

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 19, 2016

The February 19, 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 Carl Gutierrez, Robyn Ingemunson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Quality Control & Compliance Manager Lisa Howe, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:17 a.m.

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

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

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES**

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve the minutes of November 20, 2015. The motion carried unanimously.

5. **NEW BUSINESS**

Resolutions

- Resolution 2016-1 Approval of SEMAP – Lisa Howe, Quality Control & Compliance Manager, discussed the KHA's SEMAP (Section Eight Management Assessment Program) scoring for 2015. She said the 2015 SEMAP score was 81 percent, making the KHA a Standard Performer; the score was an improvement from 78 percent for 2014. Executive Director Coles and QC & Compliance Manager Howe said steps are being taken to ensure that documentation is complete in several areas targeted for improvement in 2016, income calculations and rent calculations. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-1. The motion carried unanimously.
- Resolution 2016-2 Approval of KHA Administrative Plan Revisions – Executive Director Coles discussed the proposed revisions, which give a Wait List Top Preference to families who have become displaced because of the discontinuance of a State of Illinois housing program such the Bridge Subsidy Initiative. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-2. The motion carried unanimously.
- Resolution 2016-3 Authorization for new Lease at Kendall County Health Department – Executive Director Coles said the KHA's office at the Health Department has helped the KHA to effectively serve Kendall County clients. Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2016-3. The motion carried unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles said the KHA's lease-ups are at 100 percent, with no additional vouchers currently available. He discussed some ways that the KHA might receive additional vouchers in the future. Executive Director Coles said he wants the KHA to stay leased up at 100 percent.

7. EXECUTIVE SESSION

There was no Executive Session.

8. ADJOURNMENT

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:29 a.m.

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