

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
March 27, 2015

The March 27, 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, CFO Ed McGoey, 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 Commissioners were present, a quorum.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES**

Commissioner Gutierrez made a motion, seconded by Commissioner Grant, to approve the minutes of February 20, 2015. The motion carried unanimously.

5. **FINANCIAL REPORT**

CFO McGoey distributed the February 2015 Financial Report. The discussion included these items:

- KHA HCV Voucher lease-up rate was 89 percent in February, the same as in January.
- KHA HCV Portability Vouchers were at 164 in February, an increase of 2 from January. CFO McGoey said that HCV Port-in Admin fees were favorable to budget for February and Year-to-Date (YTD) primarily because an anticipated lowering of payment standards for 2015 did not happen; the budget had anticipated the lower payment standards, which would have resulted in a reduction in the number of port-in vouchers, he said.
- The Trended Income Statement for the KHA Rental Housing Support Program (RHSP) showed Net Income YTD of \$9,314. CFO McGoey said this figure did not yet reflect an 85% contribution of administration fees to the DuPage Housing Authority under the Housing Authorities' Intergovernmental Agreement. After the contribution transfer is made to the DHA, he said, KHA RHSP Net Income will be significantly less than that figure but still positive.
- KHA-HCV Administrative Net Income was favorable to budget for February by \$4,046 and favorable to budget YTD by \$8,615, primarily because of increased port-in administrative fees.
- CFO McGoey said Andy Zenk of Zenk & Associates will be on site starting March 30 to conduct the KHA 2014 audit.
- CFO McGoey said that one of the biggest financial challenges for the KHA and the DHA is the timely tracking of payments and balances due from other Public Housing Authorities for their port-in clients. The payments to landlords for port-in clients sometimes have been paid with HAP funds received from HUD; those funds are then reimbursed to HAP funds when payments are received from other PHAs. This is a technical violation of HUD rules, but HUD is aware of the practice, he said. HUD has reduced the balances of excess HAP funds held by PHAs, which now makes receiving funds from other PHAs on a timely basis very critical.

Executive Director Coles and CFO McGoey said a replacement has been found for CFO McGoey. Barbara Chen will become Finance Director for the DHA. Her first day in the office will be April 27, but she already has begun the transition. Ms. Chen is CFO of the Housing Authority of Orlando, Fla. Before that, she was Finance and Accounting Manager with the Housing Authority of Champaign County, Ill. She has 10 years of financial management with Public Housing Authorities. They said the DHA and the KHA were fortunate to have Ms. Chen join the Management Team.

6. NEW BUSINESS

Resolutions

- Resolution 2015-5 Approval of KHA Administrative Plan Revisions – In reply to questions by Commissioners Grant and Gutierrez, Executive Director Coles discussed the proposed revisions. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-5. The motion carried unanimously.

Discussions

- KHA Board Meeting Schedule 2015 – There was a discussion about the Board's schedule, and the need for Commissioners to let the Chairman know if they can't attend a meeting.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles' report included these items:

- State funding of the KHA's Residential Housing Support Program (RHSP) in April is uncertain because of budgetary freezes. Executive Director Coles discussed possible options to continue rental support for those clients. The state budget freezes also have delayed marketing programs for Kendall landlords by the Community Investment Corporation, he said.
- In reply to a question by Chairman Prochaska, Executive Director Coles said there were approximately 127 applicants remaining on the General Wait List.
- In reply to a question by Commissioner Gutierrez, Executive Director Coles said the KHA has not issued any citations to KHA landlords for rodent or insect infestations.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

- Executive Director Coles said the lease extension for the KHA's office in the Health Department will be presented to Commissioners at their May meeting.
- Executive Director Coles said the issuance of a Request for Proposals (RFP) for auditing services, as approved by the Board in February, is to be addressed.

10. ADJOURNMENT UPDATE THIS

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:41 a.m.

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