

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
1/30/2018
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 12-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 12-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 12-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 65,922.98
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 64,417.20
<input type="checkbox"/> Paula Sanford	Family:	\$ 83,430.37
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 21,748.31
<u>Excused:</u>	HCV:	\$ 81,842.18
	Brentwood:	\$ 28,047.24
<u>Others Present:</u>	Prairieland:	\$ 21,754.34
	Capital Fund 2016:	\$
	Capital Fund 2017:	\$

Old Business	None	
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New Business	Review/Approve Resolution 2018-01 Bad Debt Charge-Off for Period Ending 12/31/17	Derek Antoine
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Reports	Executive Director's Report – 01/2018	Derek Antoine
	KCHA Legal Counsel Report – 01/2018	Jack Ball

Other Business	None	
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Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
December 26, 2017**

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

EXCUSED: Thomas Dunker
 Paul H. Stewart

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 November meeting minutes approved as received.

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

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

Motion Carried, 5-0.

November 2017 claims against the HA Administration in the sum of \$357,353.82; Central Office Cost Center in the sum of \$41,568.37; Moon Towers in the sum of \$65,309.33; Family in the sum of \$74,755.41; Bluebell in the sum of \$19,522.61; Housing Choice Voucher Program in the sum of \$83,040.41; Brentwood (A.H.P.) in the sum of \$45,666.66; Prairieland (A.H.P.) in the sum of \$27,491.03; 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 Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2017-14 for KCHA Policy and Lease Revisions. The policies and documents that were updated include the ACOP, Smoke-Free Housing Policy and KCHA Personnel Policy. The policies were posted for public review and comment, and Resident Advisory Board meeting were held for discussion. The revisions will be submitted with the agency's annual plan. The policies were included in the board packet. After brief discussion, Commissioner Allen made a motion to approve Resolution 2017-14 for KCHA Policy and Lease Revisions; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2017-15 for PHA Certifications of Compliance with PHA Plan Submission 01/16/2018. The plan was included in the board packet. After brief discussion, Commissioner Allen made a motion to approve Resolution 2017-15 for PHA Certifications of Compliance with PHA Plan Submission 01/16/2018; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Pay Request from Alloy Specialty for Lead-Based Paint Inspection Services. Alloy Specialty conducted inspections during December at Moon Towers, Scattered Family Sites, Brentwood Manor and Prairieland Townhouse Apartments in accordance with HUD guidelines. After brief discussion, Commissioner Allen made a motion to approve Pay Request from Alloy Specialty for Lead-Based Paint Inspections Services in the amount of \$21,700.00; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

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.

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

None

EXECUTIVE SESSION & ADJOURNMENT

Commissioner Hawkinson made a motion at 10:18 a.m. to go into Executive Session for the purpose of reviewing executive session minutes; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Ball said that the purpose of the executive session was to review the minutes from the 08/08/2017 executive session and make a determination of whether or not to release the minutes at this time. At this time, the recommendation was to not release the minutes at this time.

Commissioner Allen made a motion to return to regular session at 10:24 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Commissioner Allen made a motion to not release the executive session minutes from 08/08/2017; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Commissioner Allen made a motion to adjourn the meeting at 10:26 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Respectfully submitted,

Secretary

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

January 24, 2018

ROLL CALL - 10:30 am

There finance committee was called into order by Commissioner Wayne Allen.

ATTENDANCE - 10:31am

KCHA Commissioners:

Present: Wayne Allen
Excused: Ben Burgland and Tom Dunker

Housing Authority Members:

Present: Derek Antoine & Lee Lofing
Excused:

FINANCIAL REPORT - 10:32 am

The only item on the agenda for January 2018 meeting was to review the December 2017 Financial reports. Members of the committee were emailed copies of December income statements and notes for each of the following: COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

ADJOURN - 10:45 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$50,114.24	\$459,158.20
Operating Expenses	\$65,857.85	\$429,447.69
Net Revenue Income/(Loss)	(\$15,743.61)	\$29,710.51

Notes:

- Paid audit fee for 2017 audit.
- Replaced cable between MT & COCC.
- Lead base paint testing \$21,700.

Operated in red for month and black for year.

COCC's Cash, Investments, A/R, & A/P \$904,459.05

MOON TOWERS

	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$65,538.18	\$579,161.08
Operating Expenses	\$64,417.20	\$555,174.57
Net Revenue Income/(Loss)	\$1,120.98	\$23,986.51

Notes:

- Paid audit fee for 2017 audit.
- Fire alarm and sprinkler inspections.

Operated in black for month and for year.

Moon Towers' Cash, Investments, A/R, & A/P \$524,854.41

\$246,744.25 *minimum reserve position*

FAMILY

	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$81,030.02	\$731,332.18
Operating Expenses	\$83,430.37	\$677,811.06
Net Revenue Income/(Loss)	(\$2,400.35)	\$53,521.12

Notes:

- Paid audit fee for 2017 audit.
- Asbestos removal at family sites.

Operated in red for month and black for year.

Family's Cash, Investments, A/R, & A/P \$439,093.70

\$301,249.36 *minimum reserve position*

BLUEBELL

	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$20,705.03	\$180,090.16
Operating Expenses	\$21,748.31	\$180,232.99
Net Revenue Income/(Loss)	(\$1,043.28)	(\$142.83)

Notes:

- Paid audit fee for 2017 audit.

