

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
September 25, 2015

The September 25, 2015 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 Thomas Grant, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew 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 8:03 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 Ingemunson made a motion, seconded by Commissioner Swanson, to approve the minutes of July 24, 2015. The motion carried unanimously.

5. **FINANCIAL REPORT**

Finance Director Chen discussed the Financial Report for August. Topics included these items:

- Total cash was nearly \$300,000, including Administrative funds and Housing Assistance Payment (HAP) funds.
- The KHA will absorb port-in clients on October 1, which will increase the occupancy rate.
- Net Income Year-to-Date (YTD) was approximately \$27,000.
- In reply to a question by Chairman Prochaska about the Payment Summary of checks issued, Executive Director Coles said the Plano Housing Authority is in Texas.
- In reply to a question by Chairman Prochaska about different administrative fee payments to several Public Housing Authorities, Finance Director Chen said appropriate adjustments would be made for the next period.

## 6. NEW BUSINESS

### Resolutions

- Resolution 2015-10 Approval of FY 2016 Annual Plan – Executive Director Coles discussed the FY 2016 Annual Plan. He said the overall goals for the next year are to meet all program requirements, increase the KHA's SEMAP score, and to obtain additional vouchers if possible. He said that because of Finance Director Chen's efforts and discussions with HUD, the KHA will have leased up nearly all of its 160 vouchers by October 1. It will be possible to better estimate when the KHA Wait List may be reopened to new applicants, he said, after HUD discloses the KHA's FY 2016 funding. In reply to a question by Chairman Prochaska, Executive Director Coles said that the higher voucher utilization will improve the KHA's SEMAP score. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2015-10. The motion carried unanimously.
- Resolution 2015-11 - Review of Closed Session Minutes on July 24, 2015 – Commissioner Ingemunson made a motion, seconded by Commissioner Swanson, to approve Resolution 2015-11. The motion carried unanimously.

## 7. EXECUTIVE DIRECTOR'S REPORT

- Executive Director Coles said the Board will be asked to approve some Administrative Plan revisions at its November 20 meeting. He said some of the revisions are based on HUD regulatory changes affecting portability. Another change, he said, affects a tenant's responsibility for rent payments when a unit is in abatement because it needs repairs.
- Executive Director Coles said the November 20 meeting also will include the election of officers, approval of the FY 2016 budget, and the adoption of the KHA Board's 2016 meeting schedule.
- Executive Director Coles said that HUD has scheduled a confirmatory review of the KHA's 2015 SEMAP submission and of financial reporting. He said the review will be held October 19-26, and he invited Commissioners to attend the opening and closing sessions. The Board will receive the review's summary report, he said.

## 8. EXECUTIVE SESSION

There was no Executive Session.

## 9. ADJOURNMENT

Commissioner Swanson made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:29 a.m.

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