

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
8/26/2014
10:00 a.m.

Opening	Roll Call	Vice-Chairperson Peterson
	Review/Approve Previous Minutes	Vice-Chairperson Peterson
	Review/Ratify July 2014 Claims and Bills	Vice-Chairperson Peterson
	Review/Ratify July 2014 Financial Report	Vice-Chairperson Peterson
Old Business	None	
New Business	None	
Reports	Executive Director's Report	Derek Antoine
	KCHA Legal Counsel Report	Jack Ball
Other Business	None	

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
July 29, 2014**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Wayne Allen
 Ben Burgland
 Tom Dunker
 Floyd Palmer
 Roger Peterson
 Paul Stewart

EXCUSED: Lomac Payton

Also present were Derek Antoine, Executive Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Will Stevenson, WGIL Radio; and Roberto Hodge, Register-Mail.

Vice-Chairperson Peterson called the meeting to order at 10:00 a.m.

Vice-Chairperson introduced Floyd Palmer as a new Commissioner. Commissioner Palmer is a resident at Bluebell Tower in Abingdon. Commissioners then made introductions.

Vice-Chairperson Peterson then asked if there were any additions or corrections to the previous meeting's minutes. Vice-Chairperson Peterson then declared the July meeting minutes approved as received.

June 2014 claims against the HA Administration in the sum of \$235,969.68; Central Office Cost Center in the sum of \$35,729.48; Moon Towers in the sum of \$52,029.72; Family in the sum of \$68,215.90; Bluebell in the sum of \$20,591.26; Housing Choice Voucher Program in the sum of \$10,418.96; Brentwood (A.H.P.) in the sum of \$20,927.66; Prairieland (A.H.P.) in the sum of \$19,451.99; Capital Fund '12 in the sum of \$0.00; Capital Fund '13 in the sum of \$3,104.58; and Ross Service Coordinator in the sum of \$5,500.13 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Palmer - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Vice-Chairperson Peterson then requested the Board review and approve the June 2014 financial reports and committee notes. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for June 2014 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Palmer - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

OLD BUSINESS

Note: No action was taken at the last meeting on the April and June financial reports, so both reports are included as Old Business for this meeting.

Vice-Chairperson Peterson then requested the Board review and approve the April 2014 financial reports and committee notes. After brief discussion, Commissioner Dunker made a motion to ratify the financial reports for April 2014 as presented; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Palmer - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Vice-Chairperson Peterson then requested the Board review and approve the May 2014 financial reports and committee notes. After brief discussion, Commissioner Burgland made a motion to ratify the financial reports for May 2014 as presented; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Palmer - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2014-08 for Bad Debt Charge Off for Period Ending 06/30/2014 totaling \$13,524.11. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-08 for Bad Debt Charge Off for Period Ending 06/30/2104; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Palmer - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

REPORTS

Mr. Antoine presented the Executive Director's Report for July 2014. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program. Mr. Antoine highlighted the following: IDROP recovery, legislative appropriations and OIG reports.

Mr. Ball updated the Board on legal counsel activities.

OTHER BUSINESS

Mr. Antoine reported that REAC Physical Inspection deficiency appeals were approved with revised scores of 99.59 at Moon Towers and 97.83 at Bluebell Tower. This means that the physical assessment scoring portion

of PHAS puts the agency in a good position to obtain an overall rating of High Performer.

Next, Mr. Antoine shared information on Office of the Inspector General (OIG) Bulletins and asked Commissioners to read and understand the content of each bulletin.

Next, Mr. Antoine shared information that in conjunction with area housing authorities, the intention is for KCHA to host Commissioner training at its Moon Towers location in late summer or early fall.

Next, Mr. Antoine provided an update on the current status of the KCHA website.

Next, Mr. Antoine provided information on the PHADA Legislative Forum that will be taking place September 7-9, 2014 in Washington, D.C.

ADJOURNMENT

Commissioner Stewart made a motion at 11:04 a.m. to adjourn the meeting; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Palmer - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,



Secretary

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
August 31, 2014

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	52,322.50	191,208.22	261,612.50	-70,404.28	627,870.00
TOTAL OPERATING INCOME	0.00	52,322.50	191,208.22	261,612.50	-70,404.28	627,870.00
OPERATING EXPENSE						
Total Administration Expenses	2,256.59	35,910.41	129,488.26	179,552.05	-50,063.79	430,925.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	106.86	425.00	1,131.77	2,125.00	-993.23	5,100.00
Total Maintenance Expenses	45.00	399.99	244.35	1,999.95	-1,755.60	4,800.00
General Expense	0.00	1,283.75	5,134.20	6,418.75	-1,284.55	15,405.00
TOTAL ROUTINE OPERATING EXPENSES	2,408.45	38,019.15	135,998.58	190,095.75	-54,097.17	456,230.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	224.20	0.00	224.20	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,408.45	38,019.15	136,222.78	190,095.75	-53,872.97	456,230.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	-2,408.45	14,303.35	54,985.44	71,516.75	-16,531.31	171,640.00
Total Depreciation Expense	0.00	458.33	726.64	2,291.65	-1,565.01	5,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-2,408.45	13,845.02	54,258.80	69,225.10	-14,966.30	166,140.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
August 31, 2014

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	62,452.69	244,277.16	312,263.45	-67,986.29	749,432.10
TOTAL OPERATING INCOME	0.00	62,452.69	244,277.16	312,263.45	-67,986.29	749,432.10
OPERATING EXPENSE						
Total Administration Expenses	401.72	23,907.49	95,487.17	119,537.45	-24,050.28	286,890.00
Total Tenant Services	0.00	279.16	959.57	1,395.80	-436.23	3,350.00
Total Utilities Expenses	6,495.96	5,583.34	24,300.98	27,916.70	-3,615.72	67,000.00
Total Maintenance Expenses	7,817.77	18,908.32	81,329.37	94,541.60	-13,212.23	226,900.00
General Expense	0.00	6,323.08	24,629.20	31,615.40	-6,986.20	75,877.00
TOTAL ROUTINE OPERATING EXPENSES	14,715.45	55,001.39	226,706.29	275,006.95	-48,300.66	660,017.00
Total Non-Routine Expense	0.00	83.33	15,794.54	416.65	15,377.89	1,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	125.00	0.00	125.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	14,715.45	55,084.72	242,625.83	275,423.60	-32,797.77	661,017.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-14,715.45	7,367.97	1,651.33	36,839.85	-35,188.52	88,415.10
Total Depreciation Expense	0.00	35,791.67	134,336.00	178,958.35	-44,622.35	429,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-14,715.45	-28,423.70	-132,684.67	-142,118.50	9,433.83	-341,084.90

