

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
4/30/2019
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 03-2019 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	NO FINANCIAL REPORT	
<input type="checkbox"/> Thomas Dunker		
<input type="checkbox"/> Jared Hawkinson		
<input type="checkbox"/> Lomac Payton		
<input type="checkbox"/> Paula Sanford		
<input type="checkbox"/> Paul H. Stewart		
<u>Excused:</u>		
 <u>Others Present:</u>		

Old Business	None	
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New Business	Review/Approve Application for Payment 8 for Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Discuss Request from Hein Construction to Waive Further Retainage for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Application for Payment 1 for Union Flooring Services Floor Replacement at Duplex Settlement Units – Family Sites	Derek Antoine
	Review/Approve Increase to Executive Director Spending Authority, Including By-Laws Revision	Derek Antoine

Reports	Executive Director’s Report – NO REPORT	Derek Antoine
	KCHA Legal Counsel Report – 04/2019	Jack Ball

board agenda

Other Business

Executive Director Performance Appraisal –
Set Work Session Date

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 21, 2019**

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

PRESENT: Wayne Allen
 Jared Hawkinson
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Ben Burgland
 Thomas Dunker

ABSENT:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, KCHA Legal Counsel.

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. Chairperson Payton then declared the minutes approved as received.

Chairperson Payton then requested the Board review and ratify the February 2019 financial reports. Commissioner Stewart asked a question about budget deficits. Mr. Antoine stated that there would be year-end adjustments from COCC reserves to Blue Bell Tower. Additionally, Mr. Antoine informed the Board about a personnel change—the Blue Bell Property Manager would be relocating to the COCC in the new fiscal year in an effort to save money at Blue Bell. This position will be paid out of the COCC and Blue Bell and the other AMPs would be billed for services. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for February 2019 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

February 2019 claims against the HA Administration in the sum of \$645,178.12; Central Office Cost Center in the sum of \$34,903.29; Moon Towers in the sum of \$69,969.62; Family in the sum of \$86,151.59; Bluebell in the sum of \$41,654.20; Housing Choice Voucher Program in the sum of \$90,144.36; Brentwood (A.H.P.) in the sum of \$25,157.21; Prairieland (A.H.P.) in the sum of \$25,050.35; Capital Fund '17 in the sum of \$272,147.50; and Capital Fund '18 in the sum of \$0.00 were presented for approval. Commissioner Hawkinson asked if it would be possible to add a

column for percent spent to budget for the year to the cash flow report (this would replace the variance column on the report). Mr. Antoine said that this would be looked into prior to the next meeting. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2019-03 Bad Debt Charge-Off for Period Ending 03/31/2019. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2019-03 Bad Debt Charge-Off for Period Ending 03/31/2019 in the amount of \$9,427.26; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2019-04 for Supply/Service Vendor Listing for FYE 03/31/2020. Mr. Antoine referred commissioners to the list and memo for additional information. Chairperson Payton inquired about the maximum purchase amount that the Executive Director could approve without Board approval and suggested that it be placed on the next meeting agenda for discussion. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2019-04 for Supply/Service Vendor Listing for FYE 03/31/2020; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Application for Payment 7 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites. Mr. Antoine gave a construction progress update. Alliance Architecture has reviewed and signed approval for Pay Request 7. After brief discussion, Commissioner Stewart made a motion to approve Application for Payment 7 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the amount of \$50,164.24; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 5-0.

REPORTS

Mr. Antoine handed out the scorecard of the agency's Public Housing Program. The AMPs are scored in the areas of Occupancy, Maintenance, Tenant Accounts, AMP Budget and PHAS with each contributing to an overall score on the scorecard. A scorecard will also be developed for the HCV and AHP programs.

Mr. Ball handed out the Legal Counsel Report for February. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine distributed the Statements of Economic Interest sent by the Knox County Clerk's office. The forms must be completed so that they can be returned to the County Clerk's office for filing.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:51 a.m.; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Respectfully submitted,

Secretary

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/09/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2019

SUBJECT: Application for Payment #8 – Hein Construction

Executive Summary

At the 03/26/2018 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Construction of two 3-bedroom buildings (4 dwelling units total)
- Construction of one 4-bedroom building (2 dwelling units total)
- Rehabilitation of one existing 5-bedroom unit by building an addition onto the dwelling unit
- Development/upgrade of hearing and vision impaired equipment in 4 dwelling units

Please see the attached Construction Observation Report for additional information from the 04/05/2019 progress meeting.

Alliance Architecture was on site for a progress meeting on 04/05/2019. Alliance Architecture has reviewed and signed approval for Pay Request #8.

Fiscal Impact

This application for payment will be paid from 2016, 2017 and 2018 Capital Fund grants as approved at the 03/26/2018 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #8 from Hein Construction in the amount of \$121,740.51 for the period to 03/29/2019.

