

# board agenda

Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
2/25/2014  
10:00 a.m.

<b>Opening</b>	Roll Call	Vice-Chairperson Peterson
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Vice-Chairperson Peterson
<input type="checkbox"/> Ben Burgland	Review/Ratify Jan 2014 Claims and Bills	Vice-Chairperson Peterson
<input type="checkbox"/> Thomas Dunker	COCC:	\$ 32,450.18
<input type="checkbox"/> Dale Parsons	Moon Towers:	\$ 58,477.27
<input type="checkbox"/> Lomac Payton	Family:	\$ 76,994.27
<input type="checkbox"/> Roger Peterson	Bluebell:	\$ 21,306.49
<input type="checkbox"/> Paul Stewart	HCV:	\$ 11,244.95
<u>Excused:</u>	Brentwood:	\$ 37,112.75
Lomac Payton	Prairieland:	\$ 16,055.27
	Capital Fund '12:	\$ 58,385.60
	Capital Fund '13:	\$
<u>Others Present:</u>	Ross Service Coordinator:	\$ 5,030.36
	Review/Ratify Jan 2014 Financial Reports	Vice-Chairperson Peterson
<b>Old Business</b>	None	
<b>New Business</b>	Review/Approve KCHA Firearm Policy	Derek Antoine
<b>Reports</b>	Executive Director Report	Derek Antoine
	KCHA Counsel Report	Jack Ball
<b>Other Business</b>	Executive Director Training	Derek Antoine
	MT Tenant Comment – Request	Derek Antoine
<b>Adjournment</b>		

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
January 28, 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  
                  Dale Parsons  
                  Roger Peterson  
                  Paul Stewart

EXCUSED:           Lomac Payton

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Alexis Cory, WGIL Radio and Allison Goodrich, Register Mail.

Vice-Chairperson Peterson called the meeting to order at 10:00 a.m. Vice-Chairperson Peterson then asked if there were any additions or corrections to the previous meeting's minutes. Vice-Chairperson Peterson then declared the December meeting minutes approved as received.

December 2013 claims against the HA Administration in the sum of \$220,297.75; Central Office Cost Center in the sum of \$33,505.78; Moon Towers in the sum of \$46,150.88; Family in the sum of \$68,851.20; Bluebell in the sum of \$24,432.89; Housing Choice Voucher Program in the sum of \$10,135.67; Brentwood (A.H.P.) in the sum of \$17,117.68; Prairieland (A.H.P.) in the sum of \$22,780.43; Capital Fund '12 in the sum of \$14,710.41; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$5,393.24 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Vice-Chairperson Peterson then requested the Board review and approve the December 2013 financial reports and committee notes. After brief discussion, Commissioner Parsons made a motion to ratify the financial reports for December 2013 as presented; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

**OLD BUSINESS**

There was no Old Business for consideration.

## **NEW BUSINESS**

First, Mr. Antoine requested the Board review and approve the Knox County Housing Authority Smoke-Free Policy. Mr. Antoine gave an overview of the process that gathered information through resident survey and resident advisory board meetings and a 30-day posting period. Mr. Ball reviewed the policy and stated that it is enforceable the current status of the law. Mr. Parson expressed that he didn't feel there was enough resident involvement. After brief discussion, Commissioner Stewart made a motion to approve the Knox County Housing Authority Smoke-Free Policy; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Parsons - abstain  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0-1.

Next, Mr. Antoine requested the Board review and approve Payment to IITI for Domestic Hot Water Repair at Moon Towers. After brief discussion, Commissioner Parsons made a motion to approve payment to IITI for Domestic Hot Water Repair at Moon Towers in the amount of \$11,468.19; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board review and approve Resolution 2014-01 for Bad Debt Write-Offs for Period Ending 09/30/2013. Mr. Antoine stated that these write-offs would be submitted to the Office of the Illinois Comptroller's Debt Recovery Program. After brief discussion, Commissioner Parsons made a motion to approve Resolution 2014-01 for Bad Debt Write Offs for Period Ending 09/30/2013 in the amount of \$4,693.98; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report for December 2013. 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. During the meeting, Mr. Antoine gave the Board an update on appropriations which seem to show that there will be a funding increase back to the pre-sequester levels. Mr. Antoine also shared that there will likely be a Fair Market Rent increase requirement per HUD regulation.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court.

#### **OTHER BUSINESS**

Next, Mr. Antoine led a brief discussion on the KCHA Financial Audit recap. Sailor Kahn conducted the audit and had only one finding-tenant accounts receivable. Overall, it was a good clean audit.

Next, Mr. Antoine told the Board that KCHA and the Warren County Housing Authority would be hosting a joint vendor workshop on 01/29/2014 to share information on e-procurement processes.

Next, Mr. Antoine informed that the annual NAHRO Legislative Conference would be held in Washington D.C. from March 10-12, 2014.

Next, Mr. Antoine informed the Board that he would be on vacation from February 10-14, 2014.

Next, Mr. Antoine informed the Board that the PHA Executive Compensation report was submitted to HUD.

Next, Mr. Antoine provided the Board with the KCHA staff salary list.

Next, Mr. Antoine informed the Board that an employee feedback survey was being developed and would be utilized during the annual performance review process.

#### **ADJOURNMENT**

Commissioner Parsons then made a motion to adjourn at 11:06 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

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Secretary

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*January, 2014*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	19,405.16	20,439.79	-1,034.63	213,947.97
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,410.32	9,032.50	5,377.82	107,381.46
Administrative Expenses	1,931.51	670.93	1,260.58	8,207.92
Teneant Services	49.35	381.75	-332.40	737.38
Utilities	7,790.59	10,062.49	-2,271.90	59,038.02
Maintenance Supplies/Contracts	8,959.41	3,813.48	5,145.93	56,881.38
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,930.93	3,193.05	2,737.88	57,143.98
Non-Routine Expense	0.00	315.89	-315.89	86.42
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>58,477.27</b>	<b>47,909.88</b>	<b>10,567.39</b>	<b>503,424.53</b>
<b>AMP002 - FAMILY</b>				
Salaries	41,873.47	43,879.36	-2,005.89	436,576.55
Employee W/H Payments	0.00	0.00	0.00	134.54
Management Fees	15,501.28	9,412.50	6,088.78	119,803.96
Administrative Expenses	3,670.43	1,368.48	2,301.95	20,717.83
Teneant Services	32.69	122.88	-90.19	4,060.17
Utilities	2,800.26	2,902.03	-101.77	17,120.70
Maintenance Supplies/Contracts	6,914.45	4,411.28	2,503.17	77,444.26
Mileage	0.00	0.00	0.00	236.19
General Expenses	6,201.69	5,056.49	1,145.20	53,030.90
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>76,994.27</b>	<b>67,153.02</b>	<b>9,841.25</b>	<b>729,125.10</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,577.12	8,307.98	269.14	90,824.10
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,404.22	2,677.50	1,726.72	33,912.97
Administrative Expenses	749.19	399.66	349.53	5,915.21
Teneant Services	0.00	0.00	0.00	121.42
Utilities	3,519.98	3,808.95	-288.97	20,415.00
Maintenance Supplies/Contracts	1,847.11	1,096.84	750.27	16,190.35
Mileage	24.86	48.84	-23.98	242.28
General Expenses	2,184.01	1,676.06	507.95	21,342.41
Non-Routine Expenses	0.00	0.00	0.00	8,887.27
<b>TOTAL BLUEBELL CLAIMS</b>	<b>21,306.49</b>	<b>18,015.83</b>	<b>3,290.66</b>	<b>197,851.01</b>
<b>COCC</b>				
Salaries	25,712.18	28,561.41	-2,849.23	295,715.70
Employee W/H Payments	0.00	100.85	-100.85	-1,178.26
Management Fees	0.00	0.00	0.00	180.80
Administrative Expenses	4,942.39	4,458.21	484.18	57,910.54
Teneant Services	0.00	0.00	0.00	0.00
Utilities	474.05	560.54	-86.49	3,230.44
Maintenance Supplies/Contracts	37.96	200.35	-162.39	3,319.76
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,283.60	2,137.77	-854.17	20,524.97
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>32,450.18</b>	<b>36,019.13</b>	<b>-3,568.95</b>	<b>379,703.95</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	95,567.93	101,188.54	-5,620.61	1,037,064.32
Employee W/H Payments	0.00	100.85	-100.85	-1,043.72
Management Fees	34,315.82	21,122.50	13,193.32	261,279.19
Administrative Expenses	11,293.52	6,897.28	4,396.24	92,751.50
Teneant Services	82.04	504.63	-422.59	4,918.97
Utilities	14,584.88	17,334.01	-2,749.13	99,804.16
Maintenance Supplies	17,758.93	9,521.95	8,236.98	153,835.75
Mileage	24.86	48.84	-23.98	478.47
General Expenses	15,600.23	12,063.37	3,536.86	152,042.26
Non-Routine Expenses	0.00	315.89	-315.89	8,973.69
<b>TOTAL LOW RENT CLAIMS</b>	<b>189,228.21</b>	<b>169,097.86</b>	<b>20,130.35</b>	<b>1,810,104.59</b>

