

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
12/31/2013
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify Nov 2013 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	COCC:	\$
<input type="checkbox"/> Dale Parsons	Moon Towers:	\$
<input type="checkbox"/> Lomac Payton	Family:	\$
<input type="checkbox"/> Roger Peterson	Bluebell:	\$
<input type="checkbox"/> Paul Stewart	HCV:	\$
<u>Excused:</u>	Brentwood:	\$
	Prairieland:	\$
	Capital Fund '12:	\$
	Capital Fund '13:	\$
<u>Others Present:</u>	Ross Service Coordinator:	\$
	Review/Ratify Nov 2013 Financial Reports	Chairperson Payton

Old Business None

New Business	Review/Approve Invoices for Payment for Domestic Hot Water Repair Project at Moon Towers	Derek Antoine
	- MSI Invoice for materials/labor	
	- IITI Invoice for asbestos abatement	
	- KCHA Materials Invoices	
	Review/Approve Invoice from Dowers Roofing for Roof Replacement at Prairieland Townhouse Apartments	Derek Antoine
	Review/Approve Invoice from First Glass for Window Replacement at Brentwood Manor Apartments	Derek Antoine
	Review/Approve FYE 03/31/15 Employee Benefit Budget	Derek Antoine

board agenda

Review/Approve Resolution 2013-15 –PHA
Certifications of Compliance with PHA Plan
Submission 01/16/2014

Derek Antoine

Review/Approve Change in 2014 Holiday
Schedule

Derek Antoine

Reports

Executive Director Report

Derek Antoine

KCHA Counsel Report

Jack Ball

Other Business

KCHA Smoke-Free Public Housing Policy

Derek Antoine

Miller Valentine Tax Credit Update

Derek Antoine

Henderson County Section 8 Program

Derek Antoine

Transfer Request

FYE 03/31/13 Audit Results

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
November 26, 2013**

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

PRESENT: Wayne Allen
 Tom Dunker
 Dale Parsons
 Lomac Payton
 Roger Peterson
 Paul Stewart

ABSENT: Ben Burgland

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Allison Goodrich, Register-Mail; Will Stevenson, WGIL Radio and Robert Lapping, Moon Towers tenant.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Hearing none, Chairperson Payton declared the minutes of 10/29/2013 approved.

October 2013 claims against the HA Administration in the sum of \$228,944.68; Central Office Cost Center in the sum of \$31,370.80; Moon Towers in the sum of \$50,393.74; Family in the sum of \$70,877.42; Bluebell in the sum of \$19,199.60; Housing Choice Voucher Program in the sum of \$10,180.97; Brentwood (A.H.P.) in the sum of \$21,233.04; Prairieland (A.H.P.) in the sum of \$15,431.92; Capital Fund '12 in the sum of \$3,329.00; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$6,928.19 were presented for approval. Commissioner Peterson made a motion to ratify the claims and bills; Commissioner Parsons seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Chairperson Payton then requested the Board review and approve the October 2013 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for October 2013 as presented; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

OLD BUSINESS

There was no Old Business for consideration.

NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Pay Request #8 FINAL from CAD Construction, Inc. for the Scattered Sites Roofing Project. After brief discussion, Commissioner Parsons made a motion to approve Pay Request #8 FINAL from CAD Construction, Inc. in the amount of \$94,172.87; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board review and approve the Health Alliance Insurance Plan for December 1, 2013 Early Renewal. This plan will run from 12/01/2013 to 12/31/2014 and will allow KCHA to lock in less expensive rates than are available in the marketplace. Brian Jablonski, Linden Health Group Services, met with the Board in a work session on November 14 and presented the plan information. After brief discussion, Commissioner Parsons made a motion to approve the Health Alliance Insurance Plan for December 1, 2013 Early Renewal; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve the Contract for Depository Banking Services. Mr. Antoine reported that the RFP was sent to local banking institutions as well as out from the e-procurement website and that two RFPs were submitted for consideration—F & M Bank and First Midwest Bank. A three-person committee reviewed the RFPs and after scores were tallied, First Midwest Bank was recommended for selection. Regarding a potential conflict of interest, Mr. Ball offered legal counsel that Mr. Dunker, a Board member and an officer of F & M Bank, could be present for the discussion but could not participate in the discussion. After brief discussion, Commissioner Stewart made a motion to approve the Contract for Depository Banking Services with First Midwest Bank; Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Allen - no
- Commissioner Dunker - abstain
- Commissioner Parsons - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-1-1.

Next, Mr. Antoine requested the Board to review and approve the Rider to Dental/Vision Insurance Plans. Mr. Antoine explained that this would be at no additional expense. After brief discussion, Commissioner Parsons moved to approve the Rider to Dental/Vision Insurance Plans; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye

Commissioner Dunker - aye
Commissioner Parsons - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Motion Carried, 6-0.

REPORTS

Mr. Antoine presented the Executive Director's Report for November 2013. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court.

OTHER BUSINESS

Next, Mr. Antoine updated the Board on the domestic hot water situation at Moon Towers reporting that work began on replacement of shower valves on 11/05/2013 and that it is anticipated the project will be completed by the end of December. Preliminary reports indicate that the replacement of shower valves is having a positive impact on the delivery of hot water.

Next, Mr. Antoine informed the Board that the Henderson County Housing Authority has requested to transfer 20 Section 8 Program vouchers to KCHA. Mr. Antoine stated that more information needs to come to KCHA before he will make a recommendation to the Board.

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

Next, Mr. Antoine reported to the Board that the Finance Committee will be working on a Benefit Budget for FYE 2015. Information will be presented at the December 2015.

Next, Mr. Antoine informed the Board that the PHADA Commissioner Conference will be held on January 12-15, 2014.

ADJOURNMENT

Commissioner Stewart then made a motion to adjourn at 11:13 a.m.; Commissioner Dunker seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

Secretary

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2013

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	47,605.99	35,050.00	280,930.91	280,400.00	530.91	420,600.00
TOTAL OPERATING INCOME	47,605.99	35,050.00	280,930.91	280,400.00	530.91	420,600.00
OPERATING EXPENSE						
Total Administration Expenses	43,168.64	36,937.50	292,215.02	295,500.00	-3,284.98	443,250.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	373.03	439.59	2,358.92	3,516.72	-1,157.80	5,275.00
Total Maintenance Expenses	119.56	339.56	3,139.78	2,716.48	423.30	4,075.00
General Expense	2,221.78	2,160.41	17,212.53	17,283.28	-70.75	25,925.00
TOTAL ROUTINE OPERATING EXPENSES	45,883.01	39,877.06	314,926.25	319,016.48	-4,090.23	478,525.00
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	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 OPERATING EXPENSES	45,883.01	39,877.06	314,926.25	319,016.48	-4,090.23	478,525.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	1,722.98	-4,827.06	-33,995.34	-38,616.48	4,621.14	-57,925.00
Total Depreciation Expense	400.00	500.00	3,400.00	4,000.00	-600.00	6,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	1,322.98	-5,327.06	-37,395.34	-42,616.48	5,221.14	-63,925.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2013

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	60,309.41	59,447.75	473,385.21	475,582.00	-2,196.79	713,373.00
TOTAL OPERATING INCOME	60,309.41	59,447.75	473,385.21	475,582.00	-2,196.79	713,373.00
OPERATING EXPENSE						
Total Administration Expenses	20,004.46	18,820.83	151,066.23	150,566.64	499.59	225,850.00
Total Tenant Services	65.60	218.33	688.03	1,746.64	-1,058.61	2,620.00
Total Utilities Expenses	9,842.64	8,180.83	44,855.80	65,446.64	-20,590.84	98,170.00
Total Maintenance Expenses	22,035.21	19,233.34	156,588.90	153,866.72	2,722.18	230,800.00
General Expense	5,370.45	5,849.99	45,511.00	46,799.92	-1,288.92	70,200.00
TOTAL ROUTINE OPERATING EXPENSES	57,318.36	52,303.32	398,709.96	418,426.56	-19,716.60	627,640.00
Total Non-Routine Expense	0.00	70.83	86.42	566.64	-480.22	850.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	14,000.00	-14,000.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	57,318.36	54,124.15	398,796.71	432,993.20	-34,196.49	649,490.00
NET REVENUE/EXPENSE PROFIT/-LOSS	2,991.05	5,323.60	74,588.50	42,588.80	31,999.70	63,883.00
Total Depreciation Expense	36,475.00	34,170.00	286,850.00	273,360.00	13,490.00	410,040.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-33,483.95	-28,846.40	-212,261.50	-230,771.20	18,509.70	-346,157.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2013

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	71,186.17	74,868.34	556,077.76	598,946.72	-42,868.96	898,420.00
TOTAL OPERATING INCOME	<u>71,186.17</u>	<u>74,868.34</u>	<u>556,077.76</u>	<u>598,946.72</u>	<u>-42,868.96</u>	<u>898,420.00</u>
OPERATING EXPENSE						
Total Administration Expenses	27,507.96	23,829.17	173,240.62	190,633.36	-17,392.74	285,950.00
Total Tenant Services	7,151.83	7,792.91	51,568.95	62,343.28	-10,774.33	93,515.00
Total Utilities Expenses	1,690.67	1,929.17	12,641.52	15,433.36	-2,791.84	23,150.00
Total Maintenance Expenses	47,300.53	35,891.66	304,088.20	287,133.28	16,954.92	430,700.00
General Expense	5,347.03	4,987.51	41,605.80	39,900.08	1,705.72	59,850.00
TOTAL ROUTINE OPERATING EXPENSES	<u>88,998.02</u>	<u>74,430.42</u>	<u>583,145.09</u>	<u>595,443.36</u>	<u>-12,298.27</u>	<u>893,165.00</u>
Total Non-Routine Expense	0.00	208.33	0.00	1,666.64	-1,666.64	2,500.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	<u>88,998.02</u>	<u>74,638.75</u>	<u>583,145.09</u>	<u>597,110.00</u>	<u>-13,964.91</u>	<u>895,665.00</u>
NET REVENUE/EXPENSE PROFIT/-LOSS	<u>-17,811.85</u>	<u>229.59</u>	<u>-27,067.33</u>	<u>1,836.72</u>	<u>-28,904.05</u>	<u>2,755.00</u>
Total Depreciation Expense	35,050.00	38,958.33	287,700.00	311,666.64	-23,966.64	467,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>-52,861.85</u>	<u>-38,728.74</u>	<u>-314,767.33</u>	<u>-309,829.92</u>	<u>-4,937.41</u>	<u>-464,745.00</u>

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2013

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	21,629.63	17,685.00	164,245.38	141,480.00	22,765.38	212,220.00
TOTAL OPERATING INCOME	21,629.63	17,685.00	164,245.38	141,480.00	22,765.38	212,220.00
OPERATING EXPENSE						
Total Administration Expenses	10,888.28	8,471.23	68,042.94	67,769.84	273.10	101,655.00
Total Tenant Services	101.72	41.67	101.72	333.36	-231.64	500.00
Total Utilities Expenses	1,946.81	2,250.00	13,644.08	18,000.00	-4,355.92	27,000.00
Total Maintenance Expenses	7,427.73	6,086.67	46,102.78	48,693.36	-2,590.58	73,040.00
General Expense	2,268.74	1,745.84	17,531.85	13,966.72	3,565.13	20,950.00
TOTAL ROUTINE OPERATING EXPENSES	22,633.28	18,595.41	145,423.37	148,763.28	-3,339.91	223,145.00
Total Non-Routine Expense	0.00	333.34	6,688.26	2,666.72	4,021.54	4,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	22,633.28	18,928.75	152,111.63	151,430.00	681.63	227,145.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-1,003.65	-1,243.75	12,133.75	-9,950.00	22,083.75	-14,925.00
Total Depreciation Expense	11,150.00	0.00	87,600.00	0.00	87,600.00	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-12,153.65	-1,243.75	-75,466.25	-9,950.00	-65,516.25	-14,925.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2013

