

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
8/28/2018  
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 7-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 7-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 38,670.85
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 59,221.98
<input type="checkbox"/> Paula Sanford	Family:	\$ 89,933.95
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 19,723.49
<u>Excused:</u>	HCV:	\$ 84,120.06
	Brentwood:	\$ 22,116.85
<u>Others Present:</u>	Prairieland:	\$ 22,332.29
	Capital Fund 2016:	\$ 0.00
	Capital Fund 2017:	\$ 0.00
	Capital Fund 2018:	\$ 0.00

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<b>Old Business</b>	None	
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<b>New Business</b>	Review/Approve Legal Services Contract Extension	Derek Antoine
	Review/Approve Request for Payment 1 for Rody Exteriors, Inc. (Brentwood Window Replacement)	Derek Antoine

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<b>Reports</b>	Executive Director's Report – 8-2018	Derek Antoine
	KCHA Legal Counsel Report – 8-2018	Jack Ball

# board agenda

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**Other Business**

SEMAP Response to HUD

Derek Antoine

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**Executive Session**

Personnel Discussion

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
July 24, 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  
                  Ben Burgland  
                  Jared Hawkinson  
                  Lomac Payton  
                  Paula Sanford  
                  Paul H. Stewart

EXCUSED:           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. Commissioner Stewart asked if the duplex settlement project had started and if the new laundry equipment had been installed yet. Mr. Antoine reported that the duplex settlement project had not yet started and that the laundry equipment had been installed at Blue Bell Tower but not yet at Moon Towers. Commissioner Stewart also asked about the Webber Rental building that is for sale. Mr. Antoine reported that he didn't see a need for the property and that the funds necessary for renovation for use would not be well served. Chairperson Payton then declared the June meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the June 2018 financial reports. There was no Finance Committee meeting this month, so the Board meeting packet included the full financial reports. Commissioner Stewart asked where the line item was for IDROP. Mr. Antoine said that IDROP is reported on page 5--bad debt write-off. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for June 2018 as presented; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

June 2018 claims against the HA Administration in the sum of \$310,164.00; Central Office Cost Center in the sum of \$50,130.45; Moon Towers in the

sum of \$59,123.21; Family in the sum of \$72,508.28; Bluebell in the sum of \$29,829.85; Housing Choice Voucher Program in the sum of \$88,464.40; Brentwood (A.H.P.) in the sum of \$24,140.78; Prairieland (A.H.P.) in the sum of \$24,977.93; Capital Fund '16 in the sum of \$0.00; and Capital Fund '17 in the sum of \$-39,010.90 were presented for approval. Commissioner Hawkinson made a motion to ratify the claims and bills; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Mr. Antoine asked the Board to review and approve Resolution 2018-07 for Collection Loss Charge-Off for Period Ending 06/30/2018. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2018-07 for Collection Loss Charge-Off for Period Ending 06/30/2018 in the amount of \$20,787.69; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

#### **REPORTS**

Mr. Antoine handed out 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. Additionally, Mr. Antoine informed the Board that the PHADA Legislative Conference will be held in Washington, D.C. September 9-11, 2018. Commissioner Sanford expressed an interest in attending the PHADA Conference.

Mr. Ball handed out the Legal Counsel Report for July. The report shows the cases filed during the month and items reviewed for the agency. Mr. Ball also provided a brief update on the Alloy Specialty lawsuit.

#### **OTHER BUSINESS**

Mr. Antoine reported that the Real Estate Assessment Center (REAC) issued a score of 96 to the agency for FYE 03/31/2018, thus designating the agency as a High Performer. A copy of the Score Report was attached to the memo in the board packet. This is the fourth consecutive year that the agency

has received this designation and the third year with a score of 95 or higher.

Next, the review of the Executive Director has been postponed until August.

**ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:41 a.m.; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

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Secretary

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

**August 22, 2018**

**ROLL CALL - 10:35 am**

There finance committee was called into order by Finance Coordinator, Lee Lofing.

**ATTENDANCE - 10:36 am**

KCHA Commissioners:

Present: Ben Burgland  
Excused: Wayne Allen, and Tom Dunker

Housing Authority Members:

Present: Lee Lofing  
Excused: Derek Antoine

**FINANCIAL REPORT - 10:37 am**

The only item on the agenda for this month's meeting was to review July's 2018 Financial Reports. The committee was emailed copies of July's Income Statements along with "Notes" for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

After looking at and discussing all of the Housing Authority's Income Statements, the committee thought that the Income Statements looked to be in order.

**ACCOUNTS PAYABLE - 10:55 am**

There were no outstanding accounts payables to review.

**ADJOURN - 10:56 am**

Respectfully submitted,



Finance Coordinator, KCHA

**COCC**

	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$52,267.15	\$208,413.19	
Operating Expenses	\$38,593.68	\$160,702.83	
<b>Net Revenue Income/(Loss)</b>	<b>\$13,673.47</b>	<b>\$47,710.36</b>	

Operated in the black for month & operating in black for year.

COCC's Cash, Investments, A/R, & A/P \$1,166,426.46

**MOON TOWERS**

	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$63,095.35	\$269,536.86	
Operating Expenses	\$59,221.98	\$217,906.35	
<b>Net Revenue Income/(Loss)</b>	<b>\$3,873.37</b>	<b>\$51,630.51</b>	

Operated in the black for month & operating in black for year.

Moon Towers' Cash, Investments, A/R, & A/P \$539,995.24 **\$217,906.35** *minimum reserve position*

**FAMILY**

	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$70,152.28	\$293,036.79	Applied 1st quarter write offs - \$13648.11
Operating Expenses	\$89,933.95	\$282,145.53	Purchased supplies for the Back to school party using the \$10,000 received from the Galesburg Community Foundation grant.
<b>Net Revenue Income/(Loss)</b>	<b>(\$19,781.67)</b>	<b>\$10,891.26</b>	

Operated in the red for month & operating in black for year.

Family's Cash, Investments, A/R, & A/P \$409,661.65 **\$282,145.53** *minimum reserve position*

**BLUEBELL**

	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$19,717.87	\$92,585.57	Repaired bad camera and fixed phone system.
Operating Expenses	\$19,723.49	\$86,127.24	A transfer of approximately \$20,000-25,000 from capital funds and/or the COCC will be made to make up reserve minimum.
<b>Net Revenue Income/(Loss)</b>	<b>(\$5.62)</b>	<b>\$6,458.33</b>	

Operated in the red for month & operating in black for year.

Bluebell's Cash, Investments, A/R, & A/P \$71,857.10 **\$86,127.24** *minimum reserve position*

## AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$32,257.69	\$128,344.19	
Operating Expenses	\$22,116.85	\$89,997.71	
<b>Net Revenue Income/(Loss)</b>	<b>\$10,140.84</b>	<b>\$38,346.48</b>	

Operated in the black for month & operating in black for year.

Brentwood's Cash, Investments, A/R, & A/P	\$219,668.31
Restricted - Security Deposits	(\$583.00)
<b>Brentwood's Total Cash</b>	<b>\$219,085.31</b>

*Difference of Cash held for Security Deposits minus Security Deposits Total.*

<u>PRAIRIELAND</u>	<u>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$27,469.50	\$109,391.93	
Operating Expenses	\$22,332.29	\$90,699.71	
<b>Net Revenue Income/(Loss)</b>	<b>\$5,137.21</b>	<b>\$18,692.22</b>	

Operated in the black for month & operating in black for year.