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

**Page: 1**  
Rpt File: f:\hms\reports\G

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	8,026.98	7,644.82	382.16
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,772.90	3,080.00	2,692.90
Administrative Expenses	2,161.33	1,261.37	899.96
Utilities	5,399.09	4,727.19	671.90
Maintenance Supplies/Contracts	15,752.45	38,899.95	-23,147.50
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>37,112.75</b>	<b>55,613.33</b>	<b>-18,500.58</b>

<b>PRAIRIELAND</b>			
Salaries	8,026.69	7,644.60	382.09
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,320.38	2,816.00	2,504.38
Administrative Expenses	484.21	1,083.21	-599.00
Utilities	677.98	474.48	203.50
Maintenance Supplies/Contracts	1,546.01	3,328.30	-1,782.29
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>16,055.27</b>	<b>15,346.59</b>	<b>708.68</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	16,053.67	15,289.42	764.25
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,093.28	5,896.00	5,197.28
Administrative Expenses	2,645.54	2,344.58	300.96
Utilities	6,077.07	5,201.67	875.40
Maintenance Supplies	17,298.46	42,228.25	-24,929.79
<b>TOTAL AHP CLAIMS</b>	<b>53,168.02</b>	<b>70,959.92</b>	<b>-17,791.90</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,192.18	5,078.21	113.97
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,984.50	4,407.00	577.50
Administrative Expenses	1,068.27	394.89	673.38
<b>TOTAL HCV CLAIMS</b>	<b>11,244.95</b>	<b>9,880.10</b>	<b>1,364.85</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*January, 2014*

**Page: 1**  
Rpt File: f:\hms\reports\G

	Current Period	Last Year Same Period	Variance
<b>CFG 2009 - \$810,612</b>			
Fees & Costs	0.00	0.00	0.00
Site Improvements	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2009 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2010 - \$807,886</b>			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2010 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2011 - \$671,671</b>			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2011 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2012 - \$668,600</b>			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	58,385.60	15,026.38	43,359.22
Dwelling Equipment	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	5,054.26	-5,054.26
<b>TOTAL CFG 2012 CLAIMS</b>	<b>58,385.60</b>	<b>20,080.64</b>	<b>38,304.96</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>58,385.60</b>	<b>20,080.64</b>	<b>38,304.96</b>
<b>ROSS SC GRANT - \$240,000</b>			
Salaries	5,499.62	4,717.80	781.82
Administrative	-469.26	153.64	-622.90
<b>TOTAL ROSS SC CLAIMS</b>	<b>5,030.36</b>	<b>4,871.44</b>	<b>158.92</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*January, 2014*

**Page: 1**  
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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u><b>LOW RENT</b></u>				
AMP001 - MOON TOWERS	58,477.27	47,909.88	10,567.39	503,424.53
AMP002 - FAMILY	76,994.27	67,153.02	9,841.25	729,125.10
AMP003 - BLUEBELL	21,306.49	18,015.83	3,290.66	197,851.01
COCC	32,450.18	36,019.13	-3,568.95	379,703.95
<b>TOTAL LOW RENT</b>	<b>189,228.21</b>	<b>169,097.86</b>	<b>20,130.35</b>	<b>1,810,104.59</b>
<u><b>A.H.P.</b></u>				
BRENTWOOD	37,112.75	55,613.33	-18,500.58	187,004.95
PRAIRIELAND	16,055.27	15,346.59	708.68	162,742.07
<b>TOTAL A.H.P.</b>	<b>53,168.02</b>	<b>70,959.92</b>	<b>-17,791.90</b>	<b>349,747.02</b>
<u><b>HOUSING CHOICE VOUCHER - HCV</b></u>				
HCV (Administrative Only)	11,244.95	9,880.10	1,364.85	109,461.02
<b>TOTAL HCV</b>	<b>11,244.95</b>	<b>9,880.10</b>	<b>1,364.85</b>	<b>109,461.02</b>
<u><b>GRANTS</b></u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '11	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '12	58,385.60	20,080.64	38,304.96	293,886.57
ROSS SC GRANT '11	5,030.36	4,871.44	158.92	63,648.05
<b>TOTAL GRANTS</b>	<b>63,415.96</b>	<b>24,952.08</b>	<b>38,463.88</b>	<b>357,534.62</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>317,057.14</b>	<b>274,889.96</b>	<b>42,167.18</b>	<b>2,626,847.25</b>



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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	48,303.73	35,050.00	435,948.80	350,500.00	85,448.80	420,600.00
<b>TOTAL OPERATING INCOME</b>	<u>48,303.73</u>	<u>35,050.00</u>	<u>435,948.80</u>	<u>350,500.00</u>	<u>85,448.80</u>	<u>420,600.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	30,654.57	36,937.50	353,807.04	369,375.00	-15,567.96	443,250.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	474.05	439.59	3,230.44	4,395.90	-1,165.46	5,275.00
Total Maintenance Expenses	37.96	339.56	3,319.76	3,395.60	-75.84	4,075.00
General Expense	1,283.60	2,160.41	20,524.97	21,604.10	-1,079.13	25,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>32,450.18</u>	<u>39,877.06</u>	<u>380,882.21</u>	<u>398,770.60</u>	<u>-17,888.39</u>	<u>478,525.00</u>
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	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
<b>TOTAL OPERATING EXPENSES</b>	<u>32,450.18</u>	<u>39,877.06</u>	<u>380,882.21</u>	<u>398,770.60</u>	<u>-17,888.39</u>	<u>478,525.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>15,853.55</u>	<u>-4,827.06</u>	<u>55,066.59</u>	<u>-48,270.60</u>	<u>103,337.19</u>	<u>-57,925.00</u>
Total Depreciation Expense	400.00	500.00	4,200.00	5,000.00	-800.00	6,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>15,453.55</u>	<u>-5,327.06</u>	<u>50,866.59</u>	<u>-53,270.60</u>	<u>104,137.19</u>	<u>-63,925.00</u>

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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>MOON TOWERS - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	64,283.93	59,447.75	609,448.05	594,477.50	14,970.55	713,373.00
<b>TOTAL OPERATING INCOME</b>	<b>64,283.93</b>	<b>59,447.75</b>	<b>609,448.05</b>	<b>594,477.50</b>	<b>14,970.55</b>	<b>713,373.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	23,042.39	18,820.83	193,167.40	188,208.30	4,959.10	225,850.00
Total Tenant Services	49.35	218.33	737.38	2,183.30	-1,445.92	2,620.00
Total Utilities Expenses	7,790.59	8,180.83	59,038.02	81,808.30	-22,770.28	98,170.00
Total Maintenance Expenses	21,664.01	19,233.34	193,251.33	192,333.40	917.93	230,800.00
General Expense	5,930.93	5,849.99	57,143.98	58,499.90	-1,355.92	70,200.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>58,477.27</b>	<b>52,303.32</b>	<b>503,338.11</b>	<b>523,033.20</b>	<b>-19,695.09</b>	<b>627,640.00</b>
Total Non-Routine Expense	0.00	70.83	86.42	708.30	-621.88	850.00
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	1,750.00	0.00	17,500.00	-17,500.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>58,477.27</b>	<b>54,124.15</b>	<b>503,424.86</b>	<b>541,241.50</b>	<b>-37,816.64</b>	<b>649,490.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>5,806.66</b>	<b>5,323.60</b>	<b>106,023.19</b>	<b>53,236.00</b>	<b>52,787.19</b>	<b>63,883.00</b>
Total Depreciation Expense	36,475.00	34,170.00	359,800.00	341,700.00	18,100.00	410,040.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-30,668.34</b>	<b>-28,846.40</b>	<b>-253,776.81</b>	<b>-288,464.00</b>	<b>34,687.19</b>	<b>-346,157.00</b>