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
August 31, 2014

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	77,581.03	325,265.47	387,905.15	-62,639.68	930,972.45
TOTAL OPERATING INCOME	0.00	77,581.03	325,265.47	387,905.15	-62,639.68	930,972.45
OPERATING EXPENSE						
Total Administration Expenses	1,258.07	29,141.00	99,109.50	145,705.00	-46,595.50	349,692.20
Total Tenant Services	0.00	4,458.35	16,856.12	22,291.75	-5,435.63	53,500.00
Total Utilities Expenses	1,021.36	1,931.25	6,186.59	9,656.25	-3,469.66	23,175.00
Total Maintenance Expenses	1,164.47	36,804.15	135,348.95	184,020.75	-48,671.80	441,650.00
General Expense	0.00	5,569.88	19,979.30	27,849.40	-7,870.10	66,838.50
TOTAL ROUTINE OPERATING EXPENSES	3,443.90	77,904.63	277,480.46	389,523.15	-112,042.69	934,855.70
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-323.60	0.00	-1,618.00	1,618.00	-3,883.25
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	3,443.90	77,581.03	277,480.46	387,905.15	-110,424.69	930,972.45
NET REVENUE/EXPENSE PROFIT/-LOSS	-3,443.90	0.00	47,785.01	0.00	47,785.01	0.00
Total Depreciation Expense						
Total Depreciation Expense	0.00	38,958.33	125,212.00	194,791.65	-69,579.65	467,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-3,443.90	-38,958.33	-77,426.99	-194,791.65	117,364.66	-467,500.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
August 31, 2014

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	21,303.34	80,116.59	106,516.70	-26,400.11	255,640.00
TOTAL OPERATING INCOME	0.00	21,303.34	80,116.59	106,516.70	-26,400.11	255,640.00
OPERATING EXPENSE						
Total Administration Expenses	840.56	9,992.59	39,241.46	49,962.95	-10,721.49	119,911.00
Total Tenant Services	16.74	41.67	16.74	208.35	-191.61	500.00
Total Utilities Expenses	797.34	2,195.84	6,777.82	10,979.20	-4,201.38	26,350.00
Total Maintenance Expenses	1,771.22	5,896.67	27,328.97	29,483.35	-2,154.38	70,760.00
General Expense	0.00	2,749.08	9,274.71	13,745.40	-4,470.69	32,989.00
TOTAL ROUTINE OPERATING EXPENSES	3,425.86	20,875.85	82,639.70	104,379.25	-21,739.55	250,510.00
Total Non-Routine Expense	0.00	500.01	2,200.00	2,500.05	-300.05	6,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-70.83	0.00	-354.15	354.15	-850.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	3,425.86	21,305.03	84,839.70	106,525.15	-21,685.45	255,660.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-3,425.86	-1.69	-4,723.11	-8.45	-4,714.66	-20.00
Total Depreciation Expense	0.00	10,833.33	46,616.00	54,166.65	-7,550.65	130,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-3,425.86	-10,835.02	-51,339.11	-54,175.10	2,835.99	-130,020.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
August 31, 2014

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	213,659.56	840,867.44	1,068,297.80	-227,430.36	2,563,914.55
TOTAL OPERATING INCOME	0.00	213,659.56	840,867.44	1,068,297.80	-227,430.36	2,563,914.55
OPERATING EXPENSE						
Total Administration Expenses	4,756.94	98,951.49	363,326.39	494,757.45	-131,431.06	1,187,418.20
Total Tenant Services	16.74	4,779.18	17,832.43	23,895.90	-6,063.47	57,350.00
Total Utilities Expenses	8,421.52	10,135.43	38,397.16	50,677.15	-12,279.99	121,625.00
Total Maintenance Expenses	10,798.46	62,009.13	244,251.64	310,045.65	-65,794.01	744,110.00
General Expense	0.00	15,925.79	59,017.41	79,628.95	-20,611.54	191,109.50
TOTAL ROUTINE OPERATING EXPENSES	23,993.66	191,801.02	722,825.03	959,005.10	-236,180.07	2,301,612.70
Total Non-Routine Expense	0.00	583.34	17,994.54	2,916.70	15,077.84	7,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	349.20	0.00	349.20	0.00
Total Prov. for Operating Reserve	0.00	-394.43	0.00	-1,972.15	1,972.15	-4,733.25
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	23,993.66	191,989.93	741,168.77	959,949.65	-218,780.88	2,303,879.45
NET REVENUE/EXPENSE PROFIT/-LOSS	-23,993.66	21,669.63	99,698.67	108,348.15	-8,649.48	260,035.10
Total Depreciation Expense	0.00	86,041.66	306,890.64	430,208.30	-123,317.66	1,032,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-23,993.66	-64,372.03	-207,191.97	-321,860.15	114,668.18	-772,464.90

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
August 31, 2014

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	28,797.74	114,188.97	143,988.70	-29,799.73	345,573.00
TOTAL OPERATING INCOME	0.00	28,797.74	114,188.97	143,988.70	-29,799.73	345,573.00
OPERATING EXPENSE						
Total Administration Expenses	274.47	4,539.08	14,827.81	22,695.40	-7,867.59	54,469.00
Total Fee Expenses	0.00	5,310.00	21,193.02	26,550.00	-5,356.98	63,720.00
Total Utilities Expenses	541.73	2,049.99	6,649.19	10,249.95	-3,600.76	24,600.00
Total Maintenance Expenses	1,469.21	11,667.09	35,755.53	58,335.45	-22,579.92	140,005.00
Total Taxes & Insurance Expense	0.00	2,491.39	9,856.50	12,456.95	-2,600.45	29,896.65
Total Financial Expenses	2,591.75	2,650.00	12,865.09	13,250.00	-384.91	31,800.00
TOTAL ROUTINE OPERATING EXPENSE	4,877.16	28,707.55	101,147.14	143,537.75	-42,390.61	344,490.65
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	4,877.16	28,707.55	101,147.14	143,537.75	-42,390.61	344,490.65
NET REVENUE PROFIT/-LOSS						
	-4,877.16	90.19	13,041.83	450.95	12,590.88	1,082.35
Total Depreciation Expense						
	0.00	4,500.00	21,266.00	22,500.00	-1,234.00	54,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,877.16	-4,409.81	-8,224.17	-22,049.05	13,824.88	-52,917.65

