

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
July 26, 2013

The July 26, 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, Tom Grant, Chairman Jim Dirst. Also present were Executive Director Deborah Darzinskis, Interim Chief Financial Officer Scott Brady and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Jim Dirst at 8:02 a.m.

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

A roll call showed that 3 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 MAY 24, 2013**

A motion was made by Commissioner Prochaska, seconded by Commissioner Grant, to approve the minutes from the Board's meeting of May 24, 2013. The motion carried unanimously, all "aye" votes.

5. **FINANCIAL REPORT**

- Activity Report – Interim CFO Brady distributed the Activity Report, which showed 127 KHA Units Leased at the end of June, 2013 and 109 Port-ins. He noted that the Port-ins have generated \$30,057.88 in revenue for the KHA through June 30. There was a discussion about the financial effect of higher lease-up percentages. Executive Director Darzinskis said that the staff is asking many people on the KHA Wait List to come in for interviews to review their eligibility. She said that she might recommend reopening the Wait List to new applications if the Wait List interviews do not result in a high-enough rate of new vouchers issued.
- Monthly Financials – Interim CFO Brady said the KHA Income Statement for 6 months ending June 30, 2013 showed a gross profit of \$23,284.37; that figure will be reduced as the year goes on because of lower HUD fees, but he said he expects the KHA will continue to operate in the black.
- Audit Planning – Interim CFO Brady said the KHA auditor from Zenk and Associates will be conducting his on-site review in Wheaton next week. If there are any issues, he said, Executive Director Darzinskis will inform the Commissioners. There was a discussion about whether the Board may seek new proposals for audit services for FY 2014 and beyond.

6. **OLD BUSINESS**

- Discussion of Anti-Smoking Information Sheets – There was a discussion about the KHA's role concerning the smoking policies of landlords who rent to voucher-holders. Executive Director Darzinskis said that the KHA could give informational materials to landlords. A more aggressive anti-smoking initiative by the KHA, she said, raises concerns that a landlord might evict a voucher-holder for smoking and place responsibility for the eviction on the KHA. Any landlord can ban smoking in his units if he chooses, she said. Commissioners expressed support for a

suggestion by Executive Director Darzinskis that the KHA put on its website educational information about smoking. She said she would ask the Board of Commissioners to review its content. Commissioner Grant said he would speak with Health Department officials about the KHA Board's decision.

7. NEW BUSINESS

- Resolution 2013-7 - Approval of KHA Lease Renewal – There was a discussion of the lease, whose terms were the same as those of the previous lease. A motion was made by Commissioner Grant, seconded by Commissioner Prochaska, to approve Resolution 2013-7. The motion passed unanimously, all “aye” votes.
- Resolution 2013-8 - Approval of Revised Intergovernmental Agreement with DHA – There was a discussion of the agreement, which adds a provision to automatically renew the agreement unless either the KHA or DuPage Housing Authority objects. A motion was made by Commissioner Grant, seconded by Commissioner Prochaska, to approve Resolution 2013-8. The motion passed unanimously, all “aye” votes.
- Discussion: KHA Voucher Use – Executive Director Darzinskis asked Commissioners if they would like to consider whether the KHA should solicit proposals for developments to which the KHA would grant Project-Based Vouchers (PBV). She said the PBVs can be targeted to assist certain people such as seniors or people with disabilities. The PBVs would stay with the development if a voucher-holder decides to move, she said. Commissioners agreed that the idea should be pursued. Executive Director Darzinskis said she would put the topic on the agenda for the Board's September 27 meeting.
- Discussion: HCV Administrative Fees - Executive Director Darzinskis distributed an article published by the Public Housing Authorities Directors Association about reduced HUD administrative fees to Public Housing Authorities. She said that the KHA is in good financial shape, but that this is a major issue for Housing Authorities across the nation, including the DHA.
- Discussion: Training for New Commissioners – Executive Director Darzinskis said she would get in touch with Carl Gutierrez and Jeremy Swanson, who recently were appointed Commissioners.

8. EXECUTIVE DIRECTOR'S REPORT

- Schedule for KHA 2014 Annual Plan – Executive Director Darzinskis distributed copies of the draft KHA Annual Plan. She requested feedback from Commissioners. There will be a public hearing on the Plan in September. The Board will be asked to approve the Plan in its final form at the Board's September 27 meeting.
 - Resident Advisory Board (RAB) Meeting August 21, 2013 – The RAB's meeting will include a review of the KHA Annual Plan, as required by HUD.
 - KHA Website – The KHA website will be updated in August. Commissioners were asked for feedback and suggestions.
 - Yardi Go-Live – New software for the KHA and DHA is being implemented this month. It integrates records for the voucher process and finances, with links to data in the PIC system used by HUD to track voucher use. The staff did an outstanding job during go-live. KHA is working with Castle Bank to ensure a smooth transition to Yardi's financial functions.
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- HUD Financial Training – Executive Director Darzinskis recently attended HUD training in Chicago. She said it helped reinforce the need for tight controls to prevent fraud. The Management Team will be reviewing internal procedures. She encouraged the Board to ask

questions of her and the KHA auditor about safeguards to prevent misuse of funds and equipment.

- By-law Review – Executive Director Darzinskis asked Commissioners to review the KHA By-laws to make sure they are up-to-date and serve the Authority's needs.

9. EXECUTIVE SESSION

There was no Executive Session.

10. ADJOURNMENT

A motion was made by Commissioner Grant, seconded by Commissioner Prochaska, to adjourn the meeting at 9:05 a.m. The motion carried unanimously, all "aye" votes.

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