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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	80,370.45	74,868.34	732,290.31	748,683.40	-16,393.09	898,420.00
<b>TOTAL OPERATING INCOME</b>	<b>80,370.45</b>	<b>74,868.34</b>	<b>732,290.31</b>	<b>748,683.40</b>	<b>-16,393.09</b>	<b>898,420.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	27,016.28	23,829.17	224,343.43	238,291.70	-13,948.27	285,950.00
Total Tenant Services	4,961.32	7,792.91	61,031.24	77,929.10	-16,897.86	93,515.00
Total Utilities Expenses	2,800.26	1,929.17	17,120.70	19,291.70	-2,171.00	23,150.00
Total Maintenance Expenses	36,014.72	35,891.66	373,464.29	358,916.60	14,547.69	430,700.00
General Expense	6,201.69	4,987.51	53,030.90	49,875.10	3,155.80	59,850.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>76,994.27</b>	<b>74,430.42</b>	<b>728,990.56</b>	<b>744,304.20</b>	<b>-15,313.64</b>	<b>893,165.00</b>
Total Non-Routine Expense	0.00	208.33	0.00	2,083.30	-2,083.30	2,500.00
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	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
<b>TOTAL OPERATING EXPENSES</b>	<b>76,994.27</b>	<b>74,638.75</b>	<b>728,990.56</b>	<b>746,387.50</b>	<b>-17,396.94</b>	<b>895,665.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>3,376.18</b>	<b>229.59</b>	<b>3,299.75</b>	<b>2,295.90</b>	<b>1,003.85</b>	<b>2,755.00</b>
Total Depreciation Expense	35,050.00	38,958.33	357,800.00	389,583.30	-31,783.30	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-31,673.82</b>	<b>-38,728.74</b>	<b>-354,500.25</b>	<b>-387,287.40</b>	<b>32,787.15</b>	<b>-464,745.00</b>

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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BLUEBELL - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	22,458.69	17,685.00	217,213.99	176,850.00	40,363.99	212,220.00
<b>TOTAL OPERATING INCOME</b>	<u>22,458.69</u>	<u>17,685.00</u>	<u>217,213.99</u>	<u>176,850.00</u>	<u>40,363.99</u>	<u>212,220.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,555.02	8,471.23	86,798.70	84,712.30	2,086.40	101,655.00
Total Tenant Services	0.00	41.67	121.42	416.70	-295.28	500.00
Total Utilities Expenses	3,519.98	2,250.00	20,415.00	22,500.00	-2,085.00	27,000.00
Total Maintenance Expenses	6,047.48	6,086.67	60,286.21	60,866.70	-580.49	73,040.00
General Expense	2,184.01	1,745.84	21,342.41	17,458.40	3,884.01	20,950.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>21,306.49</u>	<u>18,595.41</u>	<u>188,963.74</u>	<u>185,954.10</u>	<u>3,009.64</u>	<u>223,145.00</u>
Total Non-Routine Expense	0.00	333.34	8,887.27	3,333.40	5,553.87	4,000.00
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	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
<b>TOTAL OPERATING EXPENSES</b>	<u>21,306.49</u>	<u>18,928.75</u>	<u>197,851.01</u>	<u>189,287.50</u>	<u>8,563.51</u>	<u>227,145.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>1,152.20</u>	<u>-1,243.75</u>	<u>19,362.98</u>	<u>-12,437.50</u>	<u>31,800.48</u>	<u>-14,925.00</u>
Total Depreciation Expense	11,150.00	0.00	109,900.00	0.00	109,900.00	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-9,997.80</u>	<u>-1,243.75</u>	<u>-90,537.02</u>	<u>-12,437.50</u>	<u>-78,099.52</u>	<u>-14,925.00</u>

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

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	215,416.80	187,051.09	1,994,901.15	1,870,510.90	124,390.25	2,244,613.00
<b>TOTAL OPERATING INCOME</b>	<b>215,416.80</b>	<b>187,051.09</b>	<b>1,994,901.15</b>	<b>1,870,510.90</b>	<b>124,390.25</b>	<b>2,244,613.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	90,268.26	88,058.73	858,116.57	880,587.30	-22,470.73	1,056,705.00
Total Tenant Services	5,010.67	8,052.91	61,890.04	80,529.10	-18,639.06	96,635.00
Total Utilities Expenses	14,584.88	12,799.59	99,804.16	127,995.90	-28,191.74	153,595.00
Total Maintenance Expenses	63,764.17	61,551.23	630,321.59	615,512.30	14,809.29	738,615.00
General Expense	15,600.23	14,743.75	152,042.26	147,437.50	4,604.76	176,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>189,228.21</b>	<b>185,206.21</b>	<b>1,802,174.62</b>	<b>1,852,062.10</b>	<b>-49,887.48</b>	<b>2,222,475.00</b>
Total Non-Routine Expense	0.00	612.50	8,973.69	6,125.00	2,848.69	7,350.00
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	1,750.00	0.00	17,500.00	-17,500.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>189,228.21</b>	<b>187,568.71</b>	<b>1,811,148.64</b>	<b>1,875,687.10</b>	<b>-64,538.46</b>	<b>2,250,825.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>26,188.59</b>	<b>-517.62</b>	<b>183,752.51</b>	<b>-5,176.20</b>	<b>188,928.71</b>	<b>-6,212.00</b>
Total Depreciation Expense	83,075.00	73,628.33	831,700.00	736,283.30	95,416.70	883,540.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-56,886.41</b>	<b>-74,145.95</b>	<b>-647,947.49</b>	<b>-741,459.50</b>	<b>93,512.01</b>	<b>-889,752.00</b>

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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	27,921.67	28,077.33	373,236.03	280,773.30	92,462.73	336,928.00
<b>TOTAL OPERATING INCOME</b>	<u>27,921.67</u>	<u>28,077.33</u>	<u>373,236.03</u>	<u>280,773.30</u>	<u>92,462.73</u>	<u>336,928.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	5,585.91	4,476.47	41,098.34	44,764.70	-3,666.36	53,717.50
Total Fee Expenses	5,279.40	3,168.00	40,012.44	31,680.00	8,332.44	38,016.00
Total Utilities Expenses	5,399.09	2,033.33	18,509.86	20,333.30	-1,823.44	24,400.00
Total Maintenance Expenses	20,848.35	12,311.92	87,384.31	123,119.20	-35,734.89	147,743.00
Total Taxes & Insurance Expense	2,251.97	2,458.35	23,493.93	24,583.50	-1,089.57	29,500.00
Total Financial Expenses	2,643.71	2,618.44	26,409.22	26,184.40	224.82	31,421.22
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<u>42,008.43</u>	<u>27,066.51</u>	<u>236,908.10</u>	<u>270,665.10</u>	<u>-33,757.00</u>	<u>324,797.72</u>
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<u>42,008.43</u>	<u>27,066.51</u>	<u>236,908.10</u>	<u>270,665.10</u>	<u>-33,757.00</u>	<u>324,797.72</u>
<b>NET REVENUE PROFIT/-LOSS</b>	<u>-14,086.76</u>	<u>1,010.82</u>	<u>136,327.93</u>	<u>10,108.20</u>	<u>126,219.73</u>	<u>12,130.28</u>
Total Depreciation Expense	5,025.00	0.00	46,200.00	0.00	46,200.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<u>-19,111.76</u>	<u>1,010.82</u>	<u>90,127.93</u>	<u>10,108.20</u>	<u>80,019.73</u>	<u>12,130.28</u>

