

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
5/30/2017
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 04-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 03-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 03-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 65,689.29
<input type="checkbox"/> Roger Peterson	Moon Towers:	\$ 82,254.03
<input type="checkbox"/> Paula Sanford	Family:	\$ 104,120.00
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 45,973.67
<u>Excused:</u>	HCV:	\$ 16,773.99
	Brentwood:	\$ 37,909.88
<u>Others Present:</u>	Prairieland:	\$ 31,479.58
	Capital Fund 2014:	\$ 3,300.00
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00

Old Business	None	
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New Business	Review/Approve Resolution 2017-08 for SEMAP Certification/Submission FYE 03/31/2017	Derek Antoine
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Reports	Executive Director's Report – 05/2017	Derek Antoine
	KCHA Legal Counsel Report – 05/2017	Jack Ball

Other Business	IL085 Annual Unaudited FDS Submission	Derek Antoine
	Commissioner Appointment Discussion	Derek Antoine

board agenda

Commissioner Re-Appointment Discussion	Derek Antoine
Finance Committee Meeting Schedule	Derek Antoine
Commissioner Retirement	Chairperson Payton

Executive Session	Personnel Discussion	Derek Antoine
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Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
April 25, 2017**

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

PRESENT: Wayne Allen
 Ben Burgland
 Lomac Payton
 Roger Peterson
 Paula Sanford
 Paul H. Stewart

EXCUSED: Tom Dunker

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

Chairperson Payton called the meeting to order at 10:00 a.m.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the March meeting minutes approved as received.

There were no claims or financial reports submitted as KCHA is in the midst of the year-end process. March and April reports will be available at the May and June meetings.

OLD BUSINESS

Mr. Antoine asked the Board to review and approve Amendment to Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018 - Janitorial Supplies. Mr. Antoine stated that the Janitorial Supplies category had been removed from approval at the last meeting. Mr. Antoine reported that staff had met with the three bidders in order to get clarification on their bid submissions. As a result, OSI is recommended to be the primary vendor for janitorial supplies but the agency will also use Supplyworks for specific chemicals. After brief discussion, Commissioner Stewart made a motion to approve Amendment to Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018 - Janitorial Supplies with OSI and Supplyworks as selected vendors; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

NEW BUSINESS

None

REPORTS

Mr. Antoine reported that there was no Executive Director's report for this month.

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

OTHER BUSINESS

Mr. Antoine noted that it was time for the Executive Director Performance Appraisal. The Commissioners then set a work session for 05/17/2017 at 10:00 a.m. to discuss the Executive Director Performance Appraisal.

Mr. Antoine also reminded the Board that the May 2017 meeting would be Roger Peterson's last meeting serving as a Commissioner. Thus, he recommended that the Board also discuss the opening on the Board at the 05/17/2017 work session. Commissioners were encouraged to be ready to discuss names of persons willing to serve in this capacity.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:30 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

Secretary

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

May 25, 2016

ROLL CALL - 11:15 am

The regular meeting for the Knox County Housing Authority's Finance Committee was called at 11:15 am by Commissioner Ben Burgland.

ATTENDANCE

KCHA Commissioners:

Present: Ben Burgland
Excused: Tom Dunker and Wayne Allen

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused:

FINANCIAL REPORT - 11:16 am

The only item on the agenda for this month's meeting was to review the March 2017 Year-end Financial Reports. The committee received copies of March operating statements along with notes for each Amp (COCC, Moon Towers, Family Sites, Bluebell Towers, Housing Choice Voucher (HCV), Brentwood, and Prairieland. The statements and notes were provided by Lee Lofing. The committee then had a discussion on any issues or questions that the commissioners had with the financials. Both Mr. Antoine and Mr. Lofing answered the questions. See the "Notes" attachment. After the discussion and review, the financial reports were said to be good and that nothing out of the ordinary stood out.

ACCOUNTS PAYABLE - 11:46 am

There were no outstanding accounts payables to review.

ADJOURN - 11:47 am

Respectfully submitted,



Finance Coordinator, KCHA

FINANCIAL NOTES FOR FEBRUARY 2017

MAY 23, 2017 MEETING

COCC

	<u>Mar-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$50,843.36	\$596,792.11	
Operating Expenses	\$57,449.79	\$537,928.68	Year end closing entries and adjustments.
Net Revenue Income/(Loss)	<u>(\$6,606.43)</u>	<u>\$58,863.43</u>	Three payrolls in March Utilities.

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

COCC's Cash, Investments, A/R, & A/P \$876,363.96 **\$179,309.56** *minimum reserve position*

MOON TOWERS

	<u>Mar-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$53,833.84	\$692,098.15	
Operating Expenses	\$72,698.27	\$732,125.73	Year end closing entries and adjustments.
Net Revenue Income/(Loss)	<u>(\$18,864.43)</u>	<u>(\$40,027.58)</u>	Three payrolls in March Utilities. Nelrod training Asbestos removal

Operated in the red for the month and red for the year.

Moon Towers' Cash, Investments, A/R, & A/P \$516,289.13 **\$244,041.91** *minimum reserve position*

FAMILY

	<u>Mar-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$91,170.90	\$1,028,590.27	
Operating Expenses	\$104,120.00	\$974,248.07	Year end closing entries and adjustments.
Net Revenue Income/(Loss)	<u>(\$12,949.10)</u>	<u>\$54,342.20</u>	Three payrolls in March Utilities. Nelrod training

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

Family's Cash, Investments, A/R, & A/P \$423,171.19 **\$324,749.36** *minimum reserve position*

BLUEBELL

	<u>Mar-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$18,375.73	\$223,483.62	
Operating Expenses	\$45,973.67	\$271,465.21	Year end closing entries and adjustments.
Net Revenue Income/(Loss)	<u>(\$27,597.94)</u>	<u>(\$47,981.59)</u>	Three payrolls in March Utilities.