Operated in red for month and for year.

Bluebell's Cash, Investments, A/R, & A/P \$92,520.84

\$80,103.55 *minimum reserve position*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$31,302.08	\$283,809.98
Operating Expenses	\$28,047.24	\$249,448.58
Net Revenue Income/(Loss)	\$3,254.84	\$34,361.40

Operated in black for month and for year.

Brentwood's Cash, Investments, A/R, & A/P	\$182,106.21
Restricted - Security Deposits	\$1,010.00
Brentwood's Total Cash	\$183,116.21

Notes:

- Paid audit fee for 2017 audit.

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

<u>PRAIRIELAND</u>	<u>December-17</u>	<u>Current YTD</u>
Operating Income	\$27,776.93	\$246,479.28
Operating Expenses	\$22,204.34	\$208,816.73
Net Revenue Income/(Loss)	\$5,572.59	\$37,662.55

Operated in black for month and for year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$61,171.59)
Restricted - Security Deposits	\$1,817.00
Restricted - Replacement Reserve	\$99,091.17
Restricted - Residual Receipts	\$54,496.49
PrairieLand's Total Cash	\$94,233.07

Notes:

- Paid audit fee for 2017 audit.

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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>October-60</u>	<u>Current YTD</u>
Operating Income	\$9,203.89	\$82,832.68
Operating Expenses	\$13,334.22	\$105,197.60
Net Revenue Income/(Loss)	(\$4,130.33)	(\$22,364.92)

Notes:

- Paid audit fee for 2017 audit.

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(\$29,819.89) Projected Income Gain/(Loss) FYE'18

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

\$156,096.00 11/30/2017 Balance

\$0.00

(\$4,453.00)

\$0.00

Year End Adjustment

\$151,643.00 For Admin Expenses and HAP (if needed)

UNP Ending Balance

Pre 2004 Balance

\$121,830.26

Post 2013 Balance

\$29,700.25

Investment in Fixed Assets

\$112.49

Total UNP as of

\$151,643.00 12/31/2017

HAP

	<u>Oct-60</u>	<u>Current YTD</u>
Operating Income	\$70,208.50	\$589,298.90
Operating Expenses	\$68,517.33	\$620,910.50
Net Revenue Income/(Loss)	\$1,691.17	(\$31,611.60)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

\$2,092.00 11/30/2017 Balance

\$0.00

Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

\$841.00

NRP Ending Balance for HAP

\$2,933.00 For HAP Expenses (Only)

**Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
December 31, 2017**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	50,114.24	57,256.00	459,158.20	515,304.00	-56,145.80	687,072.00
TOTAL OPERATING INCOME	50,114.24	57,256.00	459,158.20	515,304.00	-56,145.80	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	41,372.05	44,179.15	384,354.21	397,612.35	-13,258.14	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	426.80	495.84	-1,030.07	4,462.56	-5,492.63	5,950.00
Total Maintenance Expenses	23,028.57	645.83	34,808.96	5,812.47	28,996.49	7,750.00
General Expense	1,030.43	1,391.67	11,314.59	12,525.03	-1,210.44	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	65,857.85	46,712.49	429,447.69	420,412.41	9,035.28	560,550.00
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	94,891.50	-94,891.50	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
TOTAL OPERATING EXPENSES	65,857.85	57,255.99	429,447.69	515,303.91	-85,856.22	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	-15,743.61	0.01	29,710.51	0.09	29,710.42	0.00
Total Depreciation Expense						
	49.83	152.08	448.47	1,368.72	-920.25	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-15,793.44	-152.07	29,262.04	-1,368.63	30,630.67	-1,825.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
December 31, 2017

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	65,538.18	57,264.61	579,161.08	515,381.49	63,779.59	687,175.00
TOTAL OPERATING INCOME	65,538.18	57,264.61	579,161.08	515,381.49	63,779.59	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	26,893.36	25,059.92	220,718.58	225,539.28	-4,820.70	300,719.00
Total Tenant Services	87.19	93.74	1,102.88	843.66	259.22	1,125.00
Total Utilities Expenses	7,252.58	7,916.67	52,380.33	71,250.03	-18,869.70	95,000.00
Total Maintenance Expenses	21,439.47	22,060.42	215,849.33	198,543.78	17,305.55	264,725.00
General Expense	6,329.00	8,254.18	62,707.85	74,287.62	-11,579.77	99,050.00
TOTAL ROUTINE OPERATING EXPENSES	62,001.60	63,384.93	552,758.97	570,464.37	-17,705.40	760,619.00
Total Non-Routine Expense	2,415.60	0.00	2,415.60	0.00	2,415.60	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	-55,082.97	55,082.97	-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
TOTAL OPERATING EXPENSES	64,417.20	57,264.60	555,174.57	515,381.40	39,793.17	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS	1,120.98	0.01	23,986.51	0.09	23,986.42	0.00
Total Depreciation Expense						
Total Depreciation Expense	28,257.74	33,333.33	254,319.66	299,999.97	-45,680.31	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-27,136.76	-33,333.32	-230,333.15	-299,999.88	69,666.73	-400,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
December 31, 2017