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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,902.65	24,593.99	244,032.59	245,939.90	-1,907.31	295,128.00
<b>TOTAL OPERATING INCOME</b>	<b>24,902.65</b>	<b>24,593.99</b>	<b>244,032.59</b>	<b>245,939.90</b>	<b>-1,907.31</b>	<b>295,128.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,908.72	4,436.90	38,311.07	44,369.00	-6,057.93	53,242.50
Total Fee Expenses	4,826.88	2,895.00	36,253.78	28,950.00	7,303.78	34,740.00
Total Utilities Expenses	677.98	2,210.01	17,986.38	22,100.10	-4,113.72	26,520.00
Total Maintenance Expenses	6,641.69	14,529.48	70,190.84	145,294.80	-75,103.96	174,354.00
Total Taxes & Insurance Expense	2,241.32	2,120.83	20,897.60	21,208.30	-310.70	25,450.00
Total Financial Expenses	2,643.72	2,618.44	26,409.21	26,184.40	224.81	31,421.23
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>20,940.31</b>	<b>28,810.66</b>	<b>210,048.88</b>	<b>288,106.60</b>	<b>-78,057.72</b>	<b>345,727.73</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	16,707.50	-16,707.50	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	16,707.50	-16,707.50	20,049.00
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>20,940.31</b>	<b>30,481.41</b>	<b>210,048.88</b>	<b>304,814.10</b>	<b>-94,765.22</b>	<b>365,776.73</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>3,962.34</b>	<b>-5,887.42</b>	<b>33,983.71</b>	<b>-58,874.20</b>	<b>92,857.91</b>	<b>-70,648.73</b>
Total Depreciation Expense	5,375.00	0.00	54,200.00	0.00	54,200.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,412.66</b>	<b>-5,887.42</b>	<b>-20,216.29</b>	<b>-58,874.20</b>	<b>38,657.91</b>	<b>-70,648.73</b>

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

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	52,824.32	52,671.32	617,268.62	526,713.20	90,555.42	632,056.00
<b>TOTAL OPERATING INCOME</b>	<b>52,824.32</b>	<b>52,671.32</b>	<b>617,268.62</b>	<b>526,713.20</b>	<b>90,555.42</b>	<b>632,056.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,494.63	8,913.37	79,409.41	89,133.70	-9,724.29	106,960.00
Total Fee Expenses	10,106.28	6,063.00	76,266.22	60,630.00	15,636.22	72,756.00
Total Utilities Expenses	6,077.07	4,243.34	36,496.24	42,433.40	-5,937.16	50,920.00
Total Maintenance Expenses	27,490.04	26,841.40	157,575.15	268,414.00	-110,838.85	322,097.00
Total Taxes & Insurance Expense	4,493.29	4,579.18	44,391.53	45,791.80	-1,400.27	54,950.00
Total Financial Expenses	5,287.43	5,236.88	52,818.43	52,368.80	449.63	62,842.45
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>62,948.74</b>	<b>55,877.17</b>	<b>446,956.98</b>	<b>558,771.70</b>	<b>-111,814.72</b>	<b>670,525.45</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	16,707.50	-16,707.50	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	16,707.50	-16,707.50	20,049.00
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>62,948.74</b>	<b>57,547.92</b>	<b>446,956.98</b>	<b>575,479.20</b>	<b>-128,522.22</b>	<b>690,574.45</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-10,124.42</b>	<b>-4,876.60</b>	<b>170,311.64</b>	<b>-48,766.00</b>	<b>219,077.64</b>	<b>-58,518.45</b>
Total Depreciation Expense	10,400.00	0.00	100,400.00	0.00	100,400.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-20,524.42</b>	<b>-4,876.60</b>	<b>69,911.64</b>	<b>-48,766.00</b>	<b>118,677.64</b>	<b>-58,518.45</b>



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

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	8,465.54	12,162.50	93,458.85	121,625.00	-28,166.15	145,950.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,465.54</b>	<b>12,162.50</b>	<b>93,458.85</b>	<b>121,625.00</b>	<b>-28,166.15</b>	<b>145,950.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,260.45	7,433.34	67,192.52	74,333.40	-7,140.88	89,200.00
Total Fees Expenses	4,984.50	4,425.00	42,268.50	44,250.00	-1,981.50	53,100.00
Total General Expenses	599.71	712.50	6,327.19	7,125.00	-797.81	8,550.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,844.66</b>	<b>12,570.84</b>	<b>115,788.21</b>	<b>125,708.40</b>	<b>-9,920.19</b>	<b>150,850.00</b>
Total Surplus Adjustments	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
<b>TOTAL EXPENSES</b>	<b>11,844.66</b>	<b>12,570.84</b>	<b>115,788.21</b>	<b>125,708.40</b>	<b>-9,920.19</b>	<b>150,850.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-3,379.12</b>	<b>-408.34</b>	<b>-22,329.36</b>	<b>-4,083.40</b>	<b>-18,245.96</b>	<b>-4,900.00</b>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-3,379.12</b>	<b>-408.34</b>	<b>-22,329.36</b>	<b>-4,083.40</b>	<b>-18,245.96</b>	<b>-4,900.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	79,402.00	78,541.66	770,175.50	785,416.60	-15,241.10	942,500.00
<b>TOTAL HAP INCOME</b>	<b>79,402.00</b>	<b>78,541.66</b>	<b>770,175.50</b>	<b>785,416.60</b>	<b>-15,241.10</b>	<b>942,500.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	77,287.00	78,750.00	787,624.65	787,500.00	124.65	945,000.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HAP EXPENSES</b>	<b>77,287.00</b>	<b>78,750.00</b>	<b>787,624.65</b>	<b>787,500.00</b>	<b>124.65</b>	<b>945,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>2,115.00</b>	<b>-208.34</b>	<b>-17,449.15</b>	<b>-2,083.40</b>	<b>-15,365.75</b>	<b>-2,500.00</b>

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

**February 20, 2014**

**ROLL CALL**

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 2:03 pm by Commissioner Dunker. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Tom Dunker

Excused: Wayne Allen, Ben Burgland

Housing Authority Members:

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

**FINANCIAL REPORT**

The only item on the agenda was to review January's 2013 Financial Reports. The committee reviewed the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

**Budgets**

Derek Antoine mentioned to Commissioner Dunker that the HA is working on the 2015 budgets. Lee Lofing has sent out budget templates for the property managers to use to fill out their budgets and get back to him for review before they are presented to the Finance Committee and then for approval by the board in March's board meeting. Also Derek mentioned that there will need to be some budget revisions to the current 2014 budgets.

**ADJOURN**

2:38 pm

Respectfully submitted,

*Lee J Lofing*

Finance Coordinator

# FINANCE COMMITTEE NOTES - FEBRUARY 20, 2014

For January 2014

## COCC

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$48,303.73	\$435,948.80	Paid Audit Fee - FYE 2013 Audit
Operating Expenses	\$32,450.18	\$380,882.21	Paid Dec & Jan Legal fees
<b>Net Revenue Income/(loss)</b>	<b><u>\$15,853.55</u></b>	<b><u>\$55,066.59</u></b>	

***Operating in black for month/year***

***If shows a loss, loss will be funded by COCC's reserve .***

COCC's Reserve	\$125,000.00	moved to cash per board
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## MOON TOWERS

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$64,283.93	\$609,448.05	Paid Audit Fee - FYE 2013 Audit
Operating Expenses	\$58,477.27	\$503,424.86	Paid electric and gas utilities
<b>Net Revenue Income/(loss)</b>	<b><u>\$5,806.66</u></b>	<b><u>\$106,023.19</u></b>	Snow removal
			Exterminating fees and contract

***Operating in black for month/year***

***MT's Income will help cover some of Family's Loss.***

Moon Tower's Reserve	\$60,000.00	moved to cash per board
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## FAMILY

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$80,370.45	\$732,290.31	Paid Audit Fee - FYE 2013 Audit
Operating Expenses	\$76,994.27	\$728,990.56	Paid Utilities
<b>Net Revenue Income/(loss)</b>	<b><u>\$3,376.18</u></b>	<b><u>\$3,299.75</u></b>	OT up due to snow and weather
			Plumbing supplies & heaters, vehicle maintenance/repairs
	<i>MT's Income</i>	<i>\$106,023.19</i>	<b><i>Operating in black for month/year</i></b>
	<i>BB's Income</i>	<i>\$19,362.89</i>	
<b>Family's remaining loss</b>	<b><u>\$128,685.83</u></b>		<b><i>Loss will be funded by Family's reserve</i></b>
<b>Family Reserve</b>	<b><u>\$323,000.00</u></b>		moved to cash per board

