

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
2/27/2018  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 1-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 1-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 42,420.94
<input type="checkbox"/> Roger Peterson	Moon Towers:	\$ 59,368.70
<input type="checkbox"/> Paula Sanford	Family:	\$ 77,335.28
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 24,196.90
<u>Excused:</u>	HCV:	\$ 83,003.88
	Brentwood:	\$ 27,430.94
<u>Others Present:</u>	Prairieland:	\$ 22,545.91
	Capital Fund 2015:	\$ 34,729.93
	Capital Fund 2016:	\$ 66,296.38
	Capital Fund 2017:	\$ 0.00

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<b>Old Business</b>	None
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<b>New Business</b>	None
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<b>Reports</b>	Executive Director's Report – 1-2018	Derek Antoine
	KCHA Legal Counsel Report – 1-2018	Jack Ball

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<b>Other Business</b>	Distribution of FYE 03/31/2017 Annual FDS Audit Report	Derek Antoine
	Executive Director Vacation	Derek Antoine
	Executive Director Performance Appraisal	Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
January 30, 2018**

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  
                  Lomac Payton  
                  Paula Sanford  
                  Paul H. Stewart

EXCUSED:           Thomas Dunker  
                  Jared Hawkinson  
                  Ben Burgland

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 December meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the December 2017 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for December 2017 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

December 2017 claims against the HA Administration in the sum of \$367,162.62; Central Office Cost Center in the sum of \$65,922.98; Moon Towers in the sum of \$64,417.20; Family in the sum of \$83,430.37; Bluebell in the sum of \$21,748.31; Housing Choice Voucher Program in the sum of \$81,842.18; Brentwood (A.H.P.) in the sum of \$28,047.24; Prairieland (A.H.P.) in the sum of \$21,754.34; Capital Fund '16 in the sum of \$0.00; and Capital Fund '17 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Mr. Antoine asked the Board to review and approve Resolution 2018-01 for Bad Debt Charge-Off for Period Ending 12/31/17. Commissioner Stewart asked how the agency finds out about unreported income and what percentage of bad debt the agency will get back. Mr. Antoine stated that the agency uses the Enterprise Income Verification (EIV) system to uncover unreported income and that the agency recoups about 20% of bad debt. After brief discussion, Commissioner Allen made a motion to approve Resolution 2018-01 for Bad Debt Charge-Off for Period Ending 12/31/17 in the amount of \$21,989.70; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

## **REPORTS**

Mr. Antoine reviewed the Executive Director's Report at the meeting. 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, and Affordable Housing Program. There were no questions about the report. Commissioner Sanford asked what the MASS was on the dashboard of the report. Mr. Antoine indicated that MASS is the Management Assessment Subsystem for PHAS scoring and includes occupancy, resident accounts receivable and accounts payable.

Mr. Ball referenced the Legal Counsel Report that was passed out at the meeting. The report shows the cases filed during the month and items reviewed for the agency.

## **OTHER BUSINESS**

Chairperson Payton stated that he would like the Board to do the evaluation of the Executive Director in the next couple of months and directed Mr. Antoine to get the evaluation form to the Board soon.

## **ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:24 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

Respectfully submitted,

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Secretary

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

**February 21, 2018**

**ROLL CALL - 10:36 am**

There finance committee was called into order by Executive Director Derek Antoine.

**ATTENDANCE - 10:37am**

KCHA Commissioners:

Present: Tom Dunker and Wayne Allen

Excused: Ben Burgland

Housing Authority Members:

Present: Derek Antoine & Lee Lofing

Excused:

**FINANCIAL REPORT - 10:38 am**

The only item on the agenda for the February 2018 meeting was to review the January 2018 Financial reports. Each member of the committee was emailed copies of January income statements along with notes for each of the following: COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

**ADJOURN - 11:12 am**

Respectfully submitted,



Finance Coordinator, KCHA

## COCC

	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$256,459.59	\$715,617.79
Operating Expenses	\$42,390.78	\$471,838.47
<b>Net Revenue Income/(Loss)</b>	<b>\$214,068.81</b>	<b>\$243,779.32</b>

**Notes:**

- Received \$204,847 from 2012 HUD subsidy recapture settlement.
- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,111,432.99

## MOON TOWERS

	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$58,426.85	\$637,587.93
Operating Expenses	\$59,368.70	\$614,543.27
<b>Net Revenue Income/(Loss)</b>	<b>(\$941.85)</b>	<b>\$23,044.66</b>

**Notes:**

- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.

Operated in red for month and black for year.

Moon Towers' Cash, Investments, A/R, & A/P \$531,045.24

**\$245,817.31** *minimum reserve position*

## FAMILY

	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$81,021.05	\$812,353.23
Operating Expenses	\$77,335.28	\$755,146.34
<b>Net Revenue Income/(Loss)</b>	<b>\$3,685.77</b>	<b>\$57,206.89</b>

**Notes:**

- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.

Operated in the black for month & for the year.

Family's Cash, Investments, A/R, & A/P \$443,170.43

**\$302,058.54** *minimum reserve position*

## BLUEBELL

	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$18,174.36	\$198,264.52
Operating Expenses	\$24,196.90	\$204,429.89
<b>Net Revenue Income/(Loss)</b>	<b>(\$6,022.54)</b>	<b>(\$6,165.37)</b>

**Notes:**

- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.

Operated in the red for month & for the year.

Bluebell's Cash, Investments, A/R, & A/P \$88,554.16

**\$81,771.96** *minimum reserve position*

## AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$31,920.16	\$315,730.14
Operating Expenses	\$27,430.94	\$276,879.52
<b>Net Revenue Income/(Loss)</b>	<b>\$4,489.22</b>	<b>\$38,850.62</b>

Operated in the black for month & for the year.

Brentwood's Cash, Investments, A/R, & A/P	\$186,386.62
Restricted - Security Deposits	\$824.00
<b>Brentwood's Total Cash</b>	<b>\$187,210.62</b>

**Notes:**

- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.
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*Difference of Cash held for Security Deposits minus Security Deposits Total.*

<u>PRAIRIELAND</u>	<u>January-18</u>	<u>Current YTD</u>
Operating Income	\$27,068.50	\$273,547.78
Operating Expenses	\$22,545.91	\$231,362.64
<b>Net Revenue Income/(Loss)</b>	<b>\$4,522.59</b>	<b>\$42,185.14</b>

Operated in the black for month & for the year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$56,722.81)
Restricted - Security Deposits	\$1,412.00
Restricted - Replacement Reserve	\$100,856.38
Restricted - Residual Receipts	\$54,496.49
<b>PrairieLand's Total Cash</b>	<b>\$100,042.06</b>

**Notes:**

- Management Fee rate increased from \$71.01 to \$73.09.
- Distributed KCHA's portion of H.S.A contribution.
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*Difference of Cash held for Security Deposits minus Security Deposits Total.*

*These funds are held in the Replacement Reserve Savings Account.*

*These funds are held in the Residual Receipts Savings Account.*

## HOUSING CHOICE VOUCHERS

### ADMINISTRATIVE

	<u>September-61</u>	<u>Current YTD</u>
Operating Income	\$8,902.10	\$91,734.78
Operating Expenses	\$12,553.25	\$117,750.85
<b>Net Revenue Income/(Loss)</b>	<b>(\$3,651.15)</b>	<b>(\$26,016.07)</b>