Prairieland's Cash, Investments, A/R, & A/P	(\$57,137.88)
Restricted - Security Deposits	\$684.00
Restricted - Replacement Reserve	\$111,457.76
Restricted - Residual Receipts	\$54,501.92
<b>Prairieland's Total Cash</b>	<b>\$109,505.80</b>

*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>July-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$9,256.34	\$38,970.87	
Operating Expenses	\$13,068.06	\$45,457.90	
<b>Net Revenue Income/(Loss)</b>	<b>(\$3,811.72)</b>	<b>(\$6,487.03)</b>	

Deficit covered by the UNP.

<b>Unrestricted Net Position (UNP)</b>	<b>\$140,115.90</b>	6/30/2017 Balance
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$3,812.00)	
	\$0.00	Year End Adjustment
<b>UNP Ending Balance</b>	<b>\$136,303.90</b>	For Admin Expenses and HAP (if needed)
Pre 2004 Balance	\$121,830.26	
Post 2003 Balance	\$14,361.15	
Investment in Fixed Assets	\$112.49	
<b>Total UNP as of</b>	<b>\$136,303.90</b>	7/31/2017

### HAP

	<u>Jul-18</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$72,230.00	\$313,889.50	HAP payments
Operating Expenses	\$71,052.00	\$284,923.75	
<b>Net Revenue Income/(Loss)</b>	<b>\$1,178.00</b>	<b>\$28,965.75</b>	

Voucher expenses less than amount funded for the month.

<b>Net Restricted Position (NRP)</b>	<b>\$43,417.08</b>	6/30/2017 Balance
	\$0.00	Year End Adjustment
Monthly VMS Net Revenue - Income/(Loss)	\$1,660.00	
<b>NRP Ending Balance for HAP</b>	<b>\$45,077.08</b>	For HAP Expenses (Only)

**Knox County Housing Authority  
BOARD - COCC CASH FLOW STATEMENT  
July 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	52,267.15	56,930.00	208,413.19	227,720.00	-19,306.81	683,160.00
<b>TOTAL OPERATING INCOME</b>	<b>52,267.15</b>	<b>56,930.00</b>	<b>208,413.19</b>	<b>227,720.00</b>	<b>-19,306.81</b>	<b>683,160.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	36,561.42	39,845.82	138,966.89	159,383.28	-20,416.39	478,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	546.67	466.67	975.06	1,866.68	-891.62	5,600.00
Total Maintenance Expenses	151.63	437.47	15,508.93	1,749.88	13,759.05	5,250.00
General Expense	1,333.96	1,347.83	5,251.95	5,391.32	-139.37	16,174.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>38,593.68</b>	<b>42,097.79</b>	<b>160,702.83</b>	<b>168,391.16</b>	<b>-7,688.33</b>	<b>505,174.00</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	10,618.75	0.00	42,475.00	-42,475.00	127,425.00
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>38,593.68</b>	<b>52,716.54</b>	<b>160,702.83</b>	<b>210,866.16</b>	<b>-50,163.33</b>	<b>632,599.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<b>13,673.47</b>	<b>4,213.46</b>	<b>47,710.36</b>	<b>16,853.84</b>	<b>30,856.52</b>	<b>50,561.00</b>
Total Depreciation Expense	69.61	33.42	278.44	133.68	144.76	401.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>13,603.86</b>	<b>4,180.04</b>	<b>47,431.92</b>	<b>16,720.16</b>	<b>30,711.76</b>	<b>50,160.00</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**July 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	63,095.35	63,290.27	269,536.86	253,161.08	16,375.78	759,483.00
<b>TOTAL OPERATING INCOME</b>	<b>63,095.35</b>	<b>63,290.27</b>	<b>269,536.86</b>	<b>253,161.08</b>	<b>16,375.78</b>	<b>759,483.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	23,030.33	25,651.67	96,416.49	102,606.68	-6,190.19	307,820.00
Total Tenant Services	0.00	75.00	8.45	300.00	-291.55	900.00
Total Utilities Expenses	7,865.64	5,995.84	20,023.04	23,983.36	-3,960.32	71,950.00
Total Maintenance Expenses	19,044.50	24,772.90	72,329.13	99,091.60	-26,762.47	297,275.00
General Expense	9,281.51	6,167.09	29,129.24	24,668.36	4,460.88	74,005.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>59,221.98</b>	<b>62,662.50</b>	<b>217,906.35</b>	<b>250,650.00</b>	<b>-32,743.65</b>	<b>751,950.00</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	-32,751.42	0.00	-131,005.68	131,005.68	-393,017.00
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>59,221.98</b>	<b>29,911.08</b>	<b>217,906.35</b>	<b>119,644.32</b>	<b>98,262.03</b>	<b>358,933.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>3,873.37</b>	<b>33,379.19</b>	<b>51,630.51</b>	<b>133,516.76</b>	<b>-81,886.25</b>	<b>400,550.00</b>
Total Depreciation Expense	29,693.23	33,333.33	118,772.92	133,333.32	-14,560.40	400,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-25,819.86</b>	<b>45.86</b>	<b>-67,142.41</b>	<b>183.44</b>	<b>-67,325.85</b>	<b>550.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**July 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	70,152.28	75,377.34	293,036.79	301,509.36	-8,472.57	904,528.12
<b>TOTAL OPERATING INCOME</b>	<b>70,152.28</b>	<b>75,377.34</b>	<b>293,036.79</b>	<b>301,509.36</b>	<b>-8,472.57</b>	<b>904,528.12</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	29,889.72	31,885.43	117,038.80	127,541.72	-10,502.92	382,625.21
Total Tenant Services	5,462.97	777.03	7,406.17	3,108.12	4,298.05	9,324.44
Total Utilities Expenses	2,472.81	1,918.93	5,777.22	7,675.72	-1,898.50	23,027.22
Total Maintenance Expenses	32,860.48	39,305.26	126,481.61	157,221.04	-30,739.43	471,663.07
General Expense	19,247.97	5,728.14	25,441.73	22,912.56	2,529.17	68,737.62
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>89,933.95</b>	<b>79,614.79</b>	<b>282,145.53</b>	<b>318,459.16</b>	<b>-36,313.63</b>	<b>955,377.56</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	-4,237.45	0.00	-16,949.80	16,949.80	-50,849.44
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>89,933.95</b>	<b>75,377.34</b>	<b>282,145.53</b>	<b>301,509.36</b>	<b>-19,363.83</b>	<b>904,528.12</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-19,781.67</b>	<b>0.00</b>	<b>10,891.26</b>	<b>0.00</b>	<b>10,891.26</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	22,250.00	22,916.67	89,000.00	91,666.68	-2,666.68	275,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-42,031.67</b>	<b>-22,916.67</b>	<b>-78,108.74</b>	<b>-91,666.68</b>	<b>13,557.94</b>	<b>-275,000.00</b>