Operated in the red for the month and red for the year.

Bluebell's Cash, Investments, A/R, & A/P \$104,824.73 **\$90,488.40** *minimum reserve position*

FINANCIAL NOTES FOR FEBRUARY 2017

MAY 23, 2017 MEETING

BRENTWOOD

	<u>Mar-17</u>	<u>Current YTD</u>
Operating Income	\$30,798.08	\$368,293.91
Operating Expenses	\$37,909.88	\$320,876.89
Net Revenue Income/(Loss)	<u>(\$7,111.80)</u>	<u>\$47,417.02</u>

Notes:

Year end closing entries and adjustments.
Three payrolls in March
Utilities.

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

Brentwood's Cash, Investments, A/R, & A/P \$177,708.69 **\$106,958.96** *minimum reserve position*

PRAIRIELAND

	<u>Mar-17</u>	<u>Current YTD</u>
Operating Income	\$26,828.58	\$321,743.11
Operating Expenses	\$31,479.58	\$298,786.55
Net Revenue Income/(Loss)	<u>(\$4,651.00)</u>	<u>\$22,956.56</u>

Notes:

Year end closing entries and adjustments.
Three payrolls in March
Utilities.

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

<i>Prairieland's Cash</i>	<i>(\$57,135.43)</i>	
<i>Security Deposits</i>	<i>\$83.00</i>	
<i>Replacement Reserve</i>	<i>\$83,259.11</i>	
<i>Residual Receipts</i>	<i>\$54,488.33</i>	
PL's Total Cash	<u>\$80,695.01</u>	\$99,595.52 <i>minimum reserve position</i>

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

<u>Admin.</u>	<u>Mar-17</u>	<u>Current YTD</u>
Operating Income	\$7,940.95	\$99,152.01
Operating Expenses	\$17,986.18	\$145,434.20
Net Revenue Income/(Loss)	<u>(\$10,045.23)</u>	<u>(\$46,282.19)</u>

Notes:

Year end closing entries and adjustments.
Three payrolls in March
Utilities.

Deficit covered by the UNP. **\$48,478.07** *minimum reserve position*

Unrestricted Net Position (UNP)	\$184,310.61	<i>2/28/2017</i>
	<i>\$484.26</i>	<i>Year End Adjustment</i>
Monthly Net Revenue Income/(Loss)	<u>(\$10,045.23)</u>	
UNP Ending Balance	<u>\$174,749.64</u>	For Admin Expenses and HAP (if needed)
<i>Pre 2004 Balance</i>	<i>\$121,830.26</i>	<i>(\$26,232.11) AR per Balance Sheet</i>
<i>Post 2003</i>	<i>\$52,919.38</i>	
Investment in Fixed Assets	<i>\$112.49</i>	

HAP

Notes:

HAP payments

<u>HAP</u>	<u>Mar-17</u>	<u>Current YTD</u>
Operating Income	\$60,807.00	\$640,201.57
Operating Expenses	\$63,569.25	\$702,306.39
Net Revenue Income/(Loss)	<u>(\$2,762.25)</u>	<u>(\$62,104.82)</u>

Voucher expenses less than amount funded for the month. **\$234,102.13** *minimum reserve position*

Net Restricted Position (NRP)	\$5,841.93	<i>2/28/2017</i>
	<i>\$33,974.53</i>	<i>Year End Adjustment</i>
Monthly Net Revenue Income/(Loss)	<u>(\$2,762.25)</u>	
NRP Ending Balance for HAP	<u>\$37,054.21</u>	For HAP Expenses (Only)

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

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	50,843.36	54,260.12	596,792.11	651,121.00	-54,328.89	651,121.00
TOTAL OPERATING INCOME	50,843.36	54,260.12	596,792.11	651,121.00	-54,328.89	651,121.00
OPERATING EXPENSE						
Total Administration Expenses	60,152.88	45,416.74	512,522.22	545,000.00	-32,477.78	545,000.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	3,142.35	475.00	10,117.42	5,700.00	4,417.42	5,700.00
Total Maintenance Expenses	-5,675.64	266.74	1,337.64	3,200.00	-1,862.36	3,200.00
General Expense	-169.80	1,450.11	13,951.40	17,400.00	-3,448.60	17,400.00
TOTAL ROUTINE OPERATING EXPENSES	57,449.79	47,608.59	537,928.68	571,300.00	-33,371.32	571,300.00
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	6,660.12	0.00	79,921.00	-79,921.00	79,921.00
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	57,449.79	54,268.71	537,928.68	651,221.00	-113,292.32	651,221.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	-6,606.43	-8.59	58,863.43	-100.00	58,963.43	-100.00
Total Depreciation Expense						
	-578.97	0.00	1,115.03	0.00	1,115.03	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-6,027.46	-8.59	57,748.40	-100.00	57,848.40	-100.00