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	200,731.20	187,051.09	1,474,639.26	1,496,408.72	-21,769.46	2,244,613.00
TOTAL OPERATING INCOME	200,731.20	187,051.09	1,474,639.26	1,496,408.72	-21,769.46	2,244,613.00
OPERATING EXPENSE						
Total Administration Expenses	101,569.34	88,058.73	684,564.81	704,469.84	-19,905.03	1,056,705.00
Total Tenant Services	7,319.15	8,052.91	52,358.70	64,423.28	-12,064.58	96,635.00
Total Utilities Expenses	13,853.15	12,799.59	73,500.32	102,396.72	-28,896.40	153,595.00
Total Maintenance Expenses	76,883.03	61,551.23	509,919.66	492,409.84	17,509.82	738,615.00
General Expense	15,208.00	14,743.75	121,861.18	117,950.00	3,911.18	176,925.00
TOTAL ROUTINE OPERATING EXPENSES	214,832.67	185,206.21	1,442,204.67	1,481,649.68	-39,445.01	2,222,475.00
Total Non-Routine Expense	0.00	612.50	6,774.68	4,900.00	1,874.68	7,350.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	14,000.00	-14,000.00	21,000.00
Total Capital Expenditures	0.00	0.00	0.33	0.00	0.33	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	214,832.67	187,568.71	1,448,979.68	1,500,549.68	-51,570.00	2,250,825.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-14,101.47	-517.62	25,659.58	-4,140.96	29,800.54	-6,212.00
Total Depreciation Expense	83,075.00	73,628.33	665,550.00	589,026.64	76,523.36	883,540.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-97,176.47	-74,145.95	-639,890.42	-593,167.60	-46,722.82	-889,752.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2013

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,965.40	28,077.33	316,846.53	224,618.64	92,227.89	336,928.00
TOTAL OPERATING INCOME	27,965.40	28,077.33	316,846.53	224,618.64	92,227.89	336,928.00
OPERATING EXPENSE						
Total Administration Expenses	5,091.55	4,476.47	31,719.89	35,811.76	-4,091.87	53,717.50
Total Fee Expenses	5,354.82	3,168.00	29,453.64	25,344.00	4,109.64	38,016.00
Total Utilities Expenses	515.85	2,033.33	12,466.91	16,266.64	-3,799.73	24,400.00
Total Maintenance Expenses	9,303.27	12,311.92	59,134.08	98,495.36	-39,361.28	147,743.00
Total Taxes & Insurance Expense	2,395.20	2,458.35	18,838.15	19,666.80	-828.65	29,500.00
Total Financial Expenses	2,658.00	2,618.44	21,199.92	20,947.52	252.40	31,421.22
TOTAL ROUTINE OPERATING EXPENSE	25,318.69	27,066.51	172,812.59	216,532.08	-43,719.49	324,797.72
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
TOTAL ALL EXPENSES BEFORE DEPRECIATION	25,318.69	27,066.51	172,812.59	216,532.08	-43,719.49	324,797.72
NET REVENUE PROFIT/-LOSS						
	2,646.71	1,010.82	144,033.94	8,086.56	135,947.38	12,130.28
Total Depreciation Expense						
	5,025.00	0.00	36,150.00	0.00	36,150.00	0.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-2,378.29	1,010.82	107,883.94	8,086.56	99,797.38	12,130.28

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2013

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Opetating Income	25,331.71	24,593.99	194,503.49	196,751.92	-2,248.43	295,128.00
TOTAL OPERATING INCOME	25,331.71	24,593.99	194,503.49	196,751.92	-2,248.43	295,128.00
OPERATING EXPENSE						
Total Administration Expenses	4,894.08	4,436.90	30,818.94	35,495.20	-4,676.26	53,242.50
Total Fee Expenses	4,902.30	2,895.00	26,524.60	23,160.00	3,364.60	34,740.00
Total Utilities Expenses	4,449.58	2,210.01	16,754.20	17,680.08	-925.88	26,520.00
Total Maintenance Expenses	8,534.47	14,529.48	57,878.65	116,235.84	-58,357.19	174,354.00
Total Taxes & Insurance Expense	1,988.02	2,120.83	16,487.14	16,966.64	-479.50	25,450.00
Total Financial Expenses	2,657.99	2,618.44	21,199.90	20,947.52	252.38	31,421.23
TOTAL ROUTINE OPERATING EXPENSE	27,426.44	28,810.66	169,663.43	230,485.28	-60,821.85	345,727.73
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	13,366.00	-13,366.00	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	13,366.00	-13,366.00	20,049.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	27,426.44	30,481.41	169,663.43	243,851.28	-74,187.85	365,776.73
NET REVENUE PROFIT/-LOSS						
	-2,094.73	-5,887.42	24,840.06	-47,099.36	71,939.42	-70,648.73
Total Depreciation Expense	5,375.00	0.00	43,450.00	0.00	43,450.00	0.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-7,469.73	-5,887.42	-18,609.94	-47,099.36	28,489.42	-70,648.73

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2013

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	53,297.11	52,671.32	511,350.02	421,370.56	89,979.46	632,056.00
TOTAL OPERATING INCOME	53,297.11	52,671.32	511,350.02	421,370.56	89,979.46	632,056.00
OPERATING EXPENSE						
Total Administration Expenses	9,985.63	8,913.37	62,538.83	71,306.96	-8,768.13	106,960.00
Total Fee Expenses	10,257.12	6,063.00	55,978.24	48,504.00	7,474.24	72,756.00
Total Utilities Expenses	4,965.43	4,243.34	29,221.11	33,946.72	-4,725.61	50,920.00
Total Maintenance Expenses	17,837.74	26,841.40	117,012.73	214,731.20	-97,718.47	322,097.00
Total Taxes & Insurance Expense	4,383.22	4,579.18	35,325.29	36,633.44	-1,308.15	54,950.00
Total Financial Expenses	5,315.99	5,236.88	42,399.82	41,895.04	504.78	62,842.45
TOTAL ROUTINE OPERATING EXPENSE	52,745.13	55,877.17	342,476.02	447,017.36	-104,541.34	670,525.45
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	13,366.00	-13,366.00	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	13,366.00	-13,366.00	20,049.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	52,745.13	57,547.92	342,476.02	460,383.36	-117,907.34	690,574.45
NET REVENUE PROFIT/-LOSS						
	551.98	-4,876.60	168,874.00	-39,012.80	207,886.80	-58,518.45
Total Depreciation Expense						
	10,400.00	0.00	79,600.00	0.00	79,600.00	0.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-9,848.02	-4,876.60	89,274.00	-39,012.80	128,286.80	-58,518.45

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2013

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	8,563.60	12,162.50	76,426.74	97,300.00	-20,873.26	145,950.00
TOTAL ADMIN OPERATING INCOME	8,563.60	12,162.50	76,426.74	97,300.00	-20,873.26	145,950.00
OPERATING EXPENSES						
Total Admin Expenses	8,351.09	7,433.34	54,852.40	59,466.72	-4,614.32	89,200.00
Total Fees Expenses	4,036.50	4,425.00	33,228.00	35,400.00	-2,172.00	53,100.00
Total General Expenses	798.40	712.50	5,075.73	5,700.00	-624.27	8,550.00
TOTAL OPERATING EXPENSES	13,185.99	12,570.84	93,156.13	100,566.72	-7,410.59	150,850.00
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	13,185.99	12,570.84	93,156.13	100,566.72	-7,410.59	150,850.00
NET REVENUE PROFIT/-LOSS						
	-4,622.39	-408.34	-16,729.39	-3,266.72	-13,462.67	-4,900.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,622.39	-408.34	-16,729.39	-3,266.72	-13,462.67	-4,900.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	97,125.00	78,541.66	625,148.50	628,333.28	-3,184.78	942,500.00
TOTAL HAP INCOME	97,125.00	78,541.66	625,148.50	628,333.28	-3,184.78	942,500.00
HAP EXPENSES						
Total HAP Expenses	82,664.20	78,750.00	631,509.65	630,000.00	1,509.65	945,000.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL HAP EXPENSES	82,664.20	78,750.00	631,509.65	630,000.00	1,509.65	945,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	14,460.80	-208.34	-6,361.15	-1,666.72	-4,694.43	-2,500.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
November, 2013

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	23,751.35	28,257.19	-4,505.84	177,696.40
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	13,818.96	9,117.50	4,701.46	78,560.82
Administrative Expenses	362.28	1,208.27	-845.99	6,028.79
Teneant Services	65.60	163.79	-98.19	688.03
Utilities	9,842.64	11,549.45	-1,706.81	44,855.80
Maintenance Supplies/Contracts	4,107.08	6,260.70	-2,153.62	45,369.12
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,370.45	6,353.44	-982.99	45,511.00
Non-Routine Expense	0.00	95.33	-95.33	86.42
TOTAL MOON TOWERS CLAIMS	57,318.36	63,005.67	-5,687.31	398,796.38
AMP002 - FAMILY				
Salaries	56,452.64	61,963.38	-5,510.74	356,078.26
Employee W/H Payments	0.00	0.00	0.00	134.54
Management Fees	15,441.43	9,715.83	5,725.60	89,023.16
Administrative Expenses	1,028.25	1,610.67	-582.42	15,823.84
Teneant Services	389.48	345.84	43.64	3,905.24
Utilities	1,690.67	2,230.41	-539.74	12,641.52
Maintenance Supplies/Contracts	8,648.52	4,870.02	3,778.50	63,831.08
Mileage	0.00	0.00	0.00	236.19
General Expenses	5,347.03	5,044.44	302.59	41,605.80
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	88,998.02	85,780.59	3,217.43	583,279.63
AMP003 - BLUEBELL				
Salaries	12,053.93	11,682.88	371.05	74,023.36
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,354.50	2,824.08	1,530.42	25,141.82
Administrative Expenses	316.19	418.86	-102.67	4,586.05
Teneant Services	101.72	514.26	-412.54	101.72
Utilities	1,946.81	2,454.27	-507.46	13,644.08
Maintenance Supplies/Contracts	1,566.53	1,818.64	-252.11	10,189.51
Mileage	24.86	24.44	0.42	204.98
General Expenses	2,268.74	1,784.32	484.42	17,531.85
Non-Routine Expenses	0.00	0.00	0.00	6,688.26
TOTAL BLUEBELL CLAIMS	22,633.28	21,521.75	1,111.53	152,111.63
COCC				
Salaries	36,841.30	44,391.80	-7,550.50	243,200.26
Employee W/H Payments	-569.63	-70.82	-498.81	-1,178.26
Management Fees	0.00	0.00	0.00	180.80
Administrative Expenses	6,366.25	4,196.38	2,169.87	48,884.58
Teneant Services	0.00	0.00	0.00	0.00
Utilities	373.03	708.19	-335.16	2,358.92
Maintenance Supplies/Contracts	80.65	-433.03	513.68	3,089.16
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,221.78	748.99	1,472.79	17,212.53
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	45,313.38	49,541.51	-4,228.13	313,747.99
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	129,099.22	146,295.25	-17,196.03	850,998.28
Employee W/H Payments	-569.63	-70.82	-498.81	-1,043.72
Management Fees	33,614.89	21,657.41	11,957.48	192,906.60
Administrative Expenses	8,072.97	7,434.18	638.79	75,323.26
Teneant Services	556.80	1,023.89	-467.09	4,694.99
Utilities	13,853.15	16,942.32	-3,089.17	73,500.32
Maintenance Supplies	14,402.78	12,516.33	1,886.45	122,478.87
Mileage	24.86	24.44	0.42	441.17
General Expenses	15,208.00	13,931.19	1,276.81	121,861.18
Non-Routine Expenses	0.00	95.33	-95.33	6,774.68
TOTAL LOW RENT CLAIMS	214,263.04	219,849.52	-5,586.48	1,447,935.63