TO (OWNER) Knox Co. Housing Authority
 255 W. Tompkins St.
 Galesburg, IL 61401

PROJECT: 504 Modifications-Phase 2
 Scattered Sites
 Whispering Hollow & Woodland Bend

APPLICATION NO: 8
 PERIOD TO: 03/29/19
 ARCHITECT'S PROJECT NO:
 CONTRACTOR

FROM (CONTRACTOR): Hein Construction Co., Inc. VIA (ARCHITECT):
 56 North Cedar Street Alliance Architecture
 Galesburg, IL - 61401 929 Lincolnway East, Suite 200
 CONTRACT FOR: General Contractor South Bend, Indiana 46601

CONTRACT DATE: 1910
 Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	TOTAL		
Approved this month			
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders		\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and Payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HEIN CONSTRUCTION CO., INC.
 BY: *[Signature]* Date: 3/29/19

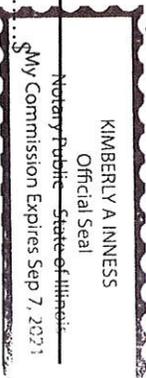
ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- ORIGINAL CONTRACT SUM.....\$ 2,003,000.00
- Net change by Change Orders\$ 2,003,000.00
- CONTRACT SUM TO DATE (Line 1+2)\$ 1,481,900.08
- TOTAL COMPLETED & STORED TO DATE.....\$
- RETAINAGE: (Column G on G703)
 - 10 % of Completed Work.....\$ 148,190.01
 - % of Stored Material.....\$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703)\$ 148,190.01
- TOTAL EARNED LESS RETAINAGE\$ 1,333,710.07 (Line 4 less Line 5 Total)
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)\$ 121,740.51
- CURRENT PAYMENT DUE.....\$ 669,289.93
- BALANCE TO FINISH, PLUS RETAINAGE\$

State of: Illinois County of: Knox
 Subscribed and sworn to before me this 29th day of March 2019
 Notary Public: *[Signature]*
 My Commission expires: 9/1/19



AMOUNT CERTIFIED: \$1,740,51
 (Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *[Signature]* Date: 04.04.2019
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect x
Contractor (DM) x

ALLIANCE
ARCHITECTURE

PROJECT: 504 MODIFICATIONS - PHASE 2
SCATTERED SITES
Whispering Hollow & Woodland Bend
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 8

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

Date: 4/5/19

Time: 8:30 a.m.

Weather: Cloudy

Temp. Range: 44°

Present At Site: Painter.

WORK IN PROGRESS

Painting of exterior doors and frames at "B" buildings.

OBSERVATIONS

At the "B" buildings, electrical meter bases have been installed. VCT flooring has been completed, and kitchen cabinets have been installed. Interior swing doors have (mostly) been installed, with hardware installation underway. Wire closet shelving is stored in the units awaiting installation.

At the "C" building, masonry work, interior painting and VCT flooring installations have been completed. Wood trim is stored in units awaiting installation.

At the "D" building, exterior wall and roof framing at the Addition are complete. Shingles, windows and building wrap have been installed. Interior framing is underway.

PROGRESS MEETING

A progress meeting was held on site with Cheryl Lefler (Knox County Housing Authority), Dave Marshall (Hein Construction), and Mark Burrell (Alliance Architecture) present. The following items were discussed.

1. Contractor will be issuing an updated schedule the week of 4/8/19.
2. Contractor reviewed requested changes to the "D" building plans with the Building Inspector. Building Inspector has approved the changes.
3. Contractor and Owner have agreed on the product for stair treads. Contractor will forward sample to Architect. This is a no-cost change.
4. Privacy hardware is being installed on unit bedroom doors. Per the Owner, HUD requires passage sets to be installed on bedroom doors. Architect and Contractor reviewed Plans and Specifications but were unable to determine why privacy sets were installed on bedroom doors. See Action Requested/Items Verified this report.
5. Operation of new security screens was discussed. It was agreed that new security screens shall operate similar to existing screens (hinged in the middle and tilting up).
6. Architect provided Contractor with location schematic for A/V devices at hearing-impaired units.
7. At Building B-HC-1, the temporary weather seal at the rear doors failed during a recent rain storm, allowing water to penetrate and damage several floor tiles. Contractor will replace damaged tiles and install threshold as soon as possible.

ACTION REQUESTED/ITEMS VERIFIED

1. Contractor will install passage latch sets on all bedroom doors at all units. At units where privacy sets are already installed, they will be replaced with passage sets.
2. Contractor to provide price to install section of sidewalk between south end of revised parking area and public sidewalk at Whispering Hollow.

REPORTED BY:


Mark A. Burrell

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/29/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2019

SUBJECT: Hein Construction Request to Waive Further Retainage For 504
Modification Project – Phase II at Family Sites

Executive Summary

Retainage is a portion of the agreed upon contract price deliberately withheld until the work is “substantially complete” to assure that contractor or subcontractor will satisfy its obligations and complete a construction project. *Substantial completion* refers to a stage of a construction or building project or a designated portion of the project that is sufficiently complete, in accordance with the construction contract documents, so that the owner may use or occupy the building project or designated portion thereof for the intended purpose.

Section 27(f.) of the HUD-5370 General Conditions for Construction Contracts stipulates that “Except as otherwise provided in State law, the PHA shall retain ten (10) percent of the amount of progress payments until completion and acceptance of all work under the contract.” For this contract, the retainage amount is set at 10% of the value of the completed work plus a percent of any stored material (of which there is none). Once the work has been deemed substantially and satisfactorily complete by the KCHA and its agents, any retained amount is released for payment. Section 27(f.) of the HUD-5370 General Conditions for Construction Contracts also allows for an exception to this provision, stating that “if upon completion of 50 percent of the work, the Contracting Officer, after consulting with the Architect, determines that the Contractor’s performance and progress are satisfactory, the PHA may make the remaining payments in full for the work subsequently completed.”