**Notes:**

- Distributed KCHA's portion of H.S.A contribution.
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**(\$31,219.28) Projected Income Gain/(Loss) FYE'18**

**Unrestricted Net Position (UNP)**  
Investment in Fixed Assets  
Monthly Net Revenue Income/(Loss)

**\$151,643.00** 12/31/2017 Balance  
**\$0.00**  
**(\$3,651.15)**  
**\$0.00** Year End Adjustment

**UNP Ending Balance**

**\$147,991.85** For Admin Expenses and HAP (if needed)

Pre 2004 Balance  
Post 2013 Balance  
Investment in Fixed Assets  
Total UNP as of

**\$121,830.26**  
**\$26,049.10**  
**\$112.49**  
**\$147,991.85** 1/31/2018

### HAP

	<u>Sep-61</u>	<u>Current YTD</u>
Operating Income	\$72,976.00	\$662,274.90
Operating Expenses	\$70,460.00	\$691,370.50
<b>Net Revenue Income/(Loss)</b>	<b>\$2,516.00</b>	<b>(\$29,095.60)</b>

**Notes:**

HAP payments

**Voucher expenses less than amount funded for the month.**

**Net Restricted Position (NRP)**

**\$2,933.00** 12/31/2017 Balance  
**\$0.00** Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

**\$2,516.00**

**NRP Ending Balance for HAP**

**\$5,449.00** For HAP Expenses (Only)

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**January 31, 2018**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	256,459.59	57,256.00	715,617.79	572,560.00	143,057.79	687,072.00
<b>TOTAL OPERATING INCOME</b>	<b>256,459.59</b>	<b>57,256.00</b>	<b>715,617.79</b>	<b>572,560.00</b>	<b>143,057.79</b>	<b>687,072.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	40,467.29	44,179.15	424,821.50	441,791.50	-16,970.00	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	492.88	495.84	-537.19	4,958.40	-5,495.59	5,950.00
Total Maintenance Expenses	132.74	645.83	34,941.70	6,458.30	28,483.40	7,750.00
General Expense	1,297.87	1,391.67	12,612.46	13,916.70	-1,304.24	16,700.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>42,390.78</b>	<b>46,712.49</b>	<b>471,838.47</b>	<b>467,124.90</b>	<b>4,713.57</b>	<b>560,550.00</b>
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	10,543.50	0.00	105,435.00	-105,435.00	126,522.00
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>42,390.78</b>	<b>57,255.99</b>	<b>471,838.47</b>	<b>572,559.90</b>	<b>-100,721.43</b>	<b>687,072.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>						
	<b>214,068.81</b>	<b>0.01</b>	<b>243,779.32</b>	<b>0.10</b>	<b>243,779.22</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	49.83	152.08	498.30	1,520.80	-1,022.50	1,825.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>214,018.98</b>	<b>-152.07</b>	<b>243,281.02</b>	<b>-1,520.70</b>	<b>244,801.72</b>	<b>-1,825.00</b>

**Knox County Housing Authority  
BOARD - AMP001 CASH FLOW STATEMENT  
January 31, 2018**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	58,426.85	57,264.61	637,587.93	572,646.10	64,941.83	687,175.00
<b>TOTAL OPERATING INCOME</b>	<b>58,426.85</b>	<b>57,264.61</b>	<b>637,587.93</b>	<b>572,646.10</b>	<b>64,941.83</b>	<b>687,175.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	26,411.72	25,059.92	247,130.30	250,599.20	-3,468.90	300,719.00
Total Tenant Services	0.00	93.74	1,102.88	937.40	165.48	1,125.00
Total Utilities Expenses	9,123.65	7,916.67	61,503.98	79,166.70	-17,662.72	95,000.00
Total Maintenance Expenses	19,921.31	22,060.42	235,770.64	220,604.20	15,166.44	264,725.00
General Expense	6,327.62	8,254.18	69,035.47	82,541.80	-13,506.33	99,050.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>61,784.30</b>	<b>63,384.93</b>	<b>614,543.27</b>	<b>633,849.30</b>	<b>-19,306.03</b>	<b>760,619.00</b>
Total Non-Routine Expense	-2,415.60	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	-6,120.33	0.00	-61,203.30	61,203.30	-73,444.00
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>59,368.70</b>	<b>57,264.60</b>	<b>614,543.27</b>	<b>572,646.00</b>	<b>41,897.27</b>	<b>687,175.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-941.85</b>	<b>0.01</b>	<b>23,044.66</b>	<b>0.10</b>	<b>23,044.56</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	28,257.74	33,333.33	282,577.40	333,333.30	-50,755.90	400,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-29,199.59</b>	<b>-33,333.32</b>	<b>-259,532.74</b>	<b>-333,333.20</b>	<b>73,800.46</b>	<b>-400,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**January 31, 2018**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	81,021.05	77,999.98	812,353.23	779,999.80	32,353.43	936,000.00
<b>TOTAL OPERATING INCOME</b>	<b>81,021.05</b>	<b>77,999.98</b>	<b>812,353.23</b>	<b>779,999.80</b>	<b>32,353.43</b>	<b>936,000.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	34,485.05	32,758.57	306,335.82	327,585.70	-21,249.88	393,103.00
Total Tenant Services	0.00	845.83	5,431.58	8,458.30	-3,026.72	10,150.00
Total Utilities Expenses	3,586.31	2,329.17	11,180.85	23,291.70	-12,110.85	27,950.00
Total Maintenance Expenses	34,131.49	43,229.17	375,362.94	432,291.70	-56,928.76	518,750.00
General Expense	5,132.43	9,185.00	56,835.15	91,850.00	-35,014.85	110,220.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>77,335.28</b>	<b>88,347.74</b>	<b>755,146.34</b>	<b>883,477.40</b>	<b>-128,331.06</b>	<b>1,060,173.00</b>
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	-10,347.75	0.00	-103,477.50	103,477.50	-124,173.00
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>77,335.28</b>	<b>77,999.99</b>	<b>755,146.34</b>	<b>779,999.90</b>	<b>-24,853.56</b>	<b>936,000.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>3,685.77</b>	<b>-0.01</b>	<b>57,206.89</b>	<b>-0.10</b>	<b>57,206.99</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	22,181.52	27,083.33	221,815.20	270,833.30	-49,018.10	325,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-18,495.75</b>	<b>-27,083.34</b>	<b>-164,608.31</b>	<b>-270,833.40</b>	<b>106,225.09</b>	<b>-325,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**January 31, 2018**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>Year To Date Bu</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	18,174.36	18,558.06	198,264.52	185,580.60	12,683.92	222,696.55
<b>TOTAL OPERATING INCOME</b>	<b>18,174.36</b>	<b>18,558.06</b>	<b>198,264.52</b>	<b>185,580.60</b>	<b>12,683.92</b>	<b>222,696.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	10,456.51	9,992.45	100,635.58	99,924.50	711.08	119,909.04
Total Tenant Services	0.00	41.67	239.76	416.70	-176.94	500.00
Total Utilities Expenses	3,604.40	2,358.34	17,352.92	23,583.40	-6,230.48	28,300.00
Total Maintenance Expenses	7,877.93	6,595.85	62,039.07	65,958.50	-3,919.43	79,150.00
General Expense	2,258.06	2,858.75	24,162.56	28,587.50	-4,424.94	34,305.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>24,196.90</b>	<b>21,847.06</b>	<b>204,429.89</b>	<b>218,470.60</b>	<b>-14,040.71</b>	<b>262,164.04</b>
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	-3,288.96	0.00	-32,889.60	32,889.60	-39,467.49
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>24,196.90</b>	<b>18,558.10</b>	<b>204,429.89</b>	<b>185,581.00</b>	<b>18,848.89</b>	<b>222,696.55</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>-6,022.54</b>	<b>-0.04</b>	<b>-6,165.37</b>	<b>-0.40</b>	<b>-6,164.97</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	13,730.60	11,995.83	137,306.00	119,958.30	17,347.70	143,950.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-19,753.14</b>	<b>-11,995.87</b>	<b>-143,471.37</b>	<b>-119,958.70</b>	<b>-23,512.67</b>	<b>-143,950.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**January 31, 2018**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	414,081.85	211,078.65	2,363,823.47	2,110,786.50	253,036.97	2,532,943.55
<b>TOTAL OPERATING INCOME</b>	<b>414,081.85</b>	<b>211,078.65</b>	<b>2,363,823.47</b>	<b>2,110,786.50</b>	<b>253,036.97</b>	<b>2,532,943.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	111,820.57	111,990.09	1,078,923.20	1,119,900.90	-40,977.70	1,343,881.04
Total Tenant Services	0.00	981.24	6,774.22	9,812.40	-3,038.18	11,775.00
Total Utilities Expenses	16,807.24	13,100.02	89,500.56	131,000.20	-41,499.64	157,200.00
Total Maintenance Expenses	62,063.47	72,531.27	708,114.35	725,312.70	-17,198.35	870,375.00
General Expense	15,015.98	21,689.60	162,645.64	216,896.00	-54,250.36	260,275.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>205,707.26</b>	<b>220,292.22</b>	<b>2,045,957.97</b>	<b>2,202,922.20</b>	<b>-156,964.23</b>	<b>2,643,506.04</b>
Total Non-Routine Expense	-2,415.60	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	-9,213.54	0.00	-92,135.40	92,135.40	-110,562.49
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>203,291.66</b>	<b>211,078.68</b>	<b>2,045,957.97</b>	<b>2,110,786.80</b>	<b>-64,828.83</b>	<b>2,532,943.55</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>210,790.19</b>	<b>-0.03</b>	<b>317,865.50</b>	<b>-0.30</b>	<b>317,865.80</b>	<b>0.00</b>
Total Depreciation Expense	64,219.69	72,564.57	642,196.90	725,645.70	-83,448.80	870,775.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>146,570.50</b>	<b>-72,564.60</b>	<b>-324,331.40</b>	<b>-725,646.00</b>	<b>401,314.60</b>	<b>-870,775.00</b>