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	10,980.77	10,789.48	191.29
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,354.82	3,124.00	2,230.82
Administrative Expenses	912.82	692.22	220.60
Utilities	515.85	717.50	-201.65
Maintenance Supplies/Contracts	2,501.23	3,528.13	-1,026.90
TOTAL BRENTWOOD CLAIMS	<u>20,265.49</u>	<u>18,851.33</u>	<u>1,414.16</u>

PRAIRIELAND			
Salaries	10,980.50	10,789.22	191.28
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,902.30	2,728.00	2,174.30
Administrative Expenses	715.42	400.75	314.67
Utilities	4,449.58	4,717.67	-268.09
Maintenance Supplies/Contracts	1,732.63	2,242.54	-509.91
TOTAL PRAIRIELAND CLAIMS	<u>22,780.43</u>	<u>20,878.18</u>	<u>1,902.25</u>

AHP - BRENTWOOD & PRAIRIELAND			
Salaries	21,961.27	21,578.70	382.57
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,257.12	5,852.00	4,405.12
Administrative Expenses	1,628.24	1,092.97	535.27
Utilities	4,965.43	5,435.17	-469.74
Maintenance Supplies	4,233.86	5,770.67	-1,536.81
TOTAL AHP CLAIMS	<u>43,045.92</u>	<u>39,729.51</u>	<u>3,316.41</u>

HOUSING CHOICE VOUCHER - HCV			
Salaries	7,352.93	7,171.79	181.14
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,036.50	4,309.50	-273.00
Administrative Expenses	998.16	393.92	604.24
TOTAL HCV CLAIMS	<u>12,387.59</u>	<u>11,875.21</u>	<u>512.38</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
November, 2013

	Current Period	Last Year Same Period	Variance
CFG 2009 - \$810,612			
Fees & Costs	0.00	0.00	0.00
Site Improvements	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2009 CLAIMS	0.00	0.00	0.00
CFG 2010 - \$807,886			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	53,852.39	-53,852.39
Dwelling Structure	0.00	2,934.03	-2,934.03
Dwelling Equipment	0.00	-1,949.97	1,949.97
Non Dwelling Equipment	0.00	1,949.97	-1,949.97
TOTAL CFG 2010 CLAIMS	0.00	56,786.42	-56,786.42
CFG 2011 - \$671,671			
Admin. / Operations	0.00	67,167.00	-67,167.00
Fees & Costs	0.00	6,750.00	-6,750.00
Site Improvement	0.00	73,899.65	-73,899.65
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	4,740.00	-4,740.00
Non-Dwelling Equipment	0.00	-816.74	816.74
TOTAL CFG 2011 CLAIMS	0.00	151,739.91	-151,739.91
CFG 2012 - \$668,600			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	-33,782.70	33,782.70
Dwelling Structure	19,987.21	6,381.97	13,605.24
Dwelling Equipment	0.00	2,174.48	-2,174.48
Non-Dwelling Equipment	0.00	1,016.73	-1,016.73
TOTAL CFG 2012 CLAIMS	19,987.21	-24,209.52	44,196.73
TOTAL CFG GRANT(S) CLAIMS	19,987.21	184,316.81	-164,329.60
ROSS SC GRANT - \$240,000			
Salaries	7,870.08	6,678.33	1,191.75
Administrative	153.79	2,415.60	-2,261.81
TOTAL ROSS SC CLAIMS	8,023.87	9,093.93	-1,070.06

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2013

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	57,318.36	63,005.67	-5,687.31	398,796.38
AMP002 - FAMILY	88,998.02	85,780.59	3,217.43	583,279.63
AMP003 - BLUEBELL	22,633.28	21,521.75	1,111.53	152,111.63
COCC	45,313.38	49,541.51	-4,228.13	313,747.99
TOTAL LOW RENT	214,263.04	219,849.52	-5,586.48	1,447,935.63
<u>A.H.P.</u>				
BRENTWOOD	20,265.49	18,851.33	1,414.16	132,774.52
PRAIRIELAND	22,780.43	20,878.18	1,902.25	131,976.39
TOTAL A.H.P.	43,045.92	39,729.51	3,316.41	264,750.91
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,387.59	11,875.21	512.38	88,080.40
TOTAL HCV	12,387.59	11,875.21	512.38	88,080.40
<u>GRANTS</u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	56,786.42	-56,786.42	0.00
CAPITAL FUND GRANT '11	0.00	151,739.91	-151,739.91	0.00
CAPITAL FUND GRANT '12	19,987.21	-24,209.52	44,196.73	235,500.97
ROSS SC GRANT '11	8,023.87	9,093.93	-1,070.06	53,224.45
TOTAL GRANTS	28,011.08	193,410.74	-165,399.66	288,725.42
TOTAL CLAIMS FOR MONTH	297,707.63	464,864.98	-167,157.35	2,089,492.36

**MINUTES OF THE MONTHLY MEETING
OF THE FINANCE COMMITTEE
OF THE KNOX COUNTY HOUSING AUTHORITY
December 20, 2013**

ROLL CALL

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 12:00 pm by Commissioner Dunker. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen, Ben Burgland, and Tom Dunker

Excused: None

Housing Authority Members:

Present: Derek Antoine, Executive Director
Lee Lofing, Finance Coordinator

FINANCIAL REPORT

The first item on the agenda was to review November 2013 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

INVESTMENTS

The second item on the agenda was to review the HA's investments. Mr. Antoine made a recommendation that the HA should look into investing \$200,000 from the COCC cash and reserves at this time. Commissioner Dunker suggested that the HA should look into using/targeting the Trust Departments of local financial institutions for this investment. Commissioner Allen also suggested that the HA provides a 5 year assessment of the HA's properties and Mr. Antoine said the HA will provide one to the board once the HA get it done. There will be an RFP going out.

HENDERSON COUNTY HOUSING AUTHORITY HCV PROGRAM

The third item on the agenda was brief discussion on what the HA has found out about possibly taking over HCHA's voucher program. Mr. Antoine said that it has been like pulling teeth on getting the information we have requested from HCHA. What info we have as of now shows that KCHA would have to eventually use some of KCHA's funds to build the program back up. HCHA can have up to 57-58 vouchers but currently are operating at 20 vouchers. So KCHA would have to increase the number of vouchers right out of the gate and try to get to a breakeven point. The HA at the time of the finance committee meeting is still working on getting more data on this to help better make a decision on whether to take on the HCHA program or decline.

BENEFIT BUDGET

The last item on the agenda was to review the benefit budget that the Board had asked the HA for. The finance committee was presented a spreadsheet that had all of the KCHA employees' benefits listed on it. There was some discussion on those benefits and Commissioner Dunker brought up a point that benefits for federal jobs is at 39% of the total compensation (salaries and benefit costs) which he got from the Congressional Budget Office. The spreadsheet lacked this percentage so Mr. Lofing went and fixed the benefit budget spreadsheet (see attachment, "FY2015 vs FY2014") by adding the necessary info that the finance committee asked for. Then the committee review the new spreadsheet and found that the HA's employees' benefit percentage for FY2015 was just under 24% of the total salaries and benefit costs. The finance committee didn't see an issue with the benefits (since it was well below the 39% mentioned above) and was good with the benefit budget.

ADJOURN

1:00 pm

Respectfully submitted,

Lee J Lofing

Finance Coordinator

FINANCE COMMITTEE NOTES - DECEMBER 20, 2013

For November 2013

COCC

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$47,605.99	\$280,930.91	3 Payrolls in November
Operating Expenses	\$45,883.01	\$314,926.25	purchased computer
Net Revenue Income/(loss)	\$1,722.98	(\$33,995.34)	

Operating in black for month and YTD - waiting on CFP201

If shows a loss, loss will be funded by COCC's reserve .

COCC's Reserve \$125,000.00 moved to cash per board

MOON TOWERS

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$60,309.41	\$473,385.21	3 Payrolls in November
Operating Expenses	\$57,318.36	\$398,796.71	Management Fee Increase
Net Revenue Income/(loss)	\$2,991.05	\$74,588.50	Utilities paid

Operating in Black YTD

MT's Income will help cover some of Family's Loss.

Moon Tower's Reserve \$60,000.00 moved to cash per board

FAMILY

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$71,186.17	\$556,077.76	3 Payrolls in November
Operating Expenses	\$88,998.02	\$583,145.09	Management Fee Increase
Net Revenue Income/(loss)	(\$17,811.85)	(\$27,067.33)	Utilities

Operating in red YTD

MT's Income \$74,588.50
BB's Income \$12,133.75

Family's remaining loss **\$59,654.92** **Loss will be funded by Family's reserve**

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

BLUEBELL

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$21,629.63	\$164,245.38	3 Payrolls in November
Operating Expenses	\$22,633.28	\$152,111.63	Management Fee Increase
Net Revenue Income/(loss)	(\$1,003.65)	\$12,133.75	

Operating in Black both YTD

BB's Income will help cover some of Family's Loss

Bluebell's Reserve \$120,000.00 moved to cash per board

FINANCE COMMITTEE NOTES - DECEMBER 20, 2013

For November 2013

BRENTWOOD

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$27,965.40	\$316,846.53	3 Payrolls in November
Operating Expenses	\$25,318.69	\$172,812.59	
Net Revenue Income/(loss)	\$2,646.71	\$144,033.94	

Operating in Black for month and YTD

Brentwood's Cash & Reserve \$393,196.78

PRAIRIELAND

	<u>Nov</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$25,331.71	\$194,503.49	3 Payrolls in November
Operating Expenses	\$27,426.44	\$169,663.43	Utilities
Net Revenue Income/(loss)	(\$2,094.73)	\$24,840.06	

Operating in Black for YTD

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

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Nov</u>	<u>Current YTD</u>	
Operating Income	\$8,563.60	\$76,426.74	3 Payrolls in November
Operating Expenses	\$13,185.99	\$93,156.13	
Net Revenue Income/(loss)	(\$4,622.39)	(\$16,729.39)	

<u>HAP</u>	<u>Nov</u>	<u>Current YTD</u>	
Operating Income	\$97,125.00	\$625,148.50	received an extra \$31,500 in HAP funding from HUD out of the HA's Hud Held Reserves
Operating Expenses	\$82,664.20	\$631,509.65	
Net Revenue Income/(loss)	\$14,460.80	(\$6,361.15)	

Restricted Net Assets (NRA) \$31,079.00 as of 3-31-13

(\$6,361.15) Current YTD Profit/(Loss)

NRA \$24,717.85 YTD

Created by Lee Lofing, Finance Coordinator, KCHA

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Invoices for Payment – Domestic Hot Water Repair at Moon Towers

Executive Summary

Invoices have been presented for payment for the repair of the domestic hot water delivery system at Moon Towers. In all, 188 shower faucet valves were replaced, and asbestos abated in 188 units. The following invoices have been submitted for payment:

- MSI Invoice #J001320 dated 11/21/2013 in the amount of \$28,688.56
- MSI Invoice #J001406 dated 12/17/2013 in the amount of \$33,199.14
- IITI Invoice #17547 dated 12/27/2013 in the amount of \$20,264.34
- Connor Co. Invoice #S5883464.001 dated 11-01-2013 in the amount of \$14,263.89
- Lowes Invoice #65246175 dated 10/08/2013 in the amount of \$5,723.32

Here is a cost explanation for this project:

KCHA material cost included the solid surface panels purchased at Lowe's which were \$5,723.32 and the shower valves purchased at Connor Co. which were \$14,263.89. This totals \$19,987.21 which represents a savings of \$4,694.33 from the original estimate.

