

# board agenda

Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
1/28/2014  
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 Dec 2013 Claims and Bills	Vice-Chairperson Peterson
<input type="checkbox"/> Thomas Dunker	COCC:	\$ 33,505.78
<input type="checkbox"/> Dale Parsons	Moon Towers:	\$ 46,150.88
<input type="checkbox"/> Lomac Payton	Family:	\$ 68,851.20
<input type="checkbox"/> Roger Peterson	Bluebell:	\$ 24,432.89
<input type="checkbox"/> Paul Stewart	HCV:	\$ 10,135.67
<u>Excused:</u>	Brentwood:	\$ 17,117.68
	Prairieland:	\$ 14,710.41
	Capital Fund '12:	\$ 0.00
	Capital Fund '13:	\$ 0.00
<u>Others Present:</u>	Ross Service Coordinator:	\$ 5,393.24
	Review/Ratify Dec 2013 Financial Reports	Vice-Chairperson Peterson
<b>Old Business</b>	None	
<b>New Business</b>	Review/Approve Knox County Housing Authority Smoke-Free Policy	Derek Antoine
	Review/Approve Pay Request from IITI for Asbestos Removal at Moon Towers	Derek Antoine
	Review/Approve Resolutions 2014-01 for Bad Debt Write-Offs for Period Ending 09/30/2013	Derek Antoine
<b>Reports</b>	Executive Director Report	Derek Antoine
	KCHA Counsel Report	Jack Ball

# board agenda

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**Other Business**

KCHA Financial Audit Recap/Discussion	Derek Antoine
KCHA/WCHA Vendor Workshop 01/29/14	Derek Antoine
NAHRO Legislative Conference	Derek Antoine
Executive Director Vacation	Derek Antoine
PHA Executive Compensation Reporting	Derek Antoine
KCHA Staff Salary List	Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
December 31, 2013**

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  
                    Lomac Payton  
                    Roger Peterson  
                    Paul Stewart

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Will Stevenson, WGIL Radio and Gerald Lambert, Moon Towers tenant.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Mr. Antoine noted that Alexis Cory was present at the last meeting not Will Stevenson as had been reported. Chairperson Payton then declared the minutes of 11/26/2013 approved.

November 2013 claims against the HA Administration in the sum of \$297,707.63; Central Office Cost Center in the sum of \$45,313.38; Moon Towers in the sum of \$57,318.36; Family in the sum of \$88,998.02; Bluebell in the sum of \$22,633.28; Housing Choice Voucher Program in the sum of \$12,387.59; Brentwood (A.H.P.) in the sum of \$20,265.49; Prairieland (A.H.P.) in the sum of \$22,780.43; Capital Fund '12 in the sum of \$19,987.21; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$8,023.87 were presented for approval. Commissioner Parsons made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Chairperson Payton then requested the Board review and approve the November 2013 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for November 2013 as presented; Commissioner Peterson seconded.

Roll call was taken as follows:

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

Motion Carried, 7-0.

## OLD BUSINESS

There was no Old Business for consideration.

## NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Payment to MSI for Domestic Hot Water Repair at Moon Towers. After brief discussion, Commissioner Parsons made a motion to approve payment to MSI for Domestic Hot Water Repair at Moon Towers in the amount of \$61,887.70; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

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 \$20,264.34; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board review and approve Payment to Connor Co. and Lowe's for Domestic Hot Water Repair at Moon Towers. After brief discussion, Commissioner Parsons made a motion to approve payment to Connor Co. and Lowe's for Domestic Hot Water Repair at Moon Towers in the amount of \$19,987.21 (\$14,263.89 to Connor Co. and \$5,723.32 to Lowe's); Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board to review and approve the payment of the invoice from Dowers Roofing for Roof Replacement at Prairieland Townhouse Apartments. After brief discussion, Commissioner Stewart moved to approve payment to Dowers Roofing in the amount of \$41,072.00; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board to review and approve the payment of the invoice from First Glass for Window Replacement at Brentwood Manor Apartments. After brief discussion, Commissioner Stewart moved to approve payment to First Glass in the amount of \$9,090.00; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board to review and approve the FYE 03/31/15 Employee Benefit Budget. Mr. Antoine presented information on employee benefits noting that the percentage of KCHA's total compensation on benefits is well below published averages for federal, state and local government employees. KCHA is forecasted to earn excess income in the approximate amount of \$140,000. After brief discussion, Commissioner Stewart moved to approve the FYE 03/31/15 Employee Benefit Budget with 1.5% salary increases; Commissioner Parsons seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-15-PHA Certifications of Compliance with PHA Plan Submission 01/16/2014. After brief discussion, Commissioner Stewart moved to approve the PHA Plan Submission 01/16/2014; Commissioner Parsons seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine requested the Board to review and approve the change in the 2014 holiday schedule. After brief discussion, Commissioner Parsons moved to approve the change in the 2014 holiday schedule to working Election Day and closing Christmas Eve; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

## REPORTS

Mr. Antoine presented the Executive Director's Report for November 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 highlighted the increase in occupancy and the staff changes at Moon Towers with the hiring of a new property manager, Brandi Watkins and a new occupancy specialist, Amy Ash.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court. There was one case last month and three new cases brought forward this month.

## OTHER BUSINESS

Next, Mr. Antoine updated the Board on the KCHA Smoke-Free Public Housing Policy that was provided for review in the Board packet. This will be posted for public comment for thirty days. Brief discussion was held on looking into cost for building shelters for smokers.

Next, Mr. Antoine provided an update on the Miller Valentine Tax Credit application informing the Board that the application was not approved by the State of Illinois. Miller Valentine plans to reapply and will contact KCHA in the future.

Next, Mr. Antoine informed the Board that Election of Officers has not been done since August 2011 and recommended doing so annually at the March meeting. This was affirmed by consensus of the Board members.

Next, Mr. Antoine recommended to the Board decline the transfer of Henderson County's housing choice voucher program due to the financial considerations outlined in the Board memo. The Board affirmed Mr. Antoine's recommendation.

Next, Mr. Antoine informed the Board that the FYE 03/31/13 audit results have been received. Copies of the audit were distributed and will be discussed at the January meeting.

Next, Commissioner Allen commented on his recent attendance at the staff holiday luncheon and was very complimentary of the commitment of staff.

Next, Commissioner Stewart asked about signage for KCHA. Mr. Antoine reported that monies for this have been included in the Capital Fund plans.

Next, Chairperson Payton thanked everyone for their participation during 2013.

## ADJOURNMENT

Commissioner Peterson then made a motion to adjourn at 11:08 a.m.; Commissioner Parsons seconded. Roll call was taken as follows:

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

Commissioner Stewart - aye  
Motion Carried, 7-0.

Respectfully submitted,

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Secretary

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	48,216.16	35,050.00	329,147.07	315,450.00	13,697.07	420,600.00
<b>TOTAL OPERATING INCOME</b>	<u>48,216.16</u>	<u>35,050.00</u>	<u>329,147.07</u>	<u>315,450.00</u>	<u>13,697.07</u>	<u>420,600.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	30,937.45	36,937.50	323,152.47	332,437.50	-9,285.03	443,250.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	397.47	439.59	2,756.39	3,956.31	-1,199.92	5,275.00
Total Maintenance Expenses	142.02	339.56	3,281.80	3,056.04	225.76	4,075.00
General Expense	2,028.84	2,160.41	19,241.37	19,443.69	-202.32	25,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>33,505.78</u>	<u>39,877.06</u>	<u>348,432.03</u>	<u>358,893.54</u>	<u>-10,461.51</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>33,505.78</u>	<u>39,877.06</u>	<u>348,432.03</u>	<u>358,893.54</u>	<u>-10,461.51</u>	<u>478,525.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>14,710.38</u>	<u>-4,827.06</u>	<u>-19,284.96</u>	<u>-43,443.54</u>	<u>24,158.58</u>	<u>-57,925.00</u>
Total Depreciation Expense	400.00	500.00	3,800.00	4,500.00	-700.00	6,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>14,310.38</u>	<u>-5,327.06</u>	<u>-23,084.96</u>	<u>-47,943.54</u>	<u>24,858.58</u>	<u>-63,925.00</u>