**Knox County Housing Authority  
BOARD - HCV CASH FLOW STATEMENT  
January 31, 2018**

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	9,300.10	9,020.82	95,028.68	90,208.20	4,820.48	108,250.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>9,300.10</b>	<b>9,020.82</b>	<b>95,028.68</b>	<b>90,208.20</b>	<b>4,820.48</b>	<b>108,250.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	8,148.54	7,962.49	73,433.41	79,624.90	-6,191.49	95,550.00
Total Fees Expenses	3,627.00	3,665.83	38,892.00	36,658.30	2,233.70	43,990.00
Total General Expenses	768.34	606.26	5,331.74	6,062.60	-730.86	7,275.00
<b>TOTAL OPERATING EXPENSES</b>	<b>12,543.88</b>	<b>12,234.58</b>	<b>117,657.15</b>	<b>122,345.80</b>	<b>-4,688.65</b>	<b>146,815.00</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>12,543.88</b>	<b>12,234.58</b>	<b>117,657.15</b>	<b>122,345.80</b>	<b>-4,688.65</b>	<b>146,815.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-3,243.78</b>	<b>-3,213.76</b>	<b>-22,628.47</b>	<b>-32,137.60</b>	<b>9,509.13</b>	<b>-38,565.00</b>
Total Depreciation Expense	9.37	18.75	93.70	187.50	-93.80	225.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-3,253.15</b>	<b>-3,232.51</b>	<b>-22,722.17</b>	<b>-32,325.10</b>	<b>9,602.93</b>	<b>-38,790.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	72,976.00	55,164.41	662,274.90	551,644.10	110,630.80	661,973.00
<b>TOTAL HAP INCOME</b>	<b>72,976.00</b>	<b>55,164.41</b>	<b>662,274.90</b>	<b>551,644.10</b>	<b>110,630.80</b>	<b>661,973.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	70,460.00	62,833.33	692,429.33	628,333.30	64,096.03	754,000.00
Total General HAP Expenses	0.00	83.33	-1,058.83	833.30	-1,892.13	1,000.00
<b>TOTAL HAP EXPENSES</b>	<b>70,460.00</b>	<b>62,916.66</b>	<b>691,370.50</b>	<b>629,166.60</b>	<b>62,203.90</b>	<b>755,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>2,516.00</b>	<b>-7,752.25</b>	<b>-29,095.60</b>	<b>-77,522.50</b>	<b>48,426.90</b>	<b>-93,027.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**January 31, 2018**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	31,920.16	31,233.33	315,730.14	312,333.30	3,396.84	374,800.00
<b>TOTAL OPERATING INCOME</b>	<b>31,920.16</b>	<b>31,233.33</b>	<b>315,730.14</b>	<b>312,333.30</b>	<b>3,396.84</b>	<b>374,800.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	5,061.99	4,516.67	41,104.47	45,166.70	-4,062.23	54,200.00
Total Fee Expenses	5,664.21	5,322.17	56,470.56	53,221.70	3,248.86	63,866.00
Total Utilities Expenses	5,265.06	2,179.16	20,414.03	21,791.60	-1,377.57	26,150.00
Total Maintenance Expenses	6,769.94	16,562.92	110,482.03	165,629.20	-55,147.17	198,755.00
Total Taxes & Insurance Expense	2,421.98	2,638.51	25,812.68	26,385.10	-572.42	31,662.00
Total Financial Expenses	2,247.76	2,333.33	22,595.75	23,333.30	-737.55	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>27,430.94</b>	<b>33,552.76</b>	<b>276,879.52</b>	<b>335,527.60</b>	<b>-58,648.08</b>	<b>402,633.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-35,027.50	35,027.50	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-35,027.50	35,027.50	-42,033.00
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>27,430.94</b>	<b>30,050.01</b>	<b>276,879.52</b>	<b>300,500.10</b>	<b>-23,620.58</b>	<b>360,600.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>4,489.22</b>	<b>1,183.32</b>	<b>38,850.62</b>	<b>11,833.20</b>	<b>27,017.42</b>	<b>14,200.00</b>
<b>Total Depreciation Expense</b>						
	6,308.17	5,291.67	63,081.70	52,916.70	10,165.00	63,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,818.95</b>	<b>-4,108.35</b>	<b>-24,231.08</b>	<b>-41,083.50</b>	<b>16,852.42</b>	<b>-49,300.00</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**January 31, 2018**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	27,068.50	27,098.75	273,547.78	270,987.50	2,560.28	325,185.00
<b>TOTAL OPERATING INCOME</b>	<b>27,068.50</b>	<b>27,098.75</b>	<b>273,547.78</b>	<b>270,987.50</b>	<b>2,560.28</b>	<b>325,185.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,849.35	4,637.50	39,313.33	46,375.00	-7,061.67	55,650.00
Total Fee Expenses	5,171.67	5,103.17	51,257.43	51,031.70	225.73	61,238.00
Total Utilities Expenses	1,019.24	2,148.33	16,777.98	21,483.30	-4,705.32	25,780.00
Total Maintenance Expenses	6,815.32	9,233.34	77,536.85	92,333.40	-14,796.55	110,800.00
Total Taxes & Insurance Expense	2,442.57	2,386.67	23,881.35	23,866.70	14.65	28,640.00
Total Financial Expenses	2,247.76	2,333.33	22,595.70	23,333.30	-737.60	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>22,545.91</b>	<b>25,842.34</b>	<b>231,362.64</b>	<b>258,423.40</b>	<b>-27,060.76</b>	<b>310,108.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	897.50	-897.50	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	897.50	-897.50	1,077.00
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>22,545.91</b>	<b>25,932.09</b>	<b>231,362.64</b>	<b>259,320.90</b>	<b>-27,958.26</b>	<b>311,185.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>4,522.59</b>	<b>1,166.66</b>	<b>42,185.14</b>	<b>11,666.60</b>	<b>30,518.54</b>	<b>14,000.00</b>
<b>Total Depreciation Expense</b>						
	6,789.88	6,375.00	67,898.80	63,750.00	4,148.80	76,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-2,267.29</b>	<b>-5,208.34</b>	<b>-25,713.66</b>	<b>-52,083.40</b>	<b>26,369.74</b>	<b>-62,500.00</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**January 31, 2018**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	58,988.66	58,332.08	589,277.92	583,320.80	5,957.12	699,985.00
<b>TOTAL OPERATING INCOME</b>	<b>58,988.66</b>	<b>58,332.08</b>	<b>589,277.92</b>	<b>583,320.80</b>	<b>5,957.12</b>	<b>699,985.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,911.34	9,154.17	80,417.80	91,541.70	-11,123.90	109,850.00
Total Fee Expenses	10,835.88	10,425.34	107,727.99	104,253.40	3,474.59	125,104.00
Total Utilities Expenses	6,284.30	4,327.49	37,192.01	43,274.90	-6,082.89	51,930.00
Total Maintenance Expenses	13,585.26	25,796.26	188,018.88	257,962.60	-69,943.72	309,555.00
Total Taxes & Insurance Expense	4,864.55	5,025.18	49,694.03	50,251.80	-557.77	60,302.00
Total Financial Expenses	4,495.52	4,666.66	45,191.45	46,666.60	-1,475.15	56,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>49,976.85</b>	<b>59,395.10</b>	<b>508,242.16</b>	<b>593,951.00</b>	<b>-85,708.84</b>	<b>712,741.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-34,130.00	34,130.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-34,130.00	34,130.00	-40,956.00
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>49,976.85</b>	<b>55,982.10</b>	<b>508,242.16</b>	<b>559,821.00</b>	<b>-51,578.84</b>	<b>671,785.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>9,011.81</b>	<b>2,349.98</b>	<b>81,035.76</b>	<b>23,499.80</b>	<b>57,535.96</b>	<b>28,200.00</b>
<b>Total Depreciation Expense</b>						
	13,098.05	11,666.67	130,980.50	116,666.70	14,313.80	140,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-4,086.24</b>	<b>-9,316.69</b>	<b>-49,944.74</b>	<b>-93,166.90</b>	<b>43,222.16</b>	<b>-111,800.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*January, 2018*

