

**MINUTES**  
KENDALL HOUSING AUTHORITY  
**BOARD OF COMMISSIONERS**  
November 21, 2014

The November 21, 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, Robyn Ingemunson, and Chairman Matt Prochaska. Also present were Executive Director Deborah Darzinskis, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:06 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 BOARD MINUTES FROM OCTOBER 17, 2014**

Commissioner Ingemunson made a motion, seconded by Commissioner Grant, to approve the minutes of October 17, 2014. The motion carried unanimously.

5. **REORDER OF AGENDA ITEMS**

Executive Director Darzinskis suggested that her report be moved ahead of Resolutions on the Agenda because her report would provide information concerning some of the Resolutions. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to move up the Executive Director's Report. The motion carried unanimously.

6. **FINANCIAL REPORT**

Executive Director Darzinskis discussed the Financial Report for the period ending October 31, 2014. Here are some of the topics covered:

- Cash management continues to be the KHA's top challenge, which requires heightened administrative oversight. The goal, she said, is to lease up as many vouchers as possible without overspending HUD-provided Housing Assistance Payment (HAP) funds. HUD has drawn down the KHA's Net Restricted Assets balance (unspent HAP funds), as it has done for Housing Authorities across the U.S., she said.
- There was a discussion about the Financial Report's KHA-HCV Income Statement. Executive Director Darzinskis described how HCV Port-in Administrative Fees add to the KHA's income.
- Executive Director Darzinskis suggested that the Board's February meeting might be a good time for an overview presentation on KHA finances.
- The KHA's voucher utilization rate was 86% at the end of October.
- The KHA-HCV Income Statement, which includes HAP income and HAP expense, showed net income of \$109,860.08 for October, and Year-to-Date net income of \$142,884.46.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis said that Kenneth Coles was appointed Executive Director of the DuPage Housing Authority (DHA) at a special meeting of the DHA Board on October 21. His appointment is effective January 1, 2015, upon the retirement of Executive Director Darzinskis. Mr. Coles, who had met earlier with KHA Commissioners, is currently Housing Choice Voucher Program Director; he will do an excellent job as Executive Director, she said. Executive Director Darzinskis said several of the resolutions offered at today's KHA Board meeting concern the transition to Mr. Cole's new role effective January 1 on behalf of the Kendall Housing Authority.

8. NEW BUSINESS

Election of Board Officers for 2015

- Chairman Prochaska asked for nominations for KHA Board Chairman for 2015. Commissioner Grant nominated Chairman Prochaska; Commissioner Ingemunson seconded the nomination. There were no other nominations. Chairman Prochaska was elected Chairman for 2015 unanimously.
- Chairman Prochaska asked for nominations for KHA Board Vice Chairman for 2015. Commissioner Grant nominated Commissioner Carl Gutierrez; Commissioner Ingemunson seconded the nomination. There were no other nominations. Commissioner Gutierrez was elected Vice Chairman for 2015 unanimously.
- Chairman Prochaska asked for nominations for KHA Board Secretary/Treasurer for 2015. Chairman Prochaska nominated Commissioner Grant; Commissioner Ingemunson seconded the nomination. There were no other nominations. Commissioner Grant was elected Secretary/Treasurer unanimously.

Resolutions

- Resolution 2014-14 Approval of FY 2015 Budget – Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-14. The motion carried unanimously.
- Resolution 2014-15 Adoption of 2015 KHA Board Meeting Schedule – Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-15. The motion carried unanimously.
- Resolution 2014-16 Signing Authority for Financial Transactions – Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-16. The motion carried unanimously.
- Resolution 2014-17 Signing Authority (HUD, IHDA, Kendall County) – Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-17. The motion carried unanimously.
- Resolution 2014-18 Appointment of FOIA Officers – Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-18. The motion carried unanimously.
- Resolution 2014-19 Approval of Administrative Plan Revisions, November 2014 – Executive Director Darzinskis discussed the reasons for three recommended revisions. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-19. The motion carried unanimously.

9. EXECUTIVE SESSION

There was no Executive Session.

10. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:38 a.m.

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