**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**December 31, 2013**

	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	71,778.91	59,447.75	545,164.12	535,029.75	10,134.37	713,373.00
<b>TOTAL OPERATING INCOME</b>	<u>71,778.91</u>	<u>59,447.75</u>	<u>545,164.12</u>	<u>535,029.75</u>	<u>10,134.37</u>	<u>713,373.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	19,058.78	18,820.83	170,125.01	169,387.47	737.54	225,850.00
Total Tenant Services	0.00	218.33	688.03	1,964.97	-1,276.94	2,620.00
Total Utilities Expenses	6,391.63	8,180.83	51,247.43	73,627.47	-22,380.04	98,170.00
Total Maintenance Expenses	14,998.42	19,233.34	171,587.32	173,100.06	-1,512.74	230,800.00
General Expense	5,702.05	5,849.99	51,213.05	52,649.91	-1,436.86	70,200.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>46,150.88</u>	<u>52,303.32</u>	<u>444,860.84</u>	<u>470,729.88</u>	<u>-25,869.04</u>	<u>627,640.00</u>
Total Non-Routine Expense	0.00	70.83	86.42	637.47	-551.05	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	15,750.00	-15,750.00	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>	<u>46,150.88</u>	<u>54,124.15</u>	<u>444,947.59</u>	<u>487,117.35</u>	<u>-42,169.76</u>	<u>649,490.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>25,628.03</u>	<u>5,323.60</u>	<u>100,216.53</u>	<u>47,912.40</u>	<u>52,304.13</u>	<u>63,883.00</u>
Total Depreciation Expense	36,475.00	34,170.00	323,325.00	307,530.00	15,795.00	410,040.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-10,846.97</u>	<u>-28,846.40</u>	<u>-223,108.47</u>	<u>-259,617.60</u>	<u>36,509.13</u>	<u>-346,157.00</u>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	95,842.10	74,868.34	651,919.86	673,815.06	-21,895.20	898,420.00
<b>TOTAL OPERATING INCOME</b>	<b>95,842.10</b>	<b>74,868.34</b>	<b>651,919.86</b>	<b>673,815.06</b>	<b>-21,895.20</b>	<b>898,420.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,086.53	23,829.17	197,327.15	214,462.53	-17,135.38	285,950.00
Total Tenant Services	4,500.97	7,792.91	56,069.92	70,136.19	-14,066.27	93,515.00
Total Utilities Expenses	1,678.92	1,929.17	14,320.44	17,362.53	-3,042.09	23,150.00
Total Maintenance Expenses	33,361.37	35,891.66	337,449.57	323,024.94	14,424.63	430,700.00
General Expense	5,223.41	4,987.51	46,829.21	44,887.59	1,941.62	59,850.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>68,851.20</b>	<b>74,430.42</b>	<b>651,996.29</b>	<b>669,873.78</b>	<b>-17,877.49</b>	<b>893,165.00</b>
Total Non-Routine Expense	0.00	208.33	0.00	1,874.97	-1,874.97	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>68,851.20</b>	<b>74,638.75</b>	<b>651,996.29</b>	<b>671,748.75</b>	<b>-19,752.46</b>	<b>895,665.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>26,990.90</b>	<b>229.59</b>	<b>-76.43</b>	<b>2,066.31</b>	<b>-2,142.74</b>	<b>2,755.00</b>
Total Depreciation Expense	35,050.00	38,958.33	322,750.00	350,624.97	-27,874.97	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-8,059.10</b>	<b>-38,728.74</b>	<b>-322,826.43</b>	<b>-348,558.66</b>	<b>25,732.23</b>	<b>-464,745.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BLUEBELL - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	30,509.92	17,685.00	194,755.30	159,165.00	35,590.30	212,220.00
<b>TOTAL OPERATING INCOME</b>	<b>30,509.92</b>	<b>17,685.00</b>	<b>194,755.30</b>	<b>159,165.00</b>	<b>35,590.30</b>	<b>212,220.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,200.74	8,471.23	77,243.68	76,241.07	1,002.61	101,655.00
Total Tenant Services	19.70	41.67	121.42	375.03	-253.61	500.00
Total Utilities Expenses	3,250.94	2,250.00	16,895.02	20,250.00	-3,354.98	27,000.00
Total Maintenance Expenses	8,135.95	6,086.67	54,238.73	54,780.03	-541.30	73,040.00
General Expense	1,626.55	1,745.84	19,158.40	15,712.56	3,445.84	20,950.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>22,233.88</b>	<b>18,595.41</b>	<b>167,657.25</b>	<b>167,358.69</b>	<b>298.56</b>	<b>223,145.00</b>
Total Non-Routine Expense	2,199.01	333.34	8,887.27	3,000.06	5,887.21	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>	<b>24,432.89</b>	<b>18,928.75</b>	<b>176,544.52</b>	<b>170,358.75</b>	<b>6,185.77</b>	<b>227,145.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>6,077.03</b>	<b>-1,243.75</b>	<b>18,210.78</b>	<b>-11,193.75</b>	<b>29,404.53</b>	<b>-14,925.00</b>
Total Depreciation Expense	11,150.00	0.00	98,750.00	0.00	98,750.00	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-5,072.97</b>	<b>-1,243.75</b>	<b>-80,539.22</b>	<b>-11,193.75</b>	<b>-69,345.47</b>	<b>-14,925.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
COCC, MT, FAMILY, BB COMBINED OS						
<b>OPERATING INCOME</b>						
Total Operating Income	246,347.09	187,051.09	1,720,986.35	1,683,459.81	37,526.54	2,244,613.00
<b>TOTAL OPERATING INCOME</b>	<u>246,347.09</u>	<u>187,051.09</u>	<u>1,720,986.35</u>	<u>1,683,459.81</u>	<u>37,526.54</u>	<u>2,244,613.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	83,283.50	88,058.73	767,848.31	792,528.57	-24,680.26	1,056,705.00
Total Tenant Services	4,520.67	8,052.91	56,879.37	72,476.19	-15,596.82	96,635.00
Total Utilities Expenses	11,718.96	12,799.59	85,219.28	115,196.31	-29,977.03	153,595.00
Total Maintenance Expenses	56,637.76	61,551.23	566,557.42	553,961.07	12,596.35	738,615.00
General Expense	14,580.85	14,743.75	136,442.03	132,693.75	3,748.28	176,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>170,741.74</u>	<u>185,206.21</u>	<u>1,612,946.41</u>	<u>1,666,855.89</u>	<u>-53,909.48</u>	<u>2,222,475.00</u>
Total Non-Routine Expense	2,199.01	612.50	8,973.69	5,512.50	3,461.19	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	15,750.00	-15,750.00	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>	<u>172,940.75</u>	<u>187,568.71</u>	<u>1,621,920.43</u>	<u>1,688,118.39</u>	<u>-66,197.96</u>	<u>2,250,825.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>73,406.34</u>	<u>-517.62</u>	<u>99,065.92</u>	<u>-4,658.58</u>	<u>103,724.50</u>	<u>-6,212.00</u>
Total Depreciation Expense	83,075.00	73,628.33	748,625.00	662,654.97	85,970.03	883,540.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-9,668.66</u>	<u>-74,145.95</u>	<u>-649,559.08</u>	<u>-667,313.55</u>	<u>17,754.47</u>	<u>-889,752.00</u>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	28,183.83	28,077.33	345,030.36	252,695.97	92,334.39	336,928.00
<b>TOTAL OPERATING INCOME</b>	<b>28,183.83</b>	<b>28,077.33</b>	<b>345,030.36</b>	<b>252,695.97</b>	<b>92,334.39</b>	<b>336,928.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,792.54	4,476.47	35,512.43	40,288.23	-4,775.80	53,717.50
Total Fee Expenses	5,279.40	3,168.00	34,733.04	28,512.00	6,221.04	38,016.00
Total Utilities Expenses	643.86	2,033.33	13,110.77	18,299.97	-5,189.20	24,400.00
Total Maintenance Expenses	7,401.88	12,311.92	66,535.96	110,807.28	-44,271.32	147,743.00
Total Taxes & Insurance Expense	2,403.81	2,458.35	21,241.96	22,125.15	-883.19	29,500.00
Total Financial Expenses	2,565.59	2,618.44	23,765.51	23,565.96	199.55	31,421.22
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>22,087.08</b>	<b>27,066.51</b>	<b>194,899.67</b>	<b>243,598.59</b>	<b>-48,698.92</b>	<b>324,797.72</b>
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>	<b>22,087.08</b>	<b>27,066.51</b>	<b>194,899.67</b>	<b>243,598.59</b>	<b>-48,698.92</b>	<b>324,797.72</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>6,096.75</b>	<b>1,010.82</b>	<b>150,130.69</b>	<b>9,097.38</b>	<b>141,033.31</b>	<b>12,130.28</b>
Total Depreciation Expense	5,025.00	0.00	41,175.00	0.00	41,175.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>1,071.75</b>	<b>1,010.82</b>	<b>108,955.69</b>	<b>9,097.38</b>	<b>99,858.31</b>	<b>12,130.28</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**December 31, 2013**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,910.45	24,593.99	219,413.94	221,345.91	-1,931.97	295,128.00
<b>TOTAL OPERATING INCOME</b>	<b>24,910.45</b>	<b>24,593.99</b>	<b>219,413.94</b>	<b>221,345.91</b>	<b>-1,931.97</b>	<b>295,128.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,583.41	4,436.90	34,402.35	39,932.10	-5,529.75	53,242.50
Total Fee Expenses	4,902.30	2,895.00	31,426.90	26,055.00	5,371.90	34,740.00
Total Utilities Expenses	554.20	2,210.01	17,308.40	19,890.09	-2,581.69	26,520.00
Total Maintenance Expenses	5,670.50	14,529.48	63,549.15	130,765.32	-67,216.17	174,354.00
Total Taxes & Insurance Expense	2,169.14	2,120.83	18,656.28	19,087.47	-431.19	25,450.00
Total Financial Expenses	2,565.59	2,618.44	23,765.49	23,565.96	199.53	31,421.23
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>19,445.14</b>	<b>28,810.66</b>	<b>189,108.57</b>	<b>259,295.94</b>	<b>-70,187.37</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	15,036.75	-15,036.75	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	15,036.75	-15,036.75	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>19,445.14</b>	<b>30,481.41</b>	<b>189,108.57</b>	<b>274,332.69</b>	<b>-85,224.12</b>	<b>365,776.73</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>5,465.31</b>	<b>-5,887.42</b>	<b>30,305.37</b>	<b>-52,986.78</b>	<b>83,292.15</b>	<b>-70,648.73</b>
Total Depreciation Expense	5,375.00	0.00	48,825.00	0.00	48,825.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>90.31</b>	<b>-5,887.42</b>	<b>-18,519.63</b>	<b>-52,986.78</b>	<b>34,467.15</b>	<b>-70,648.73</b>

**Knox County Housing Authority  
BOARD - AHP CASH FLOW STATEMENT  
December 31, 2013**

<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	53,094.28	52,671.32	564,444.30	474,041.88	90,402.42	632,056.00
<b>TOTAL OPERATING INCOME</b>	<b>53,094.28</b>	<b>52,671.32</b>	<b>564,444.30</b>	<b>474,041.88</b>	<b>90,402.42</b>	<b>632,056.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,375.95	8,913.37	69,914.78	80,220.33	-10,305.55	106,960.00
Total Fee Expenses	10,181.70	6,063.00	66,159.94	54,567.00	11,592.94	72,756.00
Total Utilities Expenses	1,198.06	4,243.34	30,419.17	38,190.06	-7,770.89	50,920.00
Total Maintenance Expenses	13,072.38	26,841.40	130,085.11	241,572.60	-111,487.49	322,097.00
Total Taxes & Insurance Expense	4,572.95	4,579.18	39,898.24	41,212.62	-1,314.38	54,950.00
Total Financial Expenses	5,131.18	5,236.88	47,531.00	47,131.92	399.08	62,842.45
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>41,532.22</b>	<b>55,877.17</b>	<b>384,008.24</b>	<b>502,894.53</b>	<b>-118,886.29</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	15,036.75	-15,036.75	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	15,036.75	-15,036.75	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>41,532.22</b>	<b>57,547.92</b>	<b>384,008.24</b>	<b>517,931.28</b>	<b>-133,923.04</b>	<b>690,574.45</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>11,562.06</b>	<b>-4,876.60</b>	<b>180,436.06</b>	<b>-43,889.40</b>	<b>224,325.46</b>	<b>-58,518.45</b>
Total Depreciation Expense	10,400.00	0.00	90,000.00	0.00	90,000.00	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>1,162.06</b>	<b>-4,876.60</b>	<b>90,436.06</b>	<b>-43,889.40</b>	<b>134,325.46</b>	<b>-58,518.45</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**December 31, 2013**

	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	8,566.57	12,162.50	84,993.31	109,462.50	-24,469.19	145,950.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,566.57</b>	<b>12,162.50</b>	<b>84,993.31</b>	<b>109,462.50</b>	<b>-24,469.19</b>	<b>145,950.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,079.67	7,433.34	60,932.07	66,900.06	-5,967.99	89,200.00
Total Fees Expenses	4,056.00	4,425.00	37,284.00	39,825.00	-2,541.00	53,100.00
Total General Expenses	651.75	712.50	5,727.48	6,412.50	-685.02	8,550.00
<b>TOTAL OPERATING EXPENSES</b>	<b>10,787.42</b>	<b>12,570.84</b>	<b>103,943.55</b>	<b>113,137.56</b>	<b>-9,194.01</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>10,787.42</b>	<b>12,570.84</b>	<b>103,943.55</b>	<b>113,137.56</b>	<b>-9,194.01</b>	<b>150,850.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-2,220.85</b>	<b>-408.34</b>	<b>-18,950.24</b>	<b>-3,675.06</b>	<b>-15,275.18</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>-2,220.85</b>	<b>-408.34</b>	<b>-18,950.24</b>	<b>-3,675.06</b>	<b>-15,275.18</b>	<b>-4,900.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	65,625.00	78,541.66	690,773.50	706,874.94	-16,101.44	942,500.00
<b>TOTAL HAP INCOME</b>	<b>65,625.00</b>	<b>78,541.66</b>	<b>690,773.50</b>	<b>706,874.94</b>	<b>-16,101.44</b>	<b>942,500.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	79,112.00	78,750.00	710,621.65	708,750.00	1,871.65	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>79,112.00</b>	<b>78,750.00</b>	<b>710,621.65</b>	<b>708,750.00</b>	<b>1,871.65</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>-13,487.00</b>	<b>-208.34</b>	<b>-19,848.15</b>	<b>-1,875.06</b>	<b>-17,973.09</b>	<b>-2,500.00</b>



**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*December, 2013*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	16,846.41	19,751.13	-2,904.72	194,542.81
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,410.32	9,032.50	5,377.82	92,971.14
Administrative Expenses	247.62	1,082.92	-835.30	6,276.41
Teneant Services	0.00	119.36	-119.36	688.03
Utilities	6,391.63	1,819.87	4,571.76	51,247.43
Maintenance Supplies/Contracts	2,552.85	1,739.83	813.02	47,921.97
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,702.05	7,422.80	-1,720.75	51,213.05
Non-Routine Expense	0.00	116.13	-116.13	86.42
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>46,150.88</b>	<b>41,084.54</b>	<b>5,066.34</b>	<b>444,947.26</b>
<b>AMP002 - FAMILY</b>				
Salaries	38,624.82	42,716.49	-4,091.67	394,703.08
Employee W/H Payments	0.00	0.00	0.00	134.54
Management Fees	15,279.52	9,695.13	5,584.39	104,302.68
Administrative Expenses	1,223.56	2,444.08	-1,220.52	17,047.40
Teneant Services	122.24	28.94	93.30	4,027.48
Utilities	1,678.92	1,413.60	265.32	14,320.44
Maintenance Supplies/Contracts	6,698.73	3,787.77	2,910.96	70,529.81
Mileage	0.00	0.00	0.00	236.19
General Expenses	5,223.41	4,738.18	485.23	46,829.21
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>68,851.20</b>	<b>64,824.19</b>	<b>4,027.01</b>	<b>652,130.83</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,223.62	8,035.10	188.52	82,246.98
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,366.93	2,635.00	1,731.93	29,508.75
Administrative Expenses	579.97	694.17	-114.20	5,166.02
Teneant Services	19.70	0.00	19.70	121.42
Utilities	3,250.94	847.89	2,403.05	16,895.02
Maintenance Supplies/Contracts	4,153.73	707.09	3,446.64	14,343.24
Mileage	12.44	0.00	12.44	217.42
General Expenses	1,626.55	1,942.17	-315.62	19,158.40
Non-Routine Expenses	2,199.01	0.00	2,199.01	8,887.27
<b>TOTAL BLUEBELL CLAIMS</b>	<b>24,432.89</b>	<b>14,861.42</b>	<b>9,571.47</b>	<b>176,544.52</b>
<b>COCC</b>				
Salaries	26,803.26	30,985.47	-4,182.21	270,003.52
Employee W/H Payments	0.00	-45.82	45.82	-1,178.26
Management Fees	0.00	0.00	0.00	180.80
Administrative Expenses	4,083.57	3,669.93	413.64	52,968.15
Teneant Services	0.00	0.00	0.00	0.00
Utilities	397.47	171.57	225.90	2,756.39
Maintenance Supplies/Contracts	192.64	1,000.88	-808.24	3,281.80
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,028.84	748.99	1,279.85	19,241.37
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>33,505.78</b>	<b>36,531.02</b>	<b>-3,025.24</b>	<b>347,253.77</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	90,498.11	101,488.19	-10,990.08	941,496.39
Employee W/H Payments	0.00	-45.82	45.82	-1,043.72
Management Fees	34,056.77	21,362.63	12,694.14	226,963.37
Administrative Expenses	6,134.72	7,891.10	-1,756.38	81,457.98
Teneant Services	141.94	148.30	-6.36	4,836.93
Utilities	11,718.96	4,252.93	7,466.03	85,219.28
Maintenance Supplies	13,597.95	7,235.57	6,362.38	136,076.82
Mileage	12.44	0.00	12.44	453.61
General Expenses	14,580.85	14,852.14	-271.29	136,442.03
Non-Routine Expenses	2,199.01	116.13	2,082.88	8,973.69
<b>TOTAL LOW RENT CLAIMS</b>	<b>172,940.75</b>	<b>157,301.17</b>	<b>15,639.58</b>	<b>1,620,876.38</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*December, 2013*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,565.96	7,467.90	98.06
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,279.40	3,124.00	2,155.40
Administrative Expenses	927.34	923.71	3.63
Utilities	643.86	373.79	270.07
Maintenance Supplies/Contracts	2,701.12	3,064.60	-363.48
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>17,117.68</b>	<b>14,954.00</b>	<b>2,163.68</b>