It is under that stipulation that Hein Construction Co. has requested that no additional retainage be withheld going forward on the 504 Modification Project – Phase II at the Family Sites. This request has been reviewed by Alliance Architects, and has been deemed appropriate based on completed work. The project should be completed within the next few months, and the work and conduct of Hein Construction Co. has been satisfactory, if not exemplary. Hein’s request letter, as well as Alliance Architect’s recommendation, is included with this memo.

Fiscal Impact

Currently, retention sits at \$148,190.01 for work completed through Application for Payment #8. Based on remaining work, future retention can be estimated at approximately \$200,000.00 for the total project, a difference of approximately \$52,000.00.

Recommendation

Based on the amount currently retained, and the agency's satisfaction with the quality of work done to this point, it is the recommendation of the Executive Director the Board of Commissioners approve the request from Hein Construction that no further retainage be withheld for the remainder of the 504 Modification Project – Phase II at the Family Sites.

HEIN CONSTRUCTION CO., INC.

www.heinconstruction.com

56 N. CEDAR ST. • GALESBURG, IL 61401 • OFFICE PHONE (309) 343-5124 • FAX (309) 343-3690

April 24, 2019

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend Indiana 46601

RE: 504 Modifications-Phase 2
Scattered Sites
Whispering Hollow & Woodland Bend
Galesburg, Il 61401

Mark

I am writing in regards to the retention on the above project. We are over 50% finished and would like to request the retention from this point to be 0% for the remainder of the job. We realize the 10% already held will be paid at the completion of project.

Please give this consideration and return this letter with the appropriate signatures of approval as soon as possible. We plan to submit our pay request by the 30th.

Thank you

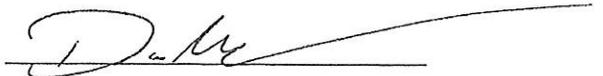
Dave Marshall
Project Manager

Approved By: Alliance Architects Mark Burrell



Approved By: Knox Co Housing Authority, Cheryl Lefler

Approved By: Hein Construction Co., Dave Marshall



Cheryl Lefler

From: Mark Burrell <mburrell@alliarch.com>
Sent: Wednesday, April 24, 2019 11:38 AM
To: Cheryl Lefler
Cc: Dave Marshall; Mark Leblang
Subject: Hein Construction Retainage Reduction Request
Attachments: Retainage Reduction Request.pdf

Good afternoon Cheryl,

Attached is a letter received from Hein Construction requesting that no additional retainage be withheld going forward on the 504 Phase 2 project. The project is more than 50% complete and Hein Construction's performance and progress have been satisfactory thus far. Therefore, pursuant to the conditions outlined in the Specifications [HUD 5370; Section 27. Payments; paragraph (f)], we recommend the request be accepted.

If you have any questions, please let us know.

Mark Burrell

Alliance Architects | 929 Lincolnway East, Suite 200 | South Bend, Indiana
Tel 574.288.2052 (x106) | mburrell@alliarch.com | www.alliarch.com



BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/25/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2019

SUBJECT: Application for Payment #1/Final—Union Flooring Services

Executive Summary

The Duplex Settlement Project at 1566 and 1568 McKnight Street was completed in December 2018. The scope of work for this project only included floor replacement in the living room of 1568 McKnight Street. However, the floors in both units needed to be completely replaced. Thus, the agency solicited quotes, and a floor installation quote was accepted from Union Flooring Services on 02/26/2019. Floor installation began on 03/11/2019 and was completed on 03/25/2019.

Floor installation has been satisfactorily completed at both units.

Pay request #1 is the first and final pay request for this project. Agency staff has reviewed and approved the pay request.

Fiscal Impact

This application for payment will be paid from 2018 Capital Fund.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #1/Final from Union Flooring Services in the amount of \$8,026.00 for floor installation at 1566 and 1568 McKnight Street.

Union Flooring Services
1021 2550TH ST
Emden, IL 62635

217-642-5419

Project:
KCHA- 1566 & 1568 McKnight

Bill to:

Knox County Housing Authority
216 W Simmons Street
Galesburg, IL 61401

Invoice number: 497
Invoice date: 3/26/2019
Terms: AIA

Our JobID:420	Application #:1	Period:03/18/19 - 03/24/19	Your order #:
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1. ORIGINAL CONTRACT SUM	8,026.00
2. Net Change by Change Orders	0.00
3. CONTRACT SUM TO DATE	8,026.00
4. TOTAL COMPLETED AND STORED TO DATE	8,026.00
5. PREVIOUS RETAINAGE	0.00
6. CURRENT BILLING RETAINAGE	0.00
7. TOTAL EARNED LESS RETAINAGE	8,026.00
8. PREVIOUS CERTIFICATES	0.00
9. CURRENT PAYMENT DUE	8,026.00

Due date: 4/25/2019

Total amount due: 8,026.00

Union Flooring Services
1021 2550th St.
Emden, IL 62635
(217) 642-5419
(217) 642-5428 Fax

January 18, 2019

TO: KNOX COUNTY HOUSING AUTHORITY

Attn: Cheryl Lefler

RE: KNOX COUNTY HOUSING AUTHORITY – Bldg B-29 - 1566

JOB: Install vinyl composition tile, resilient wall base, and plywood underlayment provided by others.