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
August 31, 2014

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Opetating Income	0.00	25,121.59	99,263.97	125,607.95	-26,343.98	301,459.00
TOTAL OPERATING INCOME	0.00	25,121.59	99,263.97	125,607.95	-26,343.98	301,459.00
OPERATING EXPENSE						
Total Administration Expenses	229.96	4,566.60	15,538.93	22,833.00	-7,294.07	54,799.00
Total Fee Expenses	0.00	4,785.83	18,553.32	23,929.15	-5,375.83	57,430.00
Total Utilities Expenses	4,394.35	2,085.00	5,872.55	10,425.00	-4,552.45	25,020.00
Total Maintenance Expenses	2,117.15	9,030.39	33,081.29	45,151.95	-12,070.66	108,365.00
Total Taxes & Insurance Expense	0.00	2,153.73	8,967.66	10,768.65	-1,800.99	25,844.70
Total Financial Expenses	2,591.75	2,500.00	12,865.08	12,500.00	365.08	30,000.00
TOTAL ROUTINE OPERATING EXPENSE	9,333.21	25,121.55	94,878.83	125,607.75	-30,728.92	301,458.70
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	9,333.21	25,121.55	94,878.83	125,607.75	-30,728.92	301,458.70
NET REVENUE PROFIT/-LOSS						
	-9,333.21	0.04	4,385.14	0.20	4,384.94	0.30
Total Depreciation Expense						
	0.00	5,416.67	22,885.00	27,083.35	-4,198.35	65,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-9,333.21	-5,416.63	-18,499.86	-27,083.15	8,583.29	-64,999.70

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
August 31, 2014

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	0.00	53,919.33	213,452.94	269,596.65	-56,143.71	647,032.00
TOTAL OPERATING INCOME	0.00	53,919.33	213,452.94	269,596.65	-56,143.71	647,032.00
OPERATING EXPENSE						
Total Administration Expenses	504.43	9,105.68	30,366.74	45,528.40	-15,161.66	109,268.00
Total Fee Expenses	0.00	10,095.83	39,746.34	50,479.15	-10,732.81	121,150.00
Total Utilities Expenses	4,936.08	4,134.99	12,521.74	20,674.95	-8,153.21	49,620.00
Total Maintenance Expenses	3,586.36	20,697.48	68,836.82	103,487.40	-34,650.58	248,370.00
Total Taxes & Insurance Expense	0.00	4,645.12	18,824.16	23,225.60	-4,401.44	55,741.35
Total Financial Expenses	5,183.50	5,150.00	25,730.17	25,750.00	-19.83	61,800.00
TOTAL ROUTINE OPERATING EXPENSE	14,210.37	53,829.10	196,025.97	269,145.50	-73,119.53	645,949.35
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	14,210.37	53,829.10	196,025.97	269,145.50	-73,119.53	645,949.35
NET REVENUE PROFIT/-LOSS						
	-14,210.37	90.23	17,426.97	451.15	16,975.82	1,082.65
Total Depreciation Expense						
	0.00	9,916.67	44,151.00	49,583.35	-5,432.35	119,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-14,210.37	-9,826.44	-26,724.03	-49,132.20	22,408.17	-117,917.35

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
August 31, 2014

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	0.00	9,856.74	39,648.79	49,283.70	-9,634.91	118,281.00
TOTAL ADMIN OPERATING INCOME	0.00	9,856.74	39,648.79	49,283.70	-9,634.91	118,281.00
OPERATING EXPENSES						
Total Admin Expenses	1,669.65	7,064.58	32,775.66	35,322.90	-2,547.24	84,775.00
Total Fees Expenses	0.00	4,103.16	15,840.00	20,515.80	-4,675.80	49,238.00
Total General Expenses	0.00	656.08	2,820.92	3,280.40	-459.48	7,873.00
TOTAL OPERATING EXPENSES	1,669.65	11,823.82	51,436.58	59,119.10	-7,682.52	141,886.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,300.42	0.00	-11,502.10	11,502.10	-27,605.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	1,669.65	9,523.40	51,436.58	47,617.00	3,819.58	114,281.00
NET REVENUE PROFIT/-LOSS						
	-1,669.65	333.34	-11,787.79	1,666.70	-13,454.49	4,000.00
Total Depreciation Expense	0.00	0.00	75.00	0.00	75.00	0.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-1,669.65	333.34	-11,862.79	1,666.70	-13,529.49	4,000.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	0.00	81,274.33	309,509.00	406,371.65	-96,862.65	975,292.00
TOTAL HAP INCOME	0.00	81,274.33	309,509.00	406,371.65	-96,862.65	975,292.00
HAP EXPENSES						
Total HAP Expenses	0.00	81,274.33	314,263.00	406,371.65	-92,108.65	975,292.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL HAP EXPENSES	0.00	81,274.33	314,263.00	406,371.65	-92,108.65	975,292.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	0.00	0.00	-4,754.00	0.00	-4,754.00	0.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
August, 2014