MSI has invoiced KCHA for a total of \$61,887.70 which includes \$60,448.13 for labor and \$1,439.57. Labor was estimated to be \$50,830.50 and materials were estimated to be \$5,146.80. This represents \$5,909.83 in additional costs that are attributed to labor costs from the additional time needed to complete the project.

IITI has invoiced KCHA once for a total of \$20,264.34 which includes work through 11/26/2013. It is estimated that remaining labor hours would be invoiced at \$15,733.00. The total cost for asbestos abatement would be estimated to be \$35,997.00 which represents an additional cost of \$13,797.00 that are attributed to labor costs from the additional time to complete the project.

The project took longer than anticipated thereby increasing labor costs. It was projected that 10-12 units would be completed per day, but in actuality 6-8 units per day were completed.

After project completion, tenants are getting consistent hot water. In fact, the water temperature in some units has been too hot and has been adjusted accordingly.

MSI recommends that KCHA installs balancing valves and that the Moon Towers domestic hot water system be balanced. Properly balanced systems keep the pipes warm and allow for instant hot water on request. At this time, we are awaiting an estimate of costs related to balancing the system.

Fiscal Impact

The total revised estimate for this project is \$117,871.91. The additional costs totaling \$15,012.13 will be paid with CFP 2013 monies. The entire repair is being paid for out of remaining CFP 2012 and CFP 2013 monies.

Recommendation

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

Mechanical Service Inc
 1144 Monmouth Blvd.
 P.O. Box 1508
 Galesburg, IL 61402-1508
 Telephone: 309-342-8136 Fax: 309-342-4195

Sold To:
 Knox County Housing Authority
 216 W. Simmons Street
 Galesburg IL
 61401
 Attn: Gaylon

Job Location:
 Moon Towers
 255 W. Tompkins St.
 Galesburg, IL
 61401
 Attn: Gaylon

INVOICE

Invoice Number: J001320
 Invoice Date: Nov 21, 2013
 Terms: Net 10
 Customer Code: KNOXCO10
 Reference #1:

Sales Cat/Slsmn: MISC/HSE

Job Number: 287-13
 Job Description: Moon Towers- Sh
 Reference #2:

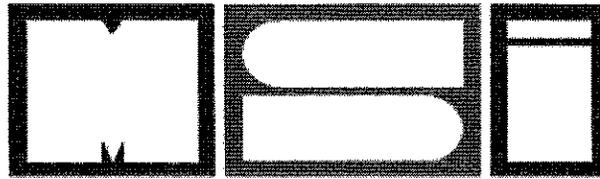
Description	Amount
-------------	--------

Job #287-13, Install shower faucets in Moon Towers, DRAW 1	
Labor:	
Week Ending: 11/8/13: 27.75 Hours	
Week Ending: 11/15/13: 107.50 Hours	
Week Ending: 11/22/13: 229.75 Hours	

Total: 365.00 Hours X \$77.25 Per Contract Per Hour= \$28,196.25	
Material: \$410.26 x 20% per contract mark-up = \$492.31	
SEE ATTACHED SHEET FOR MATERIAL PURCHACES	
Amount Due	28,688.56

- CONDITIONS -	
Subtotal	28,688.56
Total Invoice	28,688.56

Date: 11/21/2013
Invoice: J001320



MATERIAL LOG

MSI Job #287-13

Project:

**Knox County Housing Authority - Moon Towers
255 W Tompkins St. , Galesburg, IL 61401**

<u>Line</u>	<u>Material Purchased</u>	<u>Amount</u>
1	50 Cpr St 90 1/2_#6072.050	\$44.05
2	30 Cpr 90 1/2_#607.050	\$17.25
3	30 Cpr Coupler 1/2_#601.050	\$14.79
4	30 Cpr Cap 1/2_#617.050	\$12.45
5	1/2 Hard Tube L	\$54.88
6	1/2 CxC 90 Elbow	\$28.80
7	1/2 St 90 Elbow	\$5.27
8	1/2 CxC Coup	\$21.65
9	1/2 Tubing Cutter	\$26.50
10	Plumbers Grease	\$4.88
11	1/2x20 L Rigid Copp	\$65.20
12	40 Cpr 90 1/2_#607.050	\$23.00
13	50 Cpr Pipe L Hard 1_#CLH05020	\$73.85
14	Tube Cutter	\$17.69
TOTAL:		\$410.26

Mechanical Service Inc
1144 Monmouth Blvd.
P.O. Box 1508
Galesburg, IL 61402-1508
Telephone: 309-342-8136 Fax: 309-342-4195

Sold To:

Knox County Housing Authority
216 W. Simmons Street
Galesburg IL
61401
Attn: Gaylon

Job Location:

Moon Towers
255 W Tompkins St
Galesburg, IL
61401
Attn: Gaylon

INVOICE

Invoice Number: J001406
Invoice Date: Dec 17, 2013
Terms: Net 10
Customer Code: KNOXCO10
Reference #1:

Sales Cat/Slsmn: MISC/HSE

Job Number: 287-13
Job Description: Moon Towers- Sh
Reference #2:

Description

Amount

Job #287-13 Install Shower Faucets in Moon Towers. Draw 2
Labor: \$32,251.88
Material: \$947.26

Amount Due

33,199.14



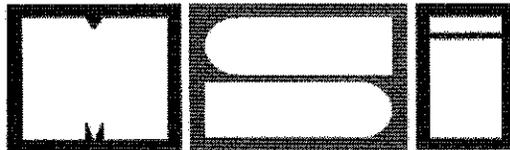
- CONDITIONS -

Subtotal

33,199.14

Total Invoice

33,199.14



MATERIAL LOG

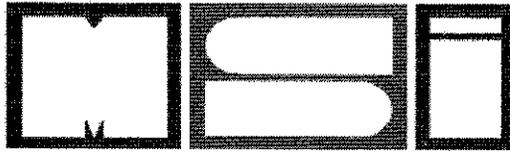
MSI Job #287-13

Project:

Knox County Housing Authority- Moon Towers

255 W Tompkins St. Galesburg, IL 61401

<u>Line</u>	<u>Material Purchased</u>	<u>Amount</u>
1	1/2 St 90 Elbow	\$63.22
2	1/2 St 90 Elbow	-\$8.78
3	Putty knife	\$6.79
4	Silicone	\$71.16
5	10 Oz Polyurethane	\$58.61
6	48" Wallboard Squ	\$13.08
7	CPR fittings	\$185.40
8	Silicone, Coup, Elbow	\$89.23
9	Copper Fittings	\$260.70
10	50 CPR 90 1/2_ #607.050	\$34.56
11	Tube Cutter	\$21.23
12	Blue Shop Towels	\$12.52
13	Kobalt 3pk folding	\$17.06
14	White rags	\$12.52
15	Caulk Gun	\$47.77
16	Lenox 3 5/8 Arbored	\$21.62
17	1/4" Circular Saw Blade	\$14.87
18	Pipe Cutters	\$25.70
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
TOTAL:		\$947.26



Labor Breakdown

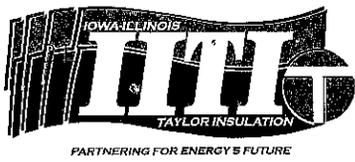
MSI Job #287-13

Project:

Knox County Housing Authority- Moon Towers

255 W Tompkins St. Galesburg, IL 61401

<u>Line</u>	<u>Week Ending</u>	<u>Hours</u>
1	November 29th- Regular Time	160.00
2	December 6th - Regular Time	80.50
3	December 13th- Regular Time	176.00
4	December 13th- Overtime	1.00
5		
6		
7		
8		
9		
10		
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21		
22		
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24		
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26		
27		
28		
29		
30		
31		
TOTAL:		417.50
x \$77.25/ Hour (Contracted)		\$32,251.88



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

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

INVOICE
NO. 17547

PAGE 1

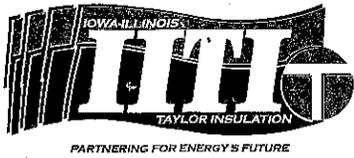
B
 I KNOX COUNTY HOUSING AUTHORITY
 L 255 W TOMPKINS ST
 L GALESBURG IL 61401-4421
 T
 O

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

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.
11/29/13	17547	41801	NET 30 DAYS	12-0003

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
TO REMOVE AND DISPOSE OF ASBESTOS FLOORING FROM MOON TOWERS			
LABOR 11-05-13 THRU 11-07-13			
24.00 Hrs	TODD OLSON	75.6400	1,815.36
24.00 Hrs	STERLING COMBS	75.6400	1,815.36
LABOR 11-13-13 THRU 11-15-13			
24.00 Hrs	TODD OLSON	75.6400	1,815.36
24.00 Hrs	STERLING COMBS	75.6400	1,815.36
LABOR 11-18-13 THRU 11-22-13			
38.00 Hrs	TODD OLSON	75.6400	2,874.32
38.00 Hrs	STERLING COMBS	75.6400	2,874.32
LABOR 11-25-13 & 11-26			
16.00 Hrs	TODD OLSON	75.6400	1,210.24
16.00 Hrs	STERLING COMBS	75.6400	1,210.24
TOTAL LABOR			15,430.56
MATERIAL			
12.00 EA	WIRE BRUSH	2.5100	30.12

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



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

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

INVOICE

NO. 17547

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

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

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.
11/29/13	17547	41801	NET 30 DAYS	12-0003

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
00 SM	3/8" STAPLES FOR #30-8 POUNDER	7.1600	7.16
24.00 EA	2" WHITE DUCT TAPE	8.2033	196.88
16.00 OZ	CONTROL WETTING AGENT	0.0800	1.28
12.00 EA	NASHUA 398 SPRAY ADHESIVE	4.7414	56.90
50.00 EA	COVERALLS	2.0054	100.27
25.00 EA	REGAL TYVEK SUITS	7.3700	184.25
25.00 EA	POLYPRO COVERALLS 4XL	1.7700	44.25
2.00 EA	UZ930 PAPER DUST BAGS (10)	3.5600	7.12
1.00 EA	2P369/2P710 COARSEWATER FILTER	6.5400	6.54
1.00 EA	1P753 FINE WATER FILTER	5.8700	5.87
25.00 EA	KEVLAR GLOVES	9.8444	246.11
125.00 EA	4460 GLOVE BAG (25)	9.2480	1,156.00
2.00 EA	EXT 4460 CONT GLOVE BAG (1)	223.9750	447.95
4.00 EA	14X20 10MIL POLY ASB SIGNS	.5875	2.35
1.00 BX	SCRIM RE-INFORCED TOWELS/300	43.3500	43.35
50.00 PR	MSA P100 HEPA	12.0846	604.23
5.00 EA	20" BLACK BUFFER PAD	8.4900	42.45
	TOTAL MATERIAL		3,183.08
	EQUIPMENT RENTAL		
13.00 DAY	SERVICE VAN @ \$25/EA PER DAY	25.0000	325.00
	TOTAL EQUIPMENT RENTAL		325.00
	INSURANCE		1,325.70
	Total Due This Invoice ----		20,264.34

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

LOWE'S HOME CENTERS, INC.
531 WEST CARL SANDBURG DR
GALESBURG, IL 61401 (309) 342-4488

ORDER INFORMATION

TO OBTAIN A STATUS OF YOUR ORDER VISIT

WWW.LOWES.COM/STATUS

AFTER BEING NOTIFIED THAT THE PICKUP LATER ORDER IS
AVAILABLE, PLEASE COME TO THE CUSTOMER SERVICE DESK
TO PICK UP THE MERCHANDISE.

