201 is available the 2nd Thursday each month. The Board Room (where you currently meet) is open except for the following dates:

May 14
June 11
August 13
October 8

Becki Rudolph , Executive Assistant



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From: Greg Lippert [mailto:grippert@dupagehousing.org]
Sent: Friday, February 20, 2015 10:47 AM
To: Becki Rudolph
Subject: RE: missing item, KHA Board schedule

Hi again, Becki –

The KHA Commissioners met today, and they decided to continue their discussion about changing the 2015 meeting schedule at their March meeting.

Question: if the Board wanted to meet on the 2nd Thursday of the month, would the other meeting room on the second floor be available?

Thanks & have a good weekend.

Greg