

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 28, 2020

The February 28, 2020 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, Tom Grant, Robyn Ingemunson, and Jeremy Swanson. Also present were Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade, Quality Control Manager Lisa Howe, and Sr. Administrative Assistant Susan Martin.

1. **CALL TO ORDER**

The meeting was called to order by Vice-Chair Ingemunson 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 November 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 for December. The balance sheet is "pretty straightforward". Progress has been made in reducing some of the high balances in port receivables. The end of the year has the Hap Equity in a good position.

6. **NEW BUSINESS**

- Resolution 2020-01 Approval of SEMAP. Quality Control Manager, Lisa Howe, presented the SEMAP figures, noting KHA continues to score well as a "High Performer". Commissioner Gauss made a motion, seconded by Commissioner Swanson, to approve Resolution 2020-01. The motion carried unanimously.
- Resolution 2020-02 Adoption of KHA FY2020 Budget. Finance Manager Celeste-Wade presented the budget which is similar to last year's budget. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve Resolution 2020-02. The motion carried unanimously.
- Resolution 2020-03 Administrative Plan Revisions. Executive Director Coles explained the necessary twelve changes. Most of the changes have to update language to include the Mainstream Vouchers. The other changes were for: expanding the definition of reasonable accommodation, clarification of additional bedroom accommodations, expanding the background checks and screening, biennial inspections, and initial moves for applicant families. Commissioner Gauss made a motion, seconded by Commissioner Grant, to approve Resolution 2020-03. The motion carried unanimously.
- Resolution 2020-04 Acceptance of the Revised Payment Standards. Executive Director Coles explained there are only 3 revisions to the current payment standard. With Kendall County being a high rent area, KHA seeks to reduce tenant's rent burden with these changes. Commissioner Gauss made a motion, seconded by Commissioner Swanson, to approve Resolution 2020-04. The motion carried unanimously.

7. **EXECUTIVE DIRECTOR'S REPORT**

The 25 KHA Mainstream vouchers begin March 1st.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

10. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Swanson, to adjourn the meeting. The motion carried unanimously, and Vice-Chair Ingemunson adjourned the meeting at 8:36 a.m.

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