<b>PRAIRIELAND</b>			
Salaries	7,565.77	7,467.71	98.06
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,902.30	2,816.00	2,086.30
Administrative Expenses	718.25	689.76	28.49
Utilities	554.20	1,044.40	-490.20
Maintenance Supplies/Contracts	969.89	2,531.37	-1,561.48
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>14,710.41</b>	<b>14,549.24</b>	<b>161.17</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,131.73	14,935.61	196.12
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,181.70	5,940.00	4,241.70
Administrative Expenses	1,645.59	1,613.47	32.12
Utilities	1,198.06	1,418.19	-220.13
Maintenance Supplies	3,671.01	5,595.97	-1,924.96
<b>TOTAL AHP CLAIMS</b>	<b>31,828.09</b>	<b>29,503.24</b>	<b>2,324.85</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,022.71	4,953.82	68.89
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,056.00	4,426.50	-370.50
Administrative Expenses	1,056.96	2,470.25	-1,413.29
<b>TOTAL HCV CLAIMS</b>	<b>10,135.67</b>	<b>11,850.57</b>	<b>-1,714.90</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*December, 2013*

	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	8.98	-8.98
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>8.98</b>	<b>-8.98</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	9,200.00	-9,200.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	3,024.74	-3,024.74
Dwelling Equipment	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00
<b>TOTAL CFG 2012 CLAIMS</b>	<b>0.00</b>	<b>12,224.74</b>	<b>-12,224.74</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>12,233.72</b>	<b>-12,233.72</b>
<b>ROSS SC GRANT - \$240,000</b>			
Salaries	5,337.00	4,597.65	739.35
Administrative	56.24	0.00	56.24
<b>TOTAL ROSS SC CLAIMS</b>	<b>5,393.24</b>	<b>4,597.65</b>	<b>795.59</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*December, 2013*

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	46,150.88	41,084.54	5,066.34	444,947.26
AMP002 - FAMILY	68,851.20	64,824.19	4,027.01	652,130.83
AMP003 - BLUEBELL	24,432.89	14,861.42	9,571.47	176,544.52
COCC	33,505.78	36,531.02	-3,025.24	347,253.77
<b>TOTAL LOW RENT</b>	<b>172,940.75</b>	<b>157,301.17</b>	<b>15,639.58</b>	<b>1,620,876.38</b>
<u>A.H.P.</u>				
BRENTWOOD	17,117.68	14,954.00	2,163.68	149,892.20
PRAIRIELAND	14,710.41	14,549.24	161.17	146,686.80
<b>TOTAL A.H.P.</b>	<b>31,828.09</b>	<b>29,503.24</b>	<b>2,324.85</b>	<b>296,579.00</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,135.67	11,850.57	-1,714.90	98,216.07
<b>TOTAL HCV</b>	<b>10,135.67</b>	<b>11,850.57</b>	<b>-1,714.90</b>	<b>98,216.07</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	8.98	-8.98	0.00
CAPITAL FUND GRANT '11	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '12	0.00	12,224.74	-12,224.74	235,500.97
ROSS SC GRANT '11	5,393.24	4,597.65	795.59	58,617.69
<b>TOTAL GRANTS</b>	<b>5,393.24</b>	<b>16,831.37</b>	<b>-11,438.13</b>	<b>294,118.66</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>220,297.75</b>	<b>215,486.35</b>	<b>4,811.40</b>	<b>2,309,790.11</b>

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**Knox County Housing Authority**  
**KCHA RESERVES**  
**December, 2013**

**Current Period**

**Cumulative**

**LOW RENT CASH & RESERVES**

**COCC CASH & RESERVES**

10-0-000-000-1111.030 Cash - COCC	8.70	496,383.49
10-0-000-000-1162.000 General Fund Investment	0.00	0.00
10-0-000-000-1162.100 Restricted Invest(DOL)	0.04	1,613.51
10-0-000-000-1163.010 Own Reserve Invest	0.00	0.00
10-0-000-000-1163.020 Maint Res Invest	0.00	0.00
Total COCC Cash & Reserves	8.74	497,997.00

**MOON TOWERS RESERVES**

10-0-000-001-1111.020 Cash - First Midwest - MT	-7,703.02	1,195,963.86
10-0-000-001-1162.000 General Fund Investment	0.00	0.00
Total Moon Towers Cash & Reserves	-7,703.02	1,195,963.86

**FAMILY CASH & RESERVES**

10-0-000-002-1111.020 Cash - First Midwest - Fam	-22,054.16	-417,238.73
10-0-000-002-1162.000 General Fund Investment	0.00	0.00
Total Family Cash & Reserves	-22,054.16	-417,238.73

**BLUEBELL CASH & RESERVES**

10-0-000-006-1111.020 Cash - First Midwest - BB	-6,611.43	170,476.69
10-0-000-006-1162.000 General Fund Investment	0.00	0.00
Total Bluebell Cash & Reserves	-6,611.43	170,476.69

**TOTAL LOW RENT CASH & RESERVES**

**-36,359.87                      1,447,198.82**

**AHP CASH & RESERVES**

**BRENTWOOD CASH & RESERVES**

60-0-000-000-1111.020 Cash - First Midwest - BW	45,408.62	416,351.42
60-0-000-000-1111.025 Restricted Cash-SD Brentwood	0.00	30,000.00
Total Brentwood Cash & Reserves	45,408.62	446,351.42

**PRAIRIELAND CASH & RESERVES**

60-0-000-001-1111.020 Cash - First Midwest - PL	-8,284.11	-72,835.79
60-0-000-001-1111.025 Restricted Cash-SD-Prairieland	0.00	23,000.00
60-0-000-001-1111.026 Restricted Cash-Pra-Rep Res	2.90	135,757.70
60-0-000-001-1111.027 Restricted Cash-Pra-Residual Rec	3.15	119,804.02
Total Prairieland Cash & Reserves	-8,278.06	205,725.93

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**Knox County Housing Authority**  
***KCHA RESERVES***  
**December, 2013**

	<b>Current Period</b>	<b>Cumulative</b>
<b>TOTAL AHP CASH &amp; RESERVES</b>	<b>37,130.56</b>	<b>652,077.35</b>

**HCV CASH, INVESTMENTS, & ASSETS**

**HCV CASH & INVESTMENTS**

30-0-000-000-1111.020 Cash - First Midwest - HCV	-4,818.36	86,972.22
30-0-000-000-1162.000 General Fund Investments	32.65	248,341.17
Total HCV Cash & Investments	-4,785.71	335,313.39

**HCV ASSETS**

30-0-000-000-2805.000 Restricted Net Assets	0.00	-31,079.00
30-0-000-000-2806.000 Unrestricted Net Assets	0.00	-312,406.81
Total HCV Assets	0.00	-343,485.81

# FINANCE COMMITTEE NOTES - JANUARY 23, 2014

For December 2013

## COCC

	<u>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$48,216.16	\$329,147.07	
Operating Expenses	\$33,505.78	\$348,432.03	
Net Revenue Income/(loss)	<u>\$14,710.38</u>	<u>(\$19,284.96)</u>	

**Operating in black for month**

*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>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$71,778.91	\$545,164.12	Received \$15,000 for Operations from CFP 2013
Operating Expenses	\$46,150.88	\$444,947.59	Paid electric and gas utilities
Net Revenue Income/(loss)	<u>\$25,628.03</u>	<u>\$100,216.53</u>	Sprinkler inspection

**Operating in Black YTD**

*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>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$95,842.10	\$651,919.86	Received \$15,000 for Operations from CFP 2013
Operating Expenses	\$68,851.20	\$651,996.29	Paid electric and gas utilities
Net Revenue Income/(loss)	<u>\$26,990.90</u>	<u>(\$76.43)</u>	Received grants totaling \$11,060.50 for Summer Program
			Inventory usage for Nov & Dec
MT's Income		\$100,216.53	
BB's Income		\$18,210.78	

**Operating in red YTD**

**Family's remaining loss** \$118,350.88 **Loss will be funded by Family's reserve**

Family Reserve	\$323,000.00	moved to cash per board
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## BLUEBELL

	<u>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$30,509.92	\$194,755.30	Received \$10,000 for Operations from CFP 2013
Operating Expenses	\$24,432.89	\$176,544.52	Had Plumbing & Heating issues fixed
Net Revenue Income/(loss)	<u>\$6,077.03</u>	<u>\$18,210.78</u>	Sprinkler Inspection & gear box repaired on tractor

**Operating in Black both YTD**

*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 - JANUARY 23, 2014

For December 2013

## BRENTWOOD

	<u>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$28,183.83	\$345,030.36	Paid Electric and Gas utilities
Operating Expenses	\$22,087.08	\$194,899.67	
<b>Net Revenue Income/(loss)</b>	<b>\$6,096.75</b>	<b>\$150,130.69</b>	

*Operating in Black for month and YTD*

Brentwood's Cash & Reserve \$393,196.78

## PRAIRIELAND

	<u>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$24,910.45	\$219,413.94	Paid Electric and Gas utilities
Operating Expenses	\$19,445.14	\$189,108.57	Utilities
<b>Net Revenue Income/(loss)</b>	<b>\$5,465.31</b>	<b>\$30,305.37</b>	

*Operating in Black for month and YTD*

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

## HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Dec</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$8,566.57	\$82,479.81	
Operating Expenses	\$10,787.42	\$103,943.55	
<b>Net Revenue Income/(loss)</b>	<b>(\$2,220.85)</b>	<b>(\$21,463.74)</b>	
<i>Un-Restricted Net Assets (UNA)</i>		<b>\$312,406.81</b>	<i>as of 3-31-13</i>
<b>UNA Balance</b>		<b>\$290,943.07</b>	<b>YTD</b>

<u>HAP</u>	<u>Dec</u>	<u>Current YTD</u>	
Operating Income	\$65,625.00	\$690,773.50	
Operating Expenses	\$79,112.00	\$710,621.65	
<b>Net Revenue Income/(loss)</b>	<b>(\$13,487.00)</b>	<b>(\$19,848.15)</b>	
<i>Restricted Net Assets (NRA)</i>		<b>\$31,079.00</b>	<i>as of 3-31-13</i>
		<b>(\$19,848.15)</b>	Current YTD Profit/(Loss)
<b>NRA Balance</b>		<b>\$11,230.85</b>	<b>YTD</b>

Created by Lee Lofing, Finance Coordinator, KCHA



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

January 23, 2014

## ROLL CALL

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 3:04 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 first item on the agenda was to review December 2013 Financial Reports. The committee received 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.

## INVESTMENTS

Derek Antoine mentioned to Commissioner Dunker that there will be an Investment RFP going out to financial institutions by the end of January. KCHA is looking to invest around \$200,000 depending on what type of rates will that be presented to the HA.

## BENEFIT BUDGET

After doing some more investigating Commissioner Dunker contacted Lee Lofing about the benefit budget calculation that had been presented to the board in December. Tom realized from his investigation that there were some benefits that should have been included in the budget calculation that the Finance committee did not feel were part of the calculation. So Lee added these benefits to the calculation and recalculated the benefit percentage of salaries. The original percentage was around 24% of salaries and after adding the other data the benefit percentage of salaries comes out around 31%. The finance committee didn't see an issue with the new benefits calculation since it is still below the 39% mentioned in last month's minutes.

## ADJOURN

3:32 pm

Respectfully submitted,

*Lee J Lofing*

Finance Coordinator

## BOARD MEMO


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Galesburg, IL 61401

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** Approval of KCHA Smoke-Free Public Housing

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### Executive Summary

The Knox County Housing Authority made the decision to implement a Smoke-Free Public Housing initiative at the April 30, 2013 Regular Meeting of the Board of Commissioners. Effective 04/01/2014, all Knox County Housing Authority buildings and vehicles associated with the public housing program will be smoke-free. Accordingly, the agency has developed a policy/procedure which will guide the residents and staff through this change.

The authority held two resident advisory board meetings – 8/28/2013 and 12/19/2013 – in conjunction with the development of this policy. Residents were randomly selected to participate, and represented a cross section of smokers and non-smokers from all three public housing AMPs. A draft copy of the KCHA Smoke-Free Policy was provided to the Board at the 12/31/2013 regular meeting, and was sent to KCHA legal counsel for review.

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 was posted for resident and public review & comment. The posting dates were effective 12/28/2013, and will run through 01/27/2014. At the time of this memo, the agency has not received any comments. Any comments received will come before the Board for consideration. 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 Smoke-Free Policy, to be effective 04/01/2014.