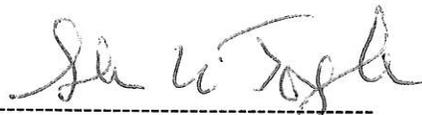
BASE BID (three bedroom unit – upper & lower level)

48 hours @ \$78.00 / hour	=	\$3,744.00
Sundries	=	\$ 269.00

		\$4,013.00

PRICE DOES NOT INCLUDE:

Sales Tax
Major floor preparation
Cleaning or waxing VCT



Glenn R. Fogler

Union Flooring Services
1021 2550th St.
Emden, IL 62635
(217) 642-5419
(217) 642-5428 Fax

January 18, 2019

TO: KNOX COUNTY HOUSING AUTHORITY

Attn: Cheryl Lefler

RE: KNOX COUNTY HOUSING AUTHORITY – Bldg B-29 - ~~4566~~ 1568

JOB: Install vinyl composition tile, resilient wall base, and plywood underlayment provided by others.

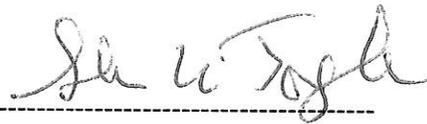
BASE BID (three bedroom unit – upper & lower level)

48 hours @ \$78.00 / hour	=	\$3,744.00
Sundries	=	\$ 269.00

		\$4,013.00

PRICE DOES NOT INCLUDE:

Sales Tax
Major floor preparation
Cleaning or waxing VCT



Glenn R. Fogler

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2019

SUBJECT: Executive Director Spending Threshold

Executive Summary

At the 03/21/2019 regular meeting of the Board, it was discussed and recommended the Board raise the spending limit of the Executive Director. Currently, the Executive Director has spending authority not to exceed \$7,500.00 without prior Board approval. The amount had been previously set at \$2,500.00.

It has been suggested the Executive Director spending authority be increased to \$10,000.00. Increasing the spending authority achieves three objectives:

- Improving management flexibility to more efficiently conduct day-to-day business;
- Reduce the burden on the Executive Director and the Board of Commissioners by reducing consideration of smaller administrative details; and
- Reduce payment time to vendors; and
- Bring the KCHA in line with other public housing authorities of the same size.

For perspective, for fiscal year 04/01/2018 through 04/31/2019, the KCHA had the following invoices fall between \$7,500.00 (current limit) and \$10,000.00 (recommended limit):

- 50 invoices
- \$427,330.62 in payments
- 12% of total payments made

It is the recommendation of the Executive Director the Board of Commissioners approve an increase the spending authority of the Executive Director to \$10,000.00, an increase of \$2,500.00 from the previous spending threshold.

By-Laws

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

Article I. The Authority

- Section 1.01 The name of the authority shall be the “Knox County Housing Authority.”
- Section 1.02 The Knox County Housing Authority (the Authority) shall constitute a body politic and corporate, as provided in the Illinois Housing Authorities Act (310 ILCS 10/).
- Section 1.03 The management and control of all officers, employees, property, and business of the Authority shall be exercised in accordance with the standards, limitations, and controls set forth in Illinois Housing Authorities Act (310 ILCS 10/).
- Section 1.04 The fiscal year shall begin with the first day of April of each year and end with the last day of March of the following year.
- Section 1.05 The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.
- Section 1.06 The principal offices of the Authority shall be located at 216 West Simmons Street in Galesburg, Illinois.

Article II. Members of the Authority

- Section 2.01 The members shall constitute the governing body of the Authority. The general management of the affairs and property of the Authority will be vested in its members.
- Section 2.02 The Authority shall consist of seven (7) Board members, and an Executive Director.
- Section 2.03 All members of the Board shall have the title of “Commissioner”.
- Section 2.04 There will be seven (7) Commissioners, comprised of individuals who are residents of Knox County, Illinois.
- Section 2.05 The membership shall contain no less than one (1) Resident Commissioner.
- Section 2.06 Commissioners shall be appointed by majority vote of the County Board of Knox County, Illinois.
- Section 2.07 Commissioners shall provide the following as a means of direct communication regarding matters concerning the Authority:
- (a) A primary telephone number and, if appropriate, a secondary telephone number;
 - (b) Mailing address; and
 - (c) If available, an email address.

- Section 2.08 The term of each Commissioner shall be five (5) years, except that the initial appointees will serve terms ranging from one to five years with term expiring each year on the anniversary date of the appointment.
- Section 2.09 No more than two (2) members of the Board of Commissioners may be elected officials with Knox County, Illinois.
- Section 2.10 The Commissioners shall serve without compensation other than the payment of necessary expenses as approved by the Authority.
- Section 2.11 Any Commissioner may resign at any time by giving written notice to the Board Chairperson. Such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt thereof; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 2.12 Commissioners may be removed from service through notice given to the Knox County Board of the Commissioner's failure to adequately perform the duties of his or her office with a recommendation that he or she be replaced. Reasons for removal from service to the Board of Commissioners include, but are not limited to:
- (a) At such time as an incumbent commissioner may be determined derelict or negligent of his or her duties;
 - (b) Poor meeting attendance, consisting of absence from more than 25% of the regular meetings of the Authority within twelve (12) months from appointment date, or miss THREE consecutive such meetings. In cases of excessive absences transmittals of this notice may be forgone or deferred by vote of the Commissioners after having given due consideration to the cause(s) of the absences.
 - (c) Conduct detrimental to the Authority;
 - (d) Other good cause.
- Section 2.13 In the event of a vacancy on the Board, current Commissioners will submit a written recommendation for a replacement Commissioner to the County Board of Knox County, Illinois; who shall then appoint a replacement to serve for the remaining portion of the vacated term.
- Section 2.14 Commissioner duties and responsibilities are provided for in the Annual Contributions Contract (ACC), federal regulations, and notices/handbooks. The Authority shall develop and monitor policies for providing decent, safe, and sanitary housing to the program participants it serves. Specifically, Commissioners shall be responsible to:
- (a) Approve By-Laws, resolutions, and policies;
 - (b) Selection, hiring, and evaluation of a qualified Executive Director;
 - (c) Regularly attend scheduled Board meetings, unless excused as set forth in the By-Laws;
 - (d) Reviewing and monitoring Authority financial information, including budgets, claims, expenditures, financial reports, and audits to ensure compliance with federal and local laws and other requirements;
 - (e) Prevent conflicts of interest, and avoid the appearance of conflicts of interest;