- SOS SALE -

SALES#: S0092JH3 1498268 TRANS#: 65246175 10-08-13

89229 89229 5,723.32

ONYX 36 X 36 PANELS

144.47 DISCOUNT EACH -20.05

46 @ 124.42

[PICK UP LATER - LOWES # 92 on 11/05/2013]

PO #: 167765311

INVOICE 89109 SUBTOTAL: 5,723.32



INVOICE 89109 SUBTOTAL: 5,723.32

INVOICE 38187 SUBTOTAL: 0.00

SUBTOTAL: 5,723.32

TAX: 0.00

BALANCE DUE: 5,723.32

LAR: 5,723.32

TOTAL DISCOUNT: 922.30

LAR:XXXXXXXXXX7473 AMOUNT:5,723.32 AUTHCD:001751

KEYED REFID: 10/08/13 10:29:46

ACCOUNT NAME: KNOX COUNTY HOUSING

AUTH BUYER: REED RON

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION
DATE FOR STOCK MERCHANDISE AND NO LATER THAN 90 DAYS
FROM TRANSACTION DATE FOR SOS OR DIRECT DELIVERY
MERCHANDISE.

STORE: 0092 TERMINAL: 38 10/08/13 10:30:01

THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER: NATHAN DRUM

WE HAVE THE LOWEST PRICES, GUARANTEED!
IF YOU FIND A LOWER PRICE, WE WILL BEAT IT BY 10%.
SEE STORE FOR DETAILS.

* YOUR OPINIONS COUNT! *

* REGISTER FOR A CHANCE TO WIN A *

* \$5,000 LOWE'S GIFT CARD! *

* REGISTRESE PARA TENER LA OPORTUNIDAD DE GANAR UNA *

* TARJETA DE REGALO DE LOWE'S DE \$5000! *

* * * * *

* DELETED BY COMPLETING A GUEST SATISFACTION SURVEY *



CONNOR CO.
 2315 GRAND AVENUE
 GALESBURG IL 61401-6628
 309-342-7000 Fax 309-342-0927

12

INVOICE

INVOICE DATE	INVOICE NUMBER
11/01/13	S5883464.001
PLEASE REMIT PAYMENT TO:	
CONNOR CO. PO BOX 5007 PEORIA IL 61601-5007	

ENROLLMENT TOKEN
 LMB QFL PPP

8450 1 MB 0.405 E0165X I0212 D812416182 P1675227 0001:0001



KNOX COUNTY HOUSING AUTHORITY
 ATTN: EXECUTIVE DIRECTOR
 216 W SIMMONS ST
 GALESBURG IL 61401-4407

SHIP TO:

KNOX COUNTY HOUSING AUTHORITY
 216 W. SIMMONS ST.
 ATTN: EXECUTIVE DIRECTOR
 GALESBURG IL 61401-4407

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	ORDERED BY	SALESPERSON	
3323	MOON TOWERS/FAUCETS		RON	Chuck McDorman Jr - GAL	
WRITER	SHIP VIA	PRC BR	SHIP BR	SHIP DATE	ORDER DATE
Chuck McDorman Jr - GAL	OT OUR-TRUCK	12	12	11/01/13	10/24/13
DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC	
***** MOEN TUB/SHOWER FAUCETS ***** 62370 MOEN 1H RI VLV BULK PKG TL183 MOEN CHATEAU T/S TRM BULK * * ***** MOEN SHOWER FAUCETS / OPTION #2 ***** 62370 MOEN 1H RI VLV BULK PKG TL182 MOEN CHATEAU 1H SHWR TRM BULK PK 1920 MOEN REMODELING COVER PLATE CP	181ea 181ea 7ea 7ea 7ea	181ea 181ea 7ea 7ea 7ea	51.296 23.898 51.296 14.702 27.398	9284.58 4325.54 359.07 102.91 191.79	

[Handwritten signature] *1460.001*

SUBTOTAL	14263.89
S&H CHGS	
SALES TAX	0.00
AMOUNT DUE	14263.89
TERMS	NET 10TH

Del to
 Signature
 Moon Towers
 Printed Name # Items

All claims for shortage or errors must be made at once, returns require written authorization and are subject to handling charges. Special orders are non-returnable. Past due invoices may be subject to 2.0% late charge.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Prairieland Townhouses Re-roofing Project - Invoice

Executive Summary

Dowers Roofing has submitted invoice #029494 for work completed on the Prairieland Townhouses Re-Roofing project. The total amount of the pay request is \$41,072.00. This represents the entire balance to complete this project. Three (3) roofs were replaced at Prairieland, and work completed is to the satisfaction of the Knox County Housing Authority property and administrative staff.

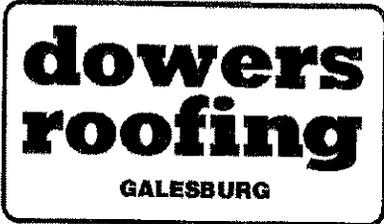
The amount for the replacement of said roofs was submitted in Dowers original bid submission dated 07/22/2013 and additional roof replacement was approved at the 10/29/2013 Regular Meeting of the Board.

Fiscal Impact

A request will be submitted to HUD Project Managers to withdraw the money from Prairieland's residual receipts to pay for this project. If HUD does not approve the use of residual receipts, we will process an application to utilize money from Prairieland's replacement reserves.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve this request for payment from Dowers Roofing in the amount of \$41,072.00.



INVOICE

Invoice Number 029494

Invoice Date 11/27/13

SOLD Cheryl Lefler, Assist. Directr
 TO Knox County Housing Authority
 216 W. Simmons St.
 Galesburg IL 61401

P.O. Number		Due Date	11/27/2013
Customer Code	KNOXCOH		
Order Number			
Date Completed	11/26/13		

DESCRIPTION	AMOUNT	TAX
PRAIRIELAND APARTMENTS THREE BUILDINGS: #9-12, #13-16, #25-28 ROOFING AS AGREED	41,072.00	*

Terms: Net 30 days

309-342-0185 • Fax 309-342-6728
 1506 S. Henderson St.
 P.O. Box 470
 Galesburg, IL 61402
 Illinois Licensed Roofing Contractor #104-000297

Subtotal	41,072.00
* Sales Tax	0.00
Invoice Total	41,072.00
Payments	0.00
Net Due	41,072.00

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Brentwood Manor Window Replacement Project - Invoice

Executive Summary

First Glass has submitted invoice #114088 for work completed on the Brentwood Manor window replacement project. The total amount of the pay request is \$9,090.00. This represents the entire balance to complete this project. Five (5) windows were replaced at Brentwood, and work completed is to the satisfaction of the Knox County Housing Authority property and administrative staff.

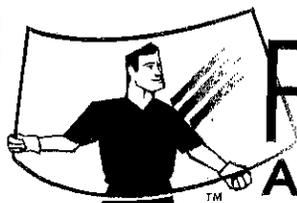
The amount for the replacement of said windows was submitted by First Glass in July 2013 and approved at the 08/27/2013 Regular Meeting of the Board.

Fiscal Impact

The money used to complete this project will come from Brentwood's cash operating account, which has a current balance of \$291,910.00.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve this request for payment from First Glass in the amount of \$9,090.00.



FIRST GLASS

AUTO • HOME • BUSINESS

GALESBURG - 309-342-2001 • MONMOUTH - 309-734-4441

CORPORATE OFFICE
PO BOX 1514
GALESBURG, IL 61402
FAX 309-342-2765
WWW.FIRSTGLASS.COM
FED ID 37-1094931

Invoice: 114088

Date: 10/31/2013

Sold To:

KNOX COUNTY HOUSING
ATTN: CHERYL LEFLER, ASSISTANT DIR
216 W. SIMMONS ST.
GALESBURG IL 61401

Ph:(309)342-8129 Fax:(309)342-7206

Csr:CCR Tech:JIM... PO

Terms:NET 30

Rep:JIM M Tax ID:E9978-1891-04

Qty Part / Description

1.00 AS PER QUOTE - MATERIALS AND LABOR

Material

Labor

Item Total

9,090.00

0.00

9,090.00

Notes: Contract No. CO13-AHP2

Brentwood Manor window replacement F1-2, F5-6, G1-2, H3-4 AND H5-6
Remove existing windows and install new

Signature _____

<u>Material</u>	<u>Labor</u>	<u>Tax</u>	<u>Total</u>
9,090.00	0.00	0.00	9,090.00

<u>Payments</u>	<u>Balance</u>
0.00	9,090.00

"The clear choice for all your glass needs."

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Employee Benefit Budget

Executive Summary

The employee benefit package has traditionally been considered during the agency budget process. Given the fiscal climate surrounding federal funding for much of this year, the agency developed an employee benefit budget for the fiscal year 04/01/2014 through 03/31/2015 to analyze the specific impact of agency paid employee benefits on the overall budget.

Paid employee benefits are figured as a percent to salary, and include a pension plan, health insurance, dental & vision insurance, life insurance, and wellness benefits. According to the Congressional Budget Office (CBO), benefits account for 39% of total compensation (the sum of wages and benefits) for federal employees. In a report published by the Bureau of Labor Statistics (BLS), an arm of the U.S. Department of Labor, benefits account for 35.6% of total compensation for state and local government employees.

Fiscal Impact

For FYE 03/31/2014, the Knox County Housing Authority is projected to spend \$359,319.76 on employee benefits. Annual salaries for KCHA employees are projected to total \$1,139,421.78. The sum of the two figures, which represents total KCHA employee compensation, is \$1,498,741.54. Applying the benefit percentages from above, the 39% published by the CBO totals \$584,509.20, while the 36.5% published by the BLS amounts to \$547,040.66. Currently, the KCHA is projected to spend approximately 23.9% of total employee compensation on benefits as a percent to total compensation, which is well below the published averages for federal, state, and local government employees.

Forecasting the agency's annual budget for FYE 03/31/2015 gives us an idea of the overall health of the Knox County Housing Authority's financial position. Reflecting a 3% increase to employee salaries, and after all income and expense is considered, the agency is forecasted to earn excess cash in the approximate amount of

\$142,239.00. Under this budget model, the KCHA would spend approximately \$1,173,604.43 on salaries and \$346,952.05 for employee benefits. Note here, the reduction in benefit cost in FYE 2015 is the result of lower insurance rates than in FYE 2014. According to forecasted budgets, the KCHA will spend approximately \$1,520,556.48 on total employee compensation. Under this forecast, the authority is set to spend approximately 22.8% on employee benefits as a percent to total compensation. Applying the benefit percentages from above, the 39% published by the CBO totals \$593,017.02, while the 36.5% published by the BLS amounts to \$555,003.11. Thus, the KCHA FYE 2015 budget forecast for employee benefits remains well below the published averages for federal, state, and local government employees.

This benefit budget was discussed, in detail, by the Finance Committee at the 12/20/2013 meeting. The benefit budget, as presented, has the full support of the Finance Committee.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve the Benefit Budget for FYE 04/01/2014 – 03/31/2015 as presented.