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	<b>Current Period</b>	<b>Last Year Same</b>	<b>Variance</b>	<b>Current Year</b>
<b>AMP001 - MOON TOWERS</b>				
Salaries	23,237.85	21,024.40	2,213.45	224,705.64
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,953.84	14,028.96	1,924.88	156,622.19
Administrative Expenses	1,026.07	6,396.88	-5,370.81	12,301.11
Tenant Services	0.00	0.00	0.00	1,102.88
Utilities	9,123.65	7,019.16	2,104.49	61,503.98
Maintenance Supplies/Contracts	6,115.27	10,068.41	-3,953.14	89,272.00
Mileage	0.00	11.88	-11.88	0.00
General Expenses	6,327.62	6,372.36	-44.74	69,035.47
Non-Routine Expense	-2,415.60	-3,869.98	1,454.38	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>59,368.70</b>	<b>61,052.07</b>	<b>-1,683.37</b>	<b>614,543.27</b>
<b>AMP002 - FAMILY</b>				
Salaries	42,327.94	47,258.00	-4,930.06	418,566.06
Employee W/H Payments	0.00	0.00	0.00	81.40
Management Fees	16,647.97	15,070.21	1,577.76	164,624.14
Administrative Expenses	2,119.02	2,661.70	-542.68	22,583.06
Tenant Services	0.00	49.08	-49.08	1,718.75
Utilities	3,586.31	2,368.47	1,217.84	11,180.85
Maintenance Supplies/Contracts	7,521.61	2,781.59	4,740.02	79,638.33
Mileage	0.00	172.80	-172.80	0.00
General Expenses	5,132.43	6,231.30	-1,098.87	56,835.15
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>77,335.28</b>	<b>76,593.15</b>	<b>742.13</b>	<b>755,227.74</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	10,873.80	8,723.39	2,150.41	88,966.20
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,084.71	454.79	44,851.55
Administrative Expenses	832.28	1,105.57	-273.29	8,317.31
Tenant Services	0.00	0.00	0.00	239.76
Utilities	3,604.40	2,130.54	1,473.86	17,352.92
Maintenance Supplies/Contracts	2,088.86	1,910.16	178.70	20,539.59
Mileage	0.00	143.64	-143.64	0.00
General Expenses	2,258.06	2,379.79	-121.73	24,162.56
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>24,196.90</b>	<b>20,477.80</b>	<b>3,719.10</b>	<b>204,429.89</b>
<b>COCC</b>				
Salaries	33,403.87	34,843.83	-1,439.96	346,821.75
Employee W/H Payments	30.16	12,495.18	-12,465.02	-791.33
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	7,063.42	6,169.48	893.94	77,999.75
Tenant Services	0.00	0.00	0.00	0.00
Utilities	492.88	1,361.88	-869.00	-537.19
Maintenance Supplies/Contracts	132.74	6.87	125.87	34,941.70
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,297.87	1,285.61	12.26	12,612.46
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>42,420.94</b>	<b>56,162.85</b>	<b>-13,741.91</b>	<b>471,047.14</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	109,843.46	111,849.62	-2,006.16	1,079,059.65
Employee W/H Payments	30.16	12,495.18	-12,465.02	-709.93
Management Fees	37,141.31	33,183.88	3,957.43	366,097.88
Administrative Expenses	11,040.79	16,333.63	-5,292.84	121,201.23
Tenant Services	0.00	49.08	-49.08	3,061.39
Utilities	16,807.24	12,880.05	3,927.19	89,500.56
Maintenance Supplies	15,858.48	14,767.03	1,091.45	224,391.62
Mileage	0.00	328.32	-328.32	0.00
General Expenses	15,015.98	16,269.06	-1,253.08	162,645.64
Non-Routine Expenses	-2,415.60	-3,869.98	1,454.38	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>203,321.82</b>	<b>214,285.87</b>	<b>-10,964.05</b>	<b>2,045,248.04</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*January, 2018*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	9,421.36	8,319.27	1,102.09
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,664.21	5,354.82	309.39
Administrative Expenses	805.84	675.48	130.36
Utilities	5,265.06	5,790.63	-525.57
Maintenance Supplies/Contracts	1,604.73	1,759.39	-154.66
Tax & Insurance Expenses	2,421.98	2,371.41	50.57
Finacial Expenses	2,247.76	2,356.82	-109.06
<b>TOTAL BRENTWOOD CLAIMS</b>	<b><u>27,430.94</u></b>	<b><u>26,627.82</u></b>	<b><u>803.12</u></b>
<b>PRAIRIELAND</b>			
Salaries	9,421.05	8,319.02	1,102.03
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,171.67	4,676.04	495.63
Administrative Expenses	593.28	473.37	119.91
Utilities	1,019.24	415.31	603.93
Maintenance Supplies/Contracts	1,650.34	2,013.51	-363.17
Taxes & Insurance Expenses	2,442.57	2,418.00	24.57
Financial Expenses	2,247.76	2,356.81	-109.05
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b><u>22,545.91</u></b>	<b><u>20,672.06</u></b>	<b><u>1,873.85</u></b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	18,842.41	16,638.29	2,204.12
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,835.88	10,030.86	805.02
Administrative Expenses	1,399.12	1,148.85	250.27
Utilities	6,284.30	6,205.94	78.36
Maintenance Supplies	3,255.07	3,772.90	-517.83
Taxes & Insurance Expenses	4,864.55	4,789.41	75.14
Financial Expenses	4,495.52	4,713.63	-218.11
<b>TOTAL AHP CLAIMS</b>	<b><u>49,976.85</u></b>	<b><u>47,299.88</u></b>	<b><u>2,676.97</u></b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	6,424.51	6,420.18	4.33
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,627.00	3,510.00	117.00
Administrative Expenses	1,724.03	1,851.97	-127.94
General Expense-Admin	768.34	575.23	193.11
<b>Total HCV Expenses</b>	<b><u>12,543.88</u></b>	<b><u>12,357.38</u></b>	<b><u>186.50</u></b>
HAP Expenses	70,460.00	60,132.00	10,328.00
General Expenses	0.00	0.00	0.00
<b>Total HAP Expenses</b>	<b><u>70,460.00</u></b>	<b><u>60,132.00</u></b>	<b><u>10,328.00</u></b>
<b>TOTAL HCV CLAIMS</b>	<b><u>83,003.88</u></b>	<b><u>72,489.38</u></b>	<b><u>10,514.50</u></b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*January, 2018*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2017 - \$673,386</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2017 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2016 - \$608,598</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	6,600.00	6,600.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	59,696.38	59,696.38
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2016 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>66,296.38</b>	<b>66,296.38</b>
<b>CFG 2015 - \$598,801</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	34,729.93	535,468.78
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non-Dwelling Equipment	0.00	0.00	0.00	42,724.90
<b>TOTAL CFG 2015 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>34,729.93</b>	<b>598,801.00</b>
<b>CFG 2014 - \$619,889</b>				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	0.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>1,100.00</b>	<b>619,889.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>102,126.31</b>	<b>1,284,986.38</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*January, 2018*