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

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	19,717.87	18,756.25	92,585.57	75,025.00	17,560.57	225,075.00
<b>TOTAL OPERATING INCOME</b>	<b>19,717.87</b>	<b>18,756.25</b>	<b>92,585.57</b>	<b>75,025.00</b>	<b>17,560.57</b>	<b>225,075.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,762.10	10,281.40	38,804.31	41,125.60	-2,321.29	123,377.00
Total Tenant Services	0.00	41.67	143.95	166.68	-22.73	500.00
Total Utilities Expenses	1,800.30	1,625.00	6,017.43	6,500.00	-482.57	19,500.00
Total Maintenance Expenses	5,734.96	5,893.75	31,300.05	23,575.00	7,725.05	70,725.00
General Expense	2,426.13	2,866.08	9,861.50	11,464.32	-1,602.82	34,393.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>19,723.49</b>	<b>20,707.90</b>	<b>86,127.24</b>	<b>82,831.60</b>	<b>3,295.64</b>	<b>248,495.00</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	-1,951.67	0.00	-7,806.68	7,806.68	-23,420.00
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>19,723.49</b>	<b>18,756.23</b>	<b>86,127.24</b>	<b>75,024.92</b>	<b>11,102.32</b>	<b>225,075.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-5.62</b>	<b>0.02</b>	<b>6,458.33</b>	<b>0.08</b>	<b>6,458.25</b>	<b>0.00</b>
Total Depreciation Expense	13,730.60	0.00	54,922.40	0.00	54,922.40	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-13,736.22</b>	<b>0.02</b>	<b>-48,464.07</b>	<b>0.08</b>	<b>-48,464.15</b>	<b>0.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**July 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	205,232.65	214,353.86	863,572.41	857,415.44	6,156.97	2,572,246.12
<b>TOTAL OPERATING INCOME</b>	<b>205,232.65</b>	<b>214,353.86</b>	<b>863,572.41</b>	<b>857,415.44</b>	<b>6,156.97</b>	<b>2,572,246.12</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	99,243.57	107,664.32	391,226.49	430,657.28	-39,430.79	1,291,972.21
Total Tenant Services	5,462.97	893.70	7,558.57	3,574.80	3,983.77	10,724.44
Total Utilities Expenses	12,685.42	10,006.44	32,792.75	40,025.76	-7,233.01	120,077.22
Total Maintenance Expenses	57,791.57	70,409.38	245,619.72	281,637.52	-36,017.80	844,913.07
General Expense	32,289.57	16,109.14	69,684.42	64,436.56	5,247.86	193,309.62
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>207,473.10</b>	<b>205,082.98</b>	<b>746,881.95</b>	<b>820,331.92</b>	<b>-73,449.97</b>	<b>2,460,996.56</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	-28,321.79	0.00	-113,287.16	113,287.16	-339,861.44
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>207,473.10</b>	<b>176,761.19</b>	<b>746,881.95</b>	<b>707,044.76</b>	<b>39,837.19</b>	<b>2,121,135.12</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-2,240.45</b>	<b>37,592.67</b>	<b>116,690.46</b>	<b>150,370.68</b>	<b>-33,680.22</b>	<b>451,111.00</b>
Total Depreciation Expense	65,743.44	56,283.42	262,973.76	225,133.68	37,840.08	675,401.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-67,983.89</b>	<b>-18,690.75</b>	<b>-146,283.30</b>	<b>-74,763.00</b>	<b>-71,520.30</b>	<b>-224,290.00</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**July 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	9,749.34	9,037.50	39,570.37	36,150.00	3,420.37	108,450.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>9,749.34</b>	<b>9,037.50</b>	<b>39,570.37</b>	<b>36,150.00</b>	<b>3,420.37</b>	<b>108,450.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	8,846.74	10,120.83	28,505.52	40,483.32	-11,977.80	121,450.00
Total Fees Expenses	3,549.00	3,666.33	14,118.00	14,665.32	-547.32	43,996.00
Total General Expenses	672.32	564.58	2,834.38	2,258.32	576.06	6,775.00
<b>TOTAL OPERATING EXPENSES</b>	<b>13,068.06</b>	<b>14,351.74</b>	<b>45,457.90</b>	<b>57,406.96</b>	<b>-11,949.06</b>	<b>172,221.00</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>13,068.06</b>	<b>14,351.74</b>	<b>45,457.90</b>	<b>57,406.96</b>	<b>-11,949.06</b>	<b>172,221.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-3,318.72</b>	<b>-5,314.24</b>	<b>-5,887.53</b>	<b>-21,256.96</b>	<b>15,369.43</b>	<b>-63,771.00</b>
Total Depreciation Expense	0.00	18.75	0.00	75.00	-75.00	225.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-3,318.72</b>	<b>-5,332.99</b>	<b>-5,887.53</b>	<b>-21,331.96</b>	<b>15,444.43</b>	<b>-63,996.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	72,230.00	55,206.08	313,889.50	220,824.32	93,065.18	662,473.00
<b>TOTAL HAP INCOME</b>	<b>72,230.00</b>	<b>55,206.08</b>	<b>313,889.50</b>	<b>220,824.32</b>	<b>93,065.18</b>	<b>662,473.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	71,052.00	80,416.66	285,196.00	321,666.64	-36,470.64	965,000.00
Total General HAP Expenses	0.00	-62.50	-272.25	-250.00	-22.25	-750.00
<b>TOTAL HAP EXPENSES</b>	<b>71,052.00</b>	<b>80,354.16</b>	<b>284,923.75</b>	<b>321,416.64</b>	<b>-36,492.89</b>	<b>964,250.00</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>1,178.00</b>	<b>-25,148.08</b>	<b>28,965.75</b>	<b>-100,592.32</b>	<b>129,558.07</b>	<b>-301,777.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**July 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	32,257.69	31,686.25	128,344.19	126,745.00	1,599.19	380,235.00
<b>TOTAL OPERATING INCOME</b>	<b>32,257.69</b>	<b>31,686.25</b>	<b>128,344.19</b>	<b>126,745.00</b>	<b>1,599.19</b>	<b>380,235.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,140.09	4,692.51	13,669.89	18,770.04	-5,100.15	56,310.00
Total Fee Expenses	5,910.48	5,803.00	23,313.56	23,212.00	101.56	69,636.00
Total Utilities Expenses	1,355.30	2,250.00	5,589.96	9,000.00	-3,410.04	27,000.00
Total Maintenance Expenses	5,896.63	13,669.15	28,041.32	54,676.60	-26,635.28	164,030.00
Total Taxes & Insurance Expense	2,694.72	2,644.17	10,706.51	10,576.68	129.83	31,730.00
Total Financial Expenses	2,119.63	2,333.33	8,676.47	9,333.32	-656.85	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>22,116.85</b>	<b>31,392.16</b>	<b>89,997.71</b>	<b>125,568.64</b>	<b>-35,570.93</b>	<b>376,706.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>22,116.85</b>	<b>31,392.16</b>	<b>89,997.71</b>	<b>125,568.64</b>	<b>-35,570.93</b>	<b>376,706.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>10,140.84</b>	<b>294.09</b>	<b>38,346.48</b>	<b>1,176.36</b>	<b>37,170.12</b>	<b>3,529.00</b>
<b>Total Depreciation Expense</b>						
	7,033.56	5,291.67	28,134.24	21,166.68	6,967.56	63,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>3,107.28</b>	<b>-4,997.58</b>	<b>10,212.24</b>	<b>-19,990.32</b>	<b>30,202.56</b>	<b>-59,971.00</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**July 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	27,469.50	27,414.16	109,391.93	109,656.64	-264.71	328,970.00
<b>TOTAL OPERATING INCOME</b>	<b>27,469.50</b>	<b>27,414.16</b>	<b>109,391.93</b>	<b>109,656.64</b>	<b>-264.71</b>	<b>328,970.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,190.04	4,513.32	13,159.21	18,053.28	-4,894.07	54,160.00
Total Fee Expenses	5,335.85	5,239.00	21,015.04	20,956.00	59.04	62,868.00
Total Utilities Expenses	1,854.86	2,130.01	9,510.14	8,520.04	990.10	25,560.00
Total Maintenance Expenses	6,397.44	9,183.34	28,741.71	36,733.36	-7,991.65	110,200.00
Total Taxes & Insurance Expense	2,434.47	2,660.91	9,597.15	10,643.64	-1,046.49	31,931.00
Total Financial Expenses	2,119.63	2,333.33	8,676.46	9,333.32	-656.86	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>22,332.29</b>	<b>26,059.91</b>	<b>90,699.71</b>	<b>104,239.64</b>	<b>-13,539.93</b>	<b>312,719.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>22,332.29</b>	<b>26,059.91</b>	<b>90,699.71</b>	<b>104,239.64</b>	<b>-13,539.93</b>	<b>312,719.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>5,137.21</b>	<b>1,354.25</b>	<b>18,692.22</b>	<b>5,417.00</b>	<b>13,275.22</b>	<b>16,251.00</b>
<b>Total Depreciation Expense</b>						
	6,266.56	6,375.00	25,066.24	25,500.00	-433.76	76,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,129.35</b>	<b>-5,020.75</b>	<b>-6,374.02</b>	<b>-20,083.00</b>	<b>13,708.98</b>	<b>-60,249.00</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**July 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	59,727.19	59,100.41	237,736.12	236,401.64	1,334.48	709,205.00
<b>TOTAL OPERATING INCOME</b>	<b>59,727.19</b>	<b>59,100.41</b>	<b>237,736.12</b>	<b>236,401.64</b>	<b>1,334.48</b>	<b>709,205.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	8,330.13	9,205.83	26,829.10	36,823.32	-9,994.22	110,470.00
Total Fee Expenses	11,246.33	11,042.00	44,328.60	44,168.00	160.60	132,504.00
Total Utilities Expenses	3,210.16	4,380.01	15,100.10	17,520.04	-2,419.94	52,560.00
Total Maintenance Expenses	12,294.07	22,852.49	56,783.03	91,409.96	-34,626.93	274,230.00
Total Taxes & Insurance Expense	5,129.19	5,305.08	20,303.66	21,220.32	-916.66	63,661.00
Total Financial Expenses	4,239.26	4,666.66	17,352.93	18,666.64	-1,313.71	56,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>44,449.14</b>	<b>57,452.07</b>	<b>180,697.42</b>	<b>229,808.28</b>	<b>-49,110.86</b>	<b>689,425.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>44,449.14</b>	<b>57,452.07</b>	<b>180,697.42</b>	<b>229,808.28</b>	<b>-49,110.86</b>	<b>689,425.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>15,278.05</b>	<b>1,648.34</b>	<b>57,038.70</b>	<b>6,593.36</b>	<b>50,445.34</b>	<b>19,780.00</b>
<b>Total Depreciation Expense</b>						
	13,300.12	11,666.67	53,200.48	46,666.68	6,533.80	140,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>1,977.93</b>	<b>-10,018.33</b>	<b>3,838.22</b>	<b>-40,073.32</b>	<b>43,911.54</b>	<b>-120,220.00</b>