# Smoke Free Housing 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** It is well documented that cigarette smoking and related secondhand tobacco smoke together are the number one cause of preventable disease in the United States. Because exposure to any amount of secondhand smoke can be hazardous and smoke migrates between units in multifamily housing, the U.S. Department of Housing and Urban Development (HUD) is encouraging owners and public housing authorities to implement smoke-free policies and programs.
- Section 1.02** HUD has issued guidance in Notices PIH-2009-21 and PIH-2012-25 to encourage and support this initiative.
- Section 1.03** Studies have shown that approximately 75% of tenants and perspective tenants desire to reside in a smoke-free environment.
- Section 1.04** This smoke-free policy is about the smoke, not the smoker. This policy does not preclude anyone who smokes from residency with the Knox County Housing Authority; rather it simply requires that all tenants abide by the smoke-free policy.
- Section 1.05** Existing laws allow for smoke-free housing policies.
- (a) No federal, state, or local law that prohibits a housing authority from adopting a 100% smoke-free policy.
  - (b) Smoking is not a legal right, and smokers are not a protected class under any state or federal law.
- Section 1.06** The Knox County Housing Authority, at this encouragement, has adopted this policy for the following reasons:
- (a) To mitigate the irritation and known health effects of secondhand smoke at KCHA properties;
  - (b) To minimize the maintenance, cleaning, and redecorating costs associated with damage caused by smoking as it relates to;
    - (i) Apartment turnover;
    - (ii) Property Insurance;
    - (iii) Damages related to residential fire.
  - (c) To allow KCHA staff, agents, vendors, and contractors the opportunity to perform their job functions in an environment that is free from secondhand smoke.
- Section 1.07** This policy acts in conjunction with the Smoke-Free Illinois Act of 2008.
- Section 1.08** This policy applies to all residents, visitors, employees and covers all buildings and vehicles owned and operated as part of the public housing program of 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) Smoke: The vaporous system made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of material, including, but not limited to, cigars, cigarettes, or other tobacco products.
- (b) Secondhand smoke: Smoke (as defined in section 2.01(a)) unintentionally or involuntarily inhaled; generally used in reference to non-smokers or people that do not smoke.
- (c) Smoking: Inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco products, or other similarly lighted material causing smoke in any manner or form, including the use of medical marijuana.
- (d) Smoking materials: Materials used in the act of smoking including cigarettes, cigars, tobacco, pipes, matches, and lighters.
- (e) Dwelling Unit: interior spaces tied to a particular unit and resident.
- (f) Smoke-Free: free from smoke; indicative of "No Smoking" or "Smoking Not Allowed"
- (g) Smoke-Free Dwelling or Building: dwelling units or buildings in which smoking is prohibited.
- (h) Resident or Tenant: Refers to any person or persons who have either signed a lease agreement or are listed as a family member in a resident household.
- (i) Guest: Any person or persons visiting the residence that are not listed members of the resident household.
- (j) 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 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 lead addendum (such as the Smoke-Free 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) All current resident will be required to sign an amended lease, which includes smoke-free provisions set forth in this policy, no later than 03/31/2014;
- (b) All new residents will sign a lease which includes smoke-free provisions set forth in this policy;
- (c) 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;
- (d) "No Smoking" signs will be placed outside and inside buildings throughout KCHA properties

- (e) Cigarette receptacles will be made available throughout each KCHA property for the decent, safe, and sanitary disposal of cigarettes and other smoking materials. At the resident's request and cost, a cigarette receptacle shall be provided by the Knox County Housing Authority at the requested dwelling unit;
- (f) Smoking cessation resources will be made available through the Knox County Health Department (subject to funding availability);

**Section 3.02** Effective April 01, 2014, smoking will be prohibited inside any building or vehicle which is part of the Knox County Housing Authority public housing program – including residential dwelling units, program offices, and agency vehicle fleet – by 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** Areas designated smoke-free in which smoking will be prohibited include:

- (a) Dwelling units and apartments as defined in Section 2.01(e) of this policy;
- (b) Common areas within any building including entryways, hallways, restrooms, laundry facilities, and within 15 feet of all openings to any KCHA property including windows, door openings, and garage doors.
- (c) Agency vehicle fleet as it pertains to the service of the public housing programs;
- (d) External common areas as defined in Section 2.01(j) of this policy;

**Section 3.04** Burning incense, sage, or other similar products are also not allowed in the above designated areas.

**Section 3.05** Resident Responsibilities under this policy include:

- (a) Resident shall be responsible to inform all members of the household, visitors, and guests of the KCHA Smoke-Free policy;
- (b) Residents shall prohibit smoking in their dwelling unit by household members, visitors, and guests;
- (c) 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;
- (d) Proper disposal of cigarette butts and other smoking material – cigarette butts and all smoking material must be appropriately disposed of in a decent, safe, and sanitary manner. No person shall be permitted to dispose of said smoking materials on the ground at any time. Additionally, all persons shall be prohibited from disposing of lighted smoking materials in any trash receptacle;

- (e) 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;
- (f) If a resident witnesses someone smoking or smells smoke 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 3.06** The Knox County Housing Authority cannot and does not warranty or promise that buildings and dwelling units will be free from secondhand smoke.

**Section 3.07** Enforcement of this policy will be administered in the following manner:

- (a) It shall be the responsibility of property managers to enforce this policy at each program site;
- (b) Property managers will investigate all complaints received by seeking the source of the smoke and determining if a violation of this policy has been committed;
- (c) Property managers will take immediate and appropriate lease enforcement action consistent with Section 3.08 of this policy;

**Section 3.08** Lease Violation Provisions

- (a) Failure to comply with any smoke-free 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 and document any evidence (sight or smell) witnessed in the unit; resident will receive a warning letter and be assessed a \$25.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
  - (ii) 2<sup>nd</sup> Violation - Property manager will visit the resident and document any evidence (sight or smell) witnessed in the unit; resident will receive a lease violation letter and be assessed a \$50.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
  - (iii) 3<sup>rd</sup> Violation - Property manager will visit the resident and document any evidence (sight or smell) witnessed in the unit; resident will receive a final lease violation letter advising FINAL NOTICE PRIOR TO TERMINATION and be assessed a \$100.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
  - (iv) 4<sup>th</sup> Violation – Termination of lease
- (c) Residents will be solely responsible for the cost to clean items which have been discolored and replacement of items damaged as a result of violating this policy including, but not limited to flooring, window treatment, walls, surfaces, light covering, ventilation systems, etc. Charges may be assessed during tenancy or at resident move-out.

**Section 3.09** Any financial fines collected as a result of enforcement of this policy shall be donated, at the discretion of the Knox County Housing Authority Board of Commissioners, to organizations supporting smoke-free initiatives.

## BOARD MEMO


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Galesburg, IL 61401

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** Pay Request IITI – Asbestos Removal at Moon Towers

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### Executive Summary

Invoices have been presented for payment for the repair of the domestic hot water delivery system at Moon Towers. In all, 188 shower faucet valves were replaced, and asbestos abated in 177 units. In the process of this repair, small demolition was required to gain access to the shower faucet valves. Once the mortar had been removed, asbestos was discovered on the piping (insulation) behind the wall. In order for MSI to install the new shower faucets, the asbestos had to be removed according to the Illinois Asbestos Abatement Act (105 ILCS 105) and the Commercial and Public Asbestos Abatement Act (225 ILCS 207). Iowa Illinois Taylor Insulation (IITI) was contracted to remove all asbestos present from the faucet assemblies for this repair.

The Board of Commissioners had approved IITI's first invoice for this project at the 12/31/2013 regular meeting of the Board (invoice # 17547 in the amount of \$20,264.34). IITI has submitted invoice # 17612 in the amount of \$11,468.19 for the remaining unbilled completed work, bringing the total cost for the asbestos abatement portion of this repair to \$31,732.53. Abatement of the asbestos was initially estimated to be \$35,997.00, due to progress data and probable completion time.

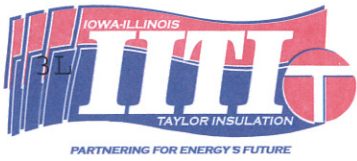
### Fiscal Impact

The entire repair for the hot water repair project, including the abatement of asbestos, is being paid for out of the Capital Fund 2012 and Capital Fund 2013 funds.

### Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve payment of the above listed invoices totaling \$102,139.25 in connection with the repair of the domestic hot water delivery system at Moon Towers.





3205 West 76th Street  
Davenport, IA 52806  
(563) 391-8100  
(563) 391-8200 fax  
Toll Free: (866) 480-8100

**REMIT TO:**  
**P.O. Box 2810**  
**Davenport, IA 52809**

**INVOICE**  
**NO. 17612**

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I KNOX COUNTY HOUSING AUTHORITY  
L 255 W TOMPKINS ST  
L GALESBURG IL 61401-4421  
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O

J 1202100  
O KNOX CO HOUSING-ANNUAL  
B 1 YEAR CONTRACT FOR FLOORING &  
FITTING REMOVAL - VARIOUS  
N CONTACT: KATI GREY  
O

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.
12/31/13	17612	41801	NET 30 DAYS	12-0003
QUANTITY	D E S C R I P T I O N		UNIT PRICE	EXTENDED PRICE
	TO REMOVE AND DISPOSE OF ASBESTOS FLOORING FROM MOON TOWERS			
	LABOR 12-2-13 THRU 12-8-13			
40.00 Hrs	STERLING A COMBS		75.6400	3,025.60
40.00 Hrs	TODD OLSON		75.6400	3,025.60
	LABOR 12-9-13 THRU 12-15-13			
8.00 Hrs	STERLING COMBS		75.6400	605.12
8.00 Hrs	ROGER LAFFOON		75.6400	605.12
24.00 Hrs	TODD OLSON		75.6400	1,815.36
16.00 Hrs	CLAVIN ROWE		75.4600	1,207.36
8.00 Hrs	SAM THORNBURG		75.4600	603.68
	TOTAL LABOR			10,887.84
	MATERIAL			
11.00-EA	WIRE BRUSH		2.5118	27.63-
16.00-OZ	CONTROL WETTING AGENT		.0763	1.22-
12.00-EA	NASHUA 398 SPRAY ADHESIVE		4.7417	56.90-
50.00-EA	COVERALLS		2.0054	100.27-
5.00-EA	REGAL TYVEK SUITS XXL		7.3720	36.86-
11.00-EA	POLYPRO COVERALLS (XXXXL) (25)		1.7700	19.47-
1.00-EA	2P369/2P710 COARSEWATER FITLER		6.4100	6.41-
1.00-EA	1P753 FINE WATER FILTER		5.8700	5.87-
1.00-RL	36 X 60 CLEAR LABELED BAGS		95.2900	95.29-

1 1/2% per month, 18% per annum, charged on all  
accounts past 30 days. Additional collection  
charges and / or reasonable attorney fees will be  
added if necessary to resolve balance of account.





3205 West 76th Street  
Davenport, IA 52806  
(563) 391-8100  
(563) 391-8200 fax  
Toll Free: (866) 480-8100

REMIT TO:  
P.O. Box 2810  
Davenport, IA 52809

INVOICE  
NO. 17612

PAGE 2

B  
I KNOX COUNTY HOUSING AUTHORITY  
L 255 W TOMPKINS ST  
L GALESBURG IL 61401-4421

J 1202100  
O KNOX CO HOUSING-ANNUAL  
B 1 YEAR CONTRACT FOR FLOORING &  
FITTING REMOVAL - VARIOUS  
N CONTACT: KATI GREY  
O

T  
O

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.	
12/31/13	17612	41801	NET 30 DAYS	12-0003	
QUANTITY	D E S C R I P T I O N		UNIT PRICE	EXTENDED PRICE	
20.00-EA	4460 GLOVE BAG (25)		9.2480	184.96-	
2.00-EA	14X20 10 MIL POLY ASB SIGNS		.5850	1.17-	
1.00-BX	SCRIM RE-INFORCED TOWELS/300		43.3500	43.35-	
25.00-PR	MSA P100 HEPA		12.1912	304.78-	
5.00-EA	20" BLACK BUFFER PAD		8.4900	42.45-	
	TOTAL MATERIAL			926.63-	
	EQUIPMENT				
8.00 Day	(1) SERVICE VAN @ \$25/EA PER DAY		25.0000	200.00	
	TOTAL EQUIPMENT			200.00	
	OTHER				
	DONOHUE & ASSOCIATES, 12404-27 NOTIFICATION			550.00 6.72	
	TOTAL OTHER			556.72	
	INSURANCE			750.26	
	Total Due This Invoice ----			11,468.19	
1 1/2% per month, 18% per annum, charged on all accounts past 30 days. Additional collection charges and / or reasonable attorney fees will be		GROSS	RETAINAGE	TAX	NET AMOUNT
		11,468.19	.00	.00	11,468.19



# Knox County Housing Authority

Resolution 2014-01

January 28, 2014

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2013**

## **Article I. Background**

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter, the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to Credit Bureau of Galesburg for collection attempt. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

## **Article II. Recommendation**

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$4,693.98, effective for the period ending 12/31/2013.