	<b>Current Period</b>	<b>Last Year Same</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	59,368.70	61,052.07	-1,683.37	614,543.27
AMP002 - FAMILY	77,335.28	76,593.15	742.13	755,227.74
AMP003 - BLUEBELL	24,196.90	20,477.80	3,719.10	204,429.89
COCC	42,420.95	56,162.87	-13,741.92	471,045.27
<b>TOTAL LOW RENT</b>	<b>203,321.83</b>	<b>214,285.89</b>	<b>-10,964.06</b>	<b>2,045,246.17</b>
<u>A.H.P.</u>				
BRENTWOOD	27,430.94	26,627.82	803.12	276,879.52
PRAIRIELAND	22,545.91	20,672.06	1,873.85	231,362.64
<b>TOTAL A.H.P.</b>	<b>49,976.85</b>	<b>47,299.88</b>	<b>2,676.97</b>	<b>508,242.16</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,543.88	12,357.38	186.50	117,549.65
<b>TOTAL HCV</b>	<b>12,543.88</b>	<b>12,357.38</b>	<b>186.50</b>	<b>117,549.65</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	0.00	0.00	0.00	66,296.38
CAPITAL FUND GRANT '15	0.00	0.00	0.00	34,729.93
CAPITAL FUND GRANT '14	0.00	0.00	0.00	1,100.00
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102,126.31</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>265,842.56</b>	<b>273,943.15</b>	<b>-8,100.59</b>	<b>2,773,164.29</b>

# EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2018

*Building Community, People, and Partnerships.  
We are the Knox County Housing Authority.*



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



# EXECUTIVE SUMMARY

## Executive Summary

### REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, February 27, 2018  
Moon Towers Conference Room  
255 W. Tompkins St.  
Galesburg, IL 61401

### TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of January 2018:

Staff	Date	Training
Derek Antoine	01/04/2018 – 01/05/2018	PHADA EDEP – Legal Issues and Procurement
Cheryl Lefler	01/04/2018 – 01/05/2018	PHADA EDEP – Legal Issues and Procurement

### POLICY/OPERATIONS

#### Accounting and Finance

- The Finance Department finalized financials for January 2018.
- The Finance Committee met on 02/21/2018.
- IDROP Collection update as of February 27, 2018:
  - Knox County Housing Authority has submitted \$235,527.84 of bad debt to IDROP since January 2012.
  - IDROP has collected \$448,551.27 in offsets of the above total.
  - KCHA is recovering at a rate of approximately 20.6% of bad debt submitted to IDROP.

Work has begun on the operational budgets for FYE 03/31/2019. Program managers have completed preliminary forecasts of income and expense for their programs, which will then be reviewed and revised as necessary. Final versions of the budgets will go before Finance Committee on 03/21/2018 and be presented to the full Board of Commissioners at the 03/27/2018 regular meeting.

# EXECUTIVE SUMMARY

## Human Resources

Caleb Diefendorf is the KCHA Employee of the Month for February 2018. Caleb is a fairly new employee at the agency, and he has quickly acclimated to our processes. In addition to quality workmanship and teamwork, Caleb has demonstrated a true desire to improve the Family Sites in other areas. Property managers rely heavily on their staff to provide timely and relevant information so that they may address safety and security issues appropriately. Site security is an important issue for the Family Sites, and Caleb's awareness of his surroundings made a positive impact in this area at several points during the month of February. Thank you, Caleb, for helping the keep the Family Sites safe!

## Facilities

No report this period.

## Legislative/Advocacy Update

No report this period.

## Public Relations

No report this period.

## Policy

No report this period.

## Strategic Planning

Work continues on the 504/ADA renovation project for the family sites. RFP documents have been prepared and potential bidders are being contacted. It is anticipated the Board will review and select a contractor for the project at the 03/27/2018 regular meeting. Additionally, research continues on the settlement issue affecting 1568 McKnight St. Hopefully, a resolution presents itself shortly. Lastly, the agency is considering replacement of playground equipment at all three family developments.

