

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 18, 2018

The May 18, 2018 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 Erik Gauss, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Interim Finance Manager Christine Celeste-Wade, and Sr. Administrative Assistant Ms. Martin.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:01 am.

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

A roll call showed that a quorum was present.

3. **PUBLIC COMMENT**

There was no Public Comment made at this meeting.

4. **APPROVAL OF BOARD MINUTES**

Commissioner Gauss made a motion, seconded by Commissioner Swanson, to approve the minutes of February 23, 2018. The motion carried by unanimous vote.

5. **FINANCIAL REPORT**

Interim Finance Manager Celeste-Wade presented the Financial Report which included the balance sheet, income statements and check registry. She reported on these developments: the HAP Equity shortfall will be corrected when HUD balances up on payments in June. Expenses are normal, and the income statement is good. Chairman Prochaska requests the check register include short descriptions.

6. **NEW BUSINESS**

- Resolution 2018-03 Approval of Lease Extension with Kendall County. This is a renewal of the regular KHA lease. Kendall County is considering offering KHA extra space in the Health Dept. Building. The acceptance of the extra space will be an addendum to the lease. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson, to approve Resolution 2018-03. The motion carried unanimously.
- Resolution 2018-04 Approval for Extension of Audit Services with Zenk & Assoc. With the departure of the Finance Director, there was no time for a RFP. It is in KHA's best interest to continue with the current auditors and post a RFP in the fall for next calendar year. Commissioner Ingemunson made a motion, seconded by Commissioner Gauss, to approve Resolution 2018-04. The motion carried unanimously.

7. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Coles was not present. Interim Finance Manager Celeste-Wade discussed NOFA mainstream vouchers and the upcoming change in the Admin Plan effective January 1, 2019.

8. **EXECUTIVE SESSION**

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

Chairman Prochaska mentioned upcoming Commissioner conferences. Commissioner Gauss brought up the idea of enlarging the number of commissioners for the KHA Board.

10. ADJOURNMENT

Commissioner Gauss made a motion, seconded by Commissioner Swanson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:23 a.m.

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