Benefit Budgets for Fiscal Year 2015

Benefits include: Pension; Health, Dental, Vision, & Life Insurance; Wellness, and Payroll Taxes: Medicare, SS, & State UC Taxes

AMP	Salaries	Pension	Health Insurance	Dental & Vision	Life Insurance	Wellness Benefit	Employee Benefit Totals	Payroll Benefit Totals								
PHA Totals	1,139,720.13	169,749.95	157,722.00	11,768.25	4,901.38	4,992.65	91.27	18,281.25	18,062.50	(218.75)	359,319.76	346,952.05	(12,367.71)	104,776.10	106,272.19	1,496.09

39%
\$579,802.15

HA's 23.34%

3%

3%

Knox County Housing Authority

Resolution 2013-15

December 31, 2013

Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2014

Article I. Background

The Public Housing Agency Plan is a plan that informs HUD, residents, and the public of the Public Housing Agencies (PHAs) mission for serving the needs of low-income and very low-income families and the PHA's strategy for addressing those needs. The Annual Plan provides details about the PHA's current operations, program participants, programs and services, and strategy for handling operational concerns, residents' concerns and program needs, programs and services for the upcoming fiscal year. Included are an assessment of housing needs within the jurisdiction, detailed statements of capital plan funding (both on an annual and five-year basis), agency goals and missions, and agency progress on serving its population.

The PHA Plan process was established by section 5A of the United States Housing Act of 1937, and requirements for submission are contained within the Quality Housing and Work Responsibility (QHWRA) Act of 1998. QHWRA creates the requirement for a PHA Five-Year Plan and an Annual Plan that is intended to serve as an operations, planning, and management tool for public housing authorities. QHWRA effectively and permanently amended the United States Housing Act of 1937.

QHWRA requires the formation of at least one Resident Advisory Board (RAB) in accordance with completion and submission of the PHA Annual Plan. The members must adequately reflect and represent all residents assisted by the public housing agency. The purpose of the RAB is to assist the PHA by making recommendations regarding the development of the public housing agency plan.

Additionally, QHWRA requires PHAs make the proposed PHA plan and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours. PHAs must also publish a notice informing the public that PHA plan information is available for review and that a public hearing will be conducted. Subsequently, PHAs are required to consider all public comments received, and make any appropriate changes to the PHA plan. In accordance with this requirement, a public hearing notice was placed with the Register-Mail newspaper, and posted to the KCHA Facebook account. The hearing was held on 12/27/2013 at 10:00 AM in the KCHA Board Room. There were no attendees for this hearing.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to adopt the Annual Plan Submission for the Knox County Housing Authority for the fiscal year 04/01/2014 – 03/31/2015.

Knox County Housing Authority

Resolution 2013-15

December 31, 2013

Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Plan Submission 01/16/2014

WHEREAS, 24 CFR §903.4(a)(2) requires a PHA to submit an Annual plan for each fiscal year, and 24 CFR §903.5(b)(2) requires PHAs to submit an Annual Plan 75 days prior to the commencement of the fiscal year; and

WHEREAS, Knox County Housing Authority's fiscal year commences on 04/01/2014, and submission of its Annual Plan is due by 01/16/2014; and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 has set forth specific requirements for completion of components associated with the Annual Plan submission; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2014 – 03/31/2015 in accordance the requirements set forth in the Quality Housing and Work Responsibility Act of 1998;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the agency Annual Plan submission for fiscal year 04/01/2014 – 03/31/2015.

RESOLVED: December 31, 2013

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Revision to KCHA Legal Holiday Schedule Calendar Year 2014

Executive Summary

Annually, the Knox County Housing Authority follows the legal holiday schedule observed by the Office of the Chief Judge, Ninth Judicial Circuit for the State of Illinois. Included in this year's legal holiday schedule is Election Day, observed on 11/04/2013.

Traditionally, for years in which Election Day is an observed legal holiday, the Knox County Housing Authority has elected to revise the schedule and work on Election Day and observe 12/24/2013 as a holiday.

Fiscal Impact

None

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve this request to revise the 2014 Legal Holiday Schedule in the following manner:

- Employees shall report to work as normally scheduled on Election Day 11/04/2013
- Employees shall observe Christmas Eve 12/24/2013 as a holiday

Executive Director's Report

December 2013

Executive Director's Report

December 2013

Regular Meeting – Board of Commissioners

Tuesday, December 31, 2013 – 10:00 AM

William H. Moon Towers

255 W. Tompkins St.

Galesburg, IL 61401

Executive Office

Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of October 2013:

Staff	Date	Development
Antoine, D.	12/11/2013	Illinois Debt Recovery Portal
Antoine, D.	12/12/2013	Public Housing Management - Nelrod
Antoine, D.	12/19/2013	Customer Service – Nelrod
Lofing, L.	12/11/2013	Illinois Debt Recovery Portal
Gray, K.	12/11/2013	Illinois Debt Recovery Portal
Stegall, J.	12/11/2013	Illinois Debt Recovery Portal
Watkins, B.	12/11/2013	Illinois Debt Recovery Portal
Ingle, J.	12/11/2013	Illinois Debt Recovery Portal
Krueger, D.	12/11/2013	Illinois Debt Recovery Portal
Krueger, D.	12/19/2013	Customer Service – Nelrod
Pendry, M.	12/04/2013	Immigration Workshop

Media Outreach/Public Relations

Great strides were made this past year in regards to media relations. Working relationships were developed with the Register-Mail, WGIL and the New Zephyr, and the KCHA was featured on two news broadcasts – KWQC News and WQAD News. Developing these relationships will continue to be a goal as we strive to promote the positive image of the Knox County Housing Authority.



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The Facebook page has reached 410 "Likes," and continues to grow. Examples of information shared this past month includes the announcement of the Galesburg Community Foundation grant for KCHA after-school programming, highlights of the budgeting workshop held by Congresswoman Cheri Bustos, particulars on the annual Christmas Luncheon held for the family sites, after-school program job opportunities, an overview of new state laws for 2014, and a post honoring the passing of Nelson Mandela.

Policy/Operations

Accounting and Finance

The Knox County Housing Authority's FYE 2013 audit has been finalized, with the agency receiving one finding – tenant accounts receivable ratio was deemed too excessive. This was an anticipated outcome, as bad debt charge-offs were done annually prior to this year. To rectify this and improve our management practices, bad debt has been written off on a quarterly basis for FYE 03/31/2014. Commissioners will receive a copy of the audit at the December Regular Meeting of the Board.

The finance department is putting together a request for proposal (RFP) for fee accounting. Fee accounting covers all questions that arise throughout the fiscal year, and will also assist in the year-end closing processes.

Additionally, the KCHA will be soliciting rates for an investment account worth approximately \$200,000.00. This RFP will be handled in accordance with the Department of Housing and Urban Development's guidelines for housing authority cash management and investment of excess funds.

Updates to the KCHA financial database software were completed in December. The system was updated with current information for 1099s and W2 forms.

Human Resources

Jennifer Stegall is the December 2013 Knox County Housing Authority Employee of the Month! Jenny has been a part of several key initiatives at the agency this month. Along with her role as head of the Safety Committee, Jenny has taken on resident relations with two successful holiday meals (Thanksgiving and Christmas) as well as working with the Executive Director to develop the authority's Smoke-Free Public Housing policy and procedures. Jenny has taken the time to assist the team at Moon Towers get rolling again after changes to key staff positions, and worked with a prospective landlord for the Section 8 program. She managed to accomplish all of this while still performing in her normal capacity as Property Manager at Bluebell Tower. Jenny has demonstrated the power of "and"!

Employees were provided a handout in regards to the new Illinois law regarding distracted driving. This was the topic of the month for the KCHA Safety Committee. The committee meets each month to discuss pertinent safety issues, and works to provide information on safe work practices to the entire staff.

Facilities

We have added Wi-Fi capabilities at the Central Office Cost Center, and will look to add Wi-Fi to the Board room as well. Doing so will expand our technical capabilities during meetings.

Legislative

Congressional Representative Cheri Bustos was in Galesburg on Tuesday, 12/17/2013 for a budget workshop at Carl Sandburg College. Executive Director Derek Antoine and Assistant Director Cheryl Lefler attended. Participants learned about challenges faced by Congress and had the opportunity to participate in an exercise which allowed attendees to make some of the tough budget decisions.

At our invitation, Congressional Representative Cheri Bustos will be at Moon Towers on Monday, 01/06/2014 to meet with housing authority directors from her district. We hope to inform Ms. Bustos of issues important to the industry.

On 12/16/2013, HUD published *Federal Register* FR-5747-N-01 which contained a notice announcing that all housing authorities will have the five points allocated to the occupancy sub-indicator of the Capital Fund under the Public Housing Assessment System (PHAS) reinstated. According to the notice, "this award of points is provided as regulatory relief from a non-statutory element of PHAS and intended to help lessen the impact of decreases in funding in recent appropriations acts. Adding automatic points for the occupancy sub-indicator will allow PHAs to focus on the statutory criteria for assessing performance under the Capital Fund Indicator, which is timely obligation of the Capital Funds and will in no way limit HUD's oversight and monitoring of PHAs." As an agency, we are not in favor of the occupancy sub-indicator for Capital Fund management. The vacancies for which we are penalized under this sub-indicator are considered allowable under Operating Fund regulations, which to us seems to create a contradiction in policy.

SEQUESTRATION UPDATE: The Congressional Budget Committee has released a budget agreement with sets spending levels for FY 2014 and FY 2015, while partially restoring sequestration funding during those years. The deal successfully (and amazingly) bridged the \$91 billion gap between the proposed spending levels between the House (\$967 billion) and the Senate (\$1.058 trillion). Thankfully, the deal offers a solution to replace a portion of sequestration, which was set to implement another round of spending cuts on 01/15/2014.

Estimated budget amounts are \$1.012 trillion for 2014 and \$1.014 trillion for 2015. These spending levels include a replacement for approximately 50% of required sequester cuts for 2014 and 25% of cuts for 2015, which translates into about \$31.47 billion in additional funding for non-defense discretionary programs over the two years.¹ Until a clearer budget picture emerges, there is no guarantee that any of that funding will be allocated to housing programs.

Public Housing Program

Moon Towers

On 11/25/2013, Moon Towers welcomed Amy Ash to the Occupancy Specialist position. Amy comes to the housing authority with years of experience in customer service, most recently as a loan officer with IH Mississippi Valley Credit Union. Amy has taken to her new position well, and the residents have all been very complimentary of her. We are excited to have her, and she will receive ongoing training to learn and become more effective in position.

The tenants and staff at Moon Towers held a decorating party in the main community room on 12/12/2013. Resident participation in this event was the best in years, as staff helped to put up

¹ NAHRO Monitor 12/15/2013

five (5) trees and several decorations before enjoying treats provided by Moon Towers. The end result – the community room looked great for Christmas.

On 12/25/2013, a Christmas dinner was held for the residents. Approximately 40 residents attended the meal, which was about double the number of residents from previous years. The main meat was provided by Moon Towers and the remaining dishes were brought by residents, “potluck” style.

A quick note on the above items – increased participation in staff sponsored events appears to be on the rise, which points to increased tenant satisfaction. This is due, in large part, to staff changes within the building. A “fresh air” has come over Moon Towers, and we are instituting a positive culture amongst residents and staff.

Last, but certainly not least, the domestic hot water delivery issue has finally been resolved. MSI wrapped up repair work on 12/18/2013. Affected tenants have reported restoration of consistent hot water to their units. In all, shower faucets were replaced in 188 units. Invoices are still being submitted, but early indications are the project will exceed early estimates due to repair times which were slower than initially anticipated.