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	81,030.02	77,999.98	731,332.18	701,999.82	29,332.36	936,000.00
TOTAL OPERATING INCOME	81,030.02	77,999.98	731,332.18	701,999.82	29,332.36	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	30,985.18	32,758.57	271,850.77	294,827.13	-22,976.36	393,103.00
Total Tenant Services	33.76	845.83	5,431.58	7,612.47	-2,180.89	10,150.00
Total Utilities Expenses	2,666.99	2,329.17	7,594.54	20,962.53	-13,367.99	27,950.00
Total Maintenance Expenses	45,484.36	43,229.17	341,231.45	389,062.53	-47,831.08	518,750.00
General Expense	4,260.08	9,185.00	51,702.72	82,665.00	-30,962.28	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	83,430.37	88,347.74	677,811.06	795,129.66	-117,318.60	1,060,173.00
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	-93,129.75	93,129.75	-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
TOTAL OPERATING EXPENSES	83,430.37	77,999.99	677,811.06	701,999.91	-24,188.85	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-2,400.35	-0.01	53,521.12	-0.09	53,521.21	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,181.52	27,083.33	199,633.68	243,749.97	-44,116.29	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-24,581.87	-27,083.34	-146,112.56	-243,750.06	97,637.50	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
December 31, 2017

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	20,705.03	18,558.06	180,090.16	167,022.54	13,067.62	222,696.55
TOTAL OPERATING INCOME	20,705.03	18,558.06	180,090.16	167,022.54	13,067.62	222,696.55
OPERATING EXPENSE						
Total Administration Expenses	10,160.59	9,992.45	90,179.07	89,932.05	247.02	119,909.04
Total Tenant Services	0.00	41.67	239.76	375.03	-135.27	500.00
Total Utilities Expenses	2,362.46	2,358.34	13,748.52	21,225.06	-7,476.54	28,300.00
Total Maintenance Expenses	6,949.69	6,595.85	54,161.14	59,362.65	-5,201.51	79,150.00
General Expense	2,275.57	2,858.75	21,904.50	25,728.75	-3,824.25	34,305.00
TOTAL ROUTINE OPERATING EXPENSES	21,748.31	21,847.06	180,232.99	196,623.54	-16,390.55	262,164.04
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	-29,600.64	29,600.64	-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
TOTAL OPERATING EXPENSES	21,748.31	18,558.10	180,232.99	167,022.90	13,210.09	222,696.55
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-1,043.28	-0.04	-142.83	-0.36	-142.47	0.00
Total Depreciation Expense						
	13,730.60	11,995.83	123,575.40	107,962.47	15,612.93	143,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-14,773.88	-11,995.87	-123,718.23	-107,962.83	-15,755.40	-143,950.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
December 31, 2017

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	217,387.47	211,078.65	1,949,741.62	1,899,707.85	50,033.77	2,532,943.55
TOTAL OPERATING INCOME	217,387.47	211,078.65	1,949,741.62	1,899,707.85	50,033.77	2,532,943.55
OPERATING EXPENSE						
Total Administration Expenses	109,411.18	111,990.09	967,102.63	1,007,910.81	-40,808.18	1,343,881.04
Total Tenant Services	120.95	981.24	6,774.22	8,831.16	-2,056.94	11,775.00
Total Utilities Expenses	12,708.83	13,100.02	72,693.32	117,900.18	-45,206.86	157,200.00
Total Maintenance Expenses	96,902.09	72,531.27	646,050.88	652,781.43	-6,730.55	870,375.00
General Expense	13,895.08	21,689.60	147,629.66	195,206.40	-47,576.74	260,275.00
TOTAL ROUTINE OPERATING EXPENSES	233,038.13	220,292.22	1,840,250.71	1,982,629.98	-142,379.27	2,643,506.04
Total Non-Routine Expense	2,415.60	0.00	2,415.60	0.00	2,415.60	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	-82,921.86	82,921.86	-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
TOTAL OPERATING EXPENSES	235,453.73	211,078.68	1,842,666.31	1,899,708.12	-57,041.81	2,532,943.55
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-18,066.26	-0.03	107,075.31	-0.27	107,075.58	0.00
Total Depreciation Expense						
Total Depreciation Expense	64,219.69	72,564.57	577,977.21	653,081.13	-75,103.92	870,775.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-82,285.95	-72,564.60	-470,901.90	-653,081.40	182,179.50	-870,775.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
December 31, 2017

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,302.08	31,233.33	283,809.98	281,099.97	2,710.01	374,800.00
TOTAL OPERATING INCOME	31,302.08	31,233.33	283,809.98	281,099.97	2,710.01	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	4,236.56	4,516.67	36,042.48	40,650.03	-4,607.55	54,200.00
Total Fee Expenses	5,600.70	5,322.17	50,806.35	47,899.53	2,906.82	63,866.00
Total Utilities Expenses	884.90	2,179.16	15,148.97	19,612.44	-4,463.47	26,150.00
Total Maintenance Expenses	12,585.13	16,562.92	103,712.09	149,066.28	-45,354.19	198,755.00
Total Taxes & Insurance Expense	2,555.47	2,638.51	23,390.70	23,746.59	-355.89	31,662.00
Total Financial Expenses	2,184.48	2,333.33	20,347.99	20,999.97	-651.98	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	28,047.24	33,552.76	249,448.58	301,974.84	-52,526.26	402,633.00
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	-31,524.75	31,524.75	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-31,524.75	31,524.75	-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
TOTAL ALL EXPENSES BEFORE DEPRECIATION	28,047.24	30,050.01	249,448.58	270,450.09	-21,001.51	360,600.00
NET REVENUE PROFIT/-LOSS						
	3,254.84	1,183.32	34,361.40	10,649.88	23,711.52	14,200.00
Total Depreciation Expense						
	6,308.17	5,291.67	56,773.53	47,625.03	9,148.50	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-3,053.33	-4,108.35	-22,412.13	-36,975.15	14,563.02	-49,300.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
December 31, 2017

