

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
January 25, 2013

The January 25, 2013 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 Matt Prochaska, Jessie Hafenrichter and Tom Grant.

Also present were Executive Director Deborah L. Darzinskis, Interim Chief Financial Officer Scott Brady, HCV Manager Kenny Coles, Housing Manager Bryant Saunders, Compliance/Quality Control Manager Lisa Howe, and Senior Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

In the absence of Chairman Jim Dirst, Vice-Chairman Jessie Hafenrichter called the meeting to order at 8:07 a.m.

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

A roll call showed that three Commissioners were present, a quorum of the membership.

3. **PUBLIC COMMENT**

There was no Public Comment made at the meeting.

4. **APPROVAL OF BOARD MINUTES FROM NOVEMBER 30, 2012**

Commissioner Grant noted that under the Monthly Activity Report, the word "reviewed" should be "removed." Following up on an item in the minutes, Commissioner Grant said that Chairman Dirst has successfully completed Open Meetings Act training. A motion was made by Commissioner Grant and seconded by Commissioner Prochaska to approve the minutes of November 30, 2012, as amended. The motion carried by unanimous vote, all "aye".

5. **FINANCIAL REPORT**

- 2013 Budget: There were no questions on the 2013 budget, approved on November 30.
- Activity Report and Monthly Financials: Interim CFO Brady discussed the balance sheet as of December 31, 2012, noting that cash assets are nearly \$730,000, of which over half are HAP funds. He said it is likely that HUD will take back a portion of unused funds from KHA during Fiscal 2013. Commissioner Grant and Vice-Chairman Hafenrichter said they would like the KHA's Leased-Up percentage figure to increase. Executive Director Darzinskis agreed, and said her Management Team is looking at all processes of KHA; she will report back at the Board's next meeting. She noted that Certification Specialist Michelle Ross is now spending 2 days a week at the KHA office and has been positive interactions with clients.

6. **OLD BUSINESS**

- Director's Insurance Coverage: Interim CFO Brady confirmed that Commissioners are covered. He said he will send a copy of the policy to the Commissioners as soon as he receives it.

7. **NEW BUSINESS**

- Introduction of new Management Team: Executive Director Darzinskis introduced new members of the DHA/KHA Management Team: HCV Manager Kenny Coles, Housing Manager Bryant

Saunders, Compliance/Quality Control Manager Lisa Howe and Senior Administrative Assistant Greg Lippert. They briefly discussed their backgrounds and responsibilities. Executive Director Darzinskis said she would send to commissioners a copy of the DHA/KHA organization chart.

- Resolution 2013 – 01 Approval of the Kendall Housing Authority Administrative Plan: In response to a question from Commissioner Grant, Executive Director Darzinskis discussed how local preference points are used in selecting applicant families from the waiting list. She said that she wanted the Management Team to fully review the DHA/KHA Administrative Plans so that recommended updates are comprehensive and uniform. Commissioner Grant asked about requirements related to the appointment of a 5th member to the Board; Executive Director Darzinskis said she will check into the issue. Following discussion, a motion was made by Commissioner Grant and seconded by Commissioner Prochaska to approve the Kendall Housing Authority Administrative Plan. The motion was approved by unanimous vote, all “ayes”.
- Resolution 2013 – 02 Approval of Zenk & Associates proposal to complete Fiscal 2012 audit. A motion was made by Commissioner Grant and seconded by Commissioner Prochaska to approve the proposal dated January 8, 2013. The motion was approved by unanimous vote, all “ayes”.
- Resolution 2013 – 03 Appointments of FOIA Officers for 2013. Executive Director Darzinskis said the resolution updates the list of KHA Freedom of Information Act officers by adding Greg Lippert. A motion was made by Commissioner Grant and seconded by Commissioner Prochaska to approve the appointments. The motion was approved by unanimous vote, all “ayes”.

8. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis reported on several topics:

- The DuPage Housing Authority's website has been updated, and she is working with the same developer to update the KHA website. She invited Commissioners to review the DHA website and said she welcomed their input.
- The Management Team is examining all aspects of KHA systems. Commissioners will be updated regularly on steps being taken in response to the review.
- She is seeking to have a bulletin board installed near the KHA office for notices. Certification Specialist Ross has been made to feel very welcome.
- Commissioners will begin to get new types of reports that provide detailed comparisons of current month's operation with the previous month. One goal is to improve SEMAP scores for Kendall County, and no process will be untouched.
- In the discussion of KHA performance, Vice-Chairman Hafenrichter noted that she no longer a member of the Kendall County Board and said that Commissioner Prochaska should serve as KHA liaison to the County Board. Commissioner Prochaska invited Executive Director Darzinskis to give an overview of KHA to the County Board, and they agreed to set a date. Vice-Chairman Hafenrichter raised the question whether the KHA Board should re-elect officers because she is no longer on the County Board. Commissioner Grant said he would check Board bylaws.

9. EXECUTIVE SESSION

There was no Executive Session.

10. ADJOURNMENT

A motion was made by Commissioner Grant and seconded by Commissioner Prochaska to adjourn the meeting at 9:00 a.m. The motion was approved by unanimous vote, all “ayes”.

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