Financial quick hits for Moon Towers:

- Average rent collected for Moon Towers is \$205.77 per unit per month.
- 212 vacant unit days for a total vacancy loss of \$1,921.35 in *desired* rent, and a vacancy loss of \$1,137.54 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$35.88 per unit.
- Accounts Receivable for the Moon Towers is currently \$22.36
 - (\$391.94) in dwelling rent
 - \$138.00 in retro rent (unreported income)
 - \$276.30 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers			
Moon Towers A	4	Efficiencies	
88 Units	2	1 Bedroom	
	0	2 Bedroom	Total: 6
	0	Accessible	Occupied: 93.2%
Moon Towers B	0	Efficiencies	
89 Units	1	1 Bedroom	
	0	2 Bedroom	Total: 1
	0	Accessible	Occupied: 98.9

This positive momentum in the leasing of units at Moon Towers continues. Previous months showed occupancy rates in 85% - 88% range, and occupancy for December 2013 now sits at 96.1%. Agency efforts will continue to attain a minimum of 97% occupancy throughout.

The waiting list at Moon Towers was purged during the month of December, and currently sits at 84 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

Moon Towers Waiting List		
	Month	Total
FYE 03/31/2013	-	105
April 2013	8	113
May 2013	4	117
June 2013	12	129
July 2013	12	141
August 2013	8	147
September 2013	10	137
October 2013	20	135
November 2013	11	81
December 2013	8	84

Scattered Family Sites

On 12/26/2013 we received the Real Estate Assessment Center (REAC) score for the physical inspection of the Family Sites conducted on 07/09/2013. The agency is proud to report the Family Sites team achieved a score of 90, which qualifies this portion of PHAS for the agency as "High Performer!" A few minor issues were noted, which have long since been resolved.

The agency was contacted in October by a group called "Moms for Tomorrow." In turn, they were put in contact with a family on site and were able to provide that family with all new beds, bedding and some additional furniture (dressers, etc.) The group picked a date and came to the unit to make sure everything was put together and had a place for the family. Beyond this, they additionally were able to donate several items of bedding for any and all tenants that were in need. The donations included new pillows, blankets, sheets, entire bed sets, etc.

The After-School Program wrapped up for the semester at Woodland Bend on December 18. The program was on hiatus at Whispering Hollow in December due to lack of volunteers to run the program. The program was offered sporadically at Cedar Creek Place in December also due to lack of volunteers. The program will resume at all three sites beginning the week of January 6, 2014. The program will be expanded in 2014, as the KCHA was the recipient of a \$10,000.00 grant from the Galesburg Community Foundation. Prior to breaking for the holidays, the children drew some pictures and assisted in making holiday cards. The housing authority was able to send some to several neighboring housing authorities and partnering agencies. The majority of the cards were bundled and given to each child to take home to their family. We hope to continue this project each year and possibly have it grow in the following years.

The Holiday Luncheon was held at Woodland Bend on December 18. There were 24 people in attendance. On the menu was pork from the Farmland Foods donation in November. Hy-Vee smoked the pork at no charge.

Financial quick hits for the Family Sites:

- Average rent collected for the Family Sites is \$177.94 per unit per month.

- 230 vacant unit days for a total vacancy loss of \$3,516.51 in *desired* rent, and a vacancy loss of \$808.80 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$38.32 per unit.
- Accounts Receivable for the Family sites is currently \$14,533.36
 - \$6,515.13 in dwelling rent
 - \$2,015.61 in retro rent (unreported income)
 - \$6,002.62 in other charges (maintenance, violation fines, etc.)

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

Family Sites			
	1	2 Bedroom	
190 Units	5	3 Bedroom	
	0	4 Bedroom	Total: 6
	0	5 Bedroom	Occupied: 96.9%

Family Housing has adequate application inventory. Positive momentum continues here as well, as our vacancy rate has dipped to 3.1%, down from 4.2% in November.

The waiting list for our Family Sites currently has 306 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2014:

Family Sites Waiting List		
	Month	Total
FYE 03/31/2013	-	158
April 2013	28	186
May 2013	25	211
June 2013	21	232
July 2013	31	263
August 2013	22	285
September 2013	10	282
October 2013	31	300
November 2013	21	301
December 2013	21	306

Bluebell Tower

An excessive number of repairs have been completed at Bluebell Tower over the last couple of months. A sewer blockage, a leak at the water meter, replacement of the recirculation pump for the domestic hot water, and repairs to the fire pump valves have all been encountered and resolved. Maintenance cost for these items alone is in excess of \$4,500.00.

A Christmas breakfast, sponsored by the residents, was held on 12/23/2013 in the Bluebell Tower community room. The meal was well attended and spirits were festive as holiday cheer was afoot. Executive Director Derek Antoine attended, and offered a few words wishing a happy holiday season.

Financial quick hits for the Bluebell Tower:

- Average rent collected for Bluebell Tower is \$268.79 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$7.15 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$392.00)
 - (\$316.00) in dwelling rent
 - \$0.00 in retro rent (unreported income)
 - (\$76.00) in other charges (maintenance, violation fines, etc.)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower			
	0	1 Bedroom	Total: 0
51 Units	0	2 Bedroom	Occupied: 100.0%

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

The waiting list for Bluebell Tower currently has 23 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2014:

Bluebell Tower Waiting List		
	Month	Total
FYE 03/31/2013	-	65
April 2013	4	69
May 2013	4	73
June 2013	2	75
July 2013	3	78
August 2013	3	22
September 2013	1	23
October 2013	3	21
November 2013	2	22
December 2013	2	23

Housing Choice Voucher Program (Section 8)

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
April 2013	186	15	0
May 2013	171	27	0
June 2013	144	8	0
July 2013	136	16	1
August 2013	111	19	7
September 2013	90	9	0
October 2013	68	7	16
November 2013	65	3	0

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
April 2013	4	222	0	3
May 2013	1	219	3	2
June 2013	3	218	4	1
July 2013	1	212	10	4
August 2013	7	211	10	1
September 2013	6	207	11	6
October 2013	12	205	11	2
November 2013	15	206	13	1

Housing Assistance Payments

	Housing Assistance Payments (HAP)
April 2013	\$ 80,661.00
May 2013	\$ 79,033.00
June 2013	\$ 78,851.00
July 2013	\$ 79,548.00
August 2013	\$ 78,603.00
September 2013	\$ 77,148.00
October 2013	\$ 78,638.00
November 2013	\$ 81,959.00
TOTAL FYTD	\$ 634,411.00

Affordable Housing Program (A.H.P.)

Prairieland Townhouse Apartments

In an effort to show that the Prairieland Townhouse Apartment Community cares, residents of the property donated food and cash for the FISH FOOD PANTRY. Items were collected at the Prairieland Management Office from 11/25/2013 through 12/10/2013. Donations were delivered to the Fish Food Pantry on 12/10 on behalf of the giving residents and staff of Prairieland Townhouse Apartments. Twelve (12) residents & three (3) staff give food and four (4) residents gave money. It was a real positive for those who gave - even those who gave very little were proud to contribute. Totals for the food drive were 2,063.25 ounces of food and \$15.00 cash (106 cans, 79 boxed/bagged items, 112 oz. Peanut Butter, and 13 pounds of flour/sugar/rice/beans).

Dowers Roofing replaced three (3) roofs at the property. We are very pleased with the work done on this project, and will be seeking to do an additional roofs in FYE 2015, pending funding availability.

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

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

- Average rent collected for Prairieland Townhouses is \$310.77 per unit per month.
- Vacancy loss of \$0.00 for zero vacancies, two months running!
- Accounts Receivable for the Prairieland Townhouses is currently \$11,351.00
 - This number contains amounts previously resolved by the Board to write-off
 - The amounts will be written-off by 12/06/2013
- Net profit for October 2013 - \$3,941.00
- Net profit TYD 2013 - \$26,934.00 (Transferred to Residual Receipts if unused)

Brentwood Manor

Laundry income has become a concern at Brentwood Manor. Property Manager Mary Pendry is investigating the decline in receipts, and will be present during collection and counting. Mary is also considering promoting the use of on-site laundry facilities, and looks to establish a pattern of use which will help forecast income and identify shortfalls.

We received a move-out letter from a six year resident of Brentwood who purchased a home. While disappointed to lose a good resident, it is a step in the right direction for the family. The final paragraph of his move-out letter read as follows:

"I want to thank you personally for all that you have done for me living here for the past 6 years. You have helped me with my oldest daughter and a close friend to find a place to live. The maintenance staff has done a wonderful job with the upkeep of my apartment and any repairs/upgrades that have needed to be done. Thank you, Jay"

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

- Average rent collected for Brentwood Manor is \$321.71 per unit per month.
- Vacancy loss of \$392.00 for two vacancies
- Accounts Receivable for the Brentwood Manor is currently \$9,047.00
 - This number contains amounts previously resolved by the Board to write-off

- The amounts will be written-off by 12/06/2013
- Net profit for October 2013 - \$2,349.00
- Net profit TYD 2013 - \$141,387.00 (\$93,000.00 from ECRM Grant)

Here is a snapshot of occupancy for the A.H.P. properties:

A.H.P. Properties			
Brentwood Manor			
	1	Vacancies	Total: 1
72 Units			Occupied: 98.7%
Prairieland Townhomes			
	1	Vacancies	Total: 1
66 Units			Occupied: 98.5%

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

The Galesburg Community Foundation grant check (\$10,000) for the After-School Program was received last month. These funds will be applied to supplies, snacks, and adding two part-time staff members. The search is underway for one staff person for the program at Cedar Creek Place (approximately 9 hours) and one staff person for the program at Whispering Hollow (approximately 4.5 hours). The positions have been posted at KCHA offices, on the KCHA Facebook page, and through career centers at Carl Sandburg College, Knox College, and Monmouth College. Interviews are being set up with candidates for 12/27/2013 - 12/31/2013.

Hy-Vee has opened the grant cycle for One-Step Community Garden grants. The ROSS Coordinator worked with both Galesburg store directors to submit the KCHA application for 2014. If awarded, grant funds would be applied to replenish the gardens at Woodland Bend and Prairieland Townhouse Apartments as well as establish new gardens at Cedar Creek Place and either Whispering Hollow or Moon Towers. Grant awards should be announced by 02/01/2014.

First Midwest Bank conducted a money management workshop on 12/12/2013. There were ten (10) tenants in attendance. The program covered basic budgeting, credit, and other financial topics. Those who attended had many positive remarks about the program. Although the workshop was open to all tenants, some tenants were given notice that they were required to attend due to late rent payments. The ROSS Coordinator is working to schedule a date for a First Midwest representative to return in early 2014 for one-on-one sessions with tenants to review their individual income, spending, and financial decisions.

Two tenants who have been active in ROSS programming have obtained employment. One tenant has obtained full-time permanent employment with the job beginning in January. The other tenant has obtained part-time seasonal employment and continues to seek full-time permanent employment.

An In-Person Counselor from the Knox County Health Department came back to Moon Towers on 12/17/2013 to talk with tenants about the Affordable Care Act. She was available at that time to talk with tenants who had not attended previous sessions or to answer follow-up questions from individuals who had met with her previously. She met with four (4) tenants.

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Revision to KCHA Legal Holiday Schedule Calendar Year 2014

Executive Summary

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

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

As part of this process, we will post a draft copy of the policy for resident and public review & comment. The posting dates will be effective 12/28/2013 through 01/27/2014. At the end of this period, the agency will review and respond to any comments received, and the final policy will come before the Board at the January 28, 2014 meeting for approval. Once the policy is approved, resident notice will be distributed and staff will set forth on obtaining signatures for acknowledgements and lease addendums to be effective 04/01/2014.