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

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	53,833.84	59,209.77	692,098.15	710,515.70	-18,417.55	710,515.70
TOTAL OPERATING INCOME	53,833.84	59,209.77	692,098.15	710,515.70	-18,417.55	710,515.70
OPERATING EXPENSE						
Total Administration Expenses	31,262.60	25,141.12	292,249.05	301,696.08	-9,447.03	301,696.08
Total Tenant Services	0.00	141.63	294.24	1,700.00	-1,405.76	1,700.00
Total Utilities Expenses	19,739.19	8,125.00	92,130.51	97,500.00	-5,369.49	97,500.00
Total Maintenance Expenses	25,302.24	21,380.65	281,435.29	256,570.00	24,865.29	256,570.00
General Expense	5,950.00	7,608.26	75,572.40	91,300.00	-15,727.60	91,300.00
TOTAL ROUTINE OPERATING EXPENSES	82,254.03	62,396.66	741,681.49	748,766.08	-7,084.59	748,766.08
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	-9,555.76	0.00	-9,555.76	0.00	-9,555.76	0.00
Total Prov. for Operating Reserve	0.00	-3,187.55	0.00	-38,250.38	38,250.38	-38,250.38
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	72,698.27	59,209.11	732,125.73	710,515.70	21,610.03	710,515.70
NET REVENUE/EXPENSE PROFIT/-LOSS	-18,864.43	0.66	-40,027.58	0.00	-40,027.58	0.00
Total Depreciation Expense						
Total Depreciation Expense	65,676.88	34,583.37	421,207.88	415,000.00	6,207.88	415,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-84,541.31	-34,582.71	-461,235.46	-415,000.00	-46,235.46	-415,000.00

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

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	91,170.90	78,077.16	1,028,590.27	936,925.15	91,665.12	936,925.15
TOTAL OPERATING INCOME	91,170.90	78,077.16	1,028,590.27	936,925.15	91,665.12	936,925.15
OPERATING EXPENSE						
Total Administration Expenses	31,425.19	31,607.52	374,002.72	379,287.60	-5,284.88	379,287.60
Total Tenant Services	335.49	395.87	2,891.14	4,750.00	-1,858.86	4,750.00
Total Utilities Expenses	11,172.32	2,274.89	30,792.57	27,300.00	3,492.57	27,300.00
Total Maintenance Expenses	56,409.15	37,225.00	454,862.81	446,700.00	8,162.81	446,700.00
General Expense	4,777.85	6,910.76	111,698.83	82,930.00	28,768.83	82,930.00
TOTAL ROUTINE OPERATING EXPENSES	104,120.00	78,414.04	974,248.07	940,967.60	33,280.47	940,967.60
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	-336.88	0.00	-4,042.45	4,042.45	-4,042.45
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	104,120.00	78,077.16	974,248.07	936,925.15	37,322.92	936,925.15
NET REVENUE/EXPENSE PROFIT/-LOSS	-12,949.10	0.00	54,342.20	0.00	54,342.20	0.00
Total Depreciation Expense						
Total Depreciation Expense	36,121.37	27,083.37	325,168.37	325,000.00	168.37	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-49,070.47	-27,083.37	-270,826.17	-325,000.00	54,173.83	-325,000.00

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

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	18,375.73	18,557.89	223,483.62	222,696.55	787.07	222,696.55
TOTAL OPERATING INCOME	18,375.73	18,557.89	223,483.62	222,696.55	787.07	222,696.55
OPERATING EXPENSE						
Total Administration Expenses	12,547.86	9,992.09	120,083.40	119,909.04	174.36	119,909.04
Total Tenant Services	25.00	41.63	158.52	500.00	-341.48	500.00
Total Utilities Expenses	6,798.48	2,358.26	27,317.36	28,300.00	-982.64	28,300.00
Total Maintenance Expenses	23,973.99	6,595.65	94,470.58	79,150.00	15,320.58	79,150.00
General Expense	3,086.44	2,858.75	29,435.35	34,305.00	-4,869.65	34,305.00
TOTAL ROUTINE OPERATING EXPENSES	46,431.77	21,846.38	271,465.21	262,164.04	9,301.17	262,164.04
Total Non-Routine Expense	-458.10	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,288.93	0.00	-39,467.49	39,467.49	-39,467.49
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	45,973.67	18,557.45	271,465.21	222,696.55	48,768.66	222,696.55
NET REVENUE/EXPENSE PROFIT/-LOSS	-27,597.94	0.44	-47,981.59	0.00	-47,981.59	0.00
Total Depreciation Expense						
Total Depreciation Expense	25,921.52	11,995.87	158,548.52	143,950.00	14,598.52	143,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-53,519.46	-11,995.43	-206,530.11	-143,950.00	-62,580.11	-143,950.00

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

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	214,223.83	210,104.94	2,540,964.15	2,521,258.40	19,705.75	2,521,258.40
TOTAL OPERATING INCOME	214,223.83	210,104.94	2,540,964.15	2,521,258.40	19,705.75	2,521,258.40
OPERATING EXPENSE						
Total Administration Expenses	135,388.53	112,157.47	1,298,857.39	1,345,892.72	-47,035.33	1,345,892.72
Total Tenant Services	360.49	579.13	3,343.90	6,950.00	-3,606.10	6,950.00
Total Utilities Expenses	40,852.34	13,233.15	160,357.86	158,800.00	1,557.86	158,800.00
Total Maintenance Expenses	100,009.74	65,468.04	832,106.32	785,620.00	46,486.32	785,620.00
General Expense	13,644.49	18,827.88	230,657.98	225,935.00	4,722.98	225,935.00
TOTAL ROUTINE OPERATING EXPENSES	290,255.59	210,265.67	2,525,323.45	2,523,197.72	2,125.73	2,523,197.72
Total Non-Routine Expense	-458.10	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	-9,555.76	0.00	-9,555.76	0.00	-9,555.76	0.00
Total Prov. for Operating Reserve	0.00	-153.24	0.00	-1,839.32	1,839.32	-1,839.32
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	280,241.73	210,112.43	2,515,767.69	2,521,358.40	-5,590.71	2,521,358.40
NET REVENUE/EXPENSE PROFIT/-LOSS	-66,017.90	-7.49	25,196.46	-100.00	25,296.46	-100.00
Total Depreciation Expense						
Total Depreciation Expense	127,140.80	73,662.61	906,039.80	883,950.00	22,089.80	883,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-193,158.70	-73,670.10	-880,843.34	-884,050.00	3,206.66	-884,050.00

