

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
September 27, 2013

The September 27, 2013 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, Matt Prochaska, Jeremy Swanson, and Chairman Jim Dirst. Also present were Executive Director Deborah Darzinskis, Interim Chief Financial Officer Scott Brady, Certification Specialist Michelle Ross, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Jim Dirst at 8:00 am.

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

A roll call showed that 5 members were present, a quorum.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES FROM JULY 26, 2013**

Commissioner Grant made a motion, seconded by Commissioner Prochaska, to approve the minutes from July 26, 2013. The motion carried by a unanimous vote.

5. **FINANCIAL REPORT**

Interim Chief Financial Officer Scott Brady distributed the financial report for August, 2013. He said the report included HAP, Administrative and Consolidated Income Statements, plus a Balance Sheet. He noted that the balance sheet showed total cash of \$645,255.11, an amount that he said HUD is likely to reduce in the months ahead. The Administrative Income Statement showed net income of \$1,835.06 for August and \$22,427.59 year-to-date. He noted that the KHA has almost as many port-in tenants as KHA voucher tenants. There was a discussion about where the port-ins came from and why they chose to live in Kendall County.

Executive Director Darzinskis said the financial report was generated from the new Yardi system. She said it can provide more detail than available before, and will be a valuable resource.

After the financial report, the Board held a telephone conference call with Andy Zenk of Zenk and Associates about the draft FY2012 audit that had been distributed to Commissioners. Zenk said that the audit showed no major negative findings, and that those from FY 2011 had been resolved. He said KHA had taken a "major step" in updating files for FY2012; files were in proper order and had necessary documentation. Executive Director Darzinskis said that much effort had been made to take proper care of client files. Going forward, she said, KHA will be at a much higher level of compliance with HUD requirements. She said that a September HUD audit of KHA's FY2012 SEMAP submission showed the agency's progress. In response to a question by Interim CFO Brady, Zenk said the final version of the audit report will be available in the next month or two.

6. **NEW BUSINESS**

Resolutions

- Resolution 2013-9 Approval of KHA Annual Plan FY2014: Executive Director Darzinskis described the purpose and general content of the Annual Plan. A public hearing was held on the plan, and feedback was received by the KHA Resident Advisory Board, she said. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2013-9. The motion carried by a unanimous vote.
- Resolution 2013-10 Approval of Contract with IHDA for RHS Round 3: Executive Director Darzinskis said the Rental Housing Support Program, funded by the Illinois Housing Development Authority, provides rental assistance but is not part of the Section 8 Housing Choice Voucher Program. Copies of the Agreement were passed around the table because an incorrect copy had been mistakenly sent to Commissioners before the meeting; a correct copy was distributed to Commissioners after the meeting. In response to a question from Chairman Dirst, Executive Director Darzinskis said she would report back on the number of people in Grundy County who participate under the RHS grant. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2013-10. The motion carried by a unanimous vote.
- Resolution 2013-11 Adoption of DHA Financial and Management Policies: Executive Director Darzinskis said that the same Financial and Management Policies are used by the KHA and by the DuPage Housing Authority. She said that if any policies and procedures have to be constructed specifically for the KHA, they would be brought to the Board. There was a discussion about the index of Policies attached to the Resolution; Commissioners agreed to strike "Board By-Laws" from the list. Commissioner Gutierrez made a motion, seconded by Commissioner Prochaska, to approve Resolution 2013-11 with the amended Policies index. The motion carried by a unanimous vote.

Discussions

- 2014 Meeting Schedule, February SEMAP meeting: There was a discussion about the Board's meeting schedule for 2014, including a special February meeting to approve the KHA's SEMAP submission. It was agreed that a resolution to set the 2014 meeting schedule would be presented at the Board's November 22, 2013 meeting.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis said that the management staff had met in September with HUD auditors to review the KHA's 2012 SEMAP submission. Commissioner Prochaska attended the summary meeting to discuss the auditors' findings. She said that the KHA has made significant progress from its 15% rating in 2011 and is close to being rated a "standard" performer Housing Authority. She invited the Board to give close scrutiny to the KHA's operations and said she will be glad to answer any questions. Commissioner Prochaska said that at the summary audit meeting, HUD representatives complimented the KHA's improvement.

Executive Director Darzinskis distributed to Commissioners 3 documents for their information: 1) HUD's Proposed 2014 Fair Market Rents for Kendall County. 2) A summary of rental unit characteristics (family size and unit's number of bedrooms) for KHA voucher-holders and port-ins. 3) A fact sheet on background screenings for new tenants. Certification Specialist Ross described the screening process.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Darzinskis discussed with Commissioners the Board's November 22 meeting, the Annual Meeting at which officers will be elected and the FY 2014 Budget will be approved. Approval of the KHA's FY2013 auditor will be scheduled for the Board's January meeting, she said.

10. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Swanson, to adjourn the meeting at 9:12 a.m. The motion carried by a unanimous vote.

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