

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 29, 2015

The May 29, 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, Robyn Ingemunson, and Chairman Matt Prochaska. Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:01 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**

Commissioner Gutierrez made a motion, seconded by Commissioner Grant, to approve the minutes of March 27, 2015. The motion carried unanimously.

5. **FINANCIAL REPORT**

Finance Director Chen discussed the April Financial Report, which had been distributed to Commissioners. Among the items covered:

- Port-in vouchers increased again in April, to 172.
- Voucher utilization was 89 percent, with 142 of 160 vouchers under lease. HAP expenditures in April were \$125,830, or 94 percent utilization.
- KHA-HCV Administrative Net Income was \$3,147 in April, and \$12,409 Year-to-Date (YTD). Finance Director Chen said this was due to increased port-in admin fees and to fraud recovery.
- The KHA-HCV Consolidated Income Statement showed a net loss of \$20,893 YTD. Finance Director Chen said the KHA has asked HUD to release approximately \$80,000 in HAP funds currently held by HUD.
- Finance Director Chen said she plans to revise the format of the Financial Report, consolidating some information.

6. **NEW BUSINESS**

Resolutions

- Resolution 2015-6 Signing Authority for Financial Transactions. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-6. The motion carried unanimously.
- Resolution 2015-7 Authorize Lease Extension with Kendall County. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-7. The motion carried unanimously.

Discussions

- Wait List. Executive Director Coles said there were 141 people currently on the KHA HCV Wait List. This includes about 6 people who had been restored to the Wait List; they had been dropped from the Wait List, he said, because mail sent to them was erroneously returned by the Postal Service as undeliverable. It is not certain that the Wait List will be opened to new applications in 2016 as had been discussed, he said.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles praised Finance Director Chen, saying she brings a depth of experience and understanding of public housing finances and HUD financial practices. He praised former CFO Ed McGoey for raising the Finance Department's professionalism.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles said revisions to the KHA Administrative Plan will be scheduled for the Board's July 24 meeting. Also on the July agenda will be approval of Zenk & Associates to provide audit services for FY 2015, he said. The KHA next year will publish a Request for Proposals for audit services beginning with FY 2016, he said.

The KHA's Annual Plan for 2016 will be schedule for the Board's September 25 meeting, he said.

Commissioner Grant said he would not be able to attend the Board's July 24 meeting. It was agreed that the meeting should be rescheduled, if necessary, to ensure a quorum is present.

10. 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 8:31 a.m.

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