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

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	30,798.08	30,196.35	368,293.91	362,354.00	5,939.91	362,354.00
TOTAL OPERATING INCOME	30,798.08	30,196.35	368,293.91	362,354.00	5,939.91	362,354.00
OPERATING EXPENSE						
Total Administration Expenses	7,782.17	4,539.89	51,461.41	54,480.00	-3,018.59	54,480.00
Total Fee Expenses	5,600.70	5,322.24	64,980.45	63,866.88	1,113.57	63,866.88
Total Utilities Expenses	7,496.80	2,054.13	33,494.40	24,650.00	8,844.40	24,650.00
Total Maintenance Expenses	12,170.33	18,505.01	101,563.27	222,061.00	-120,497.73	222,061.00
Total Taxes & Insurance Expense	2,746.66	2,652.01	30,931.94	31,825.00	-893.06	31,825.00
Total Financial Expenses	2,113.22	2,400.00	38,445.42	28,800.00	9,645.42	28,800.00
TOTAL ROUTINE OPERATING EXPENSE	37,909.88	35,473.28	320,876.89	425,682.88	-104,805.99	425,682.88
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,277.37	0.00	-63,328.88	63,328.88	-63,328.88
Total Capital Expenditures	0.00	-5,277.37	0.00	-63,328.88	63,328.88	-63,328.88
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	37,909.88	30,195.91	320,876.89	362,354.00	-41,477.11	362,354.00
NET REVENUE PROFIT/-LOSS						
	-7,111.80	0.44	47,417.02	0.00	47,417.02	0.00
Total Depreciation Expense						
	17,166.81	5,291.63	75,698.69	63,500.00	12,198.69	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-24,278.61	-5,291.19	-28,281.67	-63,500.00	35,218.33	-63,500.00

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

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	26,828.58	26,240.36	321,743.11	314,883.00	6,860.11	314,883.00
TOTAL OPERATING INCOME	26,828.58	26,240.36	321,743.11	314,883.00	6,860.11	314,883.00
OPERATING EXPENSE						
Total Administration Expenses	5,458.49	4,854.02	47,096.33	58,250.00	-11,153.67	58,250.00
Total Fee Expenses	5,040.63	4,804.87	58,580.91	57,658.00	922.91	57,658.00
Total Utilities Expenses	4,422.22	2,006.74	28,985.37	24,080.00	4,905.37	24,080.00
Total Maintenance Expenses	11,744.63	9,716.85	97,769.78	116,600.00	-18,830.22	116,600.00
Total Taxes & Insurance Expense	2,700.40	2,354.13	27,908.83	28,250.00	-341.17	28,250.00
Total Financial Expenses	2,113.21	2,375.00	38,445.33	28,500.00	9,945.33	28,500.00
TOTAL ROUTINE OPERATING EXPENSE	31,479.58	26,111.61	298,786.55	313,338.00	-14,551.45	313,338.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	128.75	0.00	1,545.00	-1,545.00	1,545.00
Total Capital Expenditures	0.00	128.75	0.00	1,545.00	-1,545.00	1,545.00
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	31,479.58	26,240.36	298,786.55	314,883.00	-16,096.45	314,883.00
NET REVENUE PROFIT/-LOSS						
	-4,651.00	0.00	22,956.56	0.00	22,956.56	0.00
Total Depreciation Expense						
	11,337.00	5,720.87	81,478.50	68,650.00	12,828.50	68,650.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-15,988.00	-5,720.87	-58,521.94	-68,650.00	10,128.06	-68,650.00

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

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	57,626.66	56,436.71	690,037.02	677,237.00	12,800.02	677,237.00
TOTAL OPERATING INCOME	57,626.66	56,436.71	690,037.02	677,237.00	12,800.02	677,237.00
OPERATING EXPENSE						
Total Administration Expenses	13,240.66	9,393.91	98,557.74	112,730.00	-14,172.26	112,730.00
Total Fee Expenses	10,641.33	10,127.11	123,561.36	121,524.88	2,036.48	121,524.88
Total Utilities Expenses	11,919.02	4,060.87	62,479.77	48,730.00	13,749.77	48,730.00
Total Maintenance Expenses	23,914.96	28,221.86	199,333.05	338,661.00	-139,327.95	338,661.00
Total Taxes & Insurance Expense	5,447.06	5,006.14	58,840.77	60,075.00	-1,234.23	60,075.00
Total Financial Expenses	4,226.43	4,775.00	76,890.75	57,300.00	19,590.75	57,300.00
TOTAL ROUTINE OPERATING EXPENSE	69,389.46	61,584.89	619,663.44	739,020.88	-119,357.44	739,020.88
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,148.62	0.00	-61,783.88	61,783.88	-61,783.88
Total Capital Expenditures	0.00	-5,148.62	0.00	-61,783.88	61,783.88	-61,783.88
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	69,389.46	56,436.27	619,663.44	677,237.00	-57,573.56	677,237.00
NET REVENUE PROFIT/-LOSS						
	-11,762.80	0.44	70,373.58	0.00	70,373.58	0.00
Total Depreciation Expense						
	28,503.81	11,012.50	157,177.19	132,150.00	25,027.19	132,150.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-40,266.61	-11,012.06	-86,803.61	-132,150.00	45,346.39	-132,150.00