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

	<b>Current Period</b>	<b>Last Year Same</b>	<b>Variance</b>	<b>Current Year</b>
<b>AMP001 - MOON TOWERS</b>				
Salaries	19,834.64	20,704.11	-869.47	80,661.89
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,711.47	15,587.76	1,123.71	64,814.76
Administrative Expenses	505.44	791.94	-286.50	4,663.31
Teneant Services	0.00	0.00	0.00	8.45
Utilities	7,865.64	474.63	7,391.01	20,023.04
Maintenance Supplies/Contracts	5,023.28	3,007.87	2,015.41	18,277.23
Mileage	0.00	0.00	0.00	0.00
General Expenses	9,281.51	7,123.02	2,158.49	29,129.24
Non-Routine Expense	0.00	0.00	0.00	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>59,221.98</b>	<b>47,689.33</b>	<b>11,532.65</b>	<b>217,577.92</b>
<b>AMP002 - FAMILY</b>				
Salaries	40,880.80	42,381.59	-1,500.79	154,912.71
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	17,616.49	16,738.39	878.10	68,205.12
Administrative Expenses	1,738.17	1,074.02	664.15	8,960.58
Teneant Services	3,128.50	267.36	2,861.14	3,406.84
Utilities	2,472.81	241.08	2,231.73	5,777.22
Maintenance Supplies/Contracts	4,849.21	3,781.98	1,067.23	15,441.33
Mileage	0.00	0.00	0.00	0.00
General Expenses	19,247.97	5,989.66	13,258.31	25,441.73
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>89,933.95</b>	<b>70,474.08</b>	<b>19,459.87</b>	<b>282,145.53</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	7,747.52	6,300.46	1,447.06	31,103.70
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,734.71	4,435.50	299.21	18,514.39
Administrative Expenses	570.50	535.26	35.24	3,113.54
Teneant Services	0.00	0.00	0.00	143.95
Utilities	1,800.30	67.26	1,733.04	6,017.43
Maintenance Supplies/Contracts	2,444.33	1,503.11	941.22	17,372.73
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,426.13	2,631.06	-204.93	9,861.50
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>19,723.49</b>	<b>15,472.65</b>	<b>4,250.84</b>	<b>86,127.24</b>
<b>COCC</b>				
Salaries	29,351.39	34,266.21	-4,914.82	113,407.50
Employee W/H Payments	77.17	1,174.44	-1,097.27	-1,230.72
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	7,219.55	2,078.61	5,140.94	25,575.26
Teneant Services	0.00	0.00	0.00	0.00
Utilities	546.67	19.78	526.89	975.06
Maintenance Supplies/Contracts	142.11	255.12	-113.01	15,493.06
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,333.96	1,285.52	48.44	5,251.95
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>38,670.85</b>	<b>39,079.68</b>	<b>-408.83</b>	<b>159,472.11</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	97,814.35	103,652.37	-5,838.02	380,085.80
Employee W/H Payments	77.17	1,174.44	-1,097.27	-1,230.72
Management Fees	39,062.67	36,761.65	2,301.02	151,534.27
Administrative Expenses	10,033.66	4,479.83	5,553.83	42,312.69
Teneant Services	3,128.50	267.36	2,861.14	3,559.24
Utilities	12,685.42	802.75	11,882.67	32,792.75
Maintenance Supplies	12,458.93	8,548.08	3,910.85	66,584.35
Mileage	0.00	0.00	0.00	0.00
General Expenses	32,289.57	17,029.26	15,260.31	69,684.42
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>207,550.27</b>	<b>172,715.74</b>	<b>34,834.53</b>	<b>745,322.80</b>