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	0.00	20,510.81	-20,510.81	82,162.89
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	0.00	8,315.00	-8,315.00	58,010.88
Administrative Expenses	401.72	321.26	80.46	6,918.83
Teneant Services	0.00	19.34	-19.34	959.57
Utilities	6,495.96	10,964.35	-4,468.39	24,300.98
Maintenance Supplies/Contracts	7,817.77	9,177.42	-1,359.65	29,723.94
Mileage	0.00	0.00	0.00	0.00
General Expenses	0.00	5,206.08	-5,206.08	24,629.20
Non-Routine Expense	0.00	0.00	0.00	15,794.54
TOTAL MOON TOWERS CLAIMS	14,715.45	54,514.26	-39,798.81	242,500.83
AMP002 - FAMILY				
Salaries	0.00	39,550.37	-39,550.37	154,730.92
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	315.02	9,606.53	-9,291.51	61,063.50
Administrative Expenses	943.05	2,809.25	-1,866.20	8,710.04
Teneant Services	0.00	702.51	-702.51	344.25
Utilities	1,021.36	2,711.93	-1,690.57	6,186.59
Maintenance Supplies/Contracts	1,164.47	-116,746.54	117,911.01	26,426.61
Mileage	0.00	62.15	-62.15	39.25
General Expenses	0.00	5,095.31	-5,095.31	19,979.30
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	3,443.90	-56,208.49	59,652.39	277,480.46
AMP003 - BLUEBELL				
Salaries	0.00	8,236.96	-8,236.96	33,529.74
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	24.64	2,784.16	-2,759.52	17,181.46
Administrative Expenses	815.92	372.99	442.93	4,682.29
Teneant Services	16.74	0.00	16.74	16.74
Utilities	797.34	2,572.17	-1,774.83	6,777.82
Maintenance Supplies/Contracts	1,771.22	1,201.78	569.44	10,792.58
Mileage	0.00	49.72	-49.72	384.36
General Expenses	0.00	2,137.30	-2,137.30	9,274.71
Non-Routine Expenses	0.00	0.00	0.00	2,200.00
TOTAL BLUEBELL CLAIMS	3,425.86	17,355.08	-13,929.22	84,839.70
COCC				
Salaries	194.85	24,755.56	-24,560.71	104,380.03
Employee W/H Payments	2,534.48	1,180.60	1,353.88	3,143.74
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	2,061.74	10,115.98	-8,054.24	25,108.23
Teneant Services	0.00	87.77	-87.77	0.00
Utilities	106.86	645.89	-539.03	1,131.77
Maintenance Supplies/Contracts	45.00	683.46	-638.46	244.35
Mileage	0.00	0.00	0.00	0.00
General Expenses	0.00	2,137.93	-2,137.93	5,134.20
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	4,942.93	39,607.19	-34,664.26	139,142.32
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	194.85	93,053.70	-92,858.85	374,803.58
Employee W/H Payments	2,534.48	1,180.60	1,353.88	3,143.74
Management Fees	339.66	20,705.69	-20,366.03	136,255.84
Administrative Expenses	4,222.43	13,619.48	-9,397.05	45,419.39
Teneant Services	16.74	809.62	-792.88	1,320.56
Utilities	8,421.52	16,894.34	-8,472.82	38,397.16
Maintenance Supplies	10,798.46	-105,683.88	116,482.34	67,187.48
Mileage	0.00	111.87	-111.87	423.61
General Expenses	0.00	14,576.62	-14,576.62	59,017.41
Non-Routine Expenses	0.00	0.00	0.00	17,994.54
TOTAL LOW RENT CLAIMS	26,528.14	55,268.04	-28,739.90	743,963.31

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
August, 2014

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	12.50	7,629.49	-7,616.99
Employee W/H Payments	0.00	0.00	0.00
Management Fees	0.00	3,080.00	-3,080.00
Administrative Expenses	261.97	699.72	-437.75
Utilities	541.73	916.31	-374.58
Maintenance Supplies/Contracts	1,469.21	1,927.42	-458.21
TOTAL BRENTWOOD CLAIMS	<u>2,285.41</u>	<u>14,252.94</u>	<u>-11,967.53</u>
PRAIRIELAND			
Salaries	12.50	7,629.29	-7,616.79
Employee W/H Payments	0.00	0.00	0.00
Management Fees	0.00	2,816.00	-2,816.00
Administrative Expenses	217.46	733.31	-515.85
Utilities	4,394.35	5,293.13	-898.78
Maintenance Supplies/Contracts	2,117.15	1,849.77	267.38
TOTAL PRAIRIELAND CLAIMS	<u>6,741.46</u>	<u>18,321.50</u>	<u>-11,580.04</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	25.00	15,258.78	-15,233.78
Employee W/H Payments	0.00	0.00	0.00
Management Fees	0.00	5,896.00	-5,896.00
Administrative Expenses	479.43	1,433.03	-953.60
Utilities	4,936.08	6,209.44	-1,273.36
Maintenance Supplies	3,586.36	3,777.19	-190.83
TOTAL AHP CLAIMS	<u>9,026.87</u>	<u>32,574.44</u>	<u>-23,547.57</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	0.00	5,080.63	-5,080.63
Employee W/H Payments	0.00	0.00	0.00
Management Fees	0.00	4,153.50	-4,153.50
Administrative Expenses	1,669.65	1,281.00	388.65
TOTAL HCV CLAIMS	<u>1,669.65</u>	<u>10,515.13</u>	<u>-8,845.48</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
August, 2014

	Current Period	Last Year Same	Variance	Cumulative
CFG 2015 - \$ not avail				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2015 CLAIMS	0.00	0.00	0.00	0.00
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	5,377.79
Dwelling Equipment	4,078.23	0.00	4,078.23	5,550.29
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2014 CLAIMS	4,078.23	0.00	4,078.23	10,928.08
CFG 2013 - \$584,976				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	2,046.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	431,610.38
Dwelling Equipment	0.00	0.00	0.00	8,104.58
Non-Dwelling Equipment	0.00	0.00	0.00	1,329.85
TOTAL CFG 2013 CLAIMS	0.00	0.00	0.00	541,589.31
TOTAL CFG GRANT(S) CLAIMS	4,078.23	0.00	4,078.23	552,517.39
ROSS SC GRANT - \$240 000				
Salaries	0.00	4,714.46	-4,714.46	178,636.09
Administrative	0.00	847.35	-847.35	30,268.46
TOTAL ROSS SC CLAIMS	0.00	5,561.81	-5,561.81	208,904.55

Knox County Housing Authority
CLAIMS REPORT TOTALS
August, 2014

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	14,715.45	54,514.26	-39,798.81	242,500.83
AMP002 - FAMILY	3,443.90	-56,208.49	59,652.39	277,480.46
AMP003 - BLUEBELL	3,425.86	17,355.08	-13,929.22	84,839.70
COCC	4,942.93	39,607.19	-34,664.26	139,142.32
TOTAL LOW RENT	26,528.14	55,268.04	-28,739.90	743,963.31
<u>A.H.P.</u>				
BRENTWOOD	2,285.41	14,252.94	-11,967.53	78,425.55
PRAIRIELAND	6,741.46	18,321.50	-11,580.04	73,046.09
TOTAL A.H.P.	9,026.87	32,574.44	-23,547.57	151,471.64
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	1,669.65	10,515.13	-8,845.48	48,615.66
TOTAL HCV	1,669.65	10,515.13	-8,845.48	48,615.66
<u>GRANTS</u>				
CAPITAL FUND GRANT '14	4,078.23	0.00	4,078.23	10,928.08
CAPITAL FUND GRANT '13	0.00	0.00	0.00	18,828.88
CAPITAL FUND GRANT '12	0.00	25,472.62	-25,472.62	0.00
ROSS SC GRANT '11	0.00	5,561.81	-5,561.81	27,907.86
TOTAL GRANTS	4,078.23	31,034.43	-26,956.20	57,664.82
TOTAL CLAIMS FOR MONTH	41,302.89	129,392.04	-88,089.15	1,001,715.43

**MINUTES OF THE MONTHLY MEETING
OF THE FINANCE COMMITTEE
OF THE KNOX COUNTY HOUSING AUTHORITY**

August 19, 2014

ROLL CALL - 2:00 pm

The regular meeting of the Finance Committee for the Knox County Housing Authority was called at 2:00 pm by Commissioner Wayne Allen.

Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen and Ben Burgland

Excused: Tom Dunker

Housing Authority Members:

Present: Derek Antoine, Executive Director
Lee Lofing, Finance Coordinator

ACCOUNTS PAYABLE - 2:01 pm

The first item on the agenda was to review the invoices for the month of August. The committee reviewed the invoice reports that showed all the invoices that have been paid for the month of August, and all the invoices that were still open. The committee agreed that the invoice reports looked good.

FINANCIAL REPORT - 2:07 pm

The next item on the agenda was to review July's 2014 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher along with notes for each provided by Lee Lofing. The committee then had a questioning and answering discussion of each of the statements (see the "Notes" attachment). After the discussion and review, the financial reports were said to look good and that nothing out of the ordinary stood out.

ADJOURN - 2:27 pm

Respectfully submitted,

Lee J Lofing

Finance Coordinator, KCHA

FINANCE COMMITTEE NOTES - 8/19/2014

July 2014

COCC

	<u>Jul-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$47,257.69	\$191,208.22	Paid electric and gas
Operating Expenses	\$31,390.47	\$133,814.33	
Net Revenue Income/(Loss)	\$15,867.22	\$57,393.89	

Operating in black for month & year

COCC's Cash, Investments, A/R, & A/P \$610,810.52

MOON TOWERS

	<u>Jul-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$60,861.00	\$244,277.16	Paid for Inspection appeal \$500
Operating Expenses	\$56,219.10	\$227,910.38	Paid electric and gas
Net Revenue Income/(Loss)	\$4,641.90	\$16,366.78	Sprayed two units for pests. New sidewalk and sprinkler system work

Operating in black for month and year

MT's Income will help cover some of Family's Loss if Family shows a loss.

Moon Towers' Cash, Investments, A/R, & A/P \$611,339.22

FAMILY

	<u>Jul-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$81,189.43	\$325,265.47	Paid utilities
Operating Expenses	\$69,201.20	\$274,036.56	Installed 2 water heater, changed AC unit, and dug sewer line
Net Revenue Income/(Loss)	\$11,988.23	\$51,228.91	Purchased paint for units

\$0.00

\$0.00

Operating in black for month & year

\$51,228.91

If loss, to be funded by Family's reserve and MT & BB's Income

Family's Cash, Investments, A/R, & A/P \$189,009.50

BLUEBELL

	<u>Jul-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$19,530.21	\$80,116.59	Paid for Inspection appeal \$500
Operating Expenses	\$21,336.44	\$81,413.84	Installed 2 water heater, changed AC unit, and dug sewer line
Net Revenue Income/(Loss)	(\$1,806.23)	(\$1,297.25)	Gutter for garage

Operating in the red for month and year

If BB has an Income, some of the income will help cover part of Family's Loss if any.

Bluebell's Cash, Investments, A/R, & A/P \$140,156.32

FINANCE COMMITTEE NOTES - 8/19/2014

July 2014

BRENTWOOD

	<u>Jul-14</u>	<u>Current YTD</u>		<u>Notes:</u>
Operating Income	\$29,263.72	\$114,188.97	Paid utilities	
Operating Expenses	\$26,163.33	\$96,269.98		
Net Revenue Income/(Loss)	<u>\$3,100.39</u>	<u>\$17,918.99</u>		

Operating in black for month & year

Brentwood's Cash, Investments, A/R, & A/P **\$308,759.64**

PRAIRIELAND

	<u>Jul-14</u>	<u>Current YTD</u>		<u>Notes:</u>
Operating Income	\$24,646.74	\$99,263.97	Paid utilities	
Operating Expenses	\$22,503.98	\$85,545.62	FASSUB submission	
Net Revenue Income/(Loss)	<u>\$2,142.76</u>	<u>\$13,718.35</u>	Wood chips fro playground 8 by pass doors	

Operating in black for month & year

<i>PrairieLand's Cash</i>	<i>(\$14,809.40)</i>
<i>Security Deposits</i>	<i>\$3,214.00</i>
<i>Replacement Reserve</i>	<i>\$48,270.91</i>
<i>Residual Receipts</i>	<u><i>\$119,824.90</i></u>
PL's Total Cash	<u><u>\$156,500.41</u></u>

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Jul-14</u>	<u>Current YTD</u>		<u>Notes:</u>
Operating Income	\$8,652.71	\$38,721.31	Paid Salaries, Inspections, and admin. expenses	
Operating Expenses	\$16,262.39	\$49,841.93	Paid Deb Krueger's vacation pay.	
Net Revenue Income/(Loss)	<u>(\$7,609.68)</u>	<u>(\$11,120.62)</u>		

Deficit is covered by the UNA.

Unrestricted Net Assets (UNA)	<i>\$278,777.07</i>	<i>6/30/2014 Balance</i>
Investment in Fixed Assets	<i>\$0.00</i>	
Monthly Net Revenue Income/(Loss)	<u><i>(\$7,609.68)</i></u>	
UNA Balance	<u><u>\$271,167.39</u></u>	For Admin Expenses and Hap (if needed)

<u>HAP</u>	<u>Jul-14</u>	<u>Current YTD</u>		
Operating Income	\$70,279.66	\$309,550.48	HAP payments	
Operating Expenses	\$78,186.00	\$314,263.00		
Net Revenue Income/(Loss)	<u>(\$7,906.34)</u>	<u>(\$4,712.52)</u>		

Voucher expense is more than funded for the month.

