

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 17, 2019

The May 17, 2019 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 Manager Christine Celeste-Wade, and Sr. Administrative Assistant Ms. Martin.

1. CALL TO ORDER

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

Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve the minutes of February 22, 2019 and the motion carried by unanimous vote.

5. FINANCIAL REPORT

Finance Manager Celeste-Wade presented the Financial Report which included the balance sheet, income statements and check registry. KHA is in a strong cash position. More effort will be affording to decreasing port in balances after hiring another Finance Dept. staff member. Office furniture refresh will be done in the KHA office. There are two types of background checks used now, one for the criminal background check of the clients, and the Work Number for income verification.

6. NEW BUSINESS

- Resolution 2019-03 Approval of Revised Admin Plan. The KHA Admin Plan is updated to be compliant with HUD regulations and best practices. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2019-03. The motion carried unanimously.
- Resolution 2019-04 Authorization for New Lease at Kendall Co. Health Dept. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2019-04. The motion carried unanimously.
- Resolution 2019-05 Approval of Audit Services. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2019-05. The motion carried unanimously. Clifton, Larson, Allen has proven to provide value, quality control, and levels of review necessary for a premium audit.

7. EXECUTIVE DIRECTOR'S REPORT

KHA pulled 50 clients off the waitlist for processing. HUD is urging housing authorities to keep tenant portions near 30% of income. However, Kendall has a higher rent burden therefore necessitating the need to change the payment standards. This will be presented at the next meeting.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

RHSP contracts may precipitate a need for a meeting next month. Cristine Diaz has replaced Michelle as Program Specialist. HUD confirmed KHA as a SEMAP high performer.

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 8:35 a.m.

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