# Knox County Housing Authority

Resolution 2014-01

January 28, 2014

Board of Commissioners

Derek Antoine, Executive Director

## Approval of Bad Debt Charge-Offs for the period ending December 31, 2013

**WHEREAS**, the Knox County Housing Authority has determined, through due diligence, certain accounts to be uncollectible; and

**WHEREAS**, it is the policy of the Knox County Housing Authority to charge off such uncollectible or un-reconciled accounts on a quarterly basis; and

**WHEREAS**, each individual account listed has been duly notified of the debt owed to the KCHA, and have been given the opportunity to settle debts owed prior to this action; and

**WHEREAS**, the listed accounts have been determined to be uncollectible at the close of the period ending December 31, 2013;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Knox County Housing Authority hereby approves the write-off of uncollectible debt for the period ending December 31, 2013.

**RESOLVED: January 28, 2014**

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Lomac Payton, Chairperson

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Roger Peterson, Vice-Chairperson

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Dale Parsons, Resident Commissioner

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Paul Stewart, Commissioner

---

Wayne Allen, Commissioner

---

Thomas Dunker, Commissioner

---

Ben Burgland, Commissioner



<b>TOTAL WRITE-OFF LOW RENT</b>	<b>\$3,459.58</b>

**RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2013**

**MULTI-FAMILY HOUSING - A.H.P.**

Tenant ID / Name			MO Date	Rent	Retro Rent	Add. Charges	Total
A3	Pitman	Brian	10/31/2013	\$24.00		\$363.00	\$ 387.00
C1	Zimmerman	Lacy	11/4/2013	\$512.00		\$120.00	\$ 632.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>TOTAL WRITE-OFF BRENTWOOD</b>							<b>\$ 1,019.00</b>

Tenant ID / Name			MO Date	Rent	Retro Rent	Add. Charges	Total
#####	Britt	Tiffany	12/8/2013	\$105.00		\$110.40	\$ 215.40
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>TOTAL WRITE-OFF PRAIRIELAND</b>							<b>\$ 215.40</b>
<b>TOTAL WRITE-OFF MULTI-FAMILY HOUSING - A.H.P.</b>							<b>\$ 1,234.40</b>

**SECTION 8/VOUCHER - HCV**

Tenant ID / Name			MO Date	HAP	UAP	Misc.	Total
None							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>TOTAL WRITE-OFF - HCV</b>							<b>\$ -</b>

<b>TOTAL WRITE-OFFS</b>	<b>\$4,693.98</b>
-------------------------	-------------------

# Executive Director's Report

January 2014

# Executive Director's Report

January 2014

## Regular Meeting – Board of Commissioners

Tuesday, January 28, 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 January 2014:

Staff	Date	Development
Lofing, L.	Ongoing	IDROP Training
Lefler, C.	01/24/2014	\$\$ Effective Safe Housing
Gray, K.	01/24/2014	\$\$ Effective Safe Housing
Stegall, J.	01/24/2014	\$\$ Effective Safe Housing
Watkins, B.	01/24/2014	\$\$ Effective Safe Housing
Pendry, M.	01/24/2014	REAC Inspection Training

### Media Outreach/Public Relations

Efforts are underway to maximize speaking engagements in 2014. The agency has offered to host local Rotarians on a "Vocational Day", and will reach out to service organizations (Rotary, Lions, Kiwanis for example) to provide programs on the great things being accomplished at the Knox County Housing Authority.



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The Facebook page has reached 419 “Likes,” and continues to grow, albeit at a slow pace. An emphasis will be made in the coming year to grow the likes to over 1,000. Examples of information shared this past month includes status sharing information from the Knox County Highway Department on road conditions during inclement weather, the opening of GED curriculum at Woodland Bend, boil order information for the village of Henderson, observance of Martin Luther King, Jr. Day, and an announcement for the upcoming procurement workshop.

## **Policy/Operations**

### Accounting and Finance

The Finance Department had more training this month on the IDROP system in performing trial uploads, deleting tenants, adding tenants, and changing tenant information to make sure the system worked properly. By the end of January 2014, KCHA will be uploading actual files and start using the IDROP system to collect outstanding debts owed to the HA and will be able to collect outstanding debts in this tax period.

Work continues for the upcoming RFP processes discussed in previous reports. The finance department is putting together a request for proposal (RFP) for fee accounting, which will launch 01/31/2014. Fee accounting covers all questions that arise throughout the fiscal year, and will also assist in the year-end closing processes. Additionally, the KCHA will be soliciting rates for an investment account worth approximately \$200,000.00. This RFP will be handled in accordance with the Department of Housing and Urban Development’s guidelines for housing authority cash management and investment of excess funds, and will also launch on 01/31/2014. The intention is to take action to award contracts at the February 2014 Regular Meeting of the Board.

Extensive analysis was completed on the Knox County Housing Authority employee benefit package. At the 12/20/2013 and subsequently at the 12/31/2013 Board meeting, the benefits package was discussed in regards to a percentage of total compensation. In preparing information for those meetings, the agency did not include certain payroll items in the initial calculation – specifically worker’s compensation insurance and payroll taxes. These items were considered in the percentages referenced in the Congressional Budget Office’s and the Bureau of Labor Statistics’ information, and thus should have been a part of the agency’s calculation of benefit percentages. After correcting this information, the finance committee determined the KCHA’s percentage of benefits to total compensation was at 30.54%, still below the 39% (CBO) and 35% (BLS) standards.

### Human Resources

Debra Krueger has been named the January 2014 Employee of the Month! The Knox County Housing Authority is a dynamic organization, and it is expected that our employees are agents and change... provocateurs to the end of process improvement and efficiency, if you will. During the months leading into January, Debra identified a process at the Central Office Cost Center that needed changed – applicant and tenant form distribution. Debra was relentless in seeking out the best way to improve the efficiency of how forms are made available to tenants and applicants, and set out to get it done. As a result, the COCC now has a venerable “Forms Center” in the lobby which is easier for residents and staff to work with. Debra saw the need for change, and made it happen! Congratulations Debra!



### Facilities

Snow removal has been a concern during the month of January. 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

A meeting with Congressional Representative Cheri Bustos has been set to be rescheduled. The meeting, originally scheduled for 01/06/2014, was cancelled due to inclement weather. The agency is working with Representative Bustos' office to set a new meeting date, which will be communicated to HA Executive Directors in Ms. Bustos' district.

### Appropriations Update

**PUBLIC HOUSING:** On 01/16/2014 the Senate gave its final approval to a \$1.1 trillion FY 2014 Consolidated Appropriations Act (H.R. 3547) and sent it to President Obama for his signature. The appropriations bill provides \$4.4 billion for the Operating Fund for 2014, about halfway between the \$4.262 billion and \$4.6 billion proposed by the House and Senate respectively. NAHRO estimates that the bill would provide PHAs with approximately 88 percent of subsidy eligibility, though this estimate is subject to change (a more precise estimate of the proration most likely will not be available until late February). For 2013, after taking into account the impacts of sequestration, the Operating Fund received \$4.054 billion, resulting in a proration of approximately 82 percent, the lowest proration in the history of the program.

The bill also incorporates a cost saving measure requiring PHAs to set flat rents no lower than 80 percent of FMR, though these increases would be phased in to ensure that a household's rental payments do not increase by more than 35 percent per year as a result of this change. This proposal originated in the President's budget and was adopted by both the House and Senate bills. Thus, the Knox County Housing Authority will be required to comply with this regulation by June 1, 2014. Most likely there will be HUD guidance, through PIH Notice, in regards to implementation of this directive. As an agency, we remain strongly opposed this change to flat rents, as such an across-the-board policy fails to account for the actual market value of the public housing based on its physical condition and surroundings. The bill does not change requirements for minimum rents or the deduction threshold for unreimbursed medical or disability expenses, as previously anticipated.

**SECTION 8 PROGRAM:** The appropriations act provides \$17.366 billion for HAP renewals, an increase of more than \$1 billion over the post-sequestration FY 2013 funding level. Although a final estimate will not be available until all 2013 VMS data is submitted and validated, it is anticipated that this funding level will be sufficient to provide the agency with at least 100 percent of funding eligibility, a significant increase over the 94 percent proration experienced in 2013. As in past years, renewal eligibility will be based on the agency's 2013 calendar year voucher leasing and HAP costs, adjusted by the Annual Adjustment Factor (AAF) set by the HUD.

The act also authorizes HUD to "offset public housing agencies' calendar year 2014 allocations based on the excess amounts of public housing agencies' net restricted assets accounts, including HUD-held programmatic reserves." The omnibus authorizes the Secretary to determine the threshold at which reserves are deemed "excess," though no information has yet been made available regarding the thresholds for FY 2014.

With regards to Section 8 administrative fees, the act provides \$1.5 billion in FY 2014, \$200 million more than in FY 2013. Based on HUD's earlier estimates of eligibility, and industry analysis, it appears this funding is sufficient to provide approximately 75 percent of ongoing admin fee eligibility. As a cost saving measure, the act includes a provision would allow PHAs to transition to biennial HQS inspections. Although this provision does not result in cost savings to the HUD, it reduces administrative burdens by reducing the number of inspections PHAs are required to perform, creating much-needed savings at the agency level.

**CAPITAL FUND PROGRAM:** The bill increases funding for the Public Housing Capital Fund to \$1.875 billion, \$98 million more than the FY 2013 level after accounting for sequestration. This increase effectively restores program funding to the FY 2012 level. House appropriators had previously recommended \$1.5 billion for the program for FY 2014, while the Senate bill requested \$2.0 billion. For CY 2012, the agency received \$668,600.00 in capital funds versus \$584,976.00 for CY 2013. It is our understanding that funding is likely to return to the CY 2012 level. The bill also maintains a set-aside of \$20 million for emergency capital needs resulting from natural disasters or unpreventable emergencies except those with Presidential declarations. The bill includes language making needs resulting from safety and security emergencies eligible uses of the funding. The agency was awarded funds from this set-aside in CY 2010 which allowed for the installation of surveillance cameras and security lighting.

The table below, provided by NAHRO, details FY 2013 enacted and sequester level funding, as well as 2014 proposed and omnibus level funding.<sup>1</sup>

Program (\$ Millions)	FY 2013		FY 2014	
	Enacted <sup>a</sup>	Sequestration <sup>b</sup>	Proposed <sup>c</sup>	Omnibus <sup>d</sup>
Public Housing Operating Fund	\$4,253	\$4,054	\$4,600	\$4,400 <sup>e</sup>
Public Housing Capital Fund	\$1,871	\$1,777	\$2,000	\$1,875
<i>ROSS Program</i>	[\$50]	[\$47]	\$0	[\$45]
<i>Emergency Capital Needs</i>	[\$20]	[\$19]	[\$20]	[\$20]
<i>Jobs Plus Pilot</i>	-	-	[\$15]	[\$15] <sup>f</sup>
Choice Neighborhoods Initiative	\$120	\$114	\$400	\$90
Rental Assistance Demonstration	-	-	\$10	-
Tenant-Based Rental Assistance	\$18,901	\$17,964	\$19,989	\$19,177
<i>Section 8 HAP Renewals</i>	[\$17,207]	[\$16,349]	[\$17,968]	[\$17,366] <sup>g</sup>
<i>Ongoing Administrative Fees</i>	[\$1,322]	[\$1,258]	[\$1,635]	[\$1,485]
<i>Additional Administrative Fees</i>	[\$50]	[\$48]	[\$50]	[\$15]
<i>Tenant Protection Vouchers</i>	[\$75]	[\$71]	[\$150]	[\$130]
<i>Incremental HUD-VASH Vouchers</i>	[\$75]	[\$75]	[\$75]	[\$75]
Family Self-Sufficiency (FSS)	[\$60]	[\$57]	\$75	\$75 <sup>h</sup>
Sec. 8 Project-Based Rental Assistance	\$9,321 <sup>i</sup>	\$8,852 <sup>i</sup>	\$10,272	\$9,917
Community Development Fund	\$3,301	\$3,135	\$3,143	\$3,100
<i>Community Development Block Grant Program</i>	[\$3,242]	[\$3,078]	[\$2,798]	[\$3,030]
<i>Neighborhood Stabilization Initiative</i>	-	-	[\$200]	-
<i>Integrated Planning and Investment Grants</i>	-	-	[\$75]	-
Section 108 Loan Guarantees (credit subsidy)	\$5.94	\$5.64	\$0 <sup>j</sup>	\$3 <sup>k</sup>
HOME Investment Partnerships Program	\$998	\$948	\$950	\$1,000
Housing Opportunities for Persons with AIDS	\$331	\$315	\$332	\$330
Homeless Assistance Grants	\$2,029	\$1,933	\$2,381	\$2,105

<sup>1</sup> Information from Legislative Report gathered from NAHRO, PHADA, and various news outlets.

## Public Housing Program

### Moon Towers

Moon Towers held a New Year's Eve party on 12/31/2013 in the community room. Tenants rang in the New Year with potato soup, and great company.

Timothy Davis, a resident of Moon Towers since May of 2012, attained his GED certification during the month of January! At this time, Timothy plans on going to school to attain a degree in business management.

Resident satisfaction continues to improve under new property management at Moon Towers. Positive comments are received on a regular basis from tenants, and staff morale is on the uptick as well.

Finally, and for the first time in months, the agency is able to report consistent hot water delivery to all units at Moon Towers.