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

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	8,245.95	7,854.24	103,038.58	94,250.00	8,788.58	94,250.00
TOTAL ADMIN OPERATING INCOME	8,245.95	7,854.24	103,038.58	94,250.00	8,788.58	94,250.00
OPERATING EXPENSES						
Total Admin Expenses	11,819.96	5,837.61	99,007.35	70,050.00	28,957.35	70,050.00
Total Fees Expenses	3,568.50	3,860.87	41,917.50	46,330.00	-4,412.50	46,330.00
Total General Expenses	1,385.53	559.13	3,090.91	6,710.00	-3,619.09	6,710.00
TOTAL OPERATING EXPENSES	16,773.99	10,257.61	144,015.76	123,090.00	20,925.76	123,090.00
Total Surplus Adjustments	1,193.50	0.00	1,193.50	0.00	1,193.50	0.00
Total Provision for Reserve	0.00	-2,805.38	0.00	-33,665.00	33,665.00	-33,665.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	17,967.49	7,452.23	145,209.26	89,425.00	55,784.26	89,425.00
NET REVENUE PROFIT/-LOSS						
	-9,721.54	402.01	-42,170.68	4,825.00	-46,995.68	4,825.00
Total Depreciation Expense	18.69	18.75	224.94	225.00	-0.06	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-9,740.23	383.26	-42,395.62	4,600.00	-46,995.62	4,600.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	60,807.00	78,491.63	640,100.04	941,900.00	-301,799.96	941,900.00
TOTAL HAP INCOME	60,807.00	78,491.63	640,100.04	941,900.00	-301,799.96	941,900.00
HAP EXPENSES						
Total HAP Expenses	62,708.00	78,583.26	704,810.00	943,000.00	-238,190.00	943,000.00
Total General HAP Expenses	861.25	-83.37	-2,503.61	-1,000.00	-1,503.61	-1,000.00
TOTAL HAP EXPENSES	63,569.25	78,499.89	702,306.39	942,000.00	-239,693.61	942,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-2,762.25	-8.26	-62,206.35	-100.00	-62,106.35	-100.00

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

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	38,513.03	33,274.85	5,238.18	277,087.25
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,657.76	14,932.08	725.68	177,049.55
Administrative Expenses	3,572.39	427.25	3,145.14	19,432.38
Teneant Services	0.00	42.26	-42.26	294.24
Utilities	19,739.19	21,608.86	-1,869.67	92,130.51
Maintenance Supplies/Contracts	-1,178.34	11,032.40	-12,210.74	99,972.60
Mileage	0.00	0.00	0.00	142.56
General Expenses	5,950.00	4,955.13	994.87	75,572.40
Non-Routine Expense	0.00	-8,082.03	8,082.03	0.00
TOTAL MOON TOWERS CLAIMS	82,254.03	78,190.80	4,063.23	741,681.49
AMP002 - FAMILY				
Salaries	54,036.40	60,347.90	-6,311.50	506,041.46
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,581.37	15,167.74	1,413.63	189,810.96
Administrative Expenses	3,724.33	2,571.30	1,153.03	28,327.21
Teneant Services	0.00	75.00	-75.00	945.56
Utilities	11,172.32	4,382.14	6,790.18	30,792.57
Maintenance Supplies/Contracts	13,827.73	17,779.88	-3,952.15	106,310.72
Mileage	0.00	154.44	-154.44	320.76
General Expenses	4,777.85	28,293.65	-23,515.80	111,698.83
Non-Routine Expenses	0.00	-14,130.77	14,130.77	0.00
TOTAL FAMILY CLAIMS	104,120.00	114,641.28	-10,521.28	974,248.07
AMP003 - BLUEBELL				
Salaries	17,276.40	13,821.23	3,455.17	114,450.22
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,435.50	4,035.28	400.22	51,009.51
Administrative Expenses	821.74	1,007.07	-185.33	10,483.41
Teneant Services	25.00	0.00	25.00	158.52
Utilities	6,798.48	4,557.00	2,241.48	27,317.36
Maintenance Supplies/Contracts	13,988.21	2,640.40	11,347.81	38,485.58
Mileage	0.00	11.88	-11.88	0.00
General Expenses	3,086.44	1,625.48	1,460.96	29,435.35
Non-Routine Expenses	-458.10	-1,578.05	1,119.95	0.00
TOTAL BLUEBELL CLAIMS	45,973.67	26,120.29	19,853.38	271,339.95
COCC				
Salaries	55,921.06	50,611.33	5,309.73	446,196.67
Employee W/H Payments	8,239.48	1,097.57	7,141.91	2,237.46
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	4,231.82	7,241.98	-3,010.16	66,325.55
Teneant Services	0.00	0.00	0.00	0.00
Utilities	3,142.35	4,758.30	-1,615.95	10,117.42
Maintenance Supplies/Contracts	-5,675.64	64.66	-5,740.30	1,337.64
Mileage	0.00	0.00	0.00	0.00
General Expenses	-169.80	2,725.13	-2,894.93	13,951.40
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	65,689.27	66,498.97	-809.70	540,166.14
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	165,746.89	158,055.31	7,691.58	1,343,775.60
Employee W/H Payments	8,239.48	1,097.57	7,141.91	2,237.46
Management Fees	36,674.63	34,135.10	2,539.53	417,870.02
Administrative Expenses	12,350.28	11,247.60	1,102.68	124,568.55
Teneant Services	25.00	117.26	-92.26	1,398.32
Utilities	40,852.34	35,306.30	5,546.04	160,357.86
Maintenance Supplies	20,961.96	31,517.34	-10,555.38	246,106.54
Mileage	0.00	166.32	-166.32	463.32
General Expenses	13,644.49	37,599.39	-23,954.90	230,657.98
Non-Routine Expenses	-458.10	-23,790.85	23,332.75	0.00
TOTAL LOW RENT CLAIMS	298,036.97	285,451.34	12,585.63	2,527,435.65

