

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING
November 20, 2015

The Annual Meeting of the Board of Commissioners of the Kendall Housing Authority (KHA) was held on November 20, 2015 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 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 8:02 a.m.

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

A roll call showed that three members were present, a quorum. Commissioner Swanson joined the meeting at 8:14 a.m.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **ELECTION OF OFFICERS 2016**

Commissioner Grant nominated this slate of officers:

- Chairman: Commissioner Prochaska
- Vice Chairman: Commissioner Carl Gutierrez
- Secretary/Treasurer: Commissioner Grant

Commissioner Ingemunson seconded the nominations.

There were no other nominations. The nominated officers for 2016 were elected unanimously.

5. **APPROVAL OF BOARD MINUTES**

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of September 25, 2015. The motion carried by unanimous vote.

6. **FINANCIAL REPORT**

Finance Director Chen discussed the Financial Report for October, 2015. Among the topics discussed:

- The KHA Balance Sheet showed approximately \$337,000 in cash at the end of October. Of that sum, there was approximately \$182,000 in restricted funds for Housing Assistance Payments (HAP) and approximately \$155,000 in unrestricted administrative funds. Going forward, she said, the KHA expects to decrease HAP equity as HAP expenses are increased.
- The Budget Comparison showed negative Net Income of approximately \$17,000 for October because of increased HAP spending. Year-to-Date (YTD) net income was approximately \$3,800.
- In reply to a question by Chairman Prochaska, Finance Director Chen said she expects the KHA's administrative income and expense will show a small surplus annually. Executive Director Coles said HAP spending will be increased on behalf of KHA clients.

- There was a discussion about the Payment Summary, including expenses for mileage and for the KHA's Yorkville office in the Health Department.

7. NEW BUSINESS

Resolutions

- Resolution 2015-12 Adoption of 2016 KHA Board Meeting Schedule. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2015-12 with two changes; the revised dates are March 18 and November 11. The motion carried unanimously.
- Resolution 2015-13 Approval of Revised FY 2015 Budget. Finance Director Chen said that during an October confirmatory review of the KHA's SEMAP submission and finances, a HUD representative requested that the KHA Budget for the current fiscal year be revised to exactly reflect income and expenses through the end of the October. She said the revised budget's Net Income of negative \$10,356 reflected higher HAP expenses to increase the occupancy rate in the second half of FY 2015. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2015-13. The motion carried unanimously.
- Resolution 2015-14 Approval of FY 2016 Budget. Finance Director Chen said the proposed KHA FY 2016 Budget showed negative net income of \$8,406, which reflected increased HAP payments. The proposed Budget showed a 3 percent increase in HAP expenses over FY 2015, with the deficit funded by additional HUD-held reserves. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2015-13 as amended to remove typos ("Revised") in the Resolution's title and Section 1. The motion carried unanimously. In reply to a question by Chairman Prochaska, Executive Director Coles said that if the KHA Wait List were opened to new applications in 2016, the reopening would occur late in the year.
- Resolution 2015-15 Approval of KHA Administrative Plan Revisions. Executive Director Coles discussed the proposed revisions with the Board. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson, to approve Resolution 2015-15. The motion carried unanimously.

Discussions

- HUD Confirmatory Review. Executive Director Coles discussed the HUD confirmatory review of the KHA's SEMAP submission and financials, which was conducted the week of October 19. He said that the Board's approval of Resolution 2015-13 would clear some financial issues raised during the review, and that the review report would be expected within several weeks. He said the HUD team praised the orderliness of the KHA's financials. Executive Director Coles said the KHA lost some points on its SEMAP score because HUD has defined Kendall County as a Metropolitan Area; the KHA's SEMAP submission had treated a section concerning Metropolitan Areas as non-applicable. He said that the lowered score did not affect the KHA's rating as a Standard Performer, and that the section will be addressed appropriately in the KHA's 2016 SEMAP submission.

8. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles reviewed with Commissioners the size of units (number of bedrooms) rented by KHA tenants, both those holding KHA vouchers and port-ins:

KHA tenants in studio units	0
KHA tenants in 1-bedroom units	19
KHA tenants in 2-bedroom units	72
KHA tenants in 3-bedroom units	155
KHA tenants in 4-bedroom units	44
KHA tenants in 5-bedroom units	8
KHA tenants in 6-bedroom units	2

9. EXECUTIVE SESSION

There was no Executive Session.

10. 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 8:42 a.m.

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