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

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,992.54	8,199.19	-206.65
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,910.48	5,600.70	309.78
Administrative Expenses	1,198.97	658.79	540.18
Utilities	1,355.30	5,156.25	-3,800.95
Maintenance Supplies/Contracts	845.21	873.93	-28.72
Tax & Insurance Expenses	2,694.72	2,445.95	248.77
Finacial Expenses	2,119.63	2,228.69	-109.06
<b>TOTAL BRENTWOOD CLAIMS</b>	<b><u>22,116.85</u></b>	<b><u>25,163.50</u></b>	<b><u>-3,046.65</u></b>
<b>PRAIRIELAND</b>			
Salaries	7,992.25	8,198.99	-206.74
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	5,200.65	135.20
Administrative Expenses	1,249.00	263.22	985.78
Utilities	1,854.86	-73.77	1,928.63
Maintenance Supplies/Contracts	1,346.23	1,760.68	-414.45
Taxes & Insurance Expenses	2,434.47	2,479.76	-45.29
Financial Expenses	2,119.63	2,228.68	-109.05
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b><u>22,332.29</u></b>	<b><u>20,058.21</u></b>	<b><u>2,274.08</u></b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,984.79	16,398.18	-413.39
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,246.33	10,801.35	444.98
Administrative Expenses	2,447.97	922.01	1,525.96
Utilities	3,210.16	5,082.48	-1,872.32
Maintenance Supplies	2,191.44	2,634.61	-443.17
Taxes & Insurance Expenses	5,129.19	4,925.71	203.48
Financial Expenses	4,239.26	4,457.37	-218.11
<b>TOTAL AHP CLAIMS</b>	<b><u>44,449.14</u></b>	<b><u>45,221.71</u></b>	<b><u>-772.57</u></b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,726.22	6,318.97	-592.75
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,549.00	3,763.50	-214.50
Administrative Expenses	3,120.52	323.90	2,796.62
General Expense-Admin	672.32	588.19	84.13
<b>Total HCV Expenses</b>	<b>13,068.06</b>	<b>10,994.56</b>	<b>2,073.50</b>
HAP Expenses	71,052.00	70,611.00	441.00
General Expenses	0.00	-4.75	4.75
<b>Total HAP Expenses</b>	<b>71,052.00</b>	<b>70,606.25</b>	<b>445.75</b>
<b>TOTAL HCV CLAIMS</b>	<b><u>84,120.06</u></b>	<b><u>81,600.81</u></b>	<b><u>2,519.25</u></b>

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

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2018 - \$1,032,694</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2018 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2017 - \$673,386</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	41,710.90	41,710.90
<b>TOTAL CFG 2017 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>41,710.90</b>	<b>41,710.90</b>
<b>CFG 2016 - \$608,598</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	3,400.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	59,696.38	0.00	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>63,096.38</b>	<b>0.00</b>	<b>73,696.38</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>63,096.38</b>	<b>41,710.90</b>	<b>115,407.28</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*July, 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	59,221.98	47,689.33	11,532.65	217,906.35
AMP002 - FAMILY	89,933.95	70,474.08	19,459.87	282,145.53
AMP003 - BLUEBELL	19,723.49	15,472.65	4,250.84	86,127.24
COCC	38,670.86	39,047.02	-376.16	159,472.15
<b>TOTAL LOW RENT</b>	<b>207,550.28</b>	<b>172,683.08</b>	<b>34,867.20</b>	<b>745,651.27</b>
<u>A.H.P.</u>				
BRENTWOOD	22,116.85	25,163.50	-3,046.65	89,997.71
PRAIRIELAND	22,332.29	20,058.21	2,274.08	90,699.71
<b>TOTAL A.H.P.</b>	<b>44,449.14</b>	<b>45,221.71</b>	<b>-772.57</b>	<b>180,697.42</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	13,068.06	10,994.56	2,073.50	45,457.90
<b>TOTAL HCV</b>	<b>13,068.06</b>	<b>10,994.56</b>	<b>2,073.50</b>	<b>45,457.90</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '17	0.00	0.00	0.00	41,710.90
CAPITAL FUND GRANT '16	0.00	63,096.38	-63,096.38	0.00
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>63,096.38</b>	<b>-63,096.38</b>	<b>41,710.90</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>265,067.48</b>	<b>291,995.73</b>	<b>-26,928.25</b>	<b>1,013,517.49</b>

## 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:** 08/23/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 08/28/2018

**SUBJECT:** Legal Services Contract Extension

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### Executive Summary

At the 07/26/2016 regular meeting of the Board of Commissioners, the Board selected Jack Ball to provide legal counsel services to the agency, at the expense of \$600.00 monthly, for a term of one year, with clause to extend the contract through two one-year renewal options. The initial contract period began on 09/01/2016 and expires 08/31/2017.

During the 08/24/2017 regular meeting, the Board approved a one-year extension with Mr. Ball for legal services. At that time, a contract escalator was applied and the fee for legal services was approved at \$700.00 monthly, or \$8,400.00 annually. The term of this contract began 09/01/2017 and runs through 08/31/2018.

Due to the nature of agency procurement and the structure of the contract, Mr. Ball is eligible for an additional one-year renewal. Mr. Ball's performance of duties in reference to the general scope of services is categorized as exemplary. Mr. Ball has been present at the vast majority of Board meetings and has provided a detailed report of activities on behalf of the agency on a monthly basis. Additionally, Mr. Ball has been accessible and responsive to agency issues requiring counsel.

This would represent the final allowable extension for this contract. Prior to the expiration of this contract, the agency will initiate procurement action and solicit legal services to begin 09/01/2019.

### Fiscal Impact

The expense for legal services is split evenly amongst applicable KCHA programs.

### Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve an extension of the FYE 03/31/2017 contract between the Knox County Housing Authority and Jack P. Ball, Esq. for a period of one (1) year, effective 09/01/2018 through 08/31/2019 at the expense of \$700.00 monthly, \$8,400.00 annually.

## BOARD MEMO

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

**DATE:** 08/23/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 08/28/2018

**SUBJECT:** Application for Payment #1 – Roady Exteriors

---

### Executive Summary

At the 06/26/2018 Board meeting, a contract was approved with Roady Exteriors, LLC to install 144 windows and 27 patio doors at Brentwood Manor. The windows and doors being replaced are original to the buildings.

Work commenced on 07/23/2018. As of 08/16/2018, 43 windows and 12 patio doors have been installed. The pay request reflects the price for all of the windows as well as the labor for the windows installed thus far. Agency staff verified by site inspection and pictures that all windows had been delivered and are being stored on site.

Agency staff has reviewed and approved the pay request.

### Fiscal Impact

This application for payment will be paid from Brentwood Manor's operating budget as approved at the 06/26/2018 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 #1 from Roady Exteriors in the amount of \$63,449.00 for the period to 08/16/2018.