# PUBLIC HOUSING PROGRAM

## Public Housing Program

### Moon Towers

Tenant Receivables for Moon Towers for January 2018:

- Operating Statement (current period):

Column1		Period	Year
Income	\$	58,426.85	\$ 637,587.93
Expense	\$	59,368.70	\$ 614,543.27
Profit/(Loss)	\$	(941.85)	\$ 23,044.66

- Average rent collected for Moon Towers is \$181.89 per unit per month.
- 14 vacant unit days for a total vacancy loss of \$136.94 in *desired* rent, and a vacancy loss of \$88.60 in prior rent. Desired rent is the 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 unit turnaround time at Moon Towers is 13.00 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$12.00 per unit
- Average Maintenance Cost billed is \$1.07 per unit
- Tenant Accounts Receivable for Moon Towers:
  - \$7,081.90 outstanding tenant accounts
  - 1.75% to projected annual tenant revenue

Occupancy based on *days* leased at Moon Towers for January, 2018:

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
0-BR	76	2356	0	2356	4	2352	99.8%	0.2%
1-BR	99	3069	0	3069	10	3059	99.7%	0.3%
2-BR	2	62	0	62	0	62	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>5487</b>	<b>0</b>	<b>5487</b>	<b>14</b>	<b>5473</b>	<b>99.7%</b>	<b>0.3%</b>

Occupancy based on *months* leased at Moon Towers for January, 2018:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.7%	1.3%
1-BR	99	98	99.0%	1.0%
2-BR	2	2	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>175</b>	<b>98.9%</b>	<b>1.1%</b>

PHAS is calculated utilizing unit months leasing rate.

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2018:

## Moon Towers Waiting List

Month	Applicants	Total
FYE 03/31/2018	-	105
April 2017	12	92
May 2017	9	103
June 2017	4	105
July 2017	12	111
August 2017	17	115
September 2017	16	131
October 2017	5	134
November 2017	4	118
December 2017	2	104
January 2018	17	108
February 2018		
March 2018		
Totals/Avg. List	98	112.10

Here is the PHAS Dashboard for Moon Towers for January 2018:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>96.95</b>	<b>100.0</b>

Based on the PHAS scores, Moon Towers achieved a “High Performer” designation during the reporting period.

# PUBLIC HOUSING PROGRAM

## Scattered Family Sites

*Woodland Bend, Whispering Hollow, Cedar Creek Place*

The Family Sites welcomes a new manager this month. Kim Longenecker joins the staff from the Housing Authority of McDonough County, where she served as Property Manager for a 98-unit family housing development. The previous manager, Amy Thompson, resigned from the agency to pursue other ventures.

Tenant Receivables for the Family Sites for January 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 81,021.05	\$ 812,353.23
Expense	\$ 77,335.28	\$ 755,146.34
Profit/(Loss)	\$ 3,685.77	\$ 57,206.89

- Average rent collected for the Family Sites is \$80.52 per unit per month.
- 186 vacant unit days for a total vacancy loss of \$2,940.93 in *desired rent*, and a vacancy loss of \$876.47 in prior rent. Desired rent is the 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 unit turnaround time at the Family Sites is 12.75 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$67.90 per unit
- Average Maintenance Cost billed is \$13.98 per unit
- Tenant Accounts Receivable for the Family Sites:
  - \$48,647.54 outstanding tenant accounts
  - 22.03% to projected annual tenant revenue

Occupancy based on *days* leased at the Family Sites for January, 2018:

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
2-BR	80	2480	0	2480	63	2417	97.5%	2.5%
3-BR	80	2480	62	2418	85	2333	96.5%	3.5%
4-BR	22	682	0	682	7	675	99.0%	1.0%
5-BR	8	248	0	248	31	217	87.5%	12.5%
<b>TOTAL</b>	<b>190</b>	<b>5890</b>	<b>62</b>	<b>5828</b>	<b>186</b>	<b>5642</b>	<b>96.8%</b>	<b>3.2%</b>

Occupancy based on *months* leased at the Family Sites for January, 2018:

# PUBLIC HOUSING PROGRAM

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0%	0.0%
3-BR	80	75	93.8%	6.3%
4-BR	22	22	100.0%	0.0%
5-BR	8	7	87.5%	12.5%
<b>TOTAL</b>	190	184	<b>96.8%</b>	<b>3.2%</b>

PHAS is calculated utilizing unit months leasing rate.

Here is a breakdown of applicants by month for FYE 03/31/2018:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	156
April 2017	8	166
May 2017	12	122
June 2017	11	167
July 2017	15	167
August 2017	10	187
September 2017	17	177
October 2017	19	178
November 2017	9	174
December 2017	18	174
January 2018	14	167
February 2018		
March 2018		
<b>Totals/Avg. List</b>	<b>133</b>	<b>167.90</b>

Here is the PHAS Dashboard for the Family Sites for May 2018:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>87.9</b>	<b>100.0</b>

Based on the PHAS scores, and with rounding, the Family Sites achieved a “Standard Performer” designation during the reporting period.

# PUBLIC HOUSING PROGRAM

## Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for January 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 18,174.36	\$ 198,264.52
Expense	\$ 24,196.90	\$ 204,429.89
Profit/(Loss)	\$ (6,022.54)	\$ (6,165.37)

- Average rent collected for Bluebell Tower is \$272.78 per unit per month.
- 8 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$61.94 in prior rent. Desired rent is the 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 unit turnaround time at Bluebell Tower is 13 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$6.23 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.31 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
  - \$541.26 outstanding tenant accounts
  - 0.31% to projected annual tenant revenue

Occupancy based on *days* leased at Bluebell Tower for January, 2018:

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
1-BR	50	1550	0	1550	8	1542	99.5%	0.5%
2-BR	1	31	0	31	0	31	100.0%	0.0%
<b>TOTAL</b>	<b>51</b>	<b>1581</b>	<b>0</b>	<b>1581</b>	<b>8</b>	<b>1573</b>	<b>99.5%</b>	<b>0.5%</b>

Occupancy based on *months* leased at Bluebell Tower for January, 2018:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0%	0.0%
2-BR	1	1	100.0%	0.0%
<b>TOTAL</b>	<b>51</b>	<b>51</b>	<b>100.0%</b>	<b>0.0%</b>

PHAS is calculated utilizing unit months leasing rate.

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2018:

## Blue Bell Tower Waiting List

Month	Applicants	Total
FYE 03/31/2018	-	22
April 2017	9	23
May 2017	5	23
June 2017	4	24
July 2017	4	20
August 2017	3	11
September 2017	4	10
October 2017	4	9
November 2017	2	11
December 2017	1	13
January 2018	6	21
February 2018		
March 2018		
Totals/Avg. List	42	16.50

Here is the PHAS Dashboard for the Blue Bell Tower for January 2018:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.92	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>99.92</b>	<b>100.0</b>

Based on the PHAS scores, the Blue Bell Tower achieved a “**High Performer**” designation during the reporting period.

# PUBLIC HOUSING PROGRAM

## Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for January, 2016.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	175	98.9%	1.1%
Family Sites	190	184	96.8%	3.2%
Bluebell Tower	51	51	100.0%	0.0%
<b>Total PH Program</b>	<b>418</b>	<b>410</b>	<b>98.1%</b>	<b>1.9%</b>

## Public Housing Assessment System (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count. The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
<b>Overall Property PHAS Score</b>	<b>93.20</b>	<b>100.0</b>

For the FYE 03/31/2018, the PH Program is trending towards a PHAS rating of 90.41 which would qualify the agency as a **High Performer**.

