

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
March 15, 2013

The March 15, 2013 Board of Commissioners meeting of the Kendall Housing Authority (KHA) was held in the Kendall County Health Department, 2<sup>nd</sup> floor Conference Room, 811 West John Street, Yorkville, IL.

In Attendance: KHA Commissioners Tom Grant, Jessie Hafenrichter, Matt Prochaska and Chairman Jim Dirst.

Also present were Executive Director Deborah L. Darzinskis and Sr. Administrative Assistant Greg Lippert.

1. CALL TO ORDER

The meeting was called to order by Chairman Jim Dirst at 7:38 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed 4 members were present, a quorum of the Board.

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES FROM FEBRUARY 26, 2013

A motion was made by Commissioner Grant and seconded by Commissioner Hafenrichter to approve the minutes of the Board's February 26, 2013 meeting. The motion carried by unanimous vote, all "ayes".

5. FINANCIAL REPORT

Executive Director Darzinskis presented the KHA Income Statement and Balance Sheet for the two months ending February 28. She said no major problems for KHA were expected from the federal sequestration process. In response to a question from Chairman Dirst, she said fraud recovery is conducted on an ongoing basis, and there are no major cases at the moment.

6. OLD BUSINESS

- Discussion of KHA Wait List: Executive Director Darzinskis said the Kendall Wait List is in pretty good shape. Early data transfers to YARDI have shown that some names were not removed from the list when they should have been. KHA staff members are processing vouchers to maintain a desired lease-up level. There are perhaps 4 years' of names on the Wait List, she said, and KHA does not need to open the list at this time. In response to a question from Commissioner Hafenrichter, Darzinskis said the Wait List will be purged after the YARDI conversion by sending out notices to make sure people have kept their addresses current with KHA.
- Discussion of Board Membership: Executive Director Darzinskis said her research showed that because of its relatively small number of vouchers, the KHA does not need to have a resident on its Board of Commissioners. However, the Authority needs to establish a Resident Advisory Board (RAB) whose size is discretionary. One important function of the RAB is to provide feedback on the KHA Annual Plan, which must be submitted to HUD in October. The KHA also must conduct a public hearing on its Annual Plan. She said she has asked the Certification Specialist for KHA to identify perhaps 3 or 4 clients who might be RAB candidates.
- Discussion of Election of Board Officers: Executive Director Darzinskis said that under its by-

laws, the KHA Board should have elected officers at its annual meeting at the end of 2012. If that is not done, the by-laws say the election should be held as soon as convenient.

#### 7. NEW BUSINESS

- Election of Officers: Commissioner Grant nominated the following slate of KHA Board officers for 2013:

Chairman - Jim Dirst

Vice-Chairman - Matthew Prochaska

Secretary/Treasurer – Tom Grant

The slate was elected by acclamation, all “ayes” in a voice vote.

- Discussion of Board Membership: Executive Director Darzinskis said that KHA by-laws call for 5 members on the Board of Commissioners. Commissioner Prochaska said he had spoken with Kendall County Board Chairman John Shaw about the need to appoint a 5th member. Commissioner Hafenrichter said she plans to leave the Board soon, so the Kendall County Board will need to plan for a second new member. Executive Director Darzinskis said training can be provided for new commissioners and perhaps it would be good for both new members to have training together. Commissioner Prochaska, the County Board’s liaison member on the KHA Board, said he will talk with County Board members about the need for 2 appointments.
- Discussion of Anti-Smoking Initiative: Chairman Dirst passed around some anti-smoking fact sheets and raised the question whether such information should be sent to KHA landlords. The idea, he said, would be inform landlords about the advantages of having non-smoking tenants. It was agreed that the Board would review the information from Chairman Dirst and discuss at the next meeting whether to send such literature to KHA landlords.

#### 8. EXECUTIVE DIRECTOR’S REPORT

- Process Review: Executive Director Darzinskis said a review of all KHA processes continues. Good strides are being made, she said, as shown in the higher SEMAP score for 2012. One focus in Kendall will be the Family Self-Sufficiency Program.
- EEOC: Cases with the DuPage Housing Authority will be cleared shortly; the KHA is not involved.
- Annual Plan: Executive Director Darzinskis said she would discuss the schedule for preparing the KHA’s Annual Plan at the Board’s meeting in May.

#### 9. EXECUTIVE SESSION

There was no Executive Session.

#### 10. ADJOURNMENT

A motion was made by Commissioner Hafenrichter and seconded by Commissioner Grant to adjourn the meeting at 8:30 a.m. The motion carried by unanimous vote, all “ayes”.

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