# INVOICE



P.O. Box 46  
Marine, IL 62061  
(314) 489-4686  
roadyexteriors@gmail.com

Date	Invoice #
8/16/2018	1630-1

Bill To

Knox County Housing Authority  
Attn: Cheryl Lefler, Assistant Director  
216 W. Simmons Street  
Galesburg, IL 61401

JOB		PROJECT MANAGER	PAYMENT TERMS
Contract # B18003		MR	Due on receipt
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Window Materials Delivered to Site	40,000.00	40,000.00
9	71.5" x 80" Door	591.00	5,319.00
3	96" x 80" Door	704.00	2,112.00
10	34.5" x 35" Window	323.00	3,230.00
26	68.5" x 47" Window	390.00	10,140.00
6	58.5" x 47" Window	354.00	2,124.00
1	92.5" x 46.5" Window	524.00	524.00
<b>SUBTOTAL</b>			\$63,449.00
<b>SALES TAX</b>			EXEMPT
<b>TOTAL</b>			\$63,449.00

*Make all checks payable to Roady Exteriors.  
THANK YOU FOR YOUR BUSINESS!*

# EXECUTIVE DIRECTOR'S REPORT AUGUST 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, July 24, 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 July 2018:

Staff	Date	Training
Derek Antoine	08/09/2018	PH Waiting List (Trainer)
Derek Antoine	08/22/2018	Illinois NAHRO Conference

### POLICY/OPERATIONS

#### Accounting and Finance

- The Finance Department closed the financials for July 2018.
- The Finance Committee met on 08/22/2018.
- Outstanding Debt Collection update as of August 24, 2018:
  - Knox County Housing Authority has submitted \$962,600.22 in uncollectible debt.
  - Through various collection methods, the agency has collected \$101,562.91 in offsets of the above total.
  - KCHA is recovering at a rate of approximately 10.55% of uncollectible debt reported.

During the week of 08/06/2018, Zenk and Associates was on-site to complete the agency's annual FDS audit. After completing the audit, Mr. Zenk indicated there were no findings. All agency finances were maintained appropriately, adequate internal controls were found to be in place, and all files reviewed were in order. The results will be submitted to HUD on or before 11/30/2018. The agency is required to submit audited FDS reports to HUD within nine months of its fiscal year end (12/31/2018).

# EXECUTIVE SUMMARY

## Human Resources

Ashley Larimer, Occupancy Specialist for Moon Towers, has been selected as the July 2018 Employee of the Month. Since joining the Moon Towers staff in August of 2017, Ashley has adapted to her new position very well. Additionally, she has truly taken to her role in promoting positive resident relations. A tenant visited the office asking about insurance policies and said he would like to get burial insurance but wasn't sure how to go about it. Ashley didn't hesitate to help, offering to call a few different providers. She was able to connect the resident with the service needed, and he now has burial insurance at a price he can afford. He was very appreciative for the help Ashley provided, as he cannot read or write. Ashley recognizes Moon Towers is more than just public housing, and strives everyday to improve the lives of the residents she serves.

Brandi Watkins, Moon Towers Property Manager, is the August 2018 Employee of the Month. With a member of her staff on leave, Brandi has been doing double duty for two months. In addition to her regular duties, she has also been doing interviews, annual recertifications and all things occupancy! While there have been times she has seen herself coming and going, she has worked to maintain high occupancy at Moon Towers and also to effectively work with her staff to maintain the units, turn units and complete work orders. During this time, she also had to deal with an unattended death of a tenant. Brandi has just completed nine years at the agency. During her tenure, she has worked diligently to establish trust and develop relationships with the tenants. We look forward to her having many more years at the Knox County Housing Authority!

## Facilities

No report this period.

## Legislative/Advocacy Update

No report this period.

## Public Relations

No report this period.

## Policy

No report this period.

# EXECUTIVE SUMMARY

## Strategic Planning

On 08/13/2018, ground was broken and work begun on the 504 Modifications for the Family Sites. Construction crews have been working daily at Whispering Hollow, where three new buildings will be constructed to provide units accessible for individuals with disabilities. Quite a bit has already been accomplished, as trees have been relocated and work on the new basketball court is underway. Each month, Hein Construction will provide updated progress along with pay requests for the work completed, of which the Board will be apprised monthly. Commissioners are encouraged to drive by the sites and observe the progress.

# PUBLIC HOUSING PROGRAM

## Public Housing Program

### Moon Towers

Dashboard for Moon Towers for July 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 63,095.35	\$ 269,536.86
Expense	\$ 59,221.98	\$ 217,906.35
Profit/(Loss)	\$ 3,873.37	\$ 51,630.51

- Average rent collected for Moon Towers is \$181.59 per unit per month.
- 38 vacant unit days for a total vacancy loss of \$335.33 in *desired* rent, and a vacancy loss of \$290.33 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 9.25 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$17.57 per unit
- Average Maintenance Cost billed is \$0.65 per unit
- Tenant Accounts Receivable for Moon Towers:
  - \$8,169.82 outstanding tenant accounts
  - 1.97% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
0-BR	76	2356	0	2356	26	2330	98.9%	1.1%
1-BR	99	3069	0	3069	12	3057	99.6%	0.4%
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>38</b>	<b>5449</b>	<b>99.3%</b>	<b>0.7%</b>

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0%	0.0%
1-BR	99	98	99.0%	1.0%
2-BR	2	2	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>176</b>	<b>99.4%</b>	<b>0.6%</b>

PHAS is calculated utilizing unit months leasing rate.

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2019:

## Moon Towers Waiting List

Month	Applicants	Total
FYE 03/31/2018	-	112
April 2018	16	129
May 2018	11	74
June 2018	15	84
July 2018	21	100
August 2018		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	63	96.75

Here is the PHAS Dashboard for Moon Towers for July 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

Dashboard for Family Sites for July 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 70,152.28	\$ 293,036.79
Expense	\$ 89,993.95	\$ 282,145.53
Profit/(Loss)	\$ (19,841.67)	\$ 10,891.26

- Average rent collected for the Family Sites is \$55.02 per unit per month.
- 142 vacant unit days for a total vacancy loss of \$2,239.06 in *desired rent*, and a vacancy loss of \$967.67 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 11.75 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$56.21 per unit
- Average Maintenance Cost billed is \$15.55 per unit
- Tenant Accounts Receivable for the Family Sites:
  - \$26,147.60 outstanding tenant accounts
  - 11.79% to projected annual tenant revenue

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

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
2-BR	80	2480	0	2480	16	2464	99.4%	0.6%
3-BR	80	2480	62	2418	105	2313	95.7%	4.3%
4-BR	22	682	0	682	21	661	96.9%	3.1%
5-BR	8	248	0	248	0	248	100.0%	0.0%
<b>TOTAL</b>	190	5890	62	5828	142	5686	<b>97.6%</b>	<b>2.4%</b>

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0%	0.0%
3-BR	80	78	97.5%	2.5%
4-BR	22	22	100.0%	0.0%
5-BR	8	8	100.0%	0.0%
<b>TOTAL</b>	190	188	<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 03/31/2019:

<b>Family Sites Waiting List</b>		
Month	Applicants	Total
FYE 03/31/2018	-	145
April 2018	15	160
May 2018	15	170
June 2018	12	167
July 2018	18	168
August 2018		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	60	166.25

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

<b>PHAS Dashboard</b>	<b>Family Sites</b>	<b>Total Points Possible</b>
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

Dashboard for Blue Bell Tower for July 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 19,717.87	\$ 92,585.57
Expense	\$ 19,723.49	\$ 86,127.24
Profit/(Loss)	\$ (5.62)	\$ 6,458.33