Financial quick hits for Moon Towers:

- Average rent collected for Moon Towers is \$186.94 per unit per month.
- 200 vacant unit days for a total vacancy loss of \$1,795.75 in *desired* rent, and a vacancy loss of \$1,072.34 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 \$35.88 per unit.
- Accounts Receivable for the Moon Towers is currently \$2,562.91
  - \$732.31 in dwelling rent
  - \$643.00 in retro rent (unreported income)
  - \$1,187.60 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	0	1 Bedroom		
	0	2 Bedroom	Total:	2
	0	Accessible	Occupied:	97.8%
Moon Towers B				
	0	Efficiencies		
89 Units	1	1 Bedroom		
	0	2 Bedroom	Total:	1
	0	Accessible	Occupied:	98.9%

The positive momentum in the leasing of units at Moon Towers continues. Previous months showed occupancy rates in 88% - 93% range, and occupancy for January 2014 now sits at 98.4%. Agency efforts will continue to attain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 94 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

<b>Moon Towers Waiting List</b>		
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

### Scattered Family Sites

The Family maintenance staff has been busy as a result of the increase in inclement weather. A few water issues, some furnace repairs and plowing have kept the team busy this month. On top of their quick responses and steadfast work on these projects, they have also been busy with “regular” work orders and readying units to house new tenants.

The After-School Program resumed at all three family sites after the winter break ended. Two new part-time employees were hired as a result of the grant received from the Galesburg Community Foundation. Tanya Hendrix (KCHA tenant) will work Monday-Thursday at Cedar Creek Place. Lily Neal (Knox College student) will work Wednesdays and Thursdays at Whispering Hollow. Tanya has volunteered in the program and brings additional child care experience from previous positions. Lily comes with previous experience working in a Title I after-school program as well as other experiences working with children. Additionally, there will be seven Knox College students volunteering in the after-school program this term.

Many of our tenants were able to take advantage of the holidays and gain employment. Although we haven’t heard from some, we believe that some of them are still working. It is great to see smiling faces of those that begin working, some for the first time.

We continue to have an influx of French-speaking applicants to all of our programs. We have hit some dead ends with regard to translation services and this continues to be a struggle for the Family Housing program. The agency is investigating a new lead, with hopes to get assistance to not only translate documents, but help with interviews and move-ins as well.

Financial quick hits for the Family Sites:

- Average rent collected for the Family Sites is \$167.57 per unit per month.
- 235 vacant unit days for a total vacancy loss of \$3,595.51 in *desired* rent, and a vacancy loss of \$838.97 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 \$49.70 per unit.
- Accounts Receivable for the Family sites is currently \$10,811.21
  - \$4,779.13 in dwelling rent
  - \$422.75 in retro rent (unreported income)
  - \$5,609.33 in other charges (maintenance, violation fines, etc.)

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

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

Family Housing has adequate application inventory. Positive momentum continues here as well, as our vacancy rate has dipped to 2.7%, down from 3.1% in December.

The waiting list for our Family Sites currently has 302 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

## Bluebell Tower

Along with the weekly blood pressure screenings, the Care Center of Abingdon, in conjunction with Azer Clinic, is sponsoring a free pizza lunch for the Blue Bell residents on Jan. 29<sup>th</sup>, and will follow with a program on "Preventing Falls". These are always well attended, with 45 residents currently on the sign-up sheet.

In two separate incidents, residents had fallen and required that I call 911 for assistance. One resident refused treatment, while another was transported to a Galesburg hospital by ambulance last week. Neither have indicated that they will be filing anything in regards to KCHA responsibility, as they were both accidents related to their own mobility issues.

With the frigid temperatures, Bluebell Tower had many tenant complaints of apartments that were colder than normal, and that the Community Room has been cold. After testing the temps in many of those spaces, it was determined only two units needed maintenance. Staff has

recommended that when temps are below zero that residents move away from windows and maintenance has covered several resident's air conditioners that normally don't have this done. The average temperature of the water moving through the baseboard pipes has been 120 degrees. Community Room blinds have also been kept closed to alleviate the colder temps outside from cooling the area. Maintenance has also gone door to door, vacuuming inside the baseboards to bring optimum heat into the apartments, which has helped.

Financial quick hits for the Bluebell Tower:

- Average rent collected for Bluebell Tower is \$266.57 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 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 \$7.15 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$420.00)
  - (\$344.00) in dwelling rent
  - \$0.00 in retro rent (unreported income)
  - \$(81.00) in excess utilities
  - \$5.00 in other charges (maintenance, violation fines, etc.)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower				
	0	1 Bedroom	Total:	0
<b>51 Units</b>	0	2 Bedroom	Occupied:	100.0%

Bluebell Tower is at 100.0% occupancy for the third month in a row. This is representative of satisfied residents, a well maintained property, and effective building management.

The waiting list for Bluebell Tower currently has 24 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

## 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

### 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

### 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
<b>TOTAL FYTD</b>	<b>\$ 712,581.00</b>



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

### Prairieland Townhouse Apartments

Last year we had a new 20 year low number of AHP move-outs for the calendar year. In 2012 we recorded 41 move-outs (21 BRE, 20 PRA). In the years 2000 thru 2009 we were averaging 54.7 move-outs per year so achieving only 41 MOs was very good. In researching statistics in relation to AHP Move-outs per year, it was determined the most recent 20 year average is 49.7 MOs per year; the most recent 10 year average reduces to 47.3 MOs per year; the most recent 5 year average reduces to 41 MOs per year. For 2013 the agency is THRILLED to report new low of 24 AHP move-outs (14 BRE, 10 PRA). Reduced turnover allows the staff to devote time to things like the Community Garden, Prairie Dog Field, painting of building exteriors and other property improvements and/or preventative maintenance tasks. Achieving this new 'low record' in a year where we had a rent increase makes the accomplishment even more impressive. Even when rents are reasonable, rent increases usually produce 'just because' move-outs but we were able to avoid an exodus that could have been spurred on by the rent increase.

We received notification from the Department of Housing and Urban Development that Prairieland has been slated for a physical inspection during CY 2014. The KCHA will receive notification prior to inspectors arriving on site.

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

- Average rent collected for Prairieland Townhouses is \$279.55 per unit per month.
- Vacancy loss of \$273.00 for 2 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$11,911.00
- Net profit for December 2013 - \$5,465.00
- Net profit YTD 2013 - \$30,305.00 (Transferred to Residual Receipts if unused)

### Brentwood Manor

As is the case with family housing, we have an influx of residents from the Congo at Brentwood. Seven Congolese families have moved in (10% of the property) in the past year. This continues to present a challenge in terms of communicating and keeping household composition tracked.

Financial quick hits for the Brentwood Manor (pending completion of November 2013 Data):

- Average rent collected for Brentwood Manor is \$309.67 per unit per month.
- Vacancy loss of \$392.00 for two vacancies
- Accounts Receivable for the Brentwood Manor is currently \$9,047.00
  - This number contains amounts previously resolved by the Board to write-off
  - The amounts will be written-off by 12/06/2013
- Net profit for October 2013 - \$2,349.00
- Net profit YTD 2013 - \$141,387.00 (\$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
72 Units			Occupied:	97.3%
Prairieland Townhomes				
	2	Vacancies	Total:	2
66 Units			Occupied:	97.0%

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

GED classes resumed on January 14, with one student (KCHA tenant) returning from last semester and 7 new registrations. Of the 8 students, 7 are KCHA tenants.

The University of Illinois Extension Office is holding 3 nutrition classes in February at Woodland Bend. The classes will follow a Heart Healthy theme, and will be open to tenants of WB, CCP, and WH. Each class will offer a nutrition lesson, a simple recipe prep, food sampling, a light exercise, and Q and A. 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.

Two middle school girls were attending the support group at CCP that was started by the ROSS Coordinator and the Lutheran Social Services Single Parent Program Coordinator. The meetings were held every other Friday, but went on hiatus over the holidays. The next meeting will be Friday, January 24. Discussions are being had in regard to opening the meetings to girls from WB and WH, which would include transportation.

The ROSS Coordinator currently has several other projects underway. These include:

- Collaborating with First Midwest Bank to develop a plan to further educate KCHA residents on money management: This may include regularly scheduled programs, one-on-one appointments, or other educational activities. Meetings to discuss the options are in progress.
- Exploring options for funding the summer camp in 2014: Since organizations could only apply for one program grant through Galesburg Community Foundation (and that was awarded to the after-school program), there are currently no designated funds for the summer camp. Possibilities include other grants and sponsorships through local businesses and organizations.
- Developing a series of employment workshops to be offered on a regular basis, with topics including: job applications, resumes, cover letters, interviews, networking, and building experience while unemployed.

## 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:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** KCHA Financial Audit Review

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### Executive Summary

Per 24 CFR § 5.801(b) PHAs are obligated to submit required financial information to the Department of Housing and Urban Development on an annual basis. 24 CFR § 5.801(b)(1-3) stipulates the manner in which the information must be prepared and submitted. Simply stated, the financial information must be prepared in accordance with Generally Accepted Accounting Principles (GCAP) as defined by HUD and submitted via email to the appropriate HUD staff. TO ensure compliance with the regulations, the Knox County Housing Authority contracted with Sailor Kahn & Co., certified public accountants from St. Louis, Missouri, to conduct the agency's financial audit for FYE 03/31/2013.

The audit was conducted during the week of 09/30/2013 through 10/04/2013, with an exit interview held on 10/04/2013. In discussion of the audit results, Sailor Kahn indicated the agency had instituted sound financial practices, and was operating in accordance with GCAP standards. At the time, excessive tenant accounts receivable (TAR) was identified as a possible finding.

On 12/11/2013 the agency received the completed audit report from Sailor Kahn and, as anticipated, excessive tenant accounts receivable resulted in a finding. It was an anticipated result, as the agency has traditionally worked with residents and made every effort possible to both collect on rents owed and allow them to remain in the assisted units. A good majority of the TAR was for tenants in possession (current residents) and the agency has always taken the approach that it is easier to collect retro-rent amounts from a current tenant than a vacated tenant.

In addressing the issue, the agency has identified a best practice of writing off uncollectable debt on a quarterly basis. Previously, debt was written off on an annual or semi-annual basis. In doing so quarterly, the uncollectable accounts receivable will be removed from TAR for the purpose of financial reporting.

There were no other findings reported for the Knox County Housing Authority's FYE 03/31/2013 financial reporting. Sailor Kahn's audit report was transmitted via email to the Department of Housing and Urban Development on 01/16/2014.

The audit report is open for discussion at the 01/28/2014 regular meeting of the Board of Commissioners.

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** KCHA/WCHA Procurement Workshop

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### Executive Summary

On 01/29/2014, in conjunction with the Warren County Housing Authority, the Knox County Housing Authority will be hosting a procurement workshop to familiarize vendors with the procedures for doing business with the KCHA and WCHA.

Both agencies utilize NAHRO's eProcurement software for competitive procurement processes, which requires vendors to register with the site to have the ability to submit bids for supplies/services. After the initial launch late in 2013, both agencies had difficulty obtaining vendor participation. Initial feedback received from vendors indicated frustration with the website, being overwhelmed by the process, and a general lack of understanding of what was required of them when submitting bids or proposals.

This workshop will inform vendors about procedures for bidding, provide assistance with registration on the system and the subsequent notification process, and Section 3 bidding requirements.

In addition to vendors, the workshop is open to all Commissioners interested in learning about how the eProcurement process works.

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** NAHRO Legislative Conference

---

### Executive Summary

The National Association of Housing and Redevelopment Officials (NAHRO) 2014 Legislative Conference will be held 03/10/2014 through 03/12/2014 in Washington, D.C. Attached to this memo are a conference schedules, registration information, and session details and speaker biographies.

Consideration is being given to the Executive Director attending this conference. Commissioners are asked to review the attached information and advise whether they would like to attend.

## Sessions



[about](#) | [schedule](#) | [register](#) | [hotel & travel](#) | [sessions & events](#) | [hill advocacy day](#)

## sessions

### Sunday, March 9

10:00 a.m. – 12:00 p.m.

#### Hill Advocacy Day Training & Tips

Responsible legislative advocacy on Capitol Hill calls for effective, well thought out and sometimes unique strategies for getting your legislator's attention. Join us again this year for an interactive, enjoyable and important training program designed to help you understand the essentials and the right messaging to get your issues across to decision makers on Capitol Hill. In this session you will not only learn what to ask for but who to ask, how to ask, and how to follow up. Congress has an enormous role to play in the futures of those served by NAHRO members. In this session, you'll learn some tried and true methods and tactics that will enable you to be a more effective advocate during this conference and throughout the year. First time at this conference, never been on the Hill during this conference or otherwise? This session is a must for you and a stimulating refresher for even the most seasoned advocates.

2:30 p.m. – 4:00 p.m.

#### "This Just In" from Washington: NAHRO's 2014 Legislative and Regulatory Agenda

Join NAHRO staff for an examination of the current environment in Washington, as well as a review of NAHRO's legislative and regulatory priorities for the coming year, including our funding recommendations for key housing and community development programs. Attendees can expect to get an early read on the latest news from HUD and Capitol Hill while learning what's next for our industry.

