

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
February 21, 2014

The February 21, 2014 Board of Commissioners Special 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 Matt Prochaska, Jeremy Swanson, and Chairman Jim Dirst. Also present were Executive Director Deborah Darzinskis, Chief Financial Officer Ed McGoey, Compliance Officer/Quality Manager Lisa Howe, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Jim Dirst at 8:00 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 FROM JANUARY 24, 2014**

Commissioner Prochaska made a motion, seconded by Commissioner Swanson, to approve the meeting minutes of January 24, 2014. The motion carried unanimously.

5. **NEW BUSINESS**

**Resolutions**

- Resolution 2014-2 Approval of Annual SEMAP Submission to HUD. Executive Director Darzinskis and Compliance Officer/Quality Manager Howe discussed the KHA's FY2013 SEMAP Certification submission and how the scoring works. An information sheet was distributed; it showed that the KHA's SEMAP score for the FY2013 submission was 80 points (62%), compared with 55 points (42%) in FY2012. The FY2013 submission score rates the KHA as a "Standard" performer, a change from the "Troubled" rating of FY2012. Commissioner Prochaska made a motion, seconded by Commissioner Swanson, to approve Resolution 2014-2. The motion carried unanimously by voice vote.
- Resolution 2014-3 Signing Authority. This resolution added CFO McGoey and removed Scott Brady, the interim CFO. Commissioner Prochaska made a motion, seconded by Commissioner Swanson, to approve Resolution 2014-3. The motion carried unanimously by voice vote.
- Resolution 2014-4 Technology Upgrade Assessment. Executive Director Darzinskis said the assessment was a one-time charge to help fund the purchase and installation of the new YARDI system. The assessment was based on the number of KHA clients compared with the total number of clients served by the KHA and the DuPage Housing Authority. Commissioner Prochaska made a motion, seconded by Commissioner Swanson, to approve Resolution 2014-4. The motion carried unanimously by voice vote.

6. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis introduced Chief Financial Officer McGoey. He described his background and recent training on Housing Choice Voucher financial accounting and reporting. Executive Director Darzinskis said Interim CFO Brady will continue to serve as a consultant during the transition. She invited the Board to contact her and CFO McGoey with any financial questions they may have.

7. EXECUTIVE SESSION

There was no Executive Session.

8. ADJOURNMENT

On a motion by Commissioner Prochaska, seconded by Commissioner Swanson, Chairman Dirst adjourned the meeting at 8:19 a.m.

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