Net Restricted Assets	<i>\$30,912.25</i>	<i>6/30/2014 Balance</i>
Monthly Net Revenue Income/(Loss)	<u><i>(\$7,906.34)</i></u>	
NRA Balance	<u><u>\$23,005.91</u></u>	For HAP Expenses (Only)
HUD Held Reserves	<i>\$0.00</i>	
Extra Funds Available for HAP	<u><u>\$23,005.91</u></u>	For HAP Expenses (Only)



Executive Director Report

August 2014

Executive Director Report

August 2014

Regular Meeting – Board of Commissioners

Tuesday, August 26, 2014 – 10:00 AM

William H. Moon Towers

255 W. Tompkins St.

Galesburg, IL 61401

Executive Office

Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of August 2014:

Staff	Date	Development	Media
Antoine, D.	8/12 – 8/13	PH Occupancy (Trainer)	
Antoine, D.	8/20 – 8/22	UPCS Inspections	
Antoine, D.	08/15/2014	NICHA Meeting	
Lefler, C.	08/15/2014	NICHA Meeting	
Zepeda, F.	8/12 – 8/13	PH Occupancy	
All Staff	07/30/2014	Workplace Safety - AHRMA	

Outreach/Public Relations

The Facebook page has reached 489 “Likes!” still inching forward. The great Abraham Lincoln once said “I am a slow walker, but I never walk back.” Like the agency Facebook page, progress is slow but consistent. Work will continue to grow the agency fan base through targeted cross-promotion with area businesses. Examples of information shared this past month includes: A job opportunity with the agency ROSS program, information on GED registration, pictures of the kids from the Hy-Vee Garden One-Step Program at Carl Sandburg College, video of Maintenance Mechanic Terry Gray hitting the slip-n-slide at the annual Back to School Party, and an in-service training from AHRMA on workplace safety.

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Galesburg, IL 61401

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Policy/Operations

Policy Updates

The agency is currently updating several policies. These policies include, but are not limited to, the Admissions and Continued Occupancy Policy, the Section 8 Administrative Plan, the Smoke-Free policy, the Maintenance Policy, agency preference points, and structural and provisional modifications to the lease. A full listing of policy revisions will be presented to the Board at the 09/30/2014 Regular Meeting for posting approval.

Accounting and Finance

This month the finance department worked on the financials for the month of July by making journal entries, running balance sheet and operating statement reports, tying out the tenant accounts receivable on the GL (general ledger) to the DSO (Daily Statement of Operations), making necessary corrections to coding errors on paid bills, balancing the bank reconciliation, calculating the payment in lieu of taxes, and submitting the VMS report to HUD. The department then worked on the creating the notes report for the finance committee to go along with the operating statements for the committee to review the committee met on the 08/19/2014. The department has also looked into a new software program provided by the HA's current software provider called Time Manager per the Executive Director's request. The department still has some more research to do on the software and still has to meet with the Executive Director to discuss on if it could be beneficial for the HA to utilize or not. For the rest of the month the department will be preparing for the Auditors by getting everything requested ready for their arrival the week of 09/08/2014.

The department also received another \$35.00 from IDROP in August which brings the total bad debt recovered since the agency began utilizing this program (February 2014) to \$3,636.65.

Human Resources

Amy Thompson is the August Employee of the Month! Amy recently learned of an applicant that, in order to be housed with the agency, required accessibility features due to a disability. The applicant had been rehabbing at Marigold Rehabilitation and Care Center, and was ready for return to living on her own. In her search for adequate housing, she hit many obstacles as most properties could not or would not accommodate her need for structural modification. Though all accessible units at Moon Towers were justifiably occupied, Amy didn't let that stop her. Amy took it upon herself to meet in person with the applicant in person at Marigold, as opposed to telephone calls or mail correspondence, to assess her needs and possible modification requirements. After meeting with the applicant, Amy was pleased to report Moon Towers had a unit ready for occupancy that, with slight modification, would suit the applicant quite well. The applicant became a resident on 08/04/2014! This is a gleaming example of the engagement of our staff to deliver on our agency's mission – the agency helps people, and the agency changes lives.

Facilities

At this time, there is no facilities information to report.

Legislative

HUD recently announced an increase in ongoing HCV Program administrative fees from 75% to 79%. The funding increase is the result of excess carryover advanced funds in the amount of \$41 million. The Department also indicated it would continue to re-apportion any additional

recaptured funds to the administrative fee account. HUD has had the authority to reprogram unobligated funds for many years, however hasn't exercised this authority until recently. Similar increases occurred in 2011 (81% - 85%) and 2012 (75% - 80%).¹

Public Housing Program

Moon Towers

Moon Towers was fairly quiet the month of July 2014. On 07/04/2014 tenants organized an Independence Day gathering. Hot dogs, chips & dessert were furnished by Ann Boyer and Gerald Lambert. Other tenants brought various items to the celebration of the nation's independence. Approximately 25 tenants attended the celebration.

Staff from Hy-Vee were on site 07/22/2014 at 2:00 pm to offer the tenants a One Step Garden Class & Cooking Demo. They offered tips for growing a strong & healthy garden as well as simple recipes made with fresh vegetables that have been grown here in the MT garden. The tenants were able to sample the various recipes prepared. Nine tenants attended. Hy-Vee is expected to return to MT for a second class in August.

Alliance Architects made a visit to MT on 07/16/2014. They conducted the Green Physical Needs Assessment (GPNA). Tenants were very cooperative while the architects were on property.

The July birthday celebration was held in the main community room with 17 tenants attending. Cake and Ice cream was provided by Moon Towers resident Barb Hall.

Darla with Marigold was on site 07/30/2014 to offer BINGO to those interested. 12 were in attendance.

Darian Mathis, a 19 year old resident of Moon Towers just graduated from Galesburg High School in May 2014. Darian will be starting at Carl Sandburg College this August. He will be taking basic classes to start off but hopes to enter the welding program. Darian transferred to us from our Family Housing Program in December of 2013. He was a senior in High School at that time, and wanted to be on his own. He is a very independent teen and makes light out of everything. He is very helpful to Moon Towers residents and staff. He had lived with his mother, brother & sister at Woodland Bend. They relocated here from the Chicago area in September 2013. The agency is very proud of Darian in all he has, and will, accomplish.