#### PRESENTERS:

John Bohm

Senior Director, Congressional Relations, Public Affairs and Field Operations  
National Association of Housing and Redevelopment Officials

Jeff Falcusan

Director, Policy and Program Development  
National Association of Housing and Redevelopment Officials

Tamar Greenspan

Policy Advisor, Policy and Program Development  
National Association of Housing and Redevelopment Officials

4:30 p.m. – 6:00 p.m.

#### "Perspectives on the Federal Budget"

With the recent passage of a two-year budget agreement, discussions regarding the federal budget deficit and the need to get our "fiscal house in order" have taken a back seat to other priorities. This two-year agreement, coupled with battle fatigue, limitations on sequestration and the upcoming mid-term elections are why we likely will hear less about the budget deficit this year here in Washington. Nevertheless, our national budget concerns are still very real and our ability to realize more responsible funding for HCD programs over the next two years is still in doubt.

This session will provide more definitive sense and a greater appreciation of how HCD programs are very likely to be impacted (despite the budget agreement) by the larger limitations and

constraints that continue to strain the federal budget and, by extension, the federal government's ability to meet local needs generally. Hear three separate budget perspectives from nationally recognized experts who are very involved in both the long-term and short-term fiscal debate. Understand the administration's 2015 budget proposal and federal spending limits in FY 2015 and how these may impact HCD programs and general domestic discretionary spending. Learn how the 2011 Budget Control Act, the continued failure to agree on a so-called "Grand Bargain," as well as the failure to agree on tax reform legislation to address the deficit may together continue to affect the programs you administer.

Also, will politics and the 2014 mid-term elections help or hurt our ability to restore confidence in Washington's ability to responsibly address budget reform measures? Find out more from our experts!

This popular, don't-miss kick-off session also empowers you to be a more effective industry advocate during our annual Hill Advocacy Day meetings with congressional members and staff who are navigating through this challenging budget environment.

#### PRESENTERS:

Robert L. Bixby  
Executive Director  
The Concord Coalition

Eugene Steuerle  
Institute Fellow and Richard B. Fisher Chair  
The Urban Institute

### Monday, March 10

8:00 a.m. – 9:30 a.m.

#### Opening Plenary Session

#### FEATURED SPEAKER:



Claire Shipman, Senior National Correspondent for Good Morning America  
As Senior National Correspondent for ABC's Good Morning America, Shipman reports on a wide spectrum of national and international news. Her years covering the White House, presidential elections, and the political landscape have earned her a reputation for excellence. Combining an eye for news with seasoned expertise, she is one of the most respected correspondents in the news today.

Debuting as a foreign correspondent for CNN, Shipman worked her way up from unpaid intern to one of the most visible news anchors on television within a dozen years. While at CNN, she was at the hub of news in Moscow, earning high praise for her coverage of the social upheaval during the collapse of the former Soviet Union. As White House Correspondent for NBC News, she broke big election stories with her on-the-ground reporting from presidential campaigns. Shipman has gained widespread recognition for her talents, receiving two prestigious DuPont Awards for coverage of the student uprising in Tiananmen Square and for the Oklahoma City bombing.

In addition to her Good Morning America work, Shipman also serves as a substitute news anchor on other ABC News programs, including the weekend editions of World News Tonight. Having seen it all from the trenches of local and global news coverage, she brings to life a perspective that is rich in experience and valuable in scope.

#### FEATURED PRESENTATIONS:

2014 Legislator of the Year Award Presentation  
2014 Mary K. Nenno Award Presentation

10:00 a.m. – 11:30 a.m.

#### Concurrent Sessions

##### • Public Housing–Current Issues

Officials from HUD's Office of Public and Indian Housing will provide updates on the Public Housing

program. Senior HUD staff will discuss regulatory and legislative efforts related to Physical Needs Assessment, Demolition and Disposition, Rental Assistance Demonstration (RAD), implementation of the FY 2014 Consolidated Appropriations Act, and the President's FY 2015 budget request. Program participants will have an opportunity to ask questions and hear directly from HUD officials.

#### • Congressional Staff Forum

House and Senate staff who work on housing and community development issues have been invited to update you on issues that Congress will be addressing in the second session of the current 113th Congress. These staffers will not only offer insight and perspective on specific policy and funding issues impacting and important to NAHRO members, but they will also provide perspective on how and when NAHRO members should communicate, educate, and inform their legislators. Get a first-hand account of the role that staff play in the decision-making process and obtain valuable insights into what these key staffers do on a daily basis and the challenges they face in doing their jobs. First-time Washington visitors and seasoned veterans alike, this is a must attend session for those who will be working to educate and inform their congressional representatives in the year ahead. NOTE: Congressional staff availability is always subject to changes in the Congressional calendar.

1:00 p.m. – 3:00 p.m.

#### Afternoon Plenary Session

##### FEATURED SPEAKERS:



Steve LaTourette, Former U.S. Representative from OH

A member of the U.S. House of Representatives for 18 years, Steve LaTourette is now President of McDonald Hopkins Government Strategies™, a Washington-based subsidiary of McDonald Hopkins LLC that provides strategic counsel at the federal government level. A fiscally conservative, moderate Republican, LaTourette strove to take a bipartisan and regional approach to governing.

Before deciding not to seek re-election to a 10th term in Congress, Steve had become one of Speaker John Boehner's closest colleagues in the House. He was appointed in 2009 to the prestigious House Appropriations Committee, which provides funding for all federal government programs with the exception of mandatory spending programs like Social Security and Medicare. He also served on three subcommittees – Transportation, Housing and Urban Development (HUD); Interior, Environment and Related Agencies; and Legislative Branch. He served 14 years on the House Transportation and Infrastructure Committee in several leadership positions and was Vice Chair of the Transportation subcommittee during the 112th Congress. As a member of the Interior, Environment and Related Agencies Subcommittee, he played a role in the funding priorities for national parks, wildlife refuges, forests and other public lands, water resource protection, and cultural agencies, including the Smithsonian Institution and the Kennedy Center. And as a member of the subcommittee responsible for funding the legislative branch of government, he was especially interested in the effective use of legislative resources in serving constituents. Steve was also actively involved in Great Lakes and environmental issues and served as Co-Chair of the influential Great Lakes Task Force for a decade. In 2005, he was named co-chair of the Northeast Midwest Coalition (NEMW) and its Manufacturing Task Force, which has oversight of the Great Lakes Task Forces. NEMW focuses on economic competitiveness and environmental quality in the Northeast and Midwest states. He was also co-founder of the Nursing Caucus and was a leading advocate for nursing issues in Congress.



Dr. Christopher Herbert, Research Director, Harvard Joint Center for Housing Studies



The Harvard Joint Center for Housing Studies is a collaborative venture of the Graduate School of Design and the John F. Kennedy School of Government and conducts research on the nation's most critical housing and urban issues. As Research Director, Chris is responsible for overseeing all of the Center's studies, including its annual State of the Nation's Housing report. Herbert joined the Joint Center in 2010 from Abt Associates, one of the nation's leading public policy consulting firm, where he was a leader of their housing finance research group. He serves on the Board of Directors of the Homeownership Preservation Foundation Center and the Research Advisory Council for the Center for Responsible Lending.

3:15 p.m. – 4:45 p.m.

#### Concurrent Sessions

##### • Community Planning and Development–Current Issues

Officials from HUD's Office of Community Planning and Development (CPD) will provide updates on core CPD programs and current Administration policies. Programs and issues to be covered include HUD's ongoing regulatory implementation of McKinney–Vento homeless assistance program reforms, the HOME Program final rule, the latest information regarding the Community Development Block Grant program, prospects for the Housing Trust Fund, and the Administration's proposed FY 2015 budget for CPD programs.

##### MODERATOR:

Dionne Roberts – NAHRO Vice President for Community Revitalization and Development  
Chief Executive Officer, Training & Development Associates, Inc.

##### PRESENTERS (INVITED):

Yolanda Chávez  
Deputy Assistant Secretary for Grant Programs  
Office of Community Planning and Development  
U.S. Department of Housing and Urban Development

Stan Gimont  
Director, Office of Block Grant Assistance  
Office of Community Planning and Development  
U.S. Department of Housing and Urban Development

Ann Oliva  
Director, Office of Special Needs Assistance Programs  
Office of Community Planning and Development  
U.S. Department of Housing and Urban Development

Virginia Sardone  
Director, Office of Affordable Housing Programs  
Office of Community Planning and Development  
U.S. Department of Housing and Urban Development

##### • Section 8–Current Issues

Officials from HUD's Office of Public and Indian Housing will provide updates on Section 8 programs. Programs and issues to be covered include HUD's FY 2015 budget request; FY 2014 HAP and administrative fee funding; PHAs' voucher and budget utilization, including use of the HCV 2–Year Forecasting Tool; HUD's shortfall and over–utilization prevention efforts; status of HUD's Next Generation Management System (NGMS); special purpose voucher programs; current and pending rulemaking; and current and pending waivers and PIH Notices.

• **Advocacy Messaging and Communications 101– Congressional District Contacts and Advocate Training** Advocacy and communication– one cannot happen without the other. Though a resident of assisted–housing or a housing professional may have a compelling story to tell their lawmakers, how that story is conveyed can make the difference between the passage of critical legislation or another year of the status quo. In this final in a series of Congressional District Contact trainings, learn how to clearly shape your message and what tools to use to communicate that message clearly. NAHRO staff and other industry professionals will help you craft your message, respond to critics, and pick the right communication method to tell your story. Join our panel as they discuss the art of telling an advocacy story in an impactful way that creates results. This session is geared toward CDCs, but all advocates are welcome to join.

**Tuesday, March 11**

8:00 a.m. – 9:30 a.m.

**Hill Advocacy Day Preparedness Briefing – On the Hill**

NAHRO Staff will prepare you for Hill Advocacy Day meetings during this special briefing. Learn how to effectively educate and inform decision makers about the programs we administer and the resources needed to address ongoing needs in communities across the country. During this event, you'll receive helpful suggestions on messaging and communications, including tips on how to conduct a successful meeting with Hill Staff, additional program and policy information, and points of emphasis, that will help make your visits more productive. The briefing will take place on Capitol Hill and will include remarks from an invited member of Congress.

FEATURED SPEAKERS: TBD

9:30 a.m. – 5:00 p.m.

**Hill Advocacy Day/Congressional Visits** -- To learn more on how to prepare for your Hill Advocacy Day [CLICK HERE](#).

12:30 p.m. – 1:30 p.m.

**Congressional Event on the Hill**

Don't miss this opportunity to enrich and inform your 2014 Hill Advocacy Day experience. Attendees will hear directly from elected officials from Congress, key staff or Hill insiders about the FY 2014 federal budget and the issues affecting the FY 2014 appropriations for HUD and other federal agencies. Listen to updates on new legislation, such as voucher reform, as well as updates on the NAHRO and PHADA SHARP proposal. This event will take place on the Hill.

FEATURED SPEAKERS: TBD

**Wednesday, March 12**

8:30 a.m. – 11:00 a.m.

**Closing Plenary Session**

FEATURED PRESENTATION:

Recognition of the What Home Means to Me 2014 Calendar Contest Winner

FEATURED SPEAKER: TBD

[special events & activities](#) [housing & community development study tours](#)

## Register



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## registration information

1. Online	2. Fax	3. Mail
<p><b>Individual Registration</b></p> <p><a href="#">CLICK HERE</a> to register one person</p> <p>(If you are registering someone other than yourself, you must log-in as that person or use the group form.)</p> <p><b>Group Registration</b></p> <p><a href="#">CLICK HERE</a> to register more than one person</p> <p>(LOG-IN REQUIRED)</p>	<p>Complete <a href="#">REGISTRATION FORM</a> and fax to (202) 289-4968</p> <p>(CREDIT CARD PAYMENTS ONLY)</p>	<p>Complete <a href="#">REGISTRATION FORM</a> and mail to P.O. Box 90487, Washington, DC 20090</p> <p>(RETURN WITH PAYMENT)</p>

## conference registration fees

	Early Bird February 14	Regular February 15 - February 28	On-site Paid after February 28
Member	\$475	\$575	\$675
Non-Member	\$725	\$825	\$925
Resident/Guest	\$295	\$295	\$295

Legislative Conference registration fee includes admission to plenary and concurrent sessions; the Welcome Reception on Sunday; continental breakfasts on Monday and Tuesday; the Washington Reception on Tuesday; and the Closing Plenary Breakfast on Wednesday.

### ADDED VALUE FOR REGISTERED CONFERENCE ATTENDEES!

Registered conference attendees will receive up to 26 hours of audio synchronized to PowerPoint™ presentations and handouts via NAHRO's On-line Knowledge Center. This virtual library will allow you to review the sessions you attended as well as the sessions you couldn't because of scheduling conflicts!

### REGISTRATION PAYMENTS

Registration fees must be paid in advance. Registration forms received without payment will not be processed. Registrations may be paid by credit card or check. NAHRO accepts Visa, MasterCard, and American Express. All registrations must be faxed or postmarked on or before February 28. After that date you must register onsite. Please do not mail and fax your registration and payment-only one copy is required.

#### REGISTRATION CONFIRMATIONS

All registrations received prior to February 28 will be confirmed. If you register online, you will receive your confirmation the following business day. If you register by fax or mail, your confirmation will be e-mailed within three business days of receipt. Faxed or mailed registrations are processed in the order they are received. Please bring a copy of your confirmation with you to the conference.