Smoke Free Housing Policy

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

Article I. Purpose / Scope of the Policy

- Section 1.01** It is well documented that cigarette smoking and related secondhand tobacco smoke together are the number one cause of preventable disease in the United States. Because exposure to any amount of secondhand smoke can be hazardous and smoke migrates between units in multifamily housing, the U.S. Department of Housing and Urban Development (HUD) is encouraging owners and public housing authorities to implement smoke-free policies and programs.
- Section 1.02** HUD has issued guidance in Notices PIH-2009-21 and PIH-2012-25 to encourage and support this initiative.
- Section 1.03** Studies have shown that approximately 75% of tenants and prospective tenants desire to reside in a smoke-free environment.
- Section 1.04** This smoke-free policy is about the smoke, not the smoker. This policy does not preclude anyone who smokes from residency with the Knox County Housing Authority; rather it simply requires that all tenants abide by the smoke-free policy.
- Section 1.05** Existing laws allow for smoke-free housing policies.
- (a) No federal, state, or local law that prohibits a housing authority from adopting a 100% smoke-free policy.
 - (b) Smoking is not a legal right, and smokers are not a protected class under any state or federal law.
- Section 1.06** The Knox County Housing Authority, at this encouragement, has adopted this policy for the following reasons:
- (a) To mitigate the irritation and known health effects of secondhand smoke at KCHA properties;
 - (b) To minimize the maintenance, cleaning, and redecorating costs associated with damage caused by smoking as it relates to;
 - (i) Apartment turnover;
 - (ii) Property Insurance;
 - (iii) Damages related to residential fire.
 - (c) To allow KCHA staff, agents, vendors, and contractors the opportunity to perform their job functions in an environment that is free from secondhand smoke.
- Section 1.07** This policy acts in conjunction with the Smoke-Free Illinois Act of 2008.
- Section 1.08** This policy applies to all residents, visitors, employees and covers all buildings and vehicles owned and operated as part of the public housing program of the Knox County Housing Authority.

Article II. Definitions

Section 2.01 The following definitions will be utilized in reference to the implementation and enforcement of this policy:

- (a) **Smoke:** The vaporous system made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of material, including, but not limited to, cigars, cigarettes, or other tobacco products.
- (b) **Secondhand smoke:** Smoke (as defined in section 2.01(a)) unintentionally or involuntarily inhaled; generally used in reference to non-smokers or people that do not smoke.
- (c) **Smoking:** Inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco products, or other similarly lighted material causing smoke in any manner or form, including the use of medical marijuana.
- (d) **Smoking materials:** Materials used in the act of smoking including cigarettes, cigars, tobacco, pipes, matches, and lighters.
- (e) **Dwelling Unit:** interior spaces tied to a particular unit and resident.
- (f) **Smoke-Free:** free from smoke; indicative of "No Smoking" or "Smoking Not Allowed"
- (g) **Smoke-Free Dwelling or Building:** dwelling units or buildings in which smoking is prohibited.
- (h) **Resident or Tenant:** Refers to any person or persons who have either signed a lease agreement or are listed as a family member in a resident household.
- (i) **Guest:** Any person or persons visiting the residence that are not listed members of the resident household.
- (j) **Common Areas:** Area(s) that is available for use by more than one person. For the purpose of this policy, the common areas referred to include playgrounds, patios, gazebos, and athletic courts.

Section 2.02 The definitions contained within this section of the policy will be referenced throughout this policy, the Knox County Housing Authority Admissions and Continued Occupancy Plan, the Knox County Housing Authority Public Housing Lease, and any lead addendum (such as the Smoke-Free Acknowledgement and House Rules).

Article III. General Provisions

Section 3.01 The Knox County Housing Authority will promote this policy in the following manner:

- (a) All current resident will be required to sign an amended lease, which includes smoke-free provisions set forth in this policy, no later than 03/31/2014;
- (b) All new residents will sign a lease which includes smoke-free provisions set forth in this policy;
- (c) All current and new residents will receive a copy of this policy, and be required to sign a certification form acknowledging they have received and read this policy;
- (d) "No Smoking" signs will be placed outside and inside buildings throughout KCHA properties

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

Section 3.02 Effective April 01, 2014, smoking will be prohibited inside any building or vehicle which is part of the Knox County Housing Authority public housing program – including residential dwelling units, program offices, and agency vehicle fleet – by any person(s) who resides at, works at, or visits KCHA properties including, but not limited to, the following people:

- (a) All current and new residents;
- (b) Visitors and guests of residents;
- (c) Resident service providers;
- (d) Knox County Housing Authority staff;
- (e) Knox County Housing Authority contracted vendors or agents and their employees;

Section 3.03 Areas designated smoke-free in which smoking will be prohibited include:

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

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

Section 3.05 Resident Responsibilities under this policy include:

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

- (e) Acknowledgement that KCHA's ability to police, monitor, or enforce the agreements of this policy is dependent in significant part on compliance by residents, visitors, and guests;
- (f) If a resident witnesses someone smoking or smells smoke in violation of this policy, it shall be their responsibility to report the violation to the property management office as soon as possible. It is the preference of the Knox County Housing Authority to receive said complaints in writing.

Section 3.06 The Knox County Housing Authority cannot and does not warranty or promise that buildings and dwelling units will be free from secondhand smoke.

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

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

Section 3.08 Lease Violation Provisions

- (a) Failure to comply with any smoke-free provisions set forth as a result of this policy shall be considered a material violation of the lease and subject residents in violation to adverse action, up to and including termination of lease;
- (b) Lease violations will be assessed in the following manner:
 - (i) 1st Violation – Property manager will visit the resident and document any evidence (sight or smell) witnessed in the unit; resident will receive a warning letter and be assessed a \$25.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
 - (ii) 2nd Violation - Property manager will visit the resident and document any evidence (sight or smell) witnessed in the unit; resident will receive a lease violation letter and be assessed a \$50.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
 - (iii) 3rd Violation - Property manager will visit the resident and document any evidence (sight or smell) witnessed in the unit; resident will receive a final lease violation letter advising FINAL NOTICE PRIOR TO TERMINATION and be assessed a \$100.00 fine; subsequent unit inspections will be scheduled to monitor future compliance with this policy.
 - (iv) 4th Violation – Termination of lease
- (c) Residents will be solely responsible for the cost to clean items which have been discolored and replacement of items damaged as a result of violating this policy including, but not limited to flooring, window treatment, walls, surfaces, light covering, ventilation systems, etc. Charges may be assessed during tenancy or at resident move-out.

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

BOARD MEMO

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Miller Valentine Tax Credit Update

Executive Summary

At the 07/23/2013 Regular Meeting of the Board of Commissioners, it was decided to support a tax credit application to the State of Illinois from Miller Valentine. In doing so, the Knox County Housing Authority offered to supply up to 24 project-based vouchers for the development. The application was submitted by Pete Schwiegeraht of Miller Valentine.

On 12/13/2013, the agency was informed by Mr. Schwiegeraht that Miller Valentine was not awarded tax credit funding for this development. Mr. Schwiegeraht indicated MV was encouraged to submit another application, and has requested the KCHA continue its conditional project-based voucher commitment.

At this time, I would like to research the proposition again fully and engage in Board discussions prior to committing project-based vouchers to this project. At this time, no action need be taken.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Henderson County Section 8 Program Transfer

Executive Summary

At the 11/26/2013 Regular Meeting of the Board of Commissioners, the potential transfer of the administration of Henderson County's housing choice voucher program to the Knox County Housing Authority was discussed in short detail. Commissioners were informed of the agency's interest, and advised a detailed analysis of the impact of the transfer would be completed.

Financial Impact

For December 2013, HCHA administrative fees (AF) per voucher totaled \$39.25. The published AF rate for Henderson County, IL is \$52.03. Considering the 69% proration rate brought on by sequester cuts, HCHA administrative fees can be forecasted at \$36.58 per voucher. That figure will fluctuate based on vouchers leased and current funding. For the 20 vouchers currently administered, the KCHA could expect to receive monthly AF disbursements totaling \$731.60. Additional consideration has to be given to the logistical challenges presented in the administration of an HCV program in another county. Travel time for inspections (and re-inspections), annual reexaminations, and landlord outreach all has to be taken into account. For the KCHA to break even on administering this program, the agency would need to lease approximately another 15-20 vouchers. The HCHA has budget authority for 51 vouchers.

HCHA's HUD held program reserve balance as of 06/30/2013 was \$13,570.00, and agency net restricted asset (NRA) balance was \$9,565.00. An additional \$4,613.00 in funding is available in the HCHA unrestricted net assets (UNA) account. Thus, a total of \$27,748.00 exists to support housing assistance payment (HAP) and administrative budget shortfall. HCHA's December 2013 HAP disbursement was \$6,270.00, while expenses totaled \$8,235.00. In reviewing Henderson County's housing choice voucher program finances, it appears all reserve HAP funding for the 20 vouchers they administer would be expended no later than August or September

of 2014. At that point, if the program transfer were to take place, additional funding to support these vouchers would come out of our Unrestricted Net Assets at a rate of approximately \$2,000.00 per month. Our UNA balance at end of November 2013 stands at \$288,216.00.

In considering voucher growth, there are a few items to consider. Currently, voucher funding is based on past leasing rates. For example, December 2013 HAP disbursements are calculated using June of 2013 leased unit totals. So if the HCHA program added vouchers, funding for those additional vouchers would come entirely out of supplemental funding sources (such as NRA, HUD held program reserves, and UNA) for the first six months. Once past the first six months, voucher funding from HUD should stabilize to match voucher utilization, with applicable proration. With a HAP expense of \$8,235.00 for 20 vouchers, the per voucher expense would be \$411.75. Forecasting that forward for 35 vouchers, the total HAP expense would figure to be \$14,411.25. The difference between HCHA's current HAP disbursement and the increased voucher expense is \$8,141.25. As discussed above, HCHA's supplemental funding is set to run out by August of 2014. That date would be accelerated with the addition of vouchers, so utilizing existing KCHA UNA funding would begin sooner, and at a much higher rate until funding caught up with utilization. Funding this increase from KCHA UNA could total upwards of \$50,000.00 before funding stabilizes, and then could cost approximately \$2,000.00 per month (give or take, depending on funding) after that.

Another factor to consider would be landlord participation. Information from HCHA suggests landlord participation in the area is adequate, but effective outreach would need to be conducted to grow the program. Simply stated, if there aren't landlords willing to accept voucher participants as tenants then program growth would stagnate.

Recommendation

The HCHA housing choice voucher program is financially troubled, and cannot exist on its current path much longer. There isn't enough HAP funding to cover the vouchers fully, and the agency's net restricted assets, unrestricted net assets, and HUD held program reserves aren't enough to sustain the program past August. Considering a transfer is a complicated matter, one that isn't done justice in the simplified explanation presented in this memo.

Given the financial considerations listed above, and the desire of the agency to grow the housing choice voucher program within its budget authority, it is the recommendation of the Executive Director to decline the transfer of Henderson County's housing choice voucher program.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/27/2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/31/2013

SUBJECT: Sailor Kahn Financial Audit Report

Executive Summary

The agency has received the FYE 03/31/2013 financial audit report from Sailor Kahn & Co. The financial reporting period audited was from 04/01/2012 through 03/31/2013.

A copy of the audit will be provided for each Commissioner. Discussion of the audit and its contents is planned for the January 2014 Regular Meeting of the Board of Commissioners.