

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 20, 2015

The February 20, 2015 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 and Chairman Matt Prochaska. Also present were Executive Director Kenneth Coles and Sr. Administrative Assistant Greg Lippert.

1. CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 8:00 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

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

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve the minutes of January 23, 2015. The motion carried unanimously.

5. FINANCIAL REPORT

Executive Director Coles said no formal financial report would be presented. He discussed KHA voucher utilization compared with utilization of budget authority for Housing Assistance Payments (HAP). Ideally, he said, both should be at 95%. In Kendall County, he said, comparatively high KHA payment standards have resulted in the KHA using approximately 95% of its budget authority; this affects the KHA's ability to call more individuals off the wait list in order to increase the voucher utilization rate. In reply to a question by Commissioner Grant, he said the KHA's HAP payments will not exceed its budget authority for FY 2015.

6. NEW BUSINESS

Resolutions

- Resolution 2015-1 Approval of Zenk and Associates for Fiscal 2014 Audit and Authorization of RFP for Audit Services FY 2015-17 – Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-1. The motion carried unanimously.
- Resolution 2015-2 Approval of SEMAP 2014 Report – Lisa Howe, Manager for Quality Control and Compliance, distributed a chart comparing the KHA's FY 2013 and FY 2014 submissions to HUD for SEMAP (Section Eight Management Assessment Program). She also discussed how the KHA's scores were calculated for each Indicator. The KHA's total score of 100 points (77%) gave the KHA a "Standard" rating. The 2014 score was an improvement over the 2013 score of 80 points (62%), she said, and was the second year of "Standard" performance. In reply to a question by Chairman Prochaska, she said the KHA had scored 20 points in 2012 and had been rated "Troubled." Her goal is for the KHA to achieve a "High Performer" SEMAP score of 90% in 2015, she said. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-2. The motion carried unanimously.

- Resolution 2015-3 Review of Closed Session Minutes on January 23, 2015 – Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-3. The motion carried unanimously.
- Resolution 2015-4 Approval of KHA Administrative Plan Revisions – Executive Director Coles said the revisions authorize the KHA to grant an exception to its subsidy standards in two instances: (1) in cases where KHA standards conflict with municipal regulations, and (2) if the exception is justified by the age, sex, health, handicap, relationship of family members or other personal circumstances. He said the second instance may include Project-Based Voucher units with two bedrooms, which normally would not be available to a tenant and spouse. In reply to a question by Commissioner Grant, he said the KHA does not currently administer any Project-Based Vouchers but the revisions were recommended so that the KHA’s Administrative Plan is consistent with the DuPage Housing Authority’s Administrative Plan. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-4. The motion carried unanimously.

Discussions

- KHA Board Meeting Schedule 2015 – There was a discussion about whether to change the Board’s 2015 meeting schedule. Commissioners agreed to continue the discussion at their March 27 meeting.

7. EXECUTIVE DIRECTOR’S REPORT

Executive Director Coles said it is expected that a Property Management seminar for Kendall County landlords will be presented in March by the Community Investment Corp., a non-profit mortgage lender. The session also would provide information to landlords about the Housing Choice Voucher program. There was a discussion about possible locations for the seminar.

8. EXECUTIVE SESSION (per Section 2 of the Illinois Open Meetings Act)

There was no executive session.

9. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:28 a.m.

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