Financial quick hits for Moon Towers for the month of August 2014:

- Average rent collected for Moon Towers is \$189.77 per unit per month.
- 214 vacant unit days for a total vacancy loss of \$1,987.87 in *desired* rent, and a vacancy loss of \$1,069.12 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$22.09 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.06 per unit, excluding unit turnover cost
- Accounts Receivable for Moon Towers is currently \$9,714.97
 - \$5,217.52 in dwelling rent

¹ NAHRO Monitor, PHADA Advantage, other news sources.

- \$1,228.32 in retro rent (unreported income)
- \$3,269.13 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers				
Moon Towers A	2	Efficiencies		
88 Units	1	1 Bedroom		
	0	2 Bedroom	Total:	3
	0	Accessible	Occupied:	96.6%
Moon Towers B	1	Efficiencies		
89 Units	2	1 Bedroom		
	0	2 Bedroom	Total:	3
	0	Accessible	Occupied:	96.7%

Occupancy rates are on the rise after a strong push by site staff. Agency efforts will continue to maintain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 159 applicants. Here is a breakdown of applicants by month for FYE 03/31/2015:

Moon Towers Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	113
April 2014	8	121
May 2014	14	136
June 2014	14	139
July 2014	14	147
August 2014	23	159

Scattered Family Sites

On 07/30/2014, the KCHA Annual Back-to-School Party was held at Whispering Hollow. Approximately 100 residents - parents and children alike - attended. A "cookout" lunch was provided, with hot dogs, chips, brownies, and juice prepared. Festivities included face painting, a slip-n-slide, and a program by the NAACP. The highlight of the party for the children was the opportunity to sink KCHA employees in the Dunk Tank. It is estimated that Executive Director Derek Antoine was dunked upwards of 30 times by residents *and* staff. At the end of the programs, backpacks full of school supplies -- which had been supplied by Dick Blick and area donations -- were provided to the school children in attendance.

Beginning on Wednesday, 08/20/2014, the School Board for CUSD #205 began providing lunch for the children on site. Volunteers from the Galesburg Education Association and from the School Board provided lunches to approximately 80 children the first day. It is the understanding of the

agency the School Board will continue to provide lunches during the period the GEA and its teachers are on strike.

Financial quick hits for the Family Sites for the month of August 2014:

- Average rent collected for the Family Sites is \$62.36 per unit per month.
- 348 vacant unit days for a total vacancy loss of \$5,505.13 in *desired* rent, and a vacancy loss of \$2,714.56 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$8.64 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$2.81 per unit, excluding unit turnover cost
- Accounts Receivable for the Family sites is currently \$32,384.74
 - \$10,072.81 in dwelling rent
 - \$9,907.99 in retro rent (unreported income)
 - \$12,403.94 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy on our Family Sites:

Family Sites			
190 Units	4	2 Bedroom	
	4	3 Bedroom	
	5	4 Bedroom	Total: 13
	0	5 Bedroom	Occupied: 93.2%

Family Housing has adequate application inventory. Vacancy rates here held steady at 6.8%, and have historically trended higher during this time of year (spring, summer).

The waiting list for our Family Sites currently has 181 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2015:

Family Sites Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	169
April 2014	21	180
May 2014	21	195
June 2014	30	214
July 2014	15	186
August 2014	21	181

Blue Bell Tower

On 08/06/2014, ExactCare sponsored donuts and coffee in the Community Room and presented a program on the services they provide. Several residents are now clients of this company. ExactCare representative Corey Rowe is interested in providing ongoing events at Blue Bell Tower.

On 08/13/2014, Blue Bell staff held a Pizza Party for the tenants to show appreciation for their diligence in reporting needed repairs in their units and the common areas in preparation for the REAC inspection in May 2014, which ultimately resulted in a High Performer designation. Thirty-seven (37) tenants were in attendance, and KCHA Commissioner Wayne Allen and wife Millie attended as well. Many of the tenants contributed a dessert, and a good time was had by all.

Many tenants expressed their appreciation for Erik Carder’s care of the building and grounds, as well as appreciation to KCHA for providing a great place to live.

Financial quick hits for the Bluebell Tower for the month of August 2014:

- Average rent collected for Bluebell Tower is \$256.92 per unit per month.
- 27 vacant unit days for a total vacancy loss of \$282.60 in *desired* rent, and a vacancy loss of \$282.60 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$11.48 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.32 per unit, excluding unit turnover cost
- Accounts Receivable for the Bluebell Tower is currently (\$731.19)
 - (\$737.15) in dwelling rent
 - \$0.00 in retro rent (unreported income)
 - \$(106.00) in excess utilities
 - \$111.96 in other charges (maintenance, violation fines, etc.)

Here’s a snapshot of occupancy at Bluebell Tower:

Bluebell Tower			
	1	1 Bedroom	Total: 0
51 Units	0	2 Bedroom	Occupied: 98.1%

Bluebell Tower is below 100.0% occupancy for the third consecutive month. Efforts are underway to restore this number to 100%.

The waiting list for Bluebell Tower currently has 47 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2015:

Bluebell Tower Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	28
April 2014	5	33
May 2014	6	42
June 2014	5	35
July 2015	11	44
August 2014	5	47

Housing Choice Voucher Program (Section 8)

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
April 2014	25	5	0
May 2014	23	5	10
June 2014	19	7	3
July 2014	15	2	0
August 2014			

September 2014
 October 2014
 November 2014
 December 2014
 January 2015
 February 2015
 March 2015

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
April 2014	1	203	12	1
May 2014	0	203	16	2
June 2014	12	199	16	1
July 2014	11	196	14	3
August 2014				
September 2014				
October 2014				
November 2014				
December 2014				
January 2015				
February 2015				
March 2015				

Housing Assistance Payments

	Housing Assistance Payments (HAP)
April 2014	\$ 76,050.00
May 2014	\$ 80,472.00
June 2014	\$ 81,158.00
July 2014	\$ 77,934.00
August 2014	
September 2014	
October 2014	
November 2014	
December 2014	
January 2015	
February 2015	
March 2015	
TOTAL FYTD	\$ 315,614.00

Affordable Housing Program (A.H.P.)

Prairieland Townhouse Apartments

The REAC inspection was held on 08/05/2014, but was cut short when the inspector fell and broke his arm. Appropriate reports were filed and no further contact with Inspector Bob Goldsmith has been made. However, the REAC inspection has been rescheduled for 12/16/2014, which will encompass the entire property even though 11 of the 15 buildings had already been inspected. Bob Goldsmith will once again be the Inspector.

