

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
January 24, 2014

The January 24, 2014 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 Tom Grant, Carl Gutierrez, Matt Prochaska and 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 Dirst at 8:00 a.m.

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

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

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES FROM NOVEMBER 22, 2013**

A motion was made by Commissioner Prochaska, seconded by Commissioner Grant, to approve the minutes of the Board's November 22, 2013 meeting. The motion carried unanimously.

5. **FINANCIAL REPORT**

Interim CFO Brady distributed copies of Fiscal 2013 Income Statements and the December 2013 Balance Sheet. The Administrative Income Statement showed net income of negative \$4,019.05; he said the FY2013 KHA budget had projected net income of \$2,000. The Consolidated Income Statement showed net income of negative \$561,525.69 for the year, which he said was because HUD had reduced KHA's Housing Assistance Payment (HAP) fund balance. He said HUD has similarly reduced HAP funding to Public Housing Authorities across the U.S.

Interim CFO Brady distributed final copies of KHA's FY 2012 Financial Statements and Supplemental Data from auditor Zenk & Associates, P.C. In response to a question by Commissioner Grant, Executive Director Darzinskis said that Zenk & Associates had removed some Findings that had been in its initial report for FY 2012.

Interim CFO Brady distributed copies of the invoice for KHA's insurance coverage from the Associated Housing Risk management Association.

6. **NEW BUSINESS**

Resolutions

- Resolution 2014-1 Approval of Zenk & Associates as auditor for Fiscal Year 2013. There was a discussion about the audit proposal from Zenk & Associates and when the Board may decide to issue a new Request for Proposal for audit services. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2014-1. The motion carried unanimously.

Discussions

- Revised KHA Policies and Administrative Plan. Executive Director Darzinskis distributed copies of revised Financial, HR, and Management policies for the DuPage Housing Authority. She said they had been updated for consistency and for conformity with HUD regulations.

She invited the Board to review them and to suggest changes as necessary. At a future meeting, she said, the KHA Board will be asked to adopt the policies, too. She also said the DHA is revising its Administrative Plan. After the DHA Board approves those revisions, she said they will be offered to the KHA Board for review and approval.

7. EXECUTIVE DIRECTOR'S REPORT

- Ed McGoey has been hired as Chief Financial Officer. Scott Brady will stay on temporarily for a smooth transition. Executive Director Darzinskis praised his work on behalf of the KHA and the DHA.
- The DHA has begun updating its wait list. The same will be done later to the KHA wait list.
- The federal budget bill passed recently will provide a slight reinstatement of HAP funding. It should be possible to maintain leasing levels this year. Some changes in regulations will help Housing Authorities; for instance, utility payments will be based on the authorized unit's size, not necessarily the size occupied by the tenant.
- An online Owner Portal is now available to landlords. It shows information like payment history and inspections. A demonstration will be made for the Board at its March meeting.
- The DHA is offering monthly workshop meetings for owner-landlords. At the first meeting in January, staff talked with landlords about their leases and their HAP contracts.
- In response to a question by Chairman Dirst, Executive Director Darzinskis said some tenants have signed agreements to repay funds to which the tenants weren't entitled. A tenant can lose the voucher if repayments are not made on time.
- Executive Director Darzinskis said the Board will hold a special meeting on February 21 to review and approve the KHA's SEMAP (Section 8 Management Assessment Program) submission to HUD, due by the end of February.

8. EXECUTIVE SESSION

There was no Executive Session.

9. ADJOURNMENT

Commissioner Grant made a motion to adjourn, seconded by Commissioner Prochaska, to adjourn the meeting at 8:35 a.m. The motion carried unanimously.

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