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	13,149.86	12,885.55	264.31
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,600.70	5,279.40	321.30
Administrative Expenses	2,996.51	1,031.39	1,965.12
Utilities	7,496.80	1,522.46	5,974.34
Maintenance Supplies/Contracts	3,806.13	-194,170.11	197,976.24
Tax & Insurance Expenses	2,746.66	1,992.76	753.90
Finacial Expenses	2,113.22	2,284.88	-171.66
TOTAL BRENTWOOD CLAIMS	37,909.88	-169,173.67	207,083.55
PRAIRIELAND			
Salaries	13,149.47	12,885.16	264.31
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,040.63	4,826.88	213.75
Administrative Expenses	672.93	1,337.04	-664.11
Utilities	4,422.22	1,126.75	3,295.47
Maintenance Supplies/Contracts	3,380.72	-96,476.82	99,857.54
Taxes & Insurance Expenses	2,700.40	1,783.16	917.24
Financial Expenses	2,113.21	2,284.87	-171.66
TOTAL PRAIRIELAND CLAIMS	31,479.58	-72,232.96	103,712.54
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	26,299.33	25,770.71	528.62
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,641.33	10,106.28	535.05
Administrative Expenses	3,669.44	2,368.43	1,301.01
Utilities	11,919.02	2,649.21	9,269.81
Maintenance Supplies	7,186.85	-290,646.93	297,833.78
Taxes & Insurance Expenses	5,447.06	3,775.92	1,671.14
Financial Expenses	4,226.43	4,569.75	-343.32
TOTAL AHP CLAIMS	69,389.46	-241,406.63	310,796.09
HOUSING CHOICE VOUCHER - HCV			
Salaries	10,199.28	10,629.56	-430.28
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,568.50	3,159.00	409.50
Administrative Expenses	1,620.68	895.05	725.63
General Expense-Admin	1,385.53	1,762.38	-376.85
Total HCV Expenses	16,773.99	16,445.99	328.00
HAP Expenses	62,708.00	55,641.00	7,067.00
General Expenses	861.25	1,811.00	-949.75
Total HAP Expenses	63,569.25	57,452.00	6,117.25
TOTAL HCV CLAIMS	80,343.24	73,897.99	6,445.25

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

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	425.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	-42,724.86	492,057.28	500,738.85
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non Dwelling Equipment	0.00	42,724.90	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	425.04	492,057.28	564,071.07
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	3,300.00	24,950.00	25,100.00	75,096.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	-0.04	230,266.40	316,968.26
Dwelling Equipment	0.00	1,860.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	-163.48	0.00	565.44
TOTAL CFG 2014 CLAIMS	3,300.00	26,646.48	255,366.40	618,789.00
CFG 2013 - \$584,976				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
TOTAL CFG 2013 CLAIMS	0.00	0.00	0.00	584,976.00
TOTAL CFG GRANT(S) CLAIMS	3,300.00	27,071.52	747,423.68	1,767,836.07

Knox County Housing Authority
CLAIMS REPORT TOTALS
March, 2017

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	82,254.03	78,190.80	4,063.23	741,681.49
AMP002 - FAMILY	104,120.00	128,772.05	-24,652.05	974,248.07
AMP003 - BLUEBELL	45,973.67	26,120.29	19,853.38	271,465.21
COCC	65,689.29	66,339.71	-650.42	540,352.65
TOTAL LOW RENT	298,036.99	299,422.85	-1,385.86	2,527,747.42
<u>A.H.P.</u>				
BRENTWOOD	37,909.88	-189,673.67	227,583.55	320,876.89
PRAIRIELAND	31,479.58	-72,232.96	103,712.54	298,786.55
TOTAL A.H.P.	69,389.46	-261,906.63	331,296.09	619,663.44
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	16,773.99	16,445.99	328.00	144,015.76
TOTAL HCV	16,773.99	16,445.99	328.00	144,015.76
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	425.04	-425.04	492,057.28
CAPITAL FUND GRANT '14	3,300.00	26,646.48	-23,346.48	255,366.40
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
TOTAL GRANTS	3,300.00	27,071.52	-23,771.52	747,423.68
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TOTAL CLAIMS FOR MONTH	387,500.44	81,033.73	306,466.71	4,038,850.30

RESOLUTION 2017-08

05/30/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Section 8 Management Assessment Program (SEMAP) Certification

Article I. Background

On September 10, 1998, the U.S. Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP). SEMAP is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

This rule applies to PHA administration of the tenant-based Section 8 rental voucher and rental certificate programs (24 CFR § 982), the project-based component (PBC) of the certificate program (24 CFR § 983) to the extent that PBC family and unit data are reported and measured under the stated HUD verification method, and enrollment levels and contributions to escrow accounts for Section 8 participants under the family self-sufficiency program (FSS) (24 CFR § 984).