## BLUEBELL

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$22,458.69	\$217,213.99	Paid Audit Fee - FYE 2013 Audit
Operating Expenses	\$21,306.49	\$197,851.10	Paid Utilities
<b>Net Revenue Income/(loss)</b>	<b><u>\$1,152.20</u></b>	<b><u>\$19,362.89</u></b>	Maint. Supplies, Extermination & Plumbing Contracts

***Operating in black for month/year***

***BB's Income will help cover some of Family's Loss***

Bluebell's Reserve	\$120,000.00	moved to cash per board
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# FINANCE COMMITTEE NOTES - FEBRUARY 20, 2014

For January 2014

## BRENTWOOD

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$27,921.67	\$373,236.03	Paid Electric and Gas utilities
Operating Expenses	\$42,008.43	\$236,908.10	
Net Revenue Income/(loss)	<u><u>(\$14,086.76)</u></u>	<u><u>\$136,327.93</u></u>	

*Operating in Black for YTD*

Brentwood's Cash & Reserve \$393,196.78

## PRAIRIELAND

	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$24,902.65	\$244,032.59	Paid Electric and Gas utilities
Operating Expenses	\$20,940.31	\$210,048.88	
Net Revenue Income/(loss)	<u><u>\$3,962.34</u></u>	<u><u>\$33,983.71</u></u>	Utilities

*Operating in black for month/year*

Prairieland's Replacement Reserve \$134,078.21  
Residual Receipts \$119,794.96

## HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>January</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$8,465.54	\$90,945.35	
Operating Expenses	\$11,844.66	\$115,788.21	
Net Revenue Income/(loss)	<u><u>(\$3,379.12)</u></u>	<u><u>(\$24,842.86)</u></u>	

Un-Restricted Net Assets (UNA) \$312,406.81 as of 3-31-13

UNA Balance \$287,563.95 YTD

<u>HAP</u>	<u>January</u>	<u>Current YTD</u>
Operating Income	\$79,402.00	\$770,175.50
Operating Expenses	\$77,287.00	\$787,624.65
Net Revenue Income/(loss)	<u><u>\$2,115.00</u></u>	<u><u>(\$17,449.15)</u></u>

Restricted Net Assets (NRA) \$31,079.00 as of 3-31-13

(\$17,449.15) Current YTD Profit/(Loss)

NRA Balance \$13,629.85 YTD

HUD Held Reserves \$12,044.00 Funds held by HUD for HA to use once NRA balance is \$0.00

Extra Funds Available for HAP \$25,673.85

*Created by Lee Lofing, Finance Coordinator, KCHA*

## BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 02/20/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/25/2014

**SUBJECT:** Approval of KCHA Firearm Policy

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### Executive Summary

On 07/09/2013, the State of Illinois passed Public Act 098-0063, titled the Firearm Concealed Carry Act. Citizens that are eligible will be able to apply for and obtain licenses to carry a concealed weapon. According to state timeframes, Illinois will begin issuing concealed carry permits effective 02/01/2014. The Act gives licensed individuals the right to carry a concealed handgun as they travel within the state of Illinois. However, there are exceptions to this Act as it pertains to certain properties. There are twenty-three (23) types of property which concealed carry is prohibited. This includes buildings or portions of buildings under control of local government. The Knox County Housing Authority is considered a unit of local government, as defined by Section 1 of Article VII of the Illinois Constitution.

Additionally, the Knox County Housing Authority has never adopted a formal firearm policy to address ownership, transportation, and possession of firearms by residents, staff, visitors, vendors, and guests. While there has been widespread speculation, lawful possession of a firearm by a public housing resident is not prohibited by law or KCHA policy. However, until the passage of this legislation, carry the weapon in a concealed manner has been illegal. The attached policy was developed in an attempt to clarify procedures and protocol around firearm possession.

Per 24 CFR § 966.5, any changes to PHA policies, rules, and regulations require a 30 day posting and comment period to allow tenants and tenant organizations an opportunity to provide feedback. A draft copy of this policy will be posted for resident and public review & comment effective 02/25/2014, and will run through 03/24/2014. Additionally a public hearing will be held on Friday, 03/21/2014, to allow for public discussion on the policy. Any comments received will come before the Board for consideration at the regular meeting for March 2014. Once the policy is approved, resident notice will be distributed per the aforementioned regulation and staff will set forth on obtaining signatures for acknowledgements and lease addendums to be effective 04/01/2014.

**Fiscal Impact**

None

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners approve the Knox County Housing Authority Firearm Policy for posting, with the final policy to be implemented and effective 04/01/2014.

# Firearm Policy

Knox County Housing Authority  
216 W. Simmons St.  
Galesburg, IL 61401  
(309) 342-8129

## Article I. Purpose / Scope of the Policy

- Section 1.01** On 07/09/2013, the State of Illinois passed the Firearm Concealed Carry Act (The Act), referenced at 430 ILCS 66. Per the public act, citizens that are eligible will be able to apply for and obtain licenses to carry a concealed weapon. The State of Illinois began issuing concealed carry permits as of 02/01/2014.
- Section 1.02** The Act gives the individuals the right to carry a concealed handgun as they travel within the State of Illinois. Included in the Act are exceptions pertaining to certain properties. Per 430 ILCS 66/65, there are twenty-three (23) property exceptions listed in which concealed carry is prohibited. Among the property exceptions are buildings or portions of buildings under the control of local government; building, real property and parking area under the control of a pre-school or childcare facility; and public playgrounds.
- Section 1.03** This policy was written in accordance and is in compliance with the Firearm Concealed Carry Act.
- Section 1.04** This firearm policy is about the concealed carry of said firearms, not the resident. This policy does not preclude anyone who carries a weapon in accordance with the Act from residency with the Knox County Housing Authority; rather it simply requires that all tenants abide by the Firearm Policy.
- Section 1.05** The Knox County Housing Authority has adopted this policy for the following reasons:
- (a) To establish a clear protocol for ownership and possession of firearms within Knox County Housing Authority programs;
  - (b) To clearly outline practices and procedures for carrying a concealed firearm on Knox County Housing Authority property;
  - (c) To establish resident and agency responsibility in carrying out the provisions of this policy;
  - (d) To allow KCHA staff, agents, vendors, and contractors the opportunity to perform their job functions in an environment that is free from the presence of concealed firearms.
- Section 1.06** This policy applies to all residents, visitors, employees and covers all buildings, property, and vehicles owned and operated by the Knox County Housing Authority.

## **Article II. Definitions**

**Section 2.01** The following definitions will be utilized in reference to the implementation and enforcement of this policy:

- (a) Firearm: a portable gun, being a barreled weapon, that is capable of launching one or more projectiles often defined by the action of an explosive. Examples include, but are not limited to a stun gun or taser, a machine gun, a short-barreled rifle, a pneumatic gun, spring gun, paintball gun, B-B gun, etc.
- (b) Concealed Firearm: a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.
- (c) License: a license issued by the Department of State Police to carry a concealed handgun.
- (d) Licensee: A person issued a license to carry a concealed handgun.
- (e) Unit of Local Government: counties, municipalities, townships, special districts, and units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects
- (f) Building: Any building owned and operated by the Knox County Housing Authority, including common areas.
- (g) Offices: Knox County Housing Authority staff offices, program offices, and entrances to/from such space.
- (h) Common Areas: Area(s) that is available for use by more than one person. For the purpose of this policy, the common areas referred to include lobbies, restrooms, community rooms, computer labs, playgrounds, patios, gazebos, and athletic courts.

**Section 2.02** The definitions contained within this section of the policy will be referenced throughout this policy, the Knox County Housing Authority Admissions and Continued Occupancy Plan, the Knox County Housing Authority Public Housing Lease, and any lease addendum (such as the Concealed Carry Acknowledgement and House Rules).