#### REGISTRATION CHANGES/SUBSTITUTIONS

Prior to February 28, changes/substitutions must be submitted in writing and forward to NAHRO via e-mail, or fax: (202) 289-4968. After February 28, changes must be made onsite at registration.

#### CANCELLATION & REFUND POLICIES FOR THE LEGISLATIVE CONFERENCE

The cancellation and refund policies have been revised to minimize potential conference and hotel room liability for which NAHRO commits well in advance of conference dates. Such expenses include, but are not limited to, hotel rooms, catering, and attendee supplies, i.e. badges, programs, etc. All conference cancellations must be in writing and submitted by mail or fax on or before February 14, to receive a refund less a \$75 registration cancellation processing fee. No refunds will be granted after February 14 however access to program content (video of plenary sessions and complete set of handouts/presentations) will still be permitted. No telephone or e-mail cancellations will be honored. No refunds will be granted for no-shows or functions you do not attend.

#### SPECIAL NEEDS

Please contact NAHRO's Conference team via e-mail at [conferenceregistration@nahro.org](mailto:conferenceregistration@nahro.org) or phone at (800) 842-6225 regarding special dietary requests and or physically challenging barriers in attending the Legislative Conference and related activities. A member of the conference team will assist you with discussing specifics to facilitate your attendance and participation.

#### MOTOR SCOOTERS

ScootAround, Inc. provides wheelchair and scooter rentals all over the country. To reserve your equipment please call (888) 441-7575 or click [here](#). ScootAround accepts Visa and MasterCard for all rentals.

#### ON-SITE REGISTRATION

Name badges are not mailed in advance and may be picked up onsite in Washington, DC.

Registration hours are:

Saturday, March 8:	1:00 p.m. – 5:00 p.m.
Sunday, March 9:	9:00 a.m. – 6:30 p.m.
Monday, March 10:	7:00 a.m. – 5:00 p.m.
Tuesday, March 11:	7:00 a.m. – 11:00 a.m.
Wednesday, March 12:	8:00 a.m. – 11:00 a.m.

#### REGISTRATION QUESTIONS?

Call the NAHRO Conference Hotline at (800) 842-6225 or e-mail [conferenceregistration@nahro.org](mailto:conferenceregistration@nahro.org)

## About the Legislative Conference



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### about the legislative conference

The Legislative Conference provides an excellent forum for your voice to be heard on key issues that affect your work. You will have a unique and critically important opportunity to impact the current legislative debate and shape responsible public policy.

#### Conference Highlights Include:

- Pre-conference education including a Hill Advocacy Day Training & Tips Session, an overview of NAHRO's 2014 Legislative and Regulatory Agenda, and our annual Perspectives on the Federal Budget session, featuring remarks from nationally recognized experts on the federal budget. All of these sessions will take place on Sunday, March 9.
- Updates on RAD, AHSSIA, CDBG, public housing reserves and Section 8 administrative fees
- Plenary addresses from noted media and political experts
- Presentations of our Legislator of the Year and Mary K. Nenno advocacy awards
- Post-conference learning includes a Washington, DC area Housing and Community Development Tour. This will take place on Wednesday, March 12 after the Closing Plenary Session.

## Hotel Information



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## hotel information

**Conference Hotel** – All conference meetings, events and sessions will be held at the Renaissance Hotel with the noted exception of events occurring on Capitol Hill related to NAHRO's Advocacy Day.

### Renaissance Washington, DC Downtown Hotel

999 Ninth Street, NW

Washington, DC 20001

(202) 898-9000

NAHRO Rate: \$315.00 Single/Double; Tax 14.5%

The Renaissance Washington, DC Downtown Hotel is ideal for experiencing the history and culture of the nation's capital. Conveniently situated in the Penn Quarter district, between Capitol Hill and the White House, and just a few blocks from the Verizon Center, the Spy Museum, Chinatown, National Portrait Gallery and world-famous National Mall monuments. Just 3 blocks from Washington's metro system.

### Hotel Reservation Policy for NAHRO Conferences

Register first...then reserve your room! Conference registration is required prior to making a reservation in the NAHRO room block. Any reservation in the NAHRO room block without a corresponding conference registration may be canceled without notice. This policy is designed to give priority to registered conference attendees and provide them with greater access to the discounted hotel room rates. Once your registration is confirmed, you will receive a hyperlink to reserve your hotel accommodations in the NAHRO room block. Requests for reservations at the NAHRO group rate will be accepted for registered conference attendees on a space available basis through February 14 or until the NAHRO room block is sold out. Reservations at the NAHRO rate may only be secured online via the hyperlink included in your conference registration confirmation.

NOTE: If you serve on a committee convening in conjunction with the 2014 Legislative Conference, and only plan to attend your face-to-face meeting but not participate in the conference, please contact [conferenceregistration@nahro.org](mailto:conferenceregistration@nahro.org) for information on securing hotel reservations in the NAHRO room block.

### Hotel Reservation Required Deposit

A credit card is required to reserve your room. All rooms require a \$250 deposit that will be processed prior to your arrival date and credited against the room balance. The card provided will ONLY be charged the \$250 deposit with the balance for your entire stay due and payable on-site. Checks will not be accepted for deposits, but may be used on-site to satisfy balance. Deposits are non-refundable for cancellations occurring after February 14.

### Hotel Confirmations

You will receive an automated confirmation of your hotel reservation upon completion of your reservation. Please do not call the hotel "just to be sure" until after February 14 as the reservation will not show in their system until after the 14th.

### Hotel Changes/Cancellations

Name changes, arrival/departure changes and/or cancellations should be submitted via Passkey's online reservation system on or before February 14. After February 14, please contact the hotel directly. Deposits will be refundable for cancellations received on or before February 14.

### Hotel Reservation Questions?

**From:** NAHRO Conferences <conferences@nahro.org>  
**Sent:** Friday, January 24, 2014 8:35 AM  
**To:** Derek Antoine  
**Subject:** NAHRO 2014 Legislative Conference - Plenary speakers confirmed



## PLENARY SPEAKERS CONFIRMED

NAHRO's 2014 Legislative Conference is our industry's best chance to make sure our message is heard in Washington, D.C. The conference will be held March 10-12, 2014, at the Renaissance Washington, D.C. Downtown Hotel.

Plenary speakers have been confirmed.

### QUICK LINKS

[Conference Schedule](#)

[Registration](#)

[Sessions & Speakers](#)

[Hill Advocacy Day](#)

[Hotel & Travel  
Information](#)

- As a Senior National Correspondent for Good Morning America, **Claire Shipman** reports on a wide spectrum of national and international news. Her many years covering the White House, presidential elections, and the political landscape as a whole, have earned her a reputation for excellence.
- **Steve LaTourrette**, Former U.S. Representative from Ohio, and **Dr. Christopher Herbert**, Research Director for the Harvard Joint Center for Housing Studies, will provide political and housing insight and commentary.
- **LaVar Arrington** is best known as one of the most celebrated, hard hitting linebackers in the

history of the National Football League. The #1 pick of the Washington Redskins in the 2000 NFL draft, he was an immediate starter and earned three Pro Bowl and All-Pro selections during his tenure. In celebration of the re-launch of NAHRO's Housing America Campaign and to honor our 2014 "What Home Means To Me" calendar contest winner, Arrington will inspire as he discusses his own path to success and the challenges he faced in order to be at the top of his game in the NFL.

Get insight and inspiration from speakers, get updated on federal legislation and regulations, educate your representatives on critical housing and community development issues and network with industry peers. Join us at this year's Legislative Conference. Let's all work together to ensure NAHRO's voice is heard **LOUD and CLEAR** in Washington, DC.

**[REGISTER NOW!](#)**

This message was sent to [dantoine@knoxhousing.org](mailto:dantoine@knoxhousing.org) from:

Daniel Thornton | 630 I Street NW | Washington, DC 20001

**[Unsubscribe](#)**



## BOARD MEMO


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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** Executive Director Vacation

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### Executive Summary

I will be on vacation from Monday 02/10/2014 through Friday 02/14/2014. I will be periodically checking emails and responding to voicemails.

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** PHA Executive Compensation

---

### Executive Summary

On 08/26/2011, the Department of Housing and Urban Development issued PIH Notice 2011-48 which required Public Housing Agencies (PHAs) that administer HUD-assisted public housing and housing choice voucher programs to report to HUD annually the compensation provided to each of their five highest compensated employees, which would then be posted on HUD's website with job titles but without employee names. The idea behind the requirement was transparency and oversight, and a point of comparison when determining appropriate compensation levels. Annually, the Knox County Housing Authority has complied with the requirements of this notice.

On 01/09/2014, HUD issued PIH Notice 2014-01 "Guidance on Reporting Public Housing Agency Executive Compensation." The notice supersedes parts of PIH Notice 2011-48 by requiring PHAs to report both the amount of executive level "cash" compensation, and the source of funds for compensation in excess of \$155,500.00. The notice defines cash compensation to include base salary and bonus or incentive compensation (the sum of both components). In assigning this additional burden, the total numbers of employees an agency must report on was reduced from five to three. Additionally, the notice goes on to stipulate that data reported must include the top management official and the top financial official.

Attached to this memo are PIH Notice 2014-01 and the accompanying form HUD-52723. For the purposes of this notice, the agency has provided compensation data for the Executive Director, Assistant Director, and the Finance Coordinator positions.

<b>Schedule of Positions and Compensation</b>				<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing OMB Approval No. 2577-0272 (exp. 08/31/2014)					
Public reporting for this collection is estimated to average 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The information does not lend itself to confidentiality.									
Report the cash compensation of the top management official, the top financial official, and the highest compensated employee who is not the top management official or the top financial official. Only provide information for public housing agency (PHA) employees who received reportable compensation, as that term is defined in the instructions to IRS Form 990 Part VII, from the PHA and any related organizations for the most recent and completed calendar year. Upon completion, an appropriate representative shall sign and certify the information provided is true and correct. See the following page for complete instructions on completing the form.									
<b>Section I: PHA Information</b>									
(A) PHA Code		IL085		(use drop-down list)					
(B) Name of PHA*		Knox County Housing Authority							
(C) Number of employees for which the PHA must provide compensation data:				3		(use drop-down list)			
<b>Section II: Total Cash Compensation for Executives</b>									
(A) Name			(B) Title	(C) Cash compensation			(D) Source of funds for cash compensation		
(i) Last	(ii) First, middle initial	(iii) Total cash compensation* [total of columns (C)(i) and (C)(ii)]		(i) Base salary	(ii) Bonus and incentive compensation	(i) Required to report source of funds* (Yes / No)	(ii) Base salary from Section 8 and Section 9 funds	(iii) Bonus and incentive compensation from Section 8 and Section 9 funds	
1	Antoine	Derek, B.	Executive Director	\$ 60,000	\$ -	\$ 60,000	No	\$ -	\$ -
2	Lefler	Cheryl, L.	Assistant Director	\$ 49,871	\$ -	\$ 49,871	No	\$ -	\$ -
3	Lofing	Lee, J.	Finance Coordinator	\$ 30,971	\$ -	\$ 30,971	No	\$ -	\$ -
<b>Section III: Certification</b>									
The following individual hereby certifies that the above information is true and correct (please type your name and title):				Lee Lofing, Finance Coordinator					
HUD will prosecute false claims and statements. Such false statements and/or entries may be subject to criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).									
* The form will automatically fill in this value based on other entries.									

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

**DATE:** 01/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2014

**SUBJECT:** PHA Salary List

### Executive Summary

At the 12/31/2013 regular meeting of the Board, a complete listing of Knox County Housing Authority staff salaries was requested by Commissioner Paul Stewart. The request resulted from discussion around the KCHA employee benefit package and total compensation. The table below represents KCHA staff salaries, by position.

Position	FYE 2013 Salary
Executive Director	\$60,000.00
Assistant Director	\$53,199.00
Finance Coordinator	\$43,050.00
Property Manager MT	\$39,000.00
Property Manager FAM	\$41,000.00
Property Manager BB	\$40,749.18
Property Manager AHP	\$55,759.53
HCV Coordinator	\$35,390.13
ROSS Coordinator	\$45,100.00
Occupancy Specialist MT	\$28,500.00
Occupancy Specialist FAM	\$30,467.88
Resident Service Coordinator	\$41,631.30
Administrative Support Spec.	\$32,321.39
HCV Support Specialist	\$22,590.67
Maintenance Consultant	\$49,050.92
Maintenance Mechanic II MT	\$41,032.47
Maintenance Mechanic II FAM	\$41,032.47
Maintenance Mechanic II FAM	\$40,633.79
Maintenance Mechanic II FAM	\$38,883.42
Maintenance Mechanic II AHP	\$36,862.28
Maintenance Mechanic I MT	\$32,999.10
Maintenance Mechanic I MT	\$32,999.10
Maintenance Mechanic I FAM	\$37,062.69
Maintenance Mechanic I FAM	\$37,062.69
Maintenance Mechanic I BB	\$36,973.14
Maintenance Mechanic AHP	\$27,716.00
Janitorial AHP	\$21,853.00
Tenant Account Clerk/Reception	\$28,752.15