- (f) Ensure the Authority is acting legally and with integrity in its daily operations.
- (g) Attend training as deemed fit by the Authority for the purpose of staying current with HUD regulations and Public Housing Agency operations.

Section 2.15 The Authority may establish standing committees.

- (a) If a quorum exists for such committee meetings, public notice shall be provided in accordance with notice procedures set forth in Section 4.04;
- (b) The following will be designated as standing committees:
 - (i) Finance Committee: The Finance Committee shall be appointed by the Board at each Annual Meeting or at any regular or special meeting of the Board. The Finance Committee shall consist of at least two Commissioners, the Executive Director and/or the Finance Coordinator, as provided in the appointing resolution. The Finance Committee shall review and recommend to the Board the approval of the financial statements of the Authority and the audit, recommend to the Board the approval of control and finance procedures of the Authority, and the Finance Committee shall meet with the independent accountants to the Authority (who shall be appointed by the Board) and shall consult with and approve their audit of the financial statements of the Authority for recommendation of the audited financial statements to the Board;
 - (ii) Special Committees: The Authority may establish special committees. The function and duration of a special committee will be determined by its specific assignment, as stated in a resolution of the Authority creating it.

Article III. Officers and Employees

Section 3.01 The officers of the Authority shall be: Chairperson and Vice-Chairperson.

Section 3.02 The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year, or as long as the board deem necessary, or until their successors are elected and qualified. The Chairperson and Vice-Chairperson must have leadership and management skills, and patience to perform such duties as described in Sections 3.03 and 3.04. The Secretary-Treasurer shall be appointed by the Authority. Any person appointed that office, or any vacancy therein, shall serve such term as the Authority fixes.

Section 3.03 Chairperson. The Chairperson shall preside at all meetings of the Authority and sign all official orders thereof. She or he shall see that all orders and resolutions of the Authority are carried into effect; she or he shall also have such additional powers and duties as may from time to time be imposed upon the position by the Authority, subject however, to the right of the Authority to delegate any specific power or duty, except such as may be made by statute exclusively conferred on the Chairperson, to any other officer or officers of the Authority.

Section 3.04 Vice-Chairperson. In the absence or incapacity of the Chairperson the Vice Chairperson shall perform the duties of the Chairperson. In case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

- Section 3.05 Secretary-Treasurer. The Executive Director shall perform the functions of the Secretary-Treasurer. These functions shall include keeping the records of the Authority, acting as secretary of the meetings of the Authority, recording all votes and the proceeding of the Authority in a journal of proceedings to be kept for such purpose. The Executive Director shall perform all duties incident to this role. The Executive Director shall keep the seal of the Authority and shall have power to a affix such seal to all contracts and instruments authorized to be executed by the Authority.
- (a) Incident to the performance of duties assigned to Secretary-Treasurer, the Executive Director shall have care and custody of all funds of the Authority and shall deposit same in the name of the Authority in such bank as the Authority may select. He or she shall sign all orders and checks for payment of money and shall pay out and disburse any such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the chairperson. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at regular meetings (or as otherwise requested by the Authority) an account of the transactions and financial condition of the Authority. The Executive Director shall give bond for the faithful performance of these duties as the Authority may designate.
- Section 3.06 Vacancies. Should the office of Chairperson or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting. Such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant the Authority shall appoint a successor as provided in there By-Laws.
- Section 3.07 Executive Director. The Executive Director will be the chief operating officer of the Authority and will have general charge and supervision of the operations of the Authority, subject to the direction of the Board of Commissioners. With regards to the position of Executive Director:
- (a) The Executive Director shall have general supervision over the administration of the business and affairs of the Authority;
- (b) The Executive Director shall maintain a record of all matters pertaining to the management of the housing programs of the Authority and shall submit reports on all such matters at regular meetings of the Authority;
- (c) The Executive Director shall serve as primary advisor to the Board of Commissioners;
- (d) The Executive Director shall be charged with the management, administration, and daily operation of the Authority in accordance with all applicable laws, rules, and regulations;
- (e) The Executive Director shall serve as the primary contracting official of the Authority;
- (f) The Executive Director shall be delegated spending authority not-to-exceed \$10,000.00 without prior approval from the Board of Commissioners.
- (g) The Compensation of the Executive Director shall be determined by the Board of Commissioners.