## **Article III. General Provisions**

**Section 3.01** The Knox County Housing Authority will promote this policy in the following manner:

- (a) This policy shall be posted for public review and comment prior to taking effect;
- (b) The Knox County Housing Authority will hold a public hearing in regards to this policy to discuss and review comments from residents and the community;
- (c) This policy will be incorporated into the Knox County Housing Authority's lease (either by article or addendum), as well as the KCHA's Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, and the KCHA Personnel Policy;
- (d) All new and current residents will be required to sign a lease addendum, which includes concealed carry provisions set forth in this policy, no later than 03/31/2014;



- (e) All current and new residents will receive a copy of this policy, and be required to sign a certification form acknowledging they have received and read this policy;
- (f) “No Handgun” signs will be placed outside and inside buildings throughout KCHA properties to ensure permit holders and licensees are properly notified.

**Section 3.02** Effective April 01, 2014, this Firearm Policy shall take effect and become enforceable. This policy specifically applies to any person(s) who resides at, works at, or visits KCHA properties including, but not limited to, the following people:

- (a) All current and new residents;
- (b) Visitors and guests of residents;
- (c) Resident service providers;
- (d) Knox County Housing Authority staff;
- (e) Knox County Housing Authority contracted vendors or agents and their employees;

**Section 3.03** Knox County Housing Authority residents may own and possess firearms within their lawfully leased KCHA residence, provided said ownership and possession of the firearms complies with all federal, state, and local laws.

**Section 3.04** The Knox County Housing Authority is a unit of local government of the State of Illinois, and as such, concealed firearms are prohibited from being in the possession of any person, or stored in any building or property owned or under the control of the Knox County Housing Authority except:

- (a) Within a residence of a properly licensed firearm owner;
- (b) Reasonable transportation of concealed firearms to and from said residence;
- (c) When specifically permitted by the Firearm Concealed Carry Act.

**Section 3.05** Areas in which the carrying of a firearm, concealed or otherwise, will be prohibited include:

- (a) Buildings and offices as defined in Section 2.01 of this policy;
- (b) Common areas as defined in Section 2.01 of this policy;
- (c) Agency vehicle fleet;

**Section 3.06** Residents who can lawfully possess firearms including those who have a permit to carry concealed handguns, are allowed by this Policy to possess their firearms while passing through PHA property where firearms are otherwise prohibited, such as the common areas of PHA residential buildings, for the sole purpose of transporting their personal firearms directly to or from their residence, their vehicle, or away from KCHA property. All weapons transported through areas where firearms are prohibited shall be stored in a case, unloaded, and otherwise possessed and transported in the manner required by law. Storage and possession of firearms in a Resident's vehicle in a PHA parking lot is allowed as permitted by the Concealed Carry Act and Illinois Law.

- Section 3.07** Concealed carry of firearms is not allowed in any building owned or controlled by the Knox County Housing Authority that does not include residential units.
- Section 3.08** There are uses of facilities and activities at locations on some Knox County Housing Authority property where firearms are prohibited at all times even if the owner of the firearm is properly licensed pursuant to the Firearms Concealed Carry Act. Those uses include:
- (a) Child Care Facilities (day care and pre-school)
  - (b) Educational facilities (GED classes, computer network centers)
  - (c) Playgrounds
- Section 3.09** The Knox County Housing Authority will post signs, as required by the Firearms Concealed Carry Act, at all property owned or under the control of the KCHA where concealed carry of firearms is not permitted by the Act.
- Section 3.10** If a firearm is found in a Knox County Housing Authority residence, property, or in the possession of a resident of the KCHA, the resident will produce – upon request – their firearm owner’s identification card and/or their concealed carry permit, to allow the KCHA to determine that person or resident is lawfully in possession of the firearm.
- Section 3.11** A resident will be subject to lease termination if the resident, a household member, guest, or invitee of the resident possesses on Knox County Housing Authority owned or controlled property in violation of federal, state, or local law.
- Section 3.12** Resident Responsibilities under this policy include:
- (a) Resident shall be responsible to inform all members of the household, visitors, and guests of the KCHA Firearm policy;
  - (b) Residents are responsible for the actions of his/her household members, guests, visitors, invitees, agents, employees, or other persons present in their dwelling unit in reference to this policy;
  - (c) Acknowledgement that KCHA’s ability to police, monitor, or enforce the agreements of this policy is dependent in significant part on compliance by residents, visitors, and guests;
  - (d) If a resident witnesses someone in violation of this policy, it shall be their responsibility to report the violation to the property management office as soon as possible. It is the preference of the Knox County Housing Authority to receive said complaints in writing.
- Section 3.13** The Knox County Housing Authority will exercise all regulatory authority within its power to enforce this policy, in addition to working closely with law enforcement officials towards 100% compliance. However, the KCHA cannot and does not warranty or promise that the property, buildings, and dwelling units will be free from firearms.
- Section 3.14** Enforcement of this policy will be administered in the following manner:
- (a) A resident will be subject to lease termination if the resident, a household member, guest, or invitee of the resident possesses on Knox County Housing Authority owned or controlled property in violation of federal, state, or local law.

- (b) It shall be the responsibility of property managers to enforce this policy at each program site;
- (c) Property managers will investigate all complaints received;
- (d) Property managers will take immediate and appropriate lease enforcement action consistent with Section 3.15 of this policy;

**Section 3.15** Lease Violation Provisions

- (a) Failure to comply with any provisions set forth as a result of this policy shall be considered a material violation of the lease and subject residents in violation to adverse action, up to and including termination of lease;
- (b) Lease violations will be assessed in the following manner:
  - (i) 1<sup>st</sup> Violation - Property manager will visit the resident, accompanied by a law enforcement official, and document any evidence; resident will receive a final lease violation letter advising FINAL NOTICE PRIOR TO TERMINATION; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
  - (ii) 2<sup>nd</sup> Violation – Termination of lease
- (c) If a resident is found to be unlawfully in possession of a firearm, the resident will be accorded the opportunity to prove ownership of the firearm.
  - (i) Produce any ownership licenses, FOID cards, or other paperwork which demonstrates legal, lawful possession of the firearm in question;
  - (ii) Provide proof of application for ownership licenses, FOID cards, or other paperwork which demonstrates the resident is in the process of license application. In this case, the resident in possession of the firearm will be required to remove the firearm from the unit until which time as all legal requirements have been fulfilled and evidence of such supplied to the Knox County Housing Authority.

**Section 3.16** Exceptions

- (a) Personnel authorized to carry firearms in the performance of their duties (i.e. law enforcement personnel) will be exempted from this policy.



# Executive Director's Report

February 2014

# Executive Director's Report

February 2014

## Regular Meeting – Board of Commissioners

Tuesday, February 25, 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 February 2014:

Staff	Date	Development
Antoine, D.	2/12 – 2/14	Nelrod Consortium (Trainier)
Webb, G.	2/12 – 2/14	OSHA Certification - Nelrod
Gray, K.	2/12 – 2/14	PH Management - Nelrod
Ash, A.	2/12 – 2/14	PH Occupancy – Nelrod
Entire Staff	02-26-2014	Excellence in Customer Service
AHP Staff	01/24/2014	REAC Inspections

### Media Outreach/Public Relations

The Knox County Housing Authority will be delivering a program at an upcoming Rotary Club meeting. The topic will be a general overview of the programs and services offered by the agency, a brief review of how the appropriations process impacts the local economy, and our new initiatives to take childhood literacy projects. Additionally, with Smoke-Free about to be implemented, the agency will be reaching out to area news outlets to cover the transition.



216 W. Simmons St.

Galesburg, IL 61401

O: (309) 342-8129

F: (309) 342-7206

[dantoine@knoxhousing.org](mailto:dantoine@knoxhousing.org)

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

The Facebook page has reached 437 “Likes,” and growth continues to be steady, but slow. Idea generation is underway to drive traffic to the page, and results will be reported here. Examples of information shared this past month includes: information of resident wellness initiatives (Eat Smart, Move More; Living Happy and Heart Healthy) and a status about a productive meeting with the NAACP.

## Policy/Operations

### Accounting and Finance

This month the KCHA finished the required training for the Illinois Debt Recovery Offset Portal (IDROP). Once the State verified that the requirements had been completed, the KCHA IDROP portal was activated. The Finance Department was then able to upload the list of debtors into the system. The list consisted of 37 debtors that owe the KCHA money from past due rents, fees, charges, fraud, etc. Once the upload was finalized in the IDROP portal, the agency officially began using the State’s IDROP system as the primary collection tool for outstanding debts owed. The KCHA plans to submit any new debtors that owe the money on a quarterly basis after board approval. On 02/19/2014, the system returned the first offset debt in the amount of \$215.40. This is the first debt collection this year by the agency that wasn’t tied to reapplication to agency programs.