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,776.93	27,098.75	246,479.28	243,888.75	2,590.53	325,185.00
TOTAL OPERATING INCOME	27,776.93	27,098.75	246,479.28	243,888.75	2,590.53	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	4,541.95	4,637.50	34,463.98	41,737.50	-7,273.52	55,650.00
Total Fee Expenses	5,040.63	5,103.17	46,085.76	45,928.53	157.23	61,238.00
Total Utilities Expenses	546.31	2,148.33	15,758.74	19,334.97	-3,576.23	25,780.00
Total Maintenance Expenses	7,486.86	9,233.34	70,721.53	83,100.06	-12,378.53	110,800.00
Total Taxes & Insurance Expense	2,404.12	2,386.67	21,438.78	21,480.03	-41.25	28,640.00
Total Financial Expenses	2,184.47	2,333.33	20,347.94	20,999.97	-652.03	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	22,204.34	25,842.34	208,816.73	232,581.06	-23,764.33	310,108.00
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	807.75	-807.75	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	807.75	-807.75	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
TOTAL ALL EXPENSES BEFORE DEPRECIATION	22,204.34	25,932.09	208,816.73	233,388.81	-24,572.08	311,185.00
NET REVENUE PROFIT/-LOSS						
	5,572.59	1,166.66	37,662.55	10,499.94	27,162.61	14,000.00
Total Depreciation Expense						
	6,789.88	6,375.00	61,108.92	57,375.00	3,733.92	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-1,217.29	-5,208.34	-23,446.37	-46,875.06	23,428.69	-62,500.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
December 31, 2017

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	59,079.01	58,332.08	530,289.26	524,988.72	5,300.54	699,985.00
TOTAL OPERATING INCOME	59,079.01	58,332.08	530,289.26	524,988.72	5,300.54	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	8,778.51	9,154.17	70,506.46	82,387.53	-11,881.07	109,850.00
Total Fee Expenses	10,641.33	10,425.34	96,892.11	93,828.06	3,064.05	125,104.00
Total Utilities Expenses	1,431.21	4,327.49	30,907.71	38,947.41	-8,039.70	51,930.00
Total Maintenance Expenses	20,071.99	25,796.26	174,433.62	232,166.34	-57,732.72	309,555.00
Total Taxes & Insurance Expense	4,959.59	5,025.18	44,829.48	45,226.62	-397.14	60,302.00
Total Financial Expenses	4,368.95	4,666.66	40,695.93	41,999.94	-1,304.01	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	50,251.58	59,395.10	458,265.31	534,555.90	-76,290.59	712,741.00
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	-30,717.00	30,717.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-30,717.00	30,717.00	-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
TOTAL ALL EXPENSES BEFORE DEPRECIATION	50,251.58	55,982.10	458,265.31	503,838.90	-45,573.59	671,785.00
NET REVENUE PROFIT/-LOSS						
	8,827.43	2,349.98	72,023.95	21,149.82	50,874.13	28,200.00
Total Depreciation Expense						
	13,098.05	11,666.67	117,882.45	105,000.03	12,882.42	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,270.62	-9,316.69	-45,858.50	-83,850.21	37,991.71	-111,800.00

**Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
December 31, 2017**

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	9,644.39	9,020.82	85,728.58	81,187.38	4,541.20	108,250.00
TOTAL ADMIN OPERATING INCOME	9,644.39	9,020.82	85,728.58	81,187.38	4,541.20	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	7,207.13	7,962.49	65,284.87	71,662.41	-6,377.54	95,550.00
Total Fees Expenses	5,449.50	3,665.83	35,265.00	32,992.47	2,272.53	43,990.00
Total General Expenses	668.22	606.26	4,563.40	5,456.34	-892.94	7,275.00
TOTAL OPERATING EXPENSES	13,324.85	12,234.58	105,113.27	110,111.22	-4,997.95	146,815.00
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
TOTAL EXPENSES	13,324.85	12,234.58	105,113.27	110,111.22	-4,997.95	146,815.00
NET REVENUE PROFIT/-LOSS						
	-3,680.46	-3,213.76	-19,384.69	-28,923.84	9,539.15	-38,565.00
Total Depreciation Expense	9.37	18.75	84.33	168.75	-84.42	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-3,689.83	-3,232.51	-19,469.02	-29,092.59	9,623.57	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	70,208.50	55,164.41	589,298.90	496,479.69	92,819.21	661,973.00
TOTAL HAP INCOME	70,208.50	55,164.41	589,298.90	496,479.69	92,819.21	661,973.00
HAP EXPENSES						
Total HAP Expenses	68,517.33	62,833.33	621,969.33	565,499.97	56,469.36	754,000.00
Total General HAP Expenses	0.00	83.33	-1,058.83	749.97	-1,808.80	1,000.00
TOTAL HAP EXPENSES	68,517.33	62,916.66	620,910.50	566,249.94	54,660.56	755,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	1,691.17	-7,752.25	-31,611.60	-69,770.25	38,158.65	-93,027.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
December, 2017