- Section 3.08 In addition to the foregoing offices, the Authority may from time to time select and appoint such other officers and employees as may be required for the performance of the duties of the Authority.
- Section 3.09 Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws, rules, or regulation of the Authority.
- Section 3.10 Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by applicable federal law and the laws of the State of Illinois, including the Housing Authorities Act of Illinois and any amendments or supplements thereto now in force or which may be enacted. The creation of new positions for such personnel shall be determined by the Executive Director, with the approval of the Board of Commissioners, subject to the laws of the State of Illinois and the terms of any contractual obligations assumed by the Authority.

Article IV. Meetings

- Section 4.01 Meeting conduct shall abide by Robert's Rules of Order.
- (a) The presiding officer shall conduct Board meetings to allow for the full, fair, and efficient conduct of Board business;
 - (b) Any Commissioner may make a motion for proposal. At least one other Commissioner must second the motion in order to have a discussion or vote on the matter. If no other Commissioner seconds the motion, there shall be no vote on the proposal;
 - (c) Upon second of a proposal or motion, discussion shall continue until the presiding Commissioner calls for a vote of the majority of the quorum present.
- Section 4.02 Meetings will be held and business transacted in accordance with the Illinois Open Meetings Act (5 ILCS 120/).
- Section 4.03 Meetings will be held at various locations served by the Knox County Housing Authority.
- (a) Meetings will generally be held in Conference Room 101 at Moon Towers, 255 West Tompkins Street, Galesburg, IL 61401;
 - (b) Up to three (3) meetings annually will be held at one of the following locations:
 - (i) Woodland Bend – 480 Iowa Avenue, Galesburg, IL 61401;
 - (ii) Cedar Creek Place – 1598 McKnight Street, Galesburg, IL 61401
 - (iii) Whispering Hollow – 1064 W. South Street, Galesburg, IL 61401
 - (iv) Blue Bell Tower – 300 North Jefferson Street, Abingdon, IL 61410
- Section 4.04 Public Notice of Meetings.
- (a) Public notice shall be delivered in the following manner:

- (i) Mailed (either sent via first class U.S. Mail or emailed) to the newspaper(s) of general circulation and other appropriate media outlets;
 - (ii) Posting to the agency website;
 - (iii) Posted in a conspicuous location at the agency;
- (b) Public notice shall consist of the following:
- (i) Date, time, and location of the meeting;
 - (ii) A tentative agenda of items to be discussed and pending action to be taken;

Section 4.05 Regular Meetings. Regular meetings shall be held monthly with public notice on the last Tuesday of each month at 10:00 A.M., unless the same shall be a legal holiday, in which event said meeting shall be on the next succeeding business day. No notice of Regular meetings shall be required to be provided to the Commissioners, and it shall be the duty of each Commissioner to attend such meetings without notice.

- (a) Regular meetings shall include the following sessions:
- (i) Open Business: an open session for the purpose of financial ratification, resolution of old business, transacting new business, and providing information on the operations and performance of the Authority;
 - (ii) Public Comment (if applicable);
 - (iii) Executive session (if applicable): a closed session for the purpose of discussing confidential personnel matter, pending or potential litigation, or acquisition/disposition of property. Matters discussed in Executive Session will be done in accordance with the Illinois Open Meetings Act (5 ILCS 120/2(c)). Action resulting from discussion during Executive Session must be conducted in Open Session.

Section 4.06 Annual Meetings. The annual meeting of the Authority shall be held in conjunction with the regular meeting date in April of each year.

Section 4.07 Special Meetings. The Chairperson may, when she or he deems it necessary to do so, or upon the written request of two or more Commissioners, call a special meeting of the Authority.

- (a) The call for a special meeting of the Authority may be delivered personally (in person or by telephone), mailed (either sent via first class U.S. Mail or emailed) to the business or home address of each Commissioner and to the newspaper(s) of general circulation in the jurisdiction at least forty-eight (48) hours prior to the date of the special meeting.
- (b) At any such special meeting no business shall be considered other than as designated in the notice.
- (c) Attendance of a Commissioner at any special meeting and participation therein without objecting at the opening of such meeting that it was not lawfully called shall constitute a waiver of notice of such meeting. Failure to give notice of such meeting to a Commissioner so attending it and making no such objection shall in no way affect the validity of any action taken at such meeting.

- Section 4.08 Emergency Meetings. In the event of unexpected circumstances that require immediate consideration by the Board of Commissioners, the Chairperson or any two (2) Commissioners may call an emergency meeting of the Board for the purpose of transacting business in connection with the emergency. The Authority shall provide reasonable notice of such meeting to Commissioners and media outlets by the same method prescribed in Section 4.07(a.). Only business connected with the emergency may be considered at such an emergency meeting.
- Section 4.09 Alternative Meetings. At the discretion of the Authority, any of the following meeting types may be employed as deemed necessary to execute the business of the Authority:
- (a) Audio conference;
 - (b) Video conference;
- Section 4.10 Board packets containing information for the upcoming meeting shall be prepared and distributed no later than forty-eight (48) hours prior to each regular and special meeting. In the case of emergency meetings, board packets will be sent out as appropriate given the emergency.
- (a) Board packets shall contain the following information at a minimum:
 - (i) Agenda for the upcoming meeting
 - (ii) Prior meeting's minutes (if applicable)
 - (iii) Claims from the previous reporting period (if applicable)
 - (iv) Financial Reports (if applicable)
 - (v) Old Business Items (if applicable)
 - (vi) Current or New Business
 - (vii) Reports (if applicable)
 - (viii) Other Information (if applicable)
 - (b) Delivery of packets shall be made as follows:
 - (i) Email delivery to each Commissioner and appropriate media outlets;
 - (ii) In the event the Commissioner or other requesting entity requires a printed packet, a copy of the Board Packet shall be made available for pickup at the principal office of the Authority no later than forty-eight (48) hours prior to the meeting;
 - (iii) Posted to the Authority website;
- Section 4.11 Quorum. A quorum consists of a majority of Commissioners and represents the minimum number of Commissioners who must be present for the transaction of business.
- (a) A "majority" is defined as the number greater than half of any total. Four (4) Commissioners shall constitute a quorum for the transaction of the business of the Authority.

