

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
January 23, 2015

The January 23, 2015 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, Carl Gutierrez, and Robyn Ingemunson. Also present were Executive Director Kenneth Coles, CFO Ed McGoey, and Sr. Administrative Assistant Greg Lippert.

1. CALL TO ORDER

Commissioner Gutierrez, Board Vice Chairman, served as Chairman pro tem in the absence of Chairman Matthew Prochaska. He called the meeting to order at 8:01 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed that 3 Commissioners were present, a quorum.

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES OF NOVEMBER 21, 2014

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of November 21, 2014. The motion carried unanimously.

5. FINANCIAL REPORT

Chief Financial Officer McGoey distributed copies of the 2014 Financial Report for the month and year ending December 31, 2014. He invited questions by Commissioners. Discussion topics included:

- Housing Choice Voucher (HCV) utilization was 86% in December, down from 89% in November and from the low 90% at the beginning of 2014. There were 162 port-in tenants in December. The number of port-ins rose in 2014 and now exceeds the KHA's 160 assigned vouchers.
- HCV Administrative Net Income for FY 2014 was favorable to budget by \$51,251.52, due primarily to the management fee from the Kendall/Grundy Rental Housing Support Program (RHSP). CFO McGoey said it's likely that a portion of this fee will be transferred to the DuPage Housing Authority (DHA), and this issue will be reviewed with the auditor during the 2014 year-end audit. Even if a portion is transferred to DHA, he said, HCV Administrative Net Income will be favorable to budget for 2014.
- Cash on the Balance Sheet is being reviewed to confirm the balances of Housing Assistance Payment (HAP) funds and non-HAP administrative funds. The distinction is important, CFO McGoey said, because HUD has been taking back excess HAP cash from Housing Authorities.
- The HCV 2014 Budget, Actual vs. Forecast, reflected higher administrative revenue from HUD. HUD can change its administrative funding rate to Housing Authorities during the year, CFO McGoey said. For that reason, the 2015 Budget is very conservative in its assumptions; projected income at this time is favorable to budget, he said.

## 6. NEW BUSINESS

- Selection of audit firm for 2014 – CFO McGoey recommended that the KHA use Zenk and Associates for the 2014 audit, and that the KHA issue a Request for Proposals for 2015-2017 audit services. The DuPage Housing Authority also will be issuing an Audit RFP for 2015-2017; there may be some benefit to have the same audit firm for both Housing Authorities, he said. Commissioners agreed that resolutions should be presented at the Board's February 20 meeting to approve the issuing of an RFP for audit services, and to approve Zenk and Associates as the auditor for 2014.

## 7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles' report included these topics:

- The KHA will increase its voucher utilization rate to as close to 95% as possible. The number of vouchers in use must be balanced with the funds available, he said. In reply to a question by Commissioner Grant, Executive Director Coles said that it probably won't be possible to reach 95% because of funding limitations.
- The KHA will call in 10 to 15 applicants from the Wait List in February. Additional applicants will be called from the Wait List each month through June.
- The annual SEMAP performance report will be presented to the Board for approval at the February 20 meeting before it is submitted to HUD.
- Efforts will be made to enroll some KHA clients in the Family Self-Sufficiency Program.
- The KHA Wait List has about 200 individuals on it. It was last opened in 2008. In response to a question by Commissioner Grant, Executive Director Coles said the Wait List probably will be reopened in 2016.
- Executive Director Coles invited the Commissioners to suggest topics that they would like to have included in each month's Executive Director's Report.
- Executive Director Coles discussed information workshops and other efforts to increase the number of landlords who would offer units to Housing Choice Voucher program participants.

## 8. EXECUTIVE SESSION

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to go into executive session to consider approval of minutes of prior executive sessions, (Section 2(c)(21)) of the Illinois Open Meetings Act. The motion carried unanimously, and the executive session began at 8:48 a.m. The Board ended its executive session and returned to public session at 9:02 a.m.

## 9. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles briefly discussed the SEMAP report to be reviewed in February. He said the Board also will be asked to review Administrative Plan revisions at a meeting after February; he invited suggestions from the Board for revisions.

There was a discussion about moving the Board's regularly scheduled meetings from Fridays because of schedule conflicts for some Commissioners. It was agreed that the Board would discuss schedule changes at its February 20 meeting.

## 10. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Commissioner Gutierrez adjourned the meeting at 9:05 a.m.

Respectfully Submitted,  
Gregory Lippert

Sr. Administrative Assistant/Recording Secretary