

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL MEETING
June 20, 2014

The June 20, 2014 Board of Commissioners special 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, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Executive Director Deb Darzinskis 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 three Commissioners were present, a quorum. Commissioner Swanson joined the meeting at 8:08 a.m.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES FROM MAY 23, 2014**

Commissioner Gutierrez made a motion, seconded by Commissioner Grant, to approve the minutes of the May 23, 2014 meeting. The motion carried unanimously by voice vote.

5. **NEW BUSINESS**

New Board Chairman. Executive Director Darzinskis said that Chairman Jim Dirst has submitted his resignation from the Kendall Housing Authority Board of Commissioners. Under the KHA By-laws, she said, Vice Chairman Matthew Prochaska automatically becomes Chairman for the remainder of Mr. Dirst's term as Chairman, to December 31, 2014. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to accept Mr. Dirst's resignation with regret. The motion carried unanimously by voice vote. Executive Director Darzinskis expressed thanks for Mr. Dirst's many years of service to the KHA and for his commitment to providing housing to persons in need.

Election of Vice Chairman. Following a discussion, Commissioner Grant made a motion, seconded by Chairman Prochaska, to nominate Commissioner Gutierrez for the position of Vice Chairman of the KHA Board for the remainder of 2014. There were no other nominations. Commissioner Gutierrez was elected Vice Chairman by a unanimous voice vote.

Resolutions

- Resolution 2014-7 Approval of KHA-DuPage Housing Authority Administrative Intergovernmental Agreement. Executive Director Darzinskis said that, as discussed by the Board in May, the Agreement increases the KHA payment from 80 percent to 85 percent of KHA administrative fees to the DHA. She said the Agreement also expands a description of the DHA's administrative obligations to the KHA. She said the KHA's FY 2014 budget will be reviewed at the KHA Board's next meeting. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2014-7. The motion carried unanimously by voice vote.

- Resolution 2014-8 Approval of IHDA Contract RHS 2014 Grant Round 1. Executive Director Darzinskis said the Contract with the Illinois Housing Development Authority is periodically renewed to fund low-income housing through the Rental Housing Support Program. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2014-8. The motion carried unanimously by voice vote.
- Resolution 2014-9 Signing Authority. Commissioner Swanson made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2014-9. The motion carried unanimously by voice vote.

Discussion

- Recruitment of a new Commissioner. Chairman Prochaska said that the Chairman of the Kendall County Board, with the County Board's approval, will appoint an individual to fill the Commissioner vacancy from Mr. Dirst's resignation. Chairman Prochaska said Kendall County Board Chairman John Shaw told him that Mr. Shaw would welcome the names of potential candidates from the KHA Board. There was a discussion about some potential candidates. Executive Director Darzinskis said she would follow up with Chairman Prochaska, who said the KHA Board might hold a special meeting of the Executive Committee to interview possible candidates.

6. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis reported on these developments:

- The DuPage Housing Authority Board has approved the DHA's FY 2015 Budget. It includes a salary increase for staff members and changes to the DHA contribution for staff health insurance.
- The Certification Specialist who serves Kendall County, Michelle Ross, has resigned. Executive Director Darzinskis is exploring whether Ms. Ross might be available to work part-time to serve Kendall clients only.

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7. KHA BY-LAWS

Chairman Prochaska asked the Commissioners to review the KHA By-Laws in preparation for a future discussion about any needed changes.

8. ADJOURNMENT

On a motion by Commissioner Grant, seconded by Commissioner Gutierrez and approved unanimously, Chairman Prochaska adjourned the meeting at 8:35 a.m.

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