# HOUSING CHOICE VOUCHER PROGRAM

## Housing Choice Voucher Program

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	326	0	11
February 2018			
January 2018			
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			
September 2018			
October 2018			
November 2018			
December 2018			

### Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	4	188	12	2
February 2018				
January 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				
October 2018				
November 2018				
December 2018				

# HOUSING CHOICE VOUCHER PROGRAM

## Voucher Portability Impact

Month	Vouchers Knox Co	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP)	Percent of HAP
January 2018	188	12	\$ 10,733.00	\$ 70,460.00	15.23%
February 2018			\$ -	\$ -	
March 2018			\$ -	\$ -	
April 2018			\$ -	\$ -	
May 2018			\$ -	\$ -	
June 2018			\$ -	\$ -	
July 2018			\$ -	\$ -	
August 2018			\$ -	\$ -	
September 2018			\$ -	\$ -	
October 2018			\$ -	\$ -	
November 2018			\$ -	\$ -	
December 2018			\$ -	\$ -	
<b>CYE 12/31/2018</b>			<b>\$ 10,733.00</b>	<b>\$ 70,460.00</b>	<b>15.23%</b>

## Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRI)	NRP+BA	Percent Utilization
01/18	\$ 70,460.00	\$ 58,705.17	\$ 11,754.83	\$ 5,499.00	\$ 64,204.17	109.74%
02/18	\$ -	\$ 114,108.00	\$ -	\$ -	\$ 114,108.00	0.00%
03/18	\$ -	\$ 169,510.83	\$ -	\$ -	\$ 169,510.83	0.00%
04/18	\$ -	\$ 224,913.66	\$ -	\$ -	\$ 224,913.66	0.00%
05/18	\$ -	\$ 280,316.49	\$ -	\$ -	\$ 280,316.49	0.00%
06/18	\$ -	\$ 335,719.32	\$ -	\$ -	\$ 335,719.32	0.00%
07/18	\$ -	\$ 391,122.15	\$ -	\$ -	\$ 391,122.15	0.00%
08/18	\$ -	\$ 446,524.98	\$ -	\$ -	\$ 446,524.98	0.00%
09/18	\$ -	\$ 501,927.81	\$ -	\$ -	\$ 501,927.81	0.00%
10/18	\$ -	\$ 554,028.33	\$ -	\$ -	\$ 554,028.33	0.00%
11/18	\$ -	\$ 609,431.17	\$ -	\$ -	\$ 609,431.17	0.00%
12/18	\$ -	\$ 664,834.00	\$ -	\$ -	\$ 664,834.00	0.00%

For the CYE 12/31/2018, the HCV Program achieved a utilization rate of 120.45%. Utilization is a key metric and performance indicator of the Housing Choice Voucher Program.

# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

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

### Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for January 2018:

- Average rent collected for Prairieland Townhouses is \$403.83 per unit per month.
- Vacancy loss - \$723.00 (62 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$7,769.00
  - \$6,225.00 in dwelling rent
  - \$1,544.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2018 – \$4,522.59
- Net cash flow YTD 2018 – \$42,185.14
- Replacement Reserve Balance - \$100,856.00
- Residual Receipt Reserve Balance - \$54,496.00

### Brentwood Manor

Key Financial Data for Brentwood Manor for January 2018:

- Average rent collected for Prairieland Townhouses is \$409.11 per unit per month.
- Vacancy loss - \$1,544.00 (110 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$12,333.00
  - \$9,878.00 in dwelling rent
  - \$2,455.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2018 – \$4,489.22
- Net cash flow YTD 2018 – \$38,850.62

Here is a snapshot of the occupancy at the AHP properties as of February 27, 2018:

A.H.P. Properties			
<b>Brentwood Manor</b>			
	2	Vacancies	Total: 2
<b>72 Units</b>			Occupied: 97.3%
<b>Prairieland Townhomes</b>			
	1	Vacancies	Total: 1
<b>66 Units</b>			Occupied: 98.5%

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

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

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

**DATE:** 02/22/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/27/2018

**SUBJECT:** Annual FDS Audit Report FYE 03/31/2017

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### Executive Summary

The agency has received the FYE 03/31/2017 financial audit report from Zenk and Associates. The financial reporting period on which the audit was conducted was from 04/01/2016 through 03/31/2017.

A copy of the audit will be provided for each Commissioner at the February 2018 regular meeting of the Board of Commissioners.

### Fiscal Impact

None at this time.

### Recommendation

As Commissioner Burgland is traditionally excused during this time of year, it is the recommendation of the Executive Director the Board table discussion of the Audit Report until a meeting in which he shall be present to participate in the discussion.

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

**DATE:** 02/22/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/27/2018

**SUBJECT:** Executive Director Vacation

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### Executive Summary

I will be on vacation from Monday 03/05/2018 through Friday 03/09/2018. I will be periodically checking emails and responding to voicemails. Should any Commissioner need immediate assistance, please contact Cheryl Lefler, Assistant Director, at (309) 342-8129, extension 214.

I will return to work on Monday, 03/12/2018.

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

**DATE:** 02/22/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/27/2018

**SUBJECT:** Executive Director Performance Evaluation FYE 03/31/2018

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### 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 02/27/2018 regular meeting of the Board. The goal would be for the Board to hold a work session ahead of the April 2018 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 04/24/2018 regular meeting, unless collectively decided otherwise.

**EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL**

**Employee Information**

Employee Name:	Derek Antoine	Manager / Supervisor:	Board of Commissioners
Work Location:	Central Office Cost Center	Review Period:	4/1/2017 to 3/31/2018
Job Title	Executive Director	Hire Date:	August 2007

**Evaluation Ratings**

*Use this rating key for the following evaluation:*

- 1 = UNSATISFACTORY** Does not perform required tasks; requires constant supervision; needs to show an immediate and sustained improvement.
- 2 = APPROACHING EXPECTATIONS** Requires development within the rating factor. Performance at this level requires some improvement in order to fully meet expectations.
- 3 = MEETS EXPECTATIONS** Performs the tasks and duties of the position to expectations of the position. Tasks are more often accurate, and completed on time.
- 4 = EXCEEDS EXPECTATIONS** Generally goes above and beyond the expectations of the position.
- 5 = EXCEPTIONAL** Always gets results far above what is required; consistently exceeds the expectations of the position.

**Accomplishments During Appraisal Period**

High Performer, Public Housing Assessment System (PHAS): **95.0**  
 Standard Performer, Section Eight Management Assessment Program (SEMAP): **85.0**  
 Audited Financial Data Statement (FDS) - **Unmodified, No Flags; Findings: 0**  
 Agency Financials - **PHAS Financial Subindicator Rating: 25/25**  
 Public Housing Occupancy: **98.42**  
 AHP Occupancy: **97.77**  
 Housing Choice Voucher Utilization: **120.45**  
 Ongoing Education Hours: **144.0**  
 Professional Affiliations: **Nan McKay, NAHRO, PHADA, Nelrod, Illinois Association of Housing Authorities, USIG**  
 All agency reporting deadlines met.