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,812.37	21,346.93	465.44	201,467.79
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,587.76	14,410.32	1,177.44	140,668.35
Administrative Expenses	3,721.03	2,776.78	944.25	11,275.04
Tenant Services	87.19	52.28	34.91	1,102.88
Utilities	7,252.58	4,065.94	3,186.64	52,380.33
Maintenance Supplies/Contracts	7,211.67	10,028.79	-2,817.12	83,156.73
Mileage	0.00	130.68	-130.68	0.00
General Expenses	6,329.00	6,188.82	140.18	62,707.85
Non-Routine Expense	2,415.60	0.00	2,415.60	2,415.60
TOTAL MOON TOWERS CLAIMS	64,417.20	59,000.54	5,416.66	555,174.57
AMP002 - FAMILY				
Salaries	40,483.54	37,658.63	2,824.91	376,238.12
Employee W/H Payments	0.00	0.00	0.00	81.40
Management Fees	15,639.25	15,649.12	-9.87	147,976.17
Administrative Expenses	4,295.58	1,695.94	2,599.64	20,464.04
Tenant Services	33.76	50.98	-17.22	1,718.75
Utilities	2,666.99	1,292.56	1,374.43	7,594.54
Maintenance Supplies/Contracts	16,051.17	6,084.40	9,966.77	72,116.72
Mileage	0.00	-113.40	113.40	0.00
General Expenses	4,260.08	6,627.95	-2,367.87	51,702.72
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	83,430.37	68,946.18	14,484.19	677,892.46
AMP003 - BLUEBELL				
Salaries	9,728.78	7,332.97	2,395.81	78,092.40
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	4,279.92	234.09	40,312.05
Administrative Expenses	1,479.85	607.69	872.16	7,485.03
Tenant Services	0.00	66.94	-66.94	239.76
Utilities	2,362.46	1,645.36	717.10	13,748.52
Maintenance Supplies/Contracts	1,387.64	1,434.18	-46.54	18,450.73
Mileage	0.00	-143.64	143.64	0.00
General Expenses	2,275.57	2,530.75	-255.18	21,904.50
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	21,748.31	17,754.17	3,994.14	180,232.99
COCC				
Salaries	29,632.49	34,622.18	-4,989.69	313,417.88
Employee W/H Payments	65.13	-19,433.38	19,498.51	-821.49
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	11,739.56	6,617.55	5,122.01	70,936.33
Tenant Services	0.00	0.00	0.00	0.00
Utilities	426.80	1,050.01	-623.21	-1,030.07
Maintenance Supplies/Contracts	23,028.57	63.34	22,965.23	34,808.96
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,030.43	1,714.62	-684.19	11,314.59
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	65,922.98	24,634.32	41,288.66	428,626.20
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	101,657.18	100,960.71	696.47	969,216.19
Employee W/H Payments	65.13	-19,433.38	19,498.51	-740.09
Management Fees	35,741.02	34,339.36	1,401.66	328,956.57
Administrative Expenses	21,236.02	11,697.96	9,538.06	110,160.44
Tenant Services	120.95	170.20	-49.25	3,061.39
Utilities	12,708.83	8,053.87	4,654.96	72,693.32
Maintenance Supplies	47,679.05	17,610.71	30,068.34	208,533.14
Mileage	0.00	-126.36	126.36	0.00
General Expenses	13,895.08	17,062.14	-3,167.06	147,629.66
Non-Routine Expenses	2,415.60	0.00	2,415.60	2,415.60
TOTAL LOW RENT CLAIMS	235,518.86	170,335.21	65,183.65	1,841,926.22

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
December, 2017

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,331.47	8,032.41	299.06
Employee W/H Payments	0.00	0.00	0.00
Management Fees	6,463.20	5,430.24	1,032.96
Administrative Expenses	379.45	527.72	-148.27
Utilities	884.90	678.16	206.74
Maintenance Supplies/Contracts	7,248.27	3,107.28	4,140.99
Tax & Insurance Expenses	2,555.47	2,783.56	-228.09
Finacial Expenses	2,184.48	13,086.98	-10,902.50
TOTAL BRENTWOOD CLAIMS	<u>28,047.24</u>	<u>33,646.35</u>	<u>-5,599.11</u>
PRAIRIELAND			
Salaries	8,331.19	8,032.23	298.96
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,903.13	4,902.30	1,000.83
Administrative Expenses	234.91	137.79	97.12
Utilities	546.31	647.10	-100.79
Maintenance Supplies/Contracts	2,150.21	2,743.00	-592.79
Taxes & Insurance Expenses	2,404.12	2,494.01	-89.89
Financial Expenses	2,184.47	13,086.98	-10,902.51
TOTAL PRAIRIELAND CLAIMS	<u>21,754.34</u>	<u>32,043.41</u>	<u>-10,289.07</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,662.66	16,064.64	598.02
Employee W/H Payments	0.00	0.00	0.00
Management Fees	12,366.33	10,332.54	2,033.79
Administrative Expenses	614.36	665.51	-51.15
Utilities	1,431.21	1,325.26	105.95
Maintenance Supplies	9,398.48	5,850.28	3,548.20
Taxes & Insurance Expenses	4,959.59	5,277.57	-317.98
Financial Expenses	4,368.95	26,173.96	-21,805.01
TOTAL AHP CLAIMS	<u>49,801.58</u>	<u>65,689.76</u>	<u>-15,888.18</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,429.60	6,383.28	46.32
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,449.50	3,451.50	1,998.00
Administrative Expenses	777.53	324.62	452.91
General Expense-Admin	668.22	630.69	37.53
Total HCV Expenses	<u>13,324.85</u>	<u>10,790.09</u>	<u>2,534.76</u>
HAP Expenses	68,517.33	59,302.00	9,215.33
General Expenses	0.00	0.00	0.00
Total HAP Expenses	<u>68,517.33</u>	<u>59,302.00</u>	<u>9,215.33</u>
TOTAL HCV CLAIMS	<u>81,842.18</u>	<u>70,092.09</u>	<u>11,750.09</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
December, 2017

