

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
November 18, 2016

The November 18, 2016 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, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, and Sr. Administrative Assistant Susan Martin.

1. CALL TO ORDER

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

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed that 4 members were present, a quorum.

3. PUBLIC COMMENT

There was no Public Comment made at this meeting.

4. ELECTION OF OFFICERS 2017

Commissioner Grant nominated Matthew Prochaska as Chairman, seconded by Commissioner Ingemunson. Commissioner Grant nominated Commissioner Ingemunson as Vice Chairman seconded by Commissioner Swanson. Chairman Prochaska nominated Commissioner Grant as Secretary/Treasury seconded by Commissioner Ingemunson. There were no other nominations. The nominated officers for 2017 were elected unanimously.

5. APPROVAL OF BOARD MINUTES

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of September 30, 2016. The motion carried by unanimous vote.

6. FINANCIAL REPORT

Finance Director Chen presented the Financial Report which included income statements and balance sheets noting that the financials are looking good. She stated the goal was to spend down in December to break even for HUD.

7. NEW BUSINESS

- Resolution 2016-15 Approval of Administrative Plan Revisions. Executive Director Coles explained the revision allows the KHA to enforce local codes that may conflict with the housing authority. The other revision will assist in handling the RFTA during the time of an abatement. Commissioner Grant made a motion, seconded by Commissioner Swanson and the motion carried unanimously.
- Resolution 2016-16 Adoption of 2017 KHA Board Meeting Schedule. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson to adopt the resolution and the motion carried unanimously.
- Resolution 2016-17 Approval of FY2017 Budget. Finance Director Chen explained the budget allows for Commissioners to attend training conferences. The goal is to get to 100% leased up

vouchers. Funds were transferred to cover HUD payments because HUD funds on prior calendar years; thereby this will be reimbursed the following year. Commissioner Grant made a motion, seconded by Commissioner Ingemunson to adopt the resolution. The motion carried by unanimous vote.

8. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kenneth Coles discussed the goal to be aggressive and lease up every voucher allotted for KHA and moving the funds will allow us to complete the task. There are still applicants on the wait list and the list was last opened in 2008. There is not much turn over in Kendall County and KHA will not be implementing time limits like some other housing authorities are initiating.

9. EXECUTIVE SESSION

There was no Executive Session. Commissioner Grant asked that a review of executive session be on the agenda for the next meeting.

10. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles reminded the group of an upcoming resolution for auditors. Chairman Grant addressed SEMAP due in February; and with KHA being in fantastic shape, it is possible to become a high performer. Chairman Grant stated that a new commissioner may be at the next meeting.

11. ADJOURNMENT Commissioner Grant made a motion, seconded by Commissioner Swanson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:25 a.m.

Respectfully Submitted,
Susan Martin
Sr. Administrative Assistant/Recording Secretary