Also this month, the property managers have been directed to work on preparing FYE 2015 budgets. The Finance Department, along with the Executive Director, will look over and make any necessary changes before the budgets are reviewed by the Finance Committee prior to presentation to the board for approval in March. The Finance Department has prepared a template for the managers to use which will help them prepare their budgets along with uploading the budget in to the KCHA’s software. This template uses the three previous year’s data along with the current year’s data to help the managers see trends and should help them with forecasting more accurate budgets.

### Human Resources

Mary Pendry is our February 2014 Employee of the Month! Mary has worked very hard this year to deliver record setting occupancy rates, but her commitment to what we do has gone to the next level. In response to an influx of Congolese families to her property, Mary has attended two community sessions to learn more about servicing this growing population, and the challenges and needs of these families. In the truest nature of what we do, Mary has demonstrated a level of engagement that inspires others around her. Well done Mary!

### Facilities

Snow removal continues to be a concern during the month of January. While planning for snow is essential in forecasting, near-record snowfall has presented a challenge for the agency this season. There have never really been formal procedures as far as how and when to respond to snow emergencies; thus the agency will be looking into standardizing our response to snow removal.



## Legislative

The agency is still waiting to hear from Representative Bustos in regards to a meeting with area Executive Directors. Once scheduled, the Board will be informed. In the interim, Executive Director Derek Antoine will be attending NAHRO's 2014 Legislative Conference in Washington D.C. in March and will look to advocate the needs of the agency during the visit.

Housing programs such as ours have received good news with the announcement that appropriators had completed several appropriations bills for FY 2014, including the Transportation, Housing and Urban Development bill that provides funding for our programs. This is a huge win for our agency's programs that are currently languishing under funding levels impacted by cuts required as part of sequestration. Details about how much funding the agency will receive for the remainder of FY14 and how that funding will be distributed to HUD programs (operating fund, voucher programs, capital fund, ROSS) are still unknown; information on the details of the appropriations will most likely not be released until the currently on-going negotiations are complete.<sup>1</sup>

## Public Housing Program

### Moon Towers

The series of nutrition classes at Moon Towers continues quarterly, but the U of I Extension rep had to cancel the January MT class due to illness. The series will resume in April at MT.

Laurie Klugger, Medicare Benefit Consultant through Meridan Health Care came to MT and provided Bingo to the tenants. Approximately 22 residents attended. She will be coming back in February to offer a movie and popcorn. Laurie plans to attend MT on a monthly basis to offer different things to the tenants that reside in the building.

MT had a pipe break that supplies the sprinkler system, and unfortunately the broken pipe was right in front of the main entrance. MSI worked steadily on getting everything back in working order. Tenants were very understanding and cooperative while the work was going on. Barricades and fencing are still in place at this time, rock & dirt will be in place as soon as the snow melts.

Financial quick hits for Moon Towers:

- Average rent collected for Moon Towers is \$192.16 per unit per month.
- 96 vacant unit days for a total vacancy loss of \$853.60 in *desired* rent, and a vacancy loss of \$604.93 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 \$6.36 per unit.
- Accounts Receivable for the Moon Towers is currently \$3,502.01
  - \$1,462.81 in dwelling rent
  - \$643.00 in retro rent (unreported income)
  - \$1,724.70 in other charges (maintenance, violation fines, etc.)

<sup>1</sup> NAHRO Monitor, PHADA Website, Various News Outlets

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers				
<b>Moon Towers A</b>	1	Efficiencies		
<b>88 Units</b>	1	1 Bedroom		
	0	2 Bedroom	Total:	2
	0	Accessible	Occupied:	97.8%
<b>Moon Towers B</b>	0	Efficiencies		
<b>89 Units</b>	0	1 Bedroom		
	0	2 Bedroom	Total:	0
	0	Accessible	Occupied:	100.0%

The positive momentum in the leasing of units at Moon Towers continues. Occupancy for February 2014 now sits at 98.9%. Agency efforts will continue to attain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 99 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

Moon Towers Waiting List		
Applicants	Month	Total
FYE 03/31/2013	-	105
April 2013	8	113
May 2013	4	117
June 2013	12	129
July 2013	12	141
August 2013	8	147
September 2013	10	137
October 2013	20	135
November 2013	11	81
December 2013	8	84
January 2014	13	94
February 2014	10	99

### Scattered Family Sites

The family maintenance staff has continued to work extremely hard through this horrible winter we are having. In January, they continued to turn units, did many annual unit inspections (and the work that resulted after inspection), plowed and shoveled snow and responded to 79 work orders (14 of which were considered emergencies – mostly due to cold weather related issues). They truly care about the properties, buildings and tenants and they are the reason our properties continue to function as smoothly as they do.

Thomas Rogers, Occupancy Specialist for the Family Sites, relayed this wonderful tenant story. He indicated how last year this particular tenant missed her first two annual lease renewal appointments and nearly did not have her lease renewed. Additionally, when she did come in to



sign her lease again, she owed a significant amount of community service hours and had to sign a community service repayment agreement. When it was time to schedule her annual recertification this year, she had not turned in enough community service hours, so Thomas sent her a letter letting her know that she potentially would not have her lease renewed due to the outstanding community service hours. Immediately upon receiving the letter she contacted Thomas. She informed him that she was nearly done with her hours and provided him with documentation of completion of said hours. She additionally scheduled her appointment and made sure she was there on time with all of the necessary paperwork to complete the recertification. Thomas praised her for the turn-around and thanked her for responding quickly and being prepared. He told her that we could see the improvement and urged her to continue. She was so happy and nearly cried when thanking him. She said it was nice that someone noticed and pointed out the things that she had been striving to do better in her life.

We have some tenants who are getting ready to potentially receive Section 8 vouchers. Some of these tenants have been part of our most important tenant initiatives throughout the years. Although we will be sad to see them go, we celebrate their success and are happy for them in their future endeavors!

#### Financial quick hits for the Family Sites:

- Average rent collected for the Family Sites is \$53.05 per unit per month.
- 235 vacant unit days for a total vacancy loss of \$2,748.54 in *desired* rent, and a vacancy loss of \$806.23 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 \$41.75 per unit.
- Accounts Receivable for the Family sites is currently \$19,159.05
  - \$1,143.36 in dwelling rent
  - \$8,723.89 in retro rent (unreported income)
  - \$9,291.80 in other charges (maintenance, violation fines, etc.)

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

#### Family Sites

190 Units	1	2 Bedroom	Total:	3
	1	3 Bedroom		
	0	4 Bedroom		
	2	5 Bedroom		
Occupied:			97.3%	

Family Housing has adequate application inventory. Positive momentum continues here as well, as our vacancy rate has dipped to 1.5%, down from 2.7% in January.

The waiting list for our Family Sites currently has 265 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2014:

#### Family Sites Waiting List

Applicants	Month	Total
FYE 03/31/2013	-	158
April 2013	28	186
May 2013	25	211

June 2013	21	232
July 2013	31	263
August 2013	22	285
September 2013	10	282
October 2013	31	300
November 2013	21	301
December 2013	21	306
January 2014	17	302
February 2014	18	265

## Bluebell Tower

Western IL Help at Home is put on a program "Beating the Winter Blues" on 02/18/2014 in the Community Room for the tenants. They served refreshments and hope to continue a series of programs that deal with elderly/handicapped issues.

Several tenants have voiced concerns that they may be moving out once the Smoke Free Housing takes effect on 04/01/2014. No one has officially given notice, but efforts have begun to increase interviews in hopes of maintaining an excellent occupancy rate should this materialize.

Both the Care Center of Abingdon and Iris Health Care are working on planning events in early March for Bluebell Tower tenants that deal with Medicare, mobility, and possibly assistive apparatus that are available. The agency welcomes these organizations as their programs help many of our tenants live independently, and for longer periods of time, in our building.

Bluebell Tower is currently planning a luncheon or dinner in March for the tenants. It's been a long, taxing winter for everyone and the hope is to drive tenant satisfaction further by combining the meal with some kind of useful program and look for some inexpensive giveaways for them. For the most part, the tenant base is great in the building and staff would like to do something to appreciate and retain that base.