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2017 - \$673,386				
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
TOTAL CFG 2017 CLAIMS	0.00	0.00	0.00	0.00
CFG 2016 - \$608,598				
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
TOTAL CFG 2016 CLAIMS	0.00	0.00	66,296.38	66,296.38
CFG 2015 - \$598,801				
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	175,685.25	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
TOTAL CFG 2015 CLAIMS	0.00	175,685.25	34,729.93	598,801.00
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	3,300.00	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
TOTAL CFG 2014 CLAIMS	0.00	3,300.00	1,100.00	619,889.00
TOTAL CFG GRANT(S) CLAIMS	0.00	178,985.25	102,126.31	1,284,986.38

Knox County Housing Authority
CLAIMS REPORT TOTALS
December, 2017

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	64,417.20	59,000.54	5,416.66	555,174.57
AMP002 - FAMILY	83,430.37	68,946.18	14,484.19	677,892.46
AMP003 - BLUEBELL	21,748.31	17,754.17	3,994.14	180,232.99
COCC	65,922.99	24,634.34	41,288.65	428,624.32
TOTAL LOW RENT	235,518.87	170,335.23	65,183.64	1,841,924.34
<u>A.H.P.</u>				
BRENTWOOD	28,047.24	33,646.35	-5,599.11	249,448.58
PRAIRIELAND	22,204.34	32,043.41	-9,839.07	208,816.73
TOTAL A.H.P.	50,251.58	65,689.76	-15,438.18	458,265.31
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	13,324.85	10,790.09	2,534.76	105,005.77
TOTAL HCV	13,324.85	10,790.09	2,534.76	105,005.77
<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	175,685.25	-175,685.25	34,729.93
CAPITAL FUND GRANT '14	0.00	3,300.00	-3,300.00	1,100.00
TOTAL GRANTS	0.00	178,985.25	-178,985.25	102,126.31
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TOTAL CLAIMS FOR MONTH	299,095.30	425,800.33	-126,705.03	2,507,321.73

RESOLUTION 2018-01

1/30/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2017

Article I. Background

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

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

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

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to the Illinois Debt Recovery Offset Portal (IDROP) for collection attempt. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$21,989.70 effective for the period ending December 31, 2017.

RESOLUTION 2018-01

1/30/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending December 31, 2017

NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$21,989.70 for the period ending December 31, 2017.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of December 31, 2017.

RESOLVED: January 31, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Jared Hawkinson, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2017

Moon Towers' 3rd Qtr 2018 Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Mondaine	Mariah	MT136-8	\$203.50	
Clevon	Dortch	MT193-10	\$952.00	
Shawn	Young	MT199-3	\$61.25	

Moon Towers' 3rd Qtr Bad Debt Write-Off Total \$1,216.75

Family's 3rd Qtr 2018 Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Latasha	Allen	FAM 221-9	8225	
Brandon	Broadfield	FAM 251-16	3054.25	
Jonathan	Carabello	FAM 290-19	121.25	
Latia	Freeman	FAM 341-27	2060.75	
Danielle	Garcia	FAM 231-19	127.9	
Aaron	Poole	FAM 202-15	1767	
Trinity	Steinkruger	FAM 327-29	136	
Dashaiya	Thompson	FAM 304-14	348.15	
Jennifer	Warren	FAM 237-22	885.12	
Justin	Norton	FAM 237-22	885.13	
Ian	Warfield	FAM 231-19	127.9	

Family's 1st Qtr Bad Debt Write-Off Total \$17,738.45

Bluebell's 3rd Qtr 2018 Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				

AHP 3rd Qtr Bad Debt Write-Off Total \$0.00

Housing Choice Voucher's 3rd Qtr 2018 Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Carri	Harding	VF0153	\$2,160.00	

AHP 3rd Qtr Bad Debt Write-Off Total \$2,160.00

AHP 3rd Qtr 2018 Bad Debt Write-Offs

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Kiara	Crowell	BW G8-4	\$671.00	
Mondaine	Mariah	MT136-8	\$203.50	

AHP 3rd Qtr Bad Debt Write-Off Total \$874.50

Total 3rd Qtr 2018 Bad Debt Write-Offs \$21,989.70

EXECUTIVE DIRECTOR'S REPORT JANUARY 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, January 30, 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 December 2017:

Staff	Date	Training

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department finalized financials for December 2017.
- The Finance Committee met on 01/24/2018.
- IDROP Collection update as of January 25, 2018:
 - Knox County Housing Authority has submitted \$235,527.84 of bad debt to IDROP since January 2012.
 - IDROP has collected \$45,030.27 in offsets of the above total.
 - KCHA is recovering at a rate of approximately 19.12% of bad debt submitted to IDROP.

