

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING
November 22, 2013

The November 22, 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 and Jeremy Swanson. Also present were Executive Director Deborah Darzinskis and Sr. Administrative Assistant Greg Lippert.

1. CALL TO ORDER

In the absence of Chairman Jim Dirst, the meeting was called to order by Vice Chairman Matthew Prochaska at 8:04 a.m.

2. ROLL CALL AND CERTIFICATION OF QUORUM

A roll call showed that 4 Commissioners were present, a quorum of the membership.

3. PUBLIC COMMENT

No members of the public attended the meeting.

4. APPROVAL OF BOARD MINUTES FROM SEPTEMBER 27, 2013

A motion was made by Commissioner Swanson, seconded by Commissioner Grant, to approve the minutes of the Board's meeting of September 27, 2013. The motion carried by a unanimous vote.

5. FINANCIAL REPORT

In discussing the monthly financials that were distributed to the Board, Executive Director Darzinskis said that the KHA received no HAP funds in October. HUD is taking back net restricted asset money -- HAP dollars that have not been spent -- and this is being done to Housing Authorities across the U.S., she said.

In response to a question by Commissioner Grant, Executive Director Darzinskis said the level of lease-ups has not changed significantly. She said the staff is working to provide regular reports from the Yardi system that will include lease-up rates.

6. NEW BUSINESS

Election of Board Officers for 2014

Commissioner Grant made a motion to elect the following slate of officers for 2014: Jim Dirst for Chairman, Matthew Prochaska for Vice Chairman, and Tom Grant for Secretary/Treasurer. Commissioner Swanson seconded the motion. The motion carried by a unanimous vote.

Resolutions

- Resolution 2013-12 Adoption of 2014 KHA Board Meeting Schedule -- Commissioner Gutierrez made a motion, seconded by Commissioner Swanson, to adopt the 2014 KHA Board Meeting Schedule distributed to the Board. The motion carried by a unanimous vote.
- Resolution 2013-13 Approval of FY 2014 Payment Standards -- Executive Director Darzinskis said the payment standards from HUD for 2014 are decreased from previous years. The new standards will not reduce contracted lease payments, she said, and the KHA has a certain amount of flexibility in working with the new standards. Commissioner Grant made a

motion, seconded by Commissioner Gutierrez, to approve the FY 2014 Payment Standards distributed to the Board. The motion carried by a unanimous vote.

- Resolution 2013-14 Approval of FY 2014 Budget – Executive Director Darzinskis said the proposed 2014 budget projects a \$2,000 operating loss, compared with projected net operating income of \$2,000 for FY 2013. The 2014 budget reflects reduced administrative fees from HUD, she said, and it includes training funds for new Commissioners Gutierrez and Swanson. Commissioner Swanson made a motion, seconded by Commissioner Grant, to approve the FY 2014 budget as presented. The motion carried by a unanimous vote.

Discussions

- KHA Website – There was a discussion about the KHA website, which was shown on a projection screen. Commissioners supported a suggestion by Commissioner Prochaska that the Board meeting packet should be posted prior to each meeting. It was agreed that the KHA's annual plan and annual meeting schedule also should be posted. Commissioner Swanson noted that the "Contact Info" page has a dupagehousing.org address at the top but a kendallhousing.org address at the bottom – a difference to be fixed. Executive Director Darzinskis invited the Commissioners to make other suggestions to improve the website as they review it.
- Liability Insurance – Executive Director Darzinskis said the KHA has the option to increase its liability insurance coverage as described in a notification distributed to the Board. There was a discussion about what the policy covered and whether additional coverage was needed. Executive Director Darzinskis said she would let Commissioners know whether auto liability is included with KHA's current policy. She asked for feedback whether an increase is desired.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis said that the KHA/DHA Housing Authority staff has been focusing on data entry and corrections in the new Yardi system. She said that Certification Specialist Michelle Ross has met with all KHA tenants for reassessments in 2013. That work has led to improved file compliance with HUD regulations, she said.

Executive Director Darzinskis distributed the final KHA SEMAP Review report from HUD for FY 2012. She asked the Commissioners to review the document and ask her any questions they may have about it. She also said she will send copies to Commissioners of a response memo that she will send to HUD. Executive Director Darzinskis said the HUD anti-fraud bulletins distributed to Commissioners were for their information. She discussed the Management Team's enhanced monitoring of tenant repayment agreements.

8. EXECUTIVE SESSION

Commissioner Grant made a motion, seconded by Commissioner Swanson, to go into executive session for the purpose of reviewing minutes of prior meetings lawfully closed. The motion carried by a unanimous vote at 8:39 a.m.

The Board resumed its public session at 8:42 a.m. Commissioner Grant noted for the record that the Board had reviewed minutes of a prior meeting lawfully closed meeting and made a determination not to release the minutes. No actions were taken in public session as a result of the executive session.

9. ADJOURNMENT

A motion was made by Commissioner Grant, seconded by Commissioner Gutierrez, to adjourn the meeting at 8:48 a.m. The motion carried by a unanimous vote.

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