- Average rent collected for Bluebell Tower is \$270.35 per unit per month.
- 15 vacant unit days for a total vacancy loss of \$151.94 in *desired* rent, and a vacancy loss of \$170.32 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 19.0 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$33.14 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.16 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
  - \$509.00 outstanding tenant accounts
  - 0.29% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
1-BR	50	1550	0	1550	15	1535	99.0%	1.0%
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>15</b>	<b>1566</b>	<b>99.1%</b>	<b>0.9%</b>

Occupancy based on *months* leased at Bluebell Tower for July, 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 03/31/2019:

<b>Blue Bell Tower Waiting List</b>		
Month	Applicants	Total
FYE 03/31/2018		28
April 2018	3	26
May 2018	2	28
June 2018	3	27
July 2018	7	25
August 2018		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	15	26.50

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

<b>PHAS Dashboard</b>	<b>Blue Bell</b>	<b>Total Points Possible</b>
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 July, 2018.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	99.4%	0.6%
Family Sites	190	188	98.9%	1.1%
Bluebell Tower	51	51	100.0%	0.0%
<b>Total PH Program</b>	<b>418</b>	<b>415</b>	<b>99.3%</b>	<b>0.7%</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 03/31/2019, the PH Program is trending towards a PHAS rating of 93.20 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	310	0	12
March 2018	317	0	16
April 2018	326	0	11
May 2018	318	0	8
June 2018	301	0	20
July 2018	306	0	15
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	4	188	13	6
March 2018	10	180	14	1
April 2018	16	179	13	3
May 2018	7	183	13	5
June 2018	12	184	13	2
July 2018	14	181	9	4
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	188	13	\$ 10,547.00	\$ 69,657.00	15.14%
March 2018	180	14	\$ 11,207.00	\$ 70,053.00	16.00%
April 2018	179	13	\$ 11,043.00	\$ 68,826.00	16.04%
May 2018	183	13	\$ 12,191.00	\$ 71,625.00	17.02%
June 2018	184	13	\$ 11,646.00	\$ 72,668.00	16.03%
July 2018	181	9	\$ 8,900.00	\$ 70,225.00	12.67%
August 2018			\$ -	\$ -	
September 2018			\$ -	\$ -	
October 2018			\$ -	\$ -	
November 2018			\$ -	\$ -	
December 2018			\$ -	\$ -	
<b>CYE 12/31/2018</b>			<b>\$ 76,267.00</b>	<b>\$ 493,514.00</b>	<b>15.45%</b>

## Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	NRP+BA	Percent Utilization22
01/18	\$ 70,460.00	\$ 66,687.33	\$ 3,772.67	\$ 6,344.00	\$ 73,031.33	96.48%
02/18	\$ 140,117.00	\$ 133,374.66	\$ 6,742.34	\$ 9,934.00	\$ 143,308.66	97.77%
03/18	\$ 210,170.00	\$ 200,061.99	\$ 10,108.01	\$ 13,447.00	\$ 213,508.99	98.44%
04/18	\$ 278,996.00	\$ 266,749.32	\$ 12,246.68	\$ 16,478.00	\$ 283,227.32	98.51%
05/18	\$ 350,621.00	\$ 333,436.65	\$ 17,184.35	\$ 16,697.00	\$ 350,133.65	100.14%
06/18	\$ 423,289.00	\$ 400,123.98	\$ 23,165.02	\$ 43,417.00	\$ 443,540.98	95.43%
07/18	\$ 493,859.00	\$ 466,811.31	\$ 27,047.69	\$ 45,077.00	\$ 511,888.31	96.48%
08/18	\$ -	\$ 533,498.64	\$ -	\$ -	\$ 533,498.64	0.00%
09/18	\$ -	\$ 600,185.97	\$ -	\$ -	\$ 600,185.97	0.00%
10/18	\$ -	\$ 666,873.30	\$ -	\$ -	\$ 666,873.30	0.00%
11/18	\$ -	\$ 733,560.63	\$ -	\$ -	\$ 733,560.63	0.00%
12/18	\$ -	\$ 800,247.96	\$ -	\$ -	\$ 800,247.96	0.00%

For the CYE 12/31/2019, the HCV Program achieved a utilization rate of 95.43%. 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 July 2018:

- Average rent collected for Prairieland Townhouses is \$415.17 per unit per month.
- Vacancy loss - \$0.00 (0 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$3,873.00
  - \$3,040.00 in dwelling rent
  - \$833.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for July 2018 – \$5,137.21
- Net cash flow YTD 2019 – \$18,692.22
- Replacement Reserve Balance - \$111,457.00
- Residual Receipt Reserve Balance - \$54,501.00

### Brentwood Manor

Key Financial Data for Brentwood Manor for July 2018:

- Average rent collected for Prairieland Townhouses is \$430.56 per unit per month.
- Vacancy loss - \$0.00 (0 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,300.00
  - \$8,658.00 in dwelling rent
  - \$1,642.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for July 2018 – \$10,140.84
- Net cash flow YTD 2019 – \$38,346.48
- Cash Reserve Position – \$219,085.31

Here is a snapshot of the occupancy at the AHP properties as of August 24, 2018:

A.H.P. Properties	Occupancy	Vacancy
Prairieland Townhouse Apartments	100.00%	0.00%
Brentwood Manor	100.00%	0.00%



**Jack P. Ball, Esq.**  
Attorney at Law

A Professional Corporation

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190 S. Kellogg St.  
P.O. Box 308  
Galesburg, Illinois 61402-0308  
Phone (309) 345-2255  
Fax (309) 345-2258

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August 24, 2018

Knox County Housing Authority  
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases<sup>1</sup>:

Jessica Anthony (1583 McKnight St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Candace Arnold (1091 W. Berrien St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Amy Brown (1511 McKnight St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Nakisha Grayson (1093 W. Berrien St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Eric Halsey (1549 McKnight St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Deana Martin (1059 W. Berrien St.)	1 <sup>st</sup> Appr. - 08/14/18 - CD
Kimberly Nelson (1991 E. Knox St.)	1 <sup>st</sup> Appr. - 08/28/18
Michala Nunn (1553 McKnight St.)	1 <sup>st</sup> Appr. - 08/28/18
Shonda Reed (1973 E. Knox St.)	1 <sup>st</sup> Appr. - 08/28/18
Kanasha Smith (451 Iowa Ave.)	1 <sup>st</sup> Appr. - 08/28/18
Pepsi Smith (1979 E. Knox St.)	1 <sup>st</sup> Appr. - 08/28/18

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<sup>1</sup> Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, CT for continued, STI for summons to issue and ASTI for alias summons to issue, VMO voluntary move out, VJCD for vacated judgment case dismissed and BW (Atty Bart Wolek) or TM (Atty Tracey Mergener) for Prairie State Legal Services.

Jasmine Pearson (2009 E. Knox St.)	1 <sup>st</sup> Appr. - 08/28/18
Shilah Bates (170 S. West St. #210)	1 <sup>st</sup> Appr. - 08/28/18
Casey Buffun (170 S. West St. #518)	1 <sup>st</sup> Appr. - 08/28/18
Laura Porter (255 W. Tompkins St. #1106)	1 <sup>st</sup> Appr. - 08/28/18

2. Attend court appearance on Alloy case. Prep default judgment.
3. Attend monthly meeting.

Jack P. Ball, Esq.