EXECUTIVE SUMMARY

Human Resources

Tina McCormick, Maintenance Tech I for Bluebell Tower, is the December 2017 Employee of the Month! Tina was recently reassigned to Blue Bell. Despite the fact she had some concerns and questions in regards to the transition she maintained a very positive and upbeat attitude about the change. Tina's commitment to the needs of the agency has always held fast and continued to be true in this situation. Her transition to her new role has been seamless, and has shown immediate positive results. Tina has always shown such a big heart and a great deal of concern for the tenants of KCHA.

Facilities

No report this period.

Legislative/Advocacy Update

The government shut down briefly, with Senate Republicans and Democrats failing to come to an agreement on a budget by the 01/19/2018 deadline. The shutdown was short-lived, however, with Congress voting to reopen the government on a continuing resolution on 01/22/2018. There will be no fiscal impact to the Knox County Housing Authority as a result of the shutdown.

Public Relations

The agency will make efforts in 2018 to engage in speaking opportunities to share the story and success of the Knox County Housing Authority. Past engagements have included the Galesburg Rotary Club, Galesburg Lions Club, the Galesburg Kiwanis Club, various radio interviews, and internship opportunities for local students.

Policy

No report this period.

Strategic Planning

The agency Annual Plan was submitted to HUD on 01/12/2018, four days ahead of the deadline. Program managers have been working on draft versions of the FYE 03/31/2019 operating budgets. Final versions of the budgets will be presented to the Board at the 02/27/2018 meeting.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for December 2017:

- Operating Statement (current period):

Column1		Period	Year
Income	\$	65,538.18	\$ 579,161.08
Expense	\$	64,417.20	\$ 555,174.57
Profit/(Loss)	\$	1,120.98	\$ 23,986.51

- Average rent collected for Moon Towers is \$184.18 per unit per month.
- 55 vacant unit days for a total vacancy loss of \$515.67 in *desired* rent, and a vacancy loss of \$500.10 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 16.33 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$16.38 per unit
- Average Maintenance Cost billed is \$0.76 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$5,840.45 outstanding tenant accounts
 - 1.44% to projected annual tenant revenue

Occupancy based on *days* leased at Moon Towers for December, 2017:

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	30	2326	98.7%	1.3%
1-BR	99	3069	0	3069	25	3044	99.2%	0.8%
2-BR	2	62	0	62	0	62	100.0%	0.0%
TOTAL	177	5487	0	5487	55	5432	99.0%	1.0%

Occupancy based on *months* leased at Moon Towers for December, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0%	0.0%
1-BR	99	99	100.0%	0.0%
2-BR	2	2	100.0%	0.0%
TOTAL	177	177	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Moon Towers Waiting List

Month	Applicants	Total
FYE 03/31/2017	-	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		
February 2018		
March 2018		
Totals/Avg. List	81	112.56

Here is the PHAS Dashboard for Moon Towers for December 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	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
Overall Property PHAS Score	98.95	100.0

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

Tenant Receivables for the Family Sites for December 2017:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 81,030.02	\$ 731,332.18
Expense	\$ 83,430.37	\$ 677,811.06
Profit/(Loss)	\$ (2,400.35)	\$ 53,521.12

- Average rent collected for the Family Sites is \$78.87 per unit per month.
- 301 vacant unit days for a total vacancy loss of \$4,531.71 in *desired rent*, and a vacancy loss of \$1,396.53 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 19 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$70.17 per unit
- Average Maintenance Cost billed is \$10.78 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$46,288.28 outstanding tenant accounts
 - 21.23% to projected annual tenant revenue

Occupancy based on *days* leased at the Family Sites for December, 2017:

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	98	2382	96.0%	4.0%
3-BR	80	2480	0	2480	168	2312	93.2%	6.8%
4-BR	22	682	0	682	4	678	99.4%	0.6%
5-BR	8	248	0	248	31	217	87.5%	12.5%
TOTAL	190	5890	0	5890	301	5589	94.9%	5.1%

Occupancy based on *months* leased at the Family Sites for December, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	76	95.0%	5.0%
3-BR	80	71	88.8%	11.3%
4-BR	22	21	95.5%	4.5%
5-BR	8	7	87.5%	12.5%
TOTAL	190	175	92.1%	7.9%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	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		
February 2018		
March 2018		
Totals/Avg. List	119	166.80

Here is the PHAS Dashboard for the Family Sites for May 2017:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	9.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	79.9	100.0

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 December 2017:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 20,705.03	\$ 180,090.16
Expense	\$ 21,748.31	\$ 180,232.99
Profit/(Loss)	\$ (1,043.28)	\$ (142.83)

- Average rent collected for Bluebell Tower is \$262.25 per unit per month.
- 19 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$152.00 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 27 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$23.76 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$4.97 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$1,174.26 outstanding tenant accounts
 - 0.67% to projected annual tenant revenue

Occupancy based on *days* leased at Bluebell Tower for December, 2017:

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	19	1531	98.8%	1.2%
2-BR	1	31	0	31	0	31	100.0%	0.0%
TOTAL	51	1581	0	1581	19	1562	98.8%	1.2%

Occupancy based on *months* leased at Bluebell Tower for December, 2017:

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%
TOTAL	51	51	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List