A few maintenance items of concern at Bluebell Tower this month: inclement weather and snow/ice removal, a number of carbon monoxide detectors have gone bad all at once, a generator malfunction, and boiler repair. All issues have either been resolved, or appropriately addressed.

Financial quick hits for the Bluebell Tower:

- Average rent collected for Bluebell Tower is \$270.58 per unit per month.
- 3 vacant unit days for a total vacancy loss of \$31.40 in *desired* rent, and a vacancy loss of \$31.40 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 \$7.41 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$450.00)
  - (\$483.00) in dwelling rent
  - \$0.00 in retro rent (unreported income)
  - \$(81.00) in excess utilities
  - \$114.00 in other charges (maintenance, violation fines, etc.)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower				
	0	1 Bedroom	Total:	0
51 Units	0	2 Bedroom	Occupied:	100.0%

Bluebell Tower is at 100.0% occupancy for the fourth month in a row, though we anticipate a few vacancies in March. This is representative of satisfied residents, a well maintained property, and effective building management.

The waiting list for Bluebell Tower currently has 25 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2014:

Bluebell Tower Waiting List		
Applicants	Month	Total
FYE 03/31/2013	-	65
April 2013	4	69
May 2013	4	73
June 2013	2	75
July 2013	3	78
August 2013	3	22
September 2013	1	23
October 2013	3	21
November 2013	2	22
December 2013	2	23
January 2014	5	24
February 2014	4	25

## Housing Choice Voucher Program (Section 8)

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
April 2013	186	15	0
May 2013	171	27	0
June 2013	144	8	0
July 2013	136	16	1
August 2013	111	19	7
September 2013	90	9	0
October 2013	68	7	16
November 2013	65	3	0
December 2013	63	2	0
January 2014	56	9	0



## Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
April 2013	4	222	0	3
May 2013	1	219	3	2
June 2013	3	218	4	1
July 2013	1	212	10	4
August 2013	7	211	10	1
September 2013	6	207	11	6
October 2013	12	205	11	2
November 2013	15	206	13	1
December 2013	1	205	14	0
January 2014	12	204	13	1

## Housing Assistance Payments

	Housing Assistance Payments (HAP)
April 2013	\$ 80,661.00
May 2013	\$ 79,033.00
June 2013	\$ 78,851.00
July 2013	\$ 79,548.00
August 2013	\$ 78,603.00
September 2013	\$ 77,148.00
October 2013	\$ 78,638.00
November 2013	\$ 81,959.00
December 2013	\$78,140.00
January 2014	\$78,157.00
<b>TOTAL FYTD</b>	<b>\$ 790,738.00</b>

## Affordable Housing Program (A.H.P.)

### Prairieland Townhouse Apartments

Property Manager Mary Pendry has developed a Garden Book that maps out “Basic Steps to Start a Community Garden”, a brief overview of the beginning of the Prairieland garden, lists of desired supplies, some general cost documentation related to our garden and sample flyers used to communicate with Residents about the garden. The thought is that it would be a helpful tool for the other sites that may begin gardens in 2014.

AHP attended a webinar titled – Establishing Risk on REAC Inspections co-sponsored by IAHA and US Housing Consultants. The training covered how to determine your PHA’s risks and why properties fail REAC inspections. The AHP staff will meet in March some time to discuss and start

prioritizing a list for things we need to pay extra attention to from now until any REAC inspection the agency may have scheduled.

Financial quick hits for the Prairieland Townhouses (pending completion of November 2013 Data):

- Average rent collected for Prairieland Townhouses is \$298.68 per unit per month.
- Vacancy loss of \$423.00 for 4 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$19,116.00
- Net profit for January 2014 - \$5,120.00
- Net profit YTD 2013 - \$35,141.00 (Transferred to Residual Receipts if unused)

## Brentwood Manor

Mary Pendry is in the planning stages of a 'social' event for Brentwood. Most of her time is dedicate to Prairieland, so making something work at Brentwood represents a new challenge. Options include a small garden or simply a barbecue to promote a 'neighborhood event'.

Mary Pendry attended another forum at the library for organizations interacting with immigrants. The group reviewed potential or perceived problems, needs, barriers and solutions. It was noted that Sulihat Mudasiru commented that many of the Congolese dislike Farmland and are a bit disenchanted with what day to day life is versus what they thought it would be here in the States. Another interesting fact that continues to be brought up is the lack of available daycare in Galesburg, particularly for the varied or long hours often mandatory of Farmland workers. The agency continues to develop ideas around supporting this population.

Financial quick hits for the Brentwood Manor:

- Average rent collected for Brentwood Manor is \$317.79 per unit per month.
- Vacancy loss of \$790.00 for 2 vacancies
- Accounts Receivable for the Brentwood Manor is currently \$11,464.00
- Net loss for January 2014 - \$12,995.00
- Net profit YTD 2013 - \$137,418.00 (\$93,000.00 from ECRM grant)

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

### A.H.P. Properties

#### Brentwood Manor

	2	Vacancies	Total:	2
<b>72 Units</b>			Occupied:	97.3%

#### Prairieland Townhomes

	2	Vacancies	Total:	2
<b>66 Units</b>			Occupied:	97.0%

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

The University of Illinois Extension Office and ROSS Coordinator scheduled a series of three nutrition programs for February. The first presentation was canceled due to weather, a CUSD 205 snow day, and the closure of the U of I Extension Office. It will not be rescheduled. The two final programs of the series are scheduled for February 19 and 26. At the conclusion of the second program, a drawing will be held for a \$50 Hy-Vee gift card, which was donated by a community member. Advertising was done via Facebook, the family site newsletter, and door-to-door flyers.

The ROSS Coordinator has scheduled a "How To" employment workshop series for March. Each workshop will be scheduled from 1:00 - 2:00pm at Cedar Creek Place, with transportation available from WH and WB. See below for schedule. The ROSS Coordinator will also work with the Moon Towers Property Manager to schedule the series at MT. This will possibly occur in March as well.

- March 5-How to Complete a Job Application Properly
- March 12-How to Write a Winning Resume
- March 19-How to Interview Like a Pro

Attendance for GED classes has been sporadic due to weather/school cancelations. Whenever CUSD 205 is not in session, GED class is not held. The large number of cancelations early in the GED semester did not allow students to get into the routine of attending classes, and has definitely impacted regular attendance. The next registration session will be held in mid-May and will be scheduled by Carl Sandburg College.

The Girls Group that is held every other week on Friday at CCP fluctuates between one and two middle school girls. One of the girls made the basketball team, so has been absent for some meetings. Both girls report that they enjoy attending the meetings and that they find them helpful. There is no curriculum for these meetings as discussions are free flowing and take shape differently each time. Topics do always include school and progress in school. Other topics may include issues with family, peers, boys, etc. All discussions are held on the premise of confidentiality. These meetings are facilitated by the ROSS Coordinator and the Lutheran Social Services Single Parent Program Coordinator.

The ROSS Coordinator has several items in progress, including...

- Continued work with First Midwest Bank to identify effective avenues for educating KCHA tenants on money management.
- Arranging a current Gale Scholar college student to meet with a middle school student selected for the Gale Scholar program. The middle school student is reluctant to join the program, so the ROSS Coordinator is attempting to set up meetings between her and people who may be resourceful to her.
- Setting up a job shadow experience for a current high school student at local auto body shops. The ROSS Coordinator had previously attempted this, but it was not able to happen due to family issues.
- Work to prepare for ROSS grant extension, a new ROSS grant application, and possible other HUD grants.
- Continued research on possible funding opportunities for a summer camp.

## BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 02/20/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/25/2014

**SUBJECT:** Executive Director Training

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### Executive Summary

Executive Director Derek Antoine is scheduled to travel to Washington D.C. to participate in the National Association of Housing and Redevelopment Officials (NAHRO) 2014 Legislative Conference. The conference runs from 03/10/2014 through 03/12/2014.

The conference provides an opportunity to connect with colleagues and other industry professionals, to hear the latest information on programs from HUD officials, and to advocate necessary program reform.

The Board will receive an information report on the training at the March 2014 Regular Meeting of the Board.