

MINUTES

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 15, 2020

Pursuant to executive order 2020-07 signed by Governor Pritzker and guidance provided by legal counsel, Kendall Housing Authority conducted this meeting by use of electronic means using Zoom, without a physical quorum present in the boardroom.

In Attendance: KHA Commissioners Erik Gauss, Tom Grant, and Chairman Matthew Prochaska. Robyn Ingemunson attempted to attend the meeting but had technical issues. 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 8:03 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 Gauss, to approve the minutes of February 28, 2020 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. The Finance Dept. is working to clean up the port accounts receivable and lower the high balances. A refund from RHI is expected. The HAP fund should be trending upward as leasing increases.

6. NEW BUSINESS

- Resolution 2020-05 Approval to Transfer Accounts. By moving the bank accounts from Castle Bank to Wintrust, KHA can save money on bank fees estimated at possibly up to half as much in savings. Commissioner Grant made a motion, seconded by Chairman Prochaska, to approve Resolution 2020-05. The motion carried unanimously.
- Resolution 2020-06 Administrative Plan Revisions. There are two changes proposed: One in Tenancy Approval and one in Streamlined Annual Reexaminations. The change in Tenancy is to contain the problem of clients moving into a unit they cannot afford by receiving temporary income. When an income change occurs during a time a moving packet has been issued, the income change will not take effect at that time. Streamlining annual exams gives KHA the ability to automatically use the Social Security (or other official government) notice for fixed income sources to process income changes. Commissioner Gauss made a motion, seconded by Commissioner Grant, to approve Resolution 2020-06. The motion carried unanimously.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director, Mr. Coles, reported that the Mainstream Vouchers are moving along slowly due to the pandemic. The KHA RHSP wait list will be opening June 15th for 2, 3, 4, 5-bedroom sizes. KHA is over leased for the month of May. To be presented at the next KHA Board Meeting, will be a request by the Housing Authority of Joliet for KHA to administer a voucher for them due to a conflict of interest with one of the Commissioners.

8. EXECUTIVE SESSION

There was no Executive Session.

9. FUTURE DISCUSSION/ACTION ITEMS

10. ADJOURNMENT

Commissioner Grant made a motion, seconded by Commissioner Gauss, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:28 a.m.

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