Month	Applicants	Total
FYE 03/31/2017	-	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		
February 2018		
March 2018		
Totals/Avg. List	36	16.00

Here is the PHAS Dashboard for the Blue Bell Tower for December 2017:

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
Overall Property PHAS Score	99.92	100.0

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 December, 2016.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	177	100.0%	0.0%
Family Sites	190	175	92.1%	7.9%
Bluebell Tower	51	51	100.0%	0.0%
Total PH Program	418	403	96.4%	3.6%

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)	17.73	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	90.41	100.0

For the FYE 03/31/2017, 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 2017	443	0	13
February 2017	447	0	18
December 2017	462	0	26
April 2017	414	0	19
May 2017	385	48	8
June 2017	326	0	0
July 2017	340	0	0
August 2017	340	25	0
September 2017	353	0	0
October 2017	375	0	0
November 2017	347	0	0
December 2017	334	0	6

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2017	11	180	6	3
February 2017	13	179	5	0
December 2017	15	183	5	1
April 2017	24	185	4	2
May 2017	27	192	5	3
June 2017	22	191	6	1
July 2017	16	192	7	1
August 2017	14	190	7	0
September 2017	5	195	8	1
October 2017	4	197	9	4
November 2017	1	195	11	0
December 2017	0	190	11	6

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

Month	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP)	Percent of HAP
January 2017	180	6	\$ 3,861.00	\$ 60,062.00	6.43%
February 2017	179	5	\$ 3,430.00	\$ 59,461.00	5.77%
March 2017	183	5	\$ 3,968.00	\$ 62,237.00	6.38%
April 2017	185	4	\$ 3,400.00	\$ 64,440.00	5.28%
May 2017	192	5	\$ 3,391.00	\$ 68,207.00	4.97%
June 2017	191	6	\$ 5,730.00	\$ 68,776.00	8.33%
July 2017	192	7	\$ 6,141.00	\$ 68,400.00	8.98%
August 2017	190	7	\$ 6,123.00	\$ 69,713.00	8.78%
September 2017	195	8	\$ 8,286.00	\$ 71,155.00	11.65%
October 2017	197	9	\$ 8,171.00	\$ 71,135.00	11.49%
November 2017	195	11	\$ 11,715.00	\$ 71,693.00	16.34%
December 2017	190	11	\$ 9,261.00	\$ 69,046.00	13.41%
CYE 12/31/2017			\$ 73,477.00	\$ 804,325.00	9.14%

Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	NRP+BA	Percent Utilization22
01/17	\$ 60,062.00	\$ 55,402.83	\$ 4,659.17	\$ 25,843.00	\$ 81,245.83	73.93%
02/17	\$ 119,523.00	\$ 110,805.66	\$ 8,717.34	\$ 34,015.00	\$ 144,820.66	82.53%
03/17	\$ 181,760.00	\$ 166,208.49	\$ 15,551.51	\$ 32,692.00	\$ 198,900.49	91.38%
04/17	\$ 246,200.00	\$ 221,611.32	\$ 24,588.68	\$ 33,299.00	\$ 254,910.32	96.58%
05/17	\$ 314,407.00	\$ 277,014.15	\$ 37,392.85	\$ 37,138.00	\$ 314,152.15	100.08%
06/17	\$ 383,183.00	\$ 332,416.98	\$ 50,766.02	\$ 29,284.00	\$ 361,700.98	105.94%
07/17	\$ 451,583.00	\$ 387,819.81	\$ 63,763.19	\$ 24,977.00	\$ 412,796.81	109.40%
08/17	\$ 521,296.00	\$ 443,222.64	\$ 78,073.36	\$ 18,878.00	\$ 462,100.64	112.81%
09/17	\$ 592,451.00	\$ 498,625.47	\$ 93,825.53	\$ 11,391.00	\$ 510,016.47	116.16%
10/17	\$ 663,586.00	\$ 554,028.33	\$ 109,557.67	\$ 3,883.00	\$ 557,911.33	118.94%
11/17	\$ 735,279.00	\$ 609,431.17	\$ 125,847.83	\$ 2,092.00	\$ 611,523.17	120.24%
12/17	\$ 804,325.00	\$ 664,834.00	\$ 139,491.00	\$ 2,933.00	\$ 667,767.00	120.45%

For the CYE 12/31/2017, 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 December 2017:

- Average rent collected for Prairieland Townhouses is \$411.51 per unit per month.
- Vacancy loss - \$533.00 (38 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,743.00
 - \$4,578.00 in dwelling rent
 - \$1,165.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2017 – \$5,572.59
- Net cash flow YTD 2017 – \$37,662.73
- Replacement Reserve Balance - \$99,091.00
- Residual Receipt Reserve Balance - \$54,496.00

Brentwood Manor

Key Financial Data for Brentwood Manor for December 2017:

- Average rent collected for Prairieland Townhouses is \$408.04 per unit per month.
- Vacancy loss - \$1,150.00 (88 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$12,970.00
 - \$10,050.00 in dwelling rent
 - \$2,920.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2017 – \$3,254.84
- Net cash flow YTD 2017 – \$34,361.40

Here is a snapshot of the occupancy at the AHP properties as of January 25, 2018:

A.H.P. Properties			
Brentwood Manor			
	3	Vacancies	Total: 3
72 Units			Occupied: 95.9%
Prairieland Townhomes			
	2	Vacancies	Total: 2
66 Units			Occupied: 97.0%