Property Manager Mary Pendry is planning to have the Harvest Fiesta on Wednesday, 08/27/2014. The Harvest Fiesta is an opportunity to bring the residents of the property together to enjoy the produce from the community garden.

In an effort to demonstrate the majority of Prairieland residents are working families, Ms. Pendry has updated the statistics on primary source of tenant income. Of resident families, 66.1% are employed, 20.9% draw social security income, and only 12.9% receive TANF or other miscellaneous income.

Financial quick hits for the Prairieland Townhouses for the month of August 2014:

- Average rent collected for Prairieland Townhouses is \$250.19 per unit per month.
- Vacancy loss of \$1,457.00 for 3 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$14,311.99
 - \$11,447.00 in dwelling rent
 - \$0.00 in retro rent (unreported income)
 - \$0.00 in excess utilities
 - \$2,864.99 in other charges (maintenance, violation fines, etc.)
- Net profit for August 2014 - \$2,142.00
- Net profit YTD 2015 - \$13,718.00 (Transferred to Residual Receipts if unused)

Brentwood Manor

Teachers from the GEA have set up picketing activities on the terrace in front of Brentwood Manor, as the property is in proximity to Galesburg High School. Several residents expressed concern over their presence. As it turned out, none of the educators were in the parking lots and they did have appropriate permits to set up between the street and the sidewalk.

Water/sewer usage has increased during the past 12 months. Consumption units for the following periods are as follows:

7/1/13 – 6/30/14.....4501
7/1/12 – 6/30/13.....4041
7/1/11 – 6/30/12.....4334

It was originally thought the property may have saved on consumption units when the water saver shower heads were installed, but the past year consumption may negate that theory. Tenants are always encouraged to report drippy faucets or running toilets however in winter in subzero &/or high wind conditions we ask/require 3 bedroom units to leave the bathtub faucets dripping to avoid frozen pipes. Property Manager Mary Pendry will continue to monitor.

In an effort to demonstrate the majority of Brentwood residents are working families, Ms. Pendry has updated the statistics on primary source of tenant income. Of resident families, 59.1% are employed, 33.8% draw social security income, and only 7.0% receive TANF or other miscellaneous income.

Financial quick hits for the Brentwood Manor for the month of August 2014:

- Average rent collected for Brentwood Manor is \$334.63 per unit per month.
- Vacancy loss of \$770.00 for 2 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$12,815.62
 - \$11,833.00 in dwelling rent
 - \$0.00 in retro rent (unreported income)
 - \$0.00 in excess utilities
 - \$982.62 in other charges (maintenance, violation fines, etc.)
- Net Profit for August 2014 - \$3,100.00
- Net profit YTD 2015 - \$17,918.00

Here is a snapshot of occupancy for the A.H.P. properties:

A.H.P. Properties

Brentwood Manor

1	Vacancies	Total:	1
72 Units		Occupied:	98.7%

Prairieland Townhomes

3	Vacancies	Total:	3
66 Units		Occupied:	95.5%

Occupancy at the Affordable Housing Program sites sits at 97.2% for August 2014.

Resident Opportunity and Self Sufficiency Program (R.O.S.S.)

Grants

- The ROSS grant application has been submitted, validated, and is in the consideration process. HUD expects to make award notifications no later than December 30, 2014. The application was for another 3 year grant in the total amount of \$219,000. The current ROSS grant is due to expire on December 15, 2014.
- The Galesburg Community Foundation grant application is in progress. Applications are due 8/31/14. The grant will be again written for the KCHA after-school program to fund staff and supplies.

Program Assistant

- The position was originally posted for over one week, and only two applications were submitted. One applicant has since withdrawn.
- It is currently re-posted and open for application until Monday, August 25. It has been posted on Facebook and the KCHA website and KCHA bulletin boards. A flyer was also distributed door-to-door at the family sites that highlighted the opportunity as well as other local job opportunities.

- The Program Assistant will work approximately 20 hours/week through December 15, 2014.

GED Classes

- A contract was signed between Carl Sandburg College and the ROSS Coordinator to hold GED classes at Woodland Bend again this year. Classes are offered Tuesdays and Thursdays from 11:00 am-3:00 pm, with registration offered four times/year.
- CSC pays 51% of the cost for the instructor's salary and supplies. The ROSS grant pays for 49% (\$5801.60) of the instructor's salary and supplies.
- GED classes were scheduled to begin on 08/19/2014. Since GED classes are scheduled to mirror the CUSD 205 schedule, GED classes have been postponed until further notice due to the strike. Notices of the postponement have been posted and distributed. Notices will be posted and distributed once new dates have been determined.

Programs

- Recent programs held include:
 - Hy-Vee One Step (Garden/Cooking) program at Prairieland-12 people attended.
 - Hy-Vee One Step programs at Moon Towers-12 people attended first program; 9 people attended second program.
 - University of Illinois Extension Kids in the Kitchen programs-
 - Twenty-four kids and 3 volunteers attended the first program at Woodland Bend, and 34 kids and 2 volunteers attended the second program at Woodland Bend.
 - Fifteen kids and no volunteers attended the first program at Cedar Creek Place, and no one attended the second program at Cedar Creek Place.
 - No one attended either program at Whispering Hollow.
- There has not been any formal programming for youth recently. The ROSS Coordinator opens the Woodland Bend community center as possible. This allows the kids to use the computers, Xbox, and play games. Without a Program Assistant in place, it has been up to the Coordinator to supervise activities.
- First Midwest Bank will be at Moon Towers and Woodland Bend on 09/23/2014 and 09/24/2014 respectively, to facilitate a workshop on money management. The ROSS Coordinator is collaborating with Property Managers at both sites to send letters to tenants who have been late with rent payments. The workshops will be open to all KCHA tenants to attend.
- Discussions are in progress with the NAACP to coordinate programs on each family site covering women's health issues and interacting with the police. The plan is to host the police interaction programs in September and October, and the women's health programs will occur later.

After-School Program

- The ROSS Coordinator is working to balance the ASP budget. Once the remaining balance of the grant funds is determined, decisions can be made in regard to the number of staff people that can be hired for each site.
- A start date has not yet been determined for the ASP, but the target is mid-September. This will allow time for hiring and training new personnel. There are no returning staff members from the previous year, so all new staff will need to be hired.
- The ROSS Coordinator has contacted the Volunteer Coordinator at Knox College to express interest in hosting student volunteers again.