On August 17, 2000, HUD issued Notice PIH 2000-34 requiring the electronic submission of the SEMAP certification. SEMAP consists of 14 primary indicators with points assigned to each indicator for a total maximum of 145 points. The indicators and their respective maximum points are as follows:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedule
5. HQS Quality Control Inspections
6. HQS Enforcement
7. Expanding Housing Opportunities
8. Payment Standards
9. Annual Reexamination
10. Correct Tenant Rent Calculations
11. Pre-Contract HQS Inspections
12. Annual HQS Inspections
13. Lease-Up
14. Family Self-Sufficiency Enrollment

A PHA must submit the HUD-required SEMAP certification form within 60 calendar days after the end of its fiscal year (24 CFR §985.101). The certification must be approved by PHA board resolution and signed by the PHA executive director. If the PHA is a unit of local government or a state, a resolution approving the certification is not required, and the certification must be executed by the Section 8 program director. Failure of an PHA to submit its SEMAP certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR § 985.107. A PHA's SEMAP certification is subject to HUD verification by an on-site confirmatory review at any time.

Upon receipt of the PHA's SEMAP certification, HUD will rate the PHA's performance under each SEMAP indicator in accordance with 24 CFR § 985.3. HUD will then prepare a SEMAP profile for each PHA which shows the rating for each indicator, sums the indicator ratings, and divides by the total possible points to arrive at a PHA's overall SEMAP score. SEMAP scores shall be rounded off to the nearest whole percent. *High performer rating* – PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability. *Standard rating* – PHAs with SEMAP scores of 60 to 89 percent shall be rated standard. *Troubled rating* – PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

The SEMAP certification scores for the previous five certification periods are as follows:

2016: 80%
2015: 100%
2014: 100%
2013: 100%
2012: 85%

The Knox County Housing Authority (KCHA) has completed the appropriate program audit accurately and to the best of its ability utilizing the records contained in the files of the Authority pertaining to Section 8 Management Assessment Program (SEMAP) reporting. For the fourth time in the past five years, the agency will certify at 100.0% compliance.

Article II. Recommendation

It is the recommendation of the Executive Director the Board adopt KCHA Resolution 2017-08 authorizing the certification and submission of the Section 8 Management Assessment Program (SEMAP), effective for the fiscal year ended 03/31/2017.



Derek Antoine
(M29582)
PIC Main

Assessment Profile	Reports	Submission			
List	Summary	Certification	Profile	Comments	

Field Office: **5APH CHICAGO HUB OFFICE**
 Housing Agency: **IL085 Knox County Housing Authority**

Housing Agency Details

SEMAP

PHA Fiscal Year:

Logoff

FYE: 3/31
 Status: Certification Submitted
 Exec Director Approval Date: NA
 SEMAP Certification Due Date: 5/30/2017
 Corrective Actions Required: 0

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
3/31/2017	<u>Certification</u>	Certification Submitted	--	New Certification	05-22-2017

RESOLUTION 2017-08

05/30/2017

Board of Commissioners

Derek Antoine, Executive Director

Section 8 Management Assessment Program (SEMAP) Certification

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) on September 10, 1998 issued a notice in the Federal Register establishing the Section 8 Management Assessment Program (SEMAP), as set forth in 24 CFR 985, to objectively measure public housing agency performance in key Section 8 tenant-based assistance program areas; and

WHEREAS, SEMAP is an annual reporting requirement, due 60 days after the end of the fiscal year; and

WHEREAS, HUD on August 17, 2000 issued Notice PIH 2000-34 requiring submission of SEMAP Certification electronically; and

WHEREAS, the Knox County Housing Authority (KCHA) has completed the quality control process to determine the KCHA compliance with the 14 indicators of SEMAP for the fiscal year ended March 31, 2017; and

WHEREAS, the agency has declared the maximum number of points awarded at 100.0%; and

WHEREAS, the information complied is complete and accurate, and documentation is maintained at the Authority's central office; and

WHEREAS, HUD requires that the Section 8 Management Assessment Program (SEMAP) Certification be approved by the Board of Commissioners and be signed by the Executive Director prior to the electronic submission to HUD.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Knox County Housing Authority approves the Section 8 Management Assessment Program (SEMAP) Certification, and the Executive Director is hereby authorized to sign the submission for FYE 03/31/2017 to HUD in accordance with regulations posted at 24 CFR § 985.

RESOLVED: May 30, 2017.

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RESOLUTION 2017-08

05/30/2017

Board of Commissioners

Derek Antoine, Executive Director

Section 8 Management Assessment Program (SEMAP) Certification

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority approves the Section Eight Management Assessment Program (SEMAP) submission for FYE 03/31/2017.
3. The quality control methodology used in reviewing the KCHA's Housing Choice Voucher Program data is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: May 30, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

EXECUTIVE DIRECTOR'S REPORT MAY 2017

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



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, May 30, 2017
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of May 2017:

Staff	Date	Training
D. Antoine	05/11, 05/16, 05/18, 05/23	Executive Director Training (Trainer)
D. Antoine/C. Lefler	04/28/2017 – 05/03/2017	PHADA Conference/ED Education Program
D. Antoine/C. Lefler	04/19/2017 – 04/21/2017	IAHA Maintenance and Management Clinic
C. Lefler	05/19/2017	Non-Profit Training

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department finalized 2016 year-end financials.
- March 2016 data was entered into HUD's Financial Data Schedule (FDS) on May 22, ahead of the annual June 1 deadline. It is currently under HUD review for approval.
- The City of Galesburg PILOT tax (due June 1) was paid.
- Work has begun on April 2017 financials. Both April 2017 and May 2017 financials will be presented to the board in June.

