

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
July 24, 2015

The July 24, 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 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 8:00 a.m.

2. **ROLL CALL AND CERTIFICATION OF QUORUM**

A roll call showed that 3 members were present, a quorum.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES**

Commissioner Ingemunson made a motion, seconded by Commissioner Gutierrez, to approve the minutes of June 19, 2015. The motion carried unanimously.

5. **FINANCIAL REPORT**

Finance Director Chen led a discussion of the June Financial Report. Topics included:

- Voucher utilization by occupancy was 88.33 percent, and 98.64 percent by budget authority. Finance Director Chen said that, going forward, the KHA would likely exceed 100 percent voucher utilization by budget authority; a higher utilization percentage will increase HUD funding and help raise the KHA's SEMAP score, she said.
- Executive Director Coles and Finance Director Chen discussed why the DHA has absorbed some KHA port-in tenants, and how the KHA will respond to maintain its occupancy rate.
- The Balance Sheet showed approximately \$242,000 cash on hand in June, including approximately \$160,000 in restricted funds for Housing Assistance Payments (HAP).
- The Budget Comparison showed total income Year-to-Date (YTD) of approximately \$1.35 million, or about 46 percent above budget; Finance Director Chen said the FY 2015 budget's revenue estimates were very conservative. The HCV Administrative Trended Income Statement showed YTD Net Income of approximately \$10,270.
- Following a question by Chairman Prochaska, there was a discussion about Payment Summary entries for fees to other Housing Authorities for three KHA port-out clients.

Andy Zenk of Zenk & Associates discussed the KHA FY 2014 audit report by telephone conference call. Topics included:

- Mr. Zenk said the KHA will be resubmitting its FY 2014 unaudited Financial Data Schedule (FDS) to correct the category under which it had been submitted to HUD.
- Mr. Zenk said the KHA in the past several years has improved the accuracy of its work processes and files.

- Mr. Zenk said the KHA's Total Net Position for FY 2014 had increased by approximately \$258,000 from FY 2013. He and Finance Director Chen said this was due in part to the transfer of Illinois Rental Housing Support grant funds for the KHA to the KHA financial statement from the financial statement of the DuPage Housing Authority.
- Total Revenue for FY 2014 increased by approximately \$1.97 million over FY 2013. Mr. Zenk said much of the increase can be attributed to the KHA's comparatively high number of port-in tenants.

The Board thanked Mr. Zenk for his report.

6. NEW BUSINESS

- Resolution 2015-9 Approval of Administrative Plan Revisions – Executive Director Coles said the revisions reflected changes in federal regulations and laws, including the Violence Against Women Act (VAWA). In reply to a question by Chairman Prochaska, Executive Director Coles said the revisions would keep the KHA in compliance with HUD requirements. Commissioner Ingemunson made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2015-9. The motion carried unanimously.
- Voucher Utilization – Executive Director Coles discussed the KHA's efforts to lease up as many of its 160 vouchers as possible.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles discussed the FY 2014 audit report by Zenk & Associates. He also said he hoped the KHA would be able to lease up nearly all of its 160 vouchers within the next one to two years.

8. EXECUTIVE SESSION

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to recess the Board's public session and go into executive session to review the minutes of lawfully-closed prior executive sessions under Section 2.06 of the Illinois Open Meetings Act. The motion carried unanimously, and the public session recessed at 8:44 a.m.

9. PUBLIC SESSION RESUMED

The Board ended its executive session and resumed its public session at 8:48 a.m.

Executive Director Coles discussed several items for future Board meetings, including the KHA Annual Plan and payment standards for 2016.

10. ADJOURNMENT

Commissioner Gutierrez made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:49 a.m.

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