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