- (b) When a quorum is in attendance, action may be taken upon a majority vote of the Commissioners in attendance.
- (c) In the absence of the quorum, the meeting may be adjourned by the Chairperson, Vice-Chairperson, or any Commissioner present, in such order, to a given date, subject to the approval of the Board. Notice of such meeting shall be in accordance with notice requirements set forth in Section 4.05(a.).

Section 4.12 All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 4.13 Order of Business. At a regular meeting of the Authority the following shall be the order of business:

- (a) Roll Call / Notation of Persons in Attendance
- (b) Review / Approval of Minutes of the Previous Meeting
- (c) Review / Ratification of Claims
- (d) Review / Ratification of Financial Report
- (e) Old Business
- (f) New Business
- (g) Reports
- (h) Executive Session (If Applicable)
- (i) Adjournment

Section 4.14 Manner of Voting. All questions or action coming before the Authority shall be presented in the form of motions or resolutions. Any such question or action shall be voted on by roll call with the response of each Commissioner recorded in the minutes of the meeting.

Section 4.15 Minutes of Meetings. A written record of each meeting, including standing committees, shall be maintained by the Secretary/Treasurer. The minutes shall accurately reflect motions on action, seconds to the motions, discussion, and voting on each proposal or resolution. The minutes shall reflect the date, time and place of the meeting, and shall be the record of attendance by Commissioners and others present at each meeting. Minutes shall be approved in the following manner:

- (a) Regular Meeting Minutes: Minutes of the prior regular meeting shall be distributed for the purpose of review and approval in advance of the next regularly scheduled meeting;
- (b) Committee Meeting Minutes: Committee meeting minutes shall follow the same approval procedure as Regular Meeting minutes;
- (c) Special Meeting Minutes: Special meeting minutes shall follow the same approval procedure as Regular Meeting minutes;
- (d) Executive (Closed) Session Minutes: Closed session minutes shall be reviewed semi-annually, and such determinations will be made that:

- (i) The need for confidentiality still exists as to all or part of those minutes; or
- (ii) The minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Article V. Contracts and other Negotiable Instruments

Section 5.01 All authorized contracts, deeds, and commitments will be executed in the name of the Authority by the Executive Director.

Section 5.02 All checks, notes, drafts, and other negotiable instruments will be signed by the Chairperson, and must be co-signed by a different officer from among the Commissioners or another employee as designated by the Authority.

Article VI. Ethical Standards

Section 6.01 All members of the Authority, including employees, Commissioners, and Officers, shall abide by the Knox County Housing Authority Ethical Standards Policy.

Section 6.02 It is expected that each Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board.

- (a) Such a statement shall be submitted to the Board Chairperson within ninety (90) days of the Commissioner's Appointment;
- (b) For Commissioners currently serving, such an updated statement shall be developed annually in conjunction with the Authority's Annual Meeting;
- (c) Such statements shall disclose the following:
 - (i) The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
 - (ii) Any current or past contact in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.

Section 6.03 No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has any interest, real or apparent, in the matter, except that:

- (a) A Commissioner having such interest through a voluntary association with the person or organization may be allowed to discuss the matter.
- (b) If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the prohibitions contained in this Section shall not apply.

- Section 6.04 No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or inappropriately influence any of the activities or employees of the Authority.
- Section 6.05 Funds permitting, each Commissioner shall undertake training not less than one time per year. All costs associated with such training are to be paid by the Knox County Housing Authority in accordance with the travel procedures of the Authority.

Article VII. Indemnification

- Section 7.01 The Authority shall indemnify, to the extent not covered by insurance, to the fullest extent provided by law any current or former KCHA Commissioner, Officer, or employee against any and all expenses and liabilities actually and necessarily incurred by him or her in connection with any claim, action, suit, or proceeding, whether actual or threatened, including civil, administrative, or investigative, including appeals, to which any current or former KCHA Commissioner, Officer, or employee may be made a party by reason of having been a KCHA Commissioner, Officer, or employee acting in the course of employment, regardless of the final resolution of the claim, action, investigation, suit, or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the Authority's best interest.
- Section 7.02 Persons claiming indemnification under these By-Laws shall promptly advise the Authority and its General Counsel in writing of the existence of any matter which may give rise to such indemnification.
- Section 7.03 Subject to the limitation, however, that there shall be no indemnification:
- (a) For the amount of any punitive damages awarded, including the amount of any punitive damages awarded under a statute providing for a doubling, trebling, or other multiple of actual damages;
 - (b) In relation to matters as to which the any current or former KCHA Commissioner, Officer, or employee shall be adjudged to be guilty of a criminal offense, liable for fraud, liable to the Authority for damages, or found to have acted in violation of Authority policy, including but not limited to the KCHA Employee Handbook or these By-Laws.
- Section 7.04 Any current or former KCHA Commissioner, Officer, or employee claiming indemnification under these By-Laws must receive written authorization from the Executive Director, at the discretion of the Board, prior to retaining counsel. The Authority shall not be liable for any counsel fees or other legal costs incurred prior to receipt of said written authorization. The Authority shall not be required to make indemnification payments, to include counsel fees, to any current or former KCHA Commissioner, Officer, or employee covered by this Article until complete and final resolution of the subject litigation has occurred. In no event shall this provision be construed as interference with, discouragement of, or an impediment to the retention of counsel by such employees or officers in circumstances where the employee does not claim a right of entitlement to indemnification for the cost of such counsel.
- Section 7.05 Amounts paid in indemnification of expenses and liabilities may include but shall not be limited to counsel and other fees, costs and disbursements, judgments, fines, penalties against, and amounts paid in settlement by such employee.
- Section 7.06 Any current or former KCHA Commissioner, Officer, or employee may, at his or her option:

