

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
July 25, 2014

The July 25, 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 Tom Grant, Carl Gutierrez, and Chairman Matthew Prochaska. Also present were Executive Director Deborah Darzinskis, Chief Financial Officer 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 MINUTES OF JUNE 20, 2014

Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve the minutes of the June 20, 2014 meeting. The motion carried unanimously.

5. FINANCIAL REPORT

- Monthly Financial Report. CFO McGoey discussed the Financial Report distributed to Commissioners. His report included:

- Administrative Net Income for June showed a favorable variance from budget of \$3,119.64, mostly due to HUD payments to Housing Authorities with a significant number of Portability vouchers. Higher income was partially offset by a Technology Upgrade Assessment of \$11,000 that was approved previously and booked in June.
- Monthly Administrative Net Income for FY14 continued to trend positively, with YTD net income of \$31,251.39 through June 30.
- A revised projected FY14 Budget shows a break-even net income for the year; the FY15 Preliminary Budget also projects a break-even net income.
- The Kendall and Grundy RHSP program accounts are being reassigned to the KHA from the DuPage Housing Authority.
- A consulting team from Nan McKay continues to work on Portability financial issues. Project completion and documentation are expected in August.
- A Senior Accountant was hired in June.

In response to a question by Commissioner Grant, Executive Director Darzinskis and CFO McGoey said that Cash totals reported in the KHA Balance Sheet for June were verified.

- FY 2013 Audit Activity

CFO McGoey said that auditor Andy Zenk of Zenk and Associates will begin on-site work July 31 in Wheaton for the KHA's FY13 audit. Preliminary audit results are expected by mid-August.

Chairman Prochaska thanked CFO McGoey for the thorough Financial Report.

6. NEW BUSINESS

Discussions

• Voucher Report

Executive Director Darzinskis distributed a report on voucher activity that showed 143, or 89.4%, of the KHA's 160 HCV Vouchers were under lease as of June 30. She said the goal is a 95% lease-up rate, but that figure must be balanced against the KHA's HAP annual budget authority and the average monthly cost per unit. Executive Director Darzinskis also noted that the KHA administered 169 Port-in vouchers from other Housing Authorities as of June 30. There was a discussion that included the port-out process and the number of Kendall County units leased to voucher-holders.

Executive Director Darzinskis also said the KHA will be updating its Wait List to confirm that applicants still want to participate in the Section 8 Program and to confirm their current addresses. In response to questions by Chairman Prochaska and Commissioner Gutierrez, she said there are about 230 people on the KHA Wait List. She said the KHA would consider reopening its Wait List to new applicants when the number of Wait List applicants gets too low to allow the KHA to reassign available vouchers as needed.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis said that Certification Specialist Michelle Ross is now working part time, focused exclusively on KHA clients. Ms. Ross will be invited to discuss her work with Commissioners at the KHA Board's September meeting. Executive Director Darzinskis also said the KHA is working with the Kendall Health Department to upgrade the Internet connection in Ms. Ross' office.

8. EXECUTIVE SESSION

Chairman Prochaska made a motion, seconded by Commissioner Grant, to go into Executive Session for a discussion of minutes of meetings lawfully closed under the Illinois Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried unanimously, and Board went into Executive Session at 8:41 a.m.

The Board voted to end its Executive Session and return to public session at 8:43 a.m.

9. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Darzinskis said the Board's September meeting will include review/approval of the KHA's Annual Plan for FY15, updates on revising the Wait List and on the audit, and a review of Portability issues. The Board meeting in November will include election of officers for FY15 and review/approval of the FY15 budget.

The Board agreed to change its September meeting date to September 19.

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 8:46 a.m.

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