

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS MEETING**  
March 28, 2014

The March 28, 2014 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 Matt Prochaska, Carl Gutierrez, Tom Grant and Jeremy Swanson. Chairman Jim Dirst was unable to attend the meeting. Also present were Executive Director Deborah Darzinskis, Chief Financial Officer Ed McGoey, and Compliance Officer/Quality Manager Lisa Howe.

1. CALL TO ORDER

The meeting was Chaired by Commissioner Matt Prochaska and called to order 8:05 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

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

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES FROM FEBRUARY 21, 2014

Commissioner Gutierrez made a motion, seconded by Commissioner Grant, to approve the meeting minutes of February 21, 2014. The motion carried unanimously.

5. KHA FINANCIAL STATEMENTS

CFO, Ed McGoey distributed the March Financial Statements to all present. He explained the new Metrics document that we are using to attempt to develop a "Dashboard" for KHA. Voucher utilization is at 91% with HAP at 96%.

The Administrative Income Statement showed net income of \$4657.25 for the first two months of the fiscal year. The Consolidated Income Statement showed net income of \$205,002 for the period. HUD has repaid KHA about \$200,000 to cover the negative NRA balance that occurred in December of 2013 when HUD took back too much NRA from the Authority.

CFO McGoey explained that the negative NRA balance caused errors in the KHA FDS report that was submitted. These corrections were made on a revised 2013 FDS submission to HUD and was completed on 3/28/2014. These changes require changes to the 2013 VMS submission which will be completed by the end of business on 3/28/2014.

6. NEW BUSINESS

a. OWNERS PORTAL

Lisa Howe, the Compliance Officer for the Housing Authority demonstrated the Owner's Portal, one of the features provided by YARDI, to all of the Commissioners. It was noted that access to the portal is achieved from entering either the DHA or KHA Websites. The main benefit of the Owner's Portal is that each landlord can receive real-time data on the status of their properties including Housing Assistance Payments (HAP), inspections, abatements and holds, as well as general unit information. Access to valuable instructional documents is provided as well.

b. KHA ADMINISTRATIVE PLAN REVISIONS

Deb Darzinskis, the Executive Director, discussed the proposed changes to the 2014 Administrative Plan for the Kendall Housing Authority. She noted that this is the third revision to the Plan since Nan McKay (A consulting firm) was brought in (August 2012) to assist in a complete rewriting of our Administrative Plan. Among the changes reviewed were revisions and clarifications of policy for documentation of payments for childcare and live-in aide services, Tenant Repayment Agreements, voucher bedroom size determinations, abatement timelines, follow-up for tenants reporting zero income, and numerous other clarifications and strengthening of policies and procedures.

All Commissioners were asked to review the document and respond to Deb with any questions or concerns. The target for approval of the revised Plan is May 2014.

c. KHA WAITING LIST

Executive Director Darzinskis reported that currently there are about 10 vouchers "out on the street" with potential tenants seeking acceptable and affordable housing. We have about 200 persons still on the Wait List. In late 2014 KHA will initiate a complete review of the Wait List, send letters to confirm interest and the ability to contact the prospect, and following this will likely open the Wait List to ensure that we have adequate numbers of prospects on the Wait List.

d. AHRMA LIABILITY INSURANCE

Executive Director Darzinskis noted that all Commissioners were provided with a summary of the liability coverage as requested. There were no additional questions.

e. HOUSING AUTHORITY ACRONYMS

Executive Director Darzinskis reviewed the Housing Authority GLOSSARY that was sent to each Commissioner with their meeting materials. She noted that this is a fairly comprehensive list and is included as the last chapter of the Administrative Plan. Commissioners are encouraged to keep this copy as a general resource and reference.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis informed the Commissioners that the major focus of work at the Housing Authority during the last month has been strengthening the financial services at the Authority. The implementation of YARDI has resulted in a need to ensure that each transaction is "flowing" through the system in an accurate manner. We have continued to have problems that go back to the poor conversion data that was available at the start of the process. Exact balances were often unavailable and this has caused many challenges, especially with respect to the portability clients.

8. EXECUTIVE SESSION

There was no Executive Session.

9. ADJOURNMENT

On a motion by Commissioner Swanson, seconded by Commissioner Gutierrez, Commissioner Prochaska adjourned the meeting at 9:05 a.m.

Respectfully Submitted,  
Deborah L. Darzinskis,  
Executive Director