

**MINUTES**  
**KENDALL HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
May 20, 2016

The May 20, 2016 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, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, and Sr. Administrative Assistant Susan Martin.

1. CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 8:12 am.

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed that 4 members were present, a quorum.

3. PUBLIC COMMENT

There was no Public Comment made at this meeting.

4. APPROVAL OF BOARD MINUTES

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of March 18, 2016. The motion carried by unanimous vote.

5. FINANCIAL REPORT

Finance Director Chen presented the Financial Report which included income statements and balance sheets. She reported that Cook County is working on timely payments.

6. NEW BUSINESS

- Resolution 2016-4 Approval of Quarterly Meeting Schedule. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-5 Approval of Revisions to Administrative Plan (Chapter 3 and 11). Executive Director Coles discussed the background check and the simplified language for the definition of family. Commissioner Grant made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-6 Approval of Addition 4.(E) to the Intergovernmental Agreement between the Kendall Housing Authority and the DuPage Housing Authority. Finance Director Chen stated this minor addition to the agreement was to formalize what was already in process. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.
- Resolution 2016-7 Approval of Revisions to Administrative Plan (Chapter 8). Executive Director Coles stated this change was just cleaning up the language under the inspection topic. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson. The motion carried by unanimous vote.
- Resolution 2016-8 Approval of Revisions to Administrative Plan (Chapter 4). Executive Director Coles addressed the fairness of a time and date entry for the open wait list. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.

- Resolution 2016-9 Approval of Revisions to Administrative Plan (Chapter 11 pg. 9/10). Executive Director Coles discussed the requirement of streamlining the earned income disallowance process. Commissioner Grant made a motion, seconded by Chairman Prochaska. The motion carried by unanimous vote.
- Resolution 2016-10 Approval to Renew the Agreement with IHDA for Grant Round 3. Executive Director Coles said the agreement is similar to the prior agreements with IHDA. Commissioner Grant made a motion, seconded by Commissioner Swanson. The motion carried unanimously.
- Resolution 2016-11 Approval of Revisions to Administrative Plan (Chapter 8 pg. 17). Executive Director Coles discussed the advantage to the KHA by simplified language for inspections. Commissioner Grant made a motion, seconded by Commissioner Ingemunson. The motion carried by unanimous vote.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kenneth Coles reported on the opening of the DHA wait list, an upcoming commissioner training program, and work on reviewing tenant statistics.

8. EXECUTIVE SESSION

There was no Executive Session.

9. ADJOURNMENT Commissioner Swanson made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:45 a.m.

Respectfully Submitted,  
 Susan Martin  
 Sr. Administrative Assistant/Recording Secretary