

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS

February 26, 2021

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, Tom Grant, Jeremy Swanson, and Chairman Prochaska. 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 Chairman Prochaska at 8:07 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. **ELECTION OF OFFICERS**

Commissioner Grant made a motion seconded by Commissioner Swanson to elect the following slate of officers: Matt Prochaska, Chairman; Jeremy Swanson, Vice-Chairman; Tom Grant, Secretary/Treasurer. The motion carried unanimously.

5. **APPROVAL OF MINUTES**

Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve the minutes of Nov. 20, 2020 and the motion carried by unanimous vote.

6. **FINANCIAL REPORT**

Finance Manager Celeste-Wade presented the Financial Report which included the balance sheet, income statements and check registry. The year ended in a positive cash balance. The transfer over to Wheaton Bank and Trust is nearly complete.

7. **NEW BUSINESS**

- Resolution 2021-01 Approval of SEMAP. QA Manager, Howe, presented the SEMAP report. Kendall continues to score as a High Performer. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve the resolution. The motion carried unanimously.
- Resolution 2021-02 Approval of FY2021 Budget. With the County going to fiber optics communication, it wasn't known when KHA was included in the project so a budget line item for Comcast remains in budget. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve the resolution. The motion carried unanimously.
- Resolution 2021-03 Approval of the KHA Admin Plan Revisions. These seven changes will align the plan with the HUD waivers. Commissioner Grant made a motion, seconded by Commissioner Swanson, to approve the resolution. The motion carried unanimously.

8. **EXECUTIVE DIRECTOR'S REPORT**

Discussion of utilization rates for HCV and Mainstream vouchers.

9. **EXECUTIVE SESSION**

There was no Executive Session.

10. **FUTURE DISCUSSION/ACTION ITEMS**

Kendall County Facilities Manager, Mr. Smiley is drawing up plans for a second floor KHA office. An update will be given at the next meeting. Executive Director, Mr. Coles, announced his retirement on June 30, 2022.

11. **ADJOURNMENT**

Commissioner Grant made a motion, seconded by Commissioner Swanson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:41 a.m.

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