- (a) Tender the defense of the claim, action, suit or proceeding to the Authority to be handled by an attorney of the Authority's choosing at its expense;
- (b) Select a licensed attorney to defend him or her in the claim, action, suit or proceeding. Any such independent counsel shall work cooperatively with insurance counsel and/or the Authority's counsel. The Authority shall pay all reasonable attorney's fees and expenses incurred by the current or former KCHA Commissioner, Officer, or employee promptly after receiving bills therefor in advance of the final disposition of the claim, action, investigation, suit, or proceeding so long as the attorney's fees and expenses are reasonable relative to the fees and expenses the Authority would pay to outside counsel for similar representation. Such fees and expenses shall be subject to review for reasonableness and approval by the Authority's General Counsel.

Section 7.07 As part of the indemnification provided for hereunder, the Authority shall undertake to defend any noncriminal claim, action, suit, or proceeding threatened or pending against any current or former KCHA Commissioner, Officer, or employee. Pursuant to such duty to defend, the Authority shall have the power to the fullest extent permitted by law to:

- (a) Select and retain counsel;
- (b) Require that defenses be tendered to the Authority;
- (c) Review and approve payment of all expenses for reasonableness (including attorney's fees); and
- (d) Approve any settlement of any dispute giving rise to a claim for indemnification.

Section 7.08 The Authority shall have no obligation to indemnify any current or former KCHA Commissioner, Officer, or employee who fails to comply with or abide by the provisions of these By-Laws, federal regulations, or other applicable state law, or who is adjudged to be guilty of a criminal offense, , liable for fraud, liable to the Authority for damages, or found to have acted in violation of Authority policy, including but not limited to the KCHA Employee Handbook or these By-Laws. If, following any indemnification payments, it is determined that any current or former KCHA Commissioner, Officer, or employee who received such payments was not entitled to such indemnification, the Authority shall be authorized to recover from such employee or officer all indemnification sums paid, including all defense fees and costs paid pursuant to the duty to defend, and all legal costs, fees, and attorney's fees incurred in recovering the indemnification property.

Article VIII. Severability

Section 8.01 The terms and sections of the by-laws are severable.

Section 8.02 If any term or section of the by-laws is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

Article IX. Amendments

- Section 9.01 These By-Laws may be altered, amended, or repealed by a majority vote of the Commissioners at any regular or special meeting of the Authority if appropriate notification of the proposed alterations, amendments, or repeals be contained in a written notice to the Commissioners not less than thirty (30) days prior to such a meeting.
- Section 9.02 In no event shall Articles VI. and VII., or any subparts thereof, be retroactively altered, amended, or repealed subsequent to the date of doption of this amendment to the By-Laws of the Authority. Said articles, or any subparts thereof, may only be altered, amended, or repealed prospectively and any purported retroactive amendment of said articles shall be null and void.
- Section 9.03 In the event that said articles are subsequently altered, amended, or repealed, all persons indemnified under said Articles, prior to such alteration, amendment, or repeal, shall continue to be indemnified to the same extent for any and all claims, actions, suits, or proceedings arising out of any act, omission, whether known or unknown, which occurred prior to the date of said alteration, amendment, or repeal.

Article X. Repeal

- Section 10.01 The foregoing constitutes all the bylaws of the Knox County Housing Authority, and any and all bylaws heretofore enacted and not contained herein are repealed.

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2019

SUBJECT: Executive Director Performance Evaluation FYE 03/31/2019

Executive Summary

Annually, the Knox County Housing Authority Board of Commissioners is charged with the task of evaluating the performance of the Executive Director. The performance of the Executive Director is critical to the agency fulfilling its mission, and is a central responsibility of the Board. As the Executive Director influences the agency's success and financial health, it is incumbent on the Board of Commissioners to set standards and objectively and fairly evaluate performance against these standards.

The Knox County Housing Authority's annual performance appraisal process coincides with the agency's fiscal year, which begins on April 01 and ends on March 31.

The Board will be provided with an evaluation form for the Executive Director at the 04/26/2019 regular meeting of the Board. The goal would be for the Board to hold a work session ahead of the May 2019 regular meeting, to discuss the performance of the Executive Director and score the evaluation collectively. The Board would then deliver the performance review during executive session at the 05/28/2019 regular meeting, unless collectively decided otherwise.