<b>Strategy, Planning, and Organization (10%)</b>		Weight	Score
Organizes the development of a written agency plan, including goals and objectives, consistent with the mission of th Knox County Housing Authority.		30%	
Anticipates, identifies, and solves complex problems, and demonstrates the ability to develop alternative plans to meet objectives of the agency.		30%	
Works to develop a clear mission and vision for the agency and understands his or her own leadership role.		20%	
Appropriately manages his/her own time, staff time, and agency resources to achieve the mission of the Knox County Housing Authority.		10%	
Effectively utilizes available resources as a collaborative effort in the strategic planning process.		10%	

Category Value:

Section Average:

**Strategy, Planning, and Organization - Strengths and Opportunities**

<b>Program Knowledge (10%)</b>		Weight	Score
Demonstrates substantive knowledge regarding the programs and services of the Knox County Housing Authority.		30%	
Maintains and utilizes a working knowledge of significant developments and trends pertaining to the administration of public housing authorities.		25%	
Applies knowledge to improve the processes and performance of the Knox County Housing Authority.		10%	
Acts as a direct and sufficient resource on all matters pertaining the the operation of the Knox County Housing Authority.		10%	
Seeks and regluarly attends appropriate training that benefits the management, administration, and operation of the Knox County Housing Authority.	Total Hours: <b>144.0</b>	25%	

Category Value:

Section Average:

**Program Knowledge - Strengths and Opportunities**

<b>Board Responsibility (10%)</b>	<b>Weight</b>	<b>Score</b>
Responds effectively to direction from the Board of Commissioners.	15%	
Appropriately informs the Board of program requirements, status, and achievements, and keeps the Board apprised of developing situations as necessary.	15%	
Prepares reports which accurately reflect the financial and operational condition of the Knox County Housing Authority.	25%	
Establishes and maintains positive and effective working relationships with each member and each committee of the Board.	10%	
Works with the Board to ensure it is effective as a governing body, and is appropriately involved in the recruitment, appointment, training, and departure of Commissioners.	10%	
Provides pertinent information and frames issues and questions in a manner for the Board to make appropriate decisions.	25%	

Category Value:

Section Average:

**Board Responsibility - Strengths and Opportunities**

<b>Community Relations (5%)</b>	<b>Weight</b>	<b>Score</b>
Serves as an effective spokesperson for the agency. The ED represents the KCHA well to its stakeholders, including program participants, other nonprofits, government agencies, law enforcement officers, elected officials, media outlets, HUD, and the general public.	30%	
Establishes and makes appropriate use of working relationships with businesses, organizations, other agencies, and media outlets.	30%	
Deals fairly, consistently with residents and their representatives.	20%	
Develops effective working relationships within the community and establishes a presence to ensure that the KCHA is represented in the community for the stakeholders the agency serves.	10%	
Maintains affiliation with professional associations relevant and beneficial to the successful operation of the agency.	10%	

Category Value:

Section Average:

**Community Relations - Strengths and Opportunities**

<b>Management and Oversight of Agency Financials (25%)</b>		Weight	Score
Ensures that financial records of the agency are accurately represented, oversees the annual financial audit, and meets all submission deadlines pertaining to the Financial Data Schedule (FDS). 25 = 5; 23-24 = 4; 20-22 = 3; 15-19 = 2; 0-14 = 1	PHAS FDS <b>25/25</b> Score:	30%	
Assures adequate control and accounting of all agency funds, and ensures the agency follows Generally Accepted Accounting Principles associated with the administration of public housing authorities.		30%	
Oversees an effective budget process, including accurate forecasting of income and expense, and communicates budgetary progression to the Board of Commissioners.		20%	
Demonstrates a fundamental understanding of the various sources of funding available to the agency, and works to balance agency income with operational expense.		10%	
Develops and implements strategies that ensure the financial viability of the Knox County Housing Authority and its programs.		10%	

Category Value:

Section Average:

**Management and Oversight of Agency Financials - Strengths and Opportunities**

<b>Individual Qualities (5%)</b>		Weight	Score
Innovative		15%	
Communication - Written and Verbal		15%	
Personal Appearance / Hygiene		10%	
Flexibility / Adapts to Change		10%	
Accountable - Takes responsibility for actions		10%	
Ethical / Trustworthy / Dependable		15%	
Exercises good judgment		15%	
Insightful		10%	

Category Value:

Section Average:

**Individual Qualities - Strengths and Opportunities**

<b>Leadership and Achievement (35%)</b>		<b>Weight</b>	<b>Score</b>
Empowers staff at all levels to utilize discretion and make the decisions that affect their day-to-day operations; provides counsel and oversight when appropriate.		5%	
Designs, implements, and administers all agency functions to meet or exceed identified objectives and goals.		5%	
Utilizes all available sources of information in decision-making and demonstrates the focus and logic to make decisions in the best interest of the agency.		5%	
Demonstrates stoicism during times of adversity - reacts calmly and with appropriate emotion to make certain difficult situations are handed appropriately.		5%	
Is decisive and confident in the path of the agency, its missions and goals; definitively makes clear and concise recommendations regarding agency action.		5%	
Engenders trust by communicating openly, sharing feedback in a constructive fashion, and addresses problematic situations head-on; is authentic and transparent.		5%	
Inspires staff/Board to engage wholeheartedly in the mission of the agency; is fueled by passion for the work of the Authority and possesses the internal drive to succeed.		5%	
Manages and directs the Capital Fund Program efficiently, ensures appropriate expenditure of CFP funds, and sees capital projects through to a successful completion.		5%	
Public Housing Assessment System (PHAS) Score (95-100 = 5; 90-94 = 4; 70-89 = 3; 60-69 = 2, 0-59 = 1)	Result: <b>95.0</b>	20%	
Section Eight Management Assessment Program (SEMAP) Score (95-100 = 5; 90-94 = 4; 70-89 = 3; 60-69 = 2, 0-59 = 1)	Result: <b>85.0</b>	20%	
Annual Audit Result - Financial and Internal Control (Unmodified, no flags = 4-5; Unmodified, with flags = 3; Qualified - 2; Adverse or No Opinion - 1)	Result: Unmodified, no flags	20%	

Category Value:

Section Average:

**Leadership and Achievement - Strengths and Opportunities**

**Executive Director Goals**

*Goals for the Executive Director in the forthcoming appraisal period.*

Goal #1:

Goal #2:

**Performance Appraisal Scoring**

Strategy, Planning, and Organization	10.0%	0.00	X	0.10	=	0.00
Program Knowledge	10.0%	0.00	X	0.10	=	0.00
Board Responsibility	10.0%	0.00	X	0.10	=	0.00
Community Relations	5.0%	0.00	X	0.05	=	0.00
Management and Oversight of Agency Financials	25.0%	0.00	X	0.25	=	0.00
Individual Qualities	5.0%	0.00	X	0.05	=	0.00
Leadership and Achievement	35.0%	0.00	X	0.35	=	0.00

Score Range	Category
4.51 - 5.00	Exceptional
3.51 - 4.50	Exceeds Expectations
2.51 - 3.50	Meets Expectations
1.51 - 2.50	Approaching Expectations
1.00 - 1.50	Unsatisfactory

Total Score:

**0.00**

Overall Designation:

**Verification of Performance Appraisal**

*By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation.*

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board of Commissioners - Chairperson*

\_\_\_\_\_  
*Date*