# 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:** 08/23/2018

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 08/28/2018

**SUBJECT:** HCV SEMAP Score Notice CYE 12/31/2017

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## Executive Summary

On 05/25/2018, the Board of Commissioners adopted Resolution 2018-06 for the Section Eight Management Assessment Program (SEMAP) certification for CYE 12/31/2017. At that time, the agency had certified to attaining 120 applicable points, and thus reported a score of 92.3%.

The agency received a letter from the Department of Housing and Urban Development on 07/26/2018 indicating the Department had conducted a review of the agency's submission, and the agency had received an overall score of 92.0%, earning the designation of High Performer. In their analysis, HUD indicated the KCHA was awarded zero points for Indicator 5 – HQS Quality Control Inspections. In the letter, HUD asked the agency to provide a written response detailing how the agency intended to resolve the issue.

On 08/20/2018, Executive Director Derek Antoine submitted the agency response to HUD. The letter, and accompanying documentation, is attached to this memo for Board information.

## Fiscal Impact

None

## Recommendation

None



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS

216 W. Simmons St., Galesburg, IL 61401

Telephone (309) 342-8129 ext. 223 Fax (309) 342-7206

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

Lomac Payton, Chairman  
Roger Peterson, Commissioner  
Thomas Dunker, Commissioner  
Wayne Allen, Commissioner  
Paul Stewart, Commissioner  
Ben Burgland, Commissioner  
Paula Sanford, Commissioner  
Derek Antoine, Exec. Director, Secretary  
Jack P. Ball, Attorney

Monday, August 20, 2018  
4:48 PM

Daniel W. Sherrod  
ATTN: Linda Eller  
Public Housing Division  
U.S. Department of Housing and Urban Development  
Illinois State Office of Public Housing  
Metcalfe Federal Building  
77 West Jackson Boulevard – Room 2401  
Chicago, IL 60604-3507

To Whom It May Concern:

This letter serves as the Knox County Housing Authority's (KCHA) response to the Section Eight Management Assessment Program (SEMAP) certification letter dated 07/26/2018 in which the agency received an overall performance rating of HIGH PERFORMER for calendar year ending 12/31/2017. This letter addresses Indicator 5 – HQS Quality Control, for which the agency received zero (0) points.

#### **Indicator 5 – HQS Quality Control Inspections**

This indicator shows whether a PHA supervisor or other qualified person reinspects a sample of units under contract during the PHA fiscal year, which meets the minimum sample size requirements specified at §985.2 under PHA's quality control sample, for quality control of HQS inspections. The PHA supervisor's reinspected sample is to be drawn from recently completed HQS inspections (i.e., performed during the 3 months preceding reinspection) and is to be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors. (24 CFR 982.405(b)). HUD verifies this through the IA annual audit report covering the PHA fiscal year entered on the SEMAP certification and on-site confirmatory review if performed.

PHAs are rated in the following manner:

- The PHA's SEMAP certification states that a PHA supervisor or other qualified person performed quality control HQS reinspections during the PHA fiscal year for a sample of units under contract which meets the minimum sample size requirements specified in §985.2 under PHA's quality control sample. The PHA's SEMAP certification also states that the reinspected sample was drawn from recently completed HQS inspections (i.e., performed during the 3 months preceding the quality control reinspection) and was drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors. **5 points**

- The PHA's SEMAP certification does not support the statements in paragraph (e)(3)(i) of this section. **0 points**

The Knox County Housing Authority administers approximately 196 vouchers. Based on definitions at 24 CFR §985.2, the sample methodology for this number of vouchers is as follows: five (5) records for the first 50 vouchers administered, plus one (1) for each additional 50 (or part of 50). Utilizing this methodology, the sample size required for this indicator would be 8 inspections.

Simply stated, the agency did not complete the requisite number of quality control inspections required under program regulations. The Knox County Housing Authority is a demonstration agency for the UPCS-V program, having been selected for participation in 2016. In fact, the first UPCS-V inspections of record occurred at this agency in January 2017. While certainly no excuse for the noncompliance, the agency has gone through a learning process with the new inspection procedures. As a result, the required number of HQS quality control inspections were not fully completed. To rectify this, the agency will have completed 24 quality control inspections for calendar year 2018, the equivalent of two per month.

### **Observations and Summary**

The Housing Quality Standards/UPCS-V inspection process is vital to the success of our Housing Choice Voucher program. The units for which the agency provides rental assistance must be decent, safe, sanitary, and in good repair. A thorough inspection process is central to our ability to deliver on this facet of the mission. A strong quality control program helps to ensure agency inspectors conduct thorough, fair, and consistent inspections.

It is the goal of the agency to:

- provide well-trained, qualified inspectors to conduct HQS/UPCS-V inspections;
- complete an appropriate number of quality control inspections representative of housing type and location, while including a cross-section of landlords and inspectors; and
- to utilize the recorded data to improve agency operations in the Housing Choice Voucher program.

Should you require further clarification or information pertaining to this response, please do not hesitate to contact this office.

Respectfully,

Derek B. Antoine  
Executive Director  
Knox County Housing Authority  
Enclosure



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Illinois State Office  
Metcalfe Federal Building  
77 West Jackson Boulevard – Room 2401  
Chicago, Illinois 60604-3507  
Telephone: (312) 353-1915 Fax: (312) 886-4060

Office Of Public Housing

**JUL 26 2018**

Mr. Derek B. Antoine, Executive Director  
Knox County Housing Authority  
216 West Simmons St.  
Galesburg, Illinois 61404

Dear Mr. Antoine:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **KNOX COUNTY HOUSING AUTHORITY**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more efficient program assistance to PHAs.

The **KNOX COUNTY HOUSING AUTHORITY**'s final SEMAP score for the fiscal year ended **3/31/2017** is **92%**. The following are your scores on each indicator:

Indicator 1	Selection for the Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	<b>15</b>
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	<b>20</b>
Indicator 3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	<b>20</b>
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	<b>5</b>
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	<b>0</b>
Indicator 6	HQS Enforcement (24 CFR 982.404)	<b>10</b>
Indicator 7	Expanding Housing Opportunities	<b>NA</b>

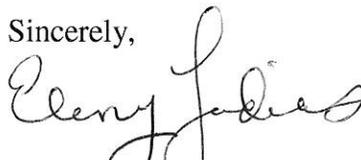
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	5
Indicator 13	Lease-Up	20
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator 15	Deconcentration Bonus	0

Your overall performance rating is **High**. Congratulations!

We have recorded that your PHA has been rated zero on Indicator 5, HQS Quality Control.. Please take the necessary corrective action to ensure compliance with program rules. **For each zero rating, you must send HUD a written report describing the corrective action(s) you have taken within 45 days of the date of this letter (by September 1, 2018).** If no letter is sent to our office within 45 days or corrections have not been made to the Housing Authority's program, HUD may require a written Corrective Action Plan. Please address your letter to **Daniel W. Sherrod, attention Linda Eller, Illinois State Office of Public Housing.**

Thank you for your cooperation with the SEMAP process. We look forward to working with you and answering any questions you have about SEMAP. If you have any questions, please contact Linda Eller at (312) 913-8329.

Sincerely,



Daniel W. Sherrod, Director  
Illinois State Office of Public Housing  
Region V