IDROP update as of May 26, 2017:

- Knox County Housing Authority has submitted \$176,400 of bad debt to IDROP since January 2012.
- IDROP has collected \$43,300 in offsets of the above total.
- KCHA is recovering at a rate of nearly 25% of bad debt submitted to IDROP.

EXECUTIVE SUMMARY

Human Resources

Steve Hiatt, Maintenance Technician I at Moon Towers, has been selected as the May 2017 Employee of the Month. Steve routinely completes work in a timely manner, and his craftsmanship demonstrates his dedication to his duties. Additionally, on several occasions he has volunteered to come in on days off and provide musical entertainment. On one such date, Saturday, May 6, 2017, some Moon Towers tenants hosted an Arts and Crafts Show in the Community Room. Steve put on a show, singing and playing guitar for the residents in attendance. His consistent service and dedication to the residents of Moon Towers is demonstrated on a daily basis. Rock on, Steve!

Facilities

The agency is considering developing an energy performance contract to facilitate energy efficient upgrades to several KCHA properties. The basic idea of an energy performance contract would be to move the agency forward in regards to energy efficiency while realizing a cost savings that would effectively serve as income to the properties as well as the COCC. The agency would take on long-term debt service which would be paid through the commodity cost savings – the idea being the savings on utilities would be substantial enough to both pay the debt service while also providing income to the properties. This project is in the infancy stages, as staff recently met with representatives from Johnson Controls, Inc. to assess the property's ability to benefit from such a program. The initial assessment indicated the agency could save between \$150,000.00 and \$250,000.00 annually on utilities, which Johnson Controls would guarantee during the lifetime of the loan. As the project moves forward through consideration the Board will be kept apprised of status. Eventually, if the agency decides this is a viable program, commencing the contract would require Board approval.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for March 2017:

- Average rent collected for Moon Towers is \$175.05 per unit per month.
- 13 vacant unit days for a total vacancy loss of \$107.27 in *desired* rent, and a vacancy loss of \$95.70 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 \$13.98 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.20 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
 - \$3,428.92 outstanding tenant accounts
 - 0.87% to projected annual tenant revenue

Here is a snapshot of the occupancy at Moon Towers for March, 2017 :

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
0-BR	76	2128	0	2128	12	2116	99.4	0.6
1-BR	99	2772	0	2772	1	2771	99.9	0.1
2-BR	2	56	0	56	0	56	100.0	0.0
TOTAL	177	4956	0	4956	13	4943	99.7	0.3

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for March, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.68	1.32
1-BR	99	98	98.99	1.01
2-BR	2	2	100.0	0.0
TOTAL	177	176	99.4	0.6

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at Moon Towers currently sits at 112 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	97
April 2016	10	99
May 2016	7	101
June 2016	17	108
July 2016	13	126
August 2016	16	127
September 2016	9	132
October 2016	14	133
November 2016	11	119
December 2016	9	75
January 2017	9	77
February 2017	14	92
March 2017	19	112
Totals/Avg. List	157	109.50

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

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.4	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	98.95	100.0

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

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for March 2017:

- Average rent collected for the Family Sites is \$97.33 per unit per month.
- 78 vacant unit days for a total vacancy loss of \$757.47 in *desired* rent, and a vacancy loss of \$287.73 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 \$33.20 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$18.30 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
 - \$23,796.17 outstanding tenant accounts
 - 8.66% to projected annual tenant revenue

Here is a snapshot of the occupancy at the Family Sites for March, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
2-BR	80	2240	0	2240	24	2216	98.9	1.1
3-BR	80	2240	0	2240	34	2178	98.4	1.6
4-BR	22	616	0	616	0	616	100.0	0.0
5-BR	8	224	0	224	0	224	100.0	0.0
TOTAL	190	5320	0	5320	58	5262	98.9	1.1

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for March, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0	0.0
3-BR	80	78	97.5	2.5
4-BR	22	22	100.0	0.0
5-BR	8	8	100.0	0.0
TOTAL	190	188	98.9	1.1

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at the Family Sites currently sits at 171 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	159
April 2016	8	166
May 2016	15	142
June 2016	20	150
July 2016	9	150
August 2016	19	168
September 2016	3	165
October 2016	3	167
November 2016	3	154
December 2016	7	162
January 2017	9	155
February 2017	10	162
March 2017	7	171
Totals/Avg. List	114	159.33

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

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	19.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	89.89	100.0

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

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for March 2017:

- Average rent collected for Blue Bell Tower is \$277.92 per unit per month.
- 20 vacant unit days for a total vacancy loss of \$198.87 in *desired* rent, and a vacancy loss of \$222.93 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 \$37.35 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$2.21 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$384.46 outstanding tenant accounts
 - 0.22% to projected annual tenant revenue

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for March, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
1-BR	50	1550	0	1550	19	1531	98.8	1.2
2-BR	1	31	0	31	0	31	100.0	0.0
TOTAL	51	1581	0	1581	19	1562	98.8	1.2

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for March, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0	0.0
2-BR	1	1	100.0	0.0
TOTAL	51	51	100.0	0.0

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at the Blue Bell Tower has 3 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	19
April 2016	3	19
May 2016	1	20
June 2016	3	23
July 2016	0	19
August 2016	1	19
September 2016	0	18
October 2016	3	16
November 2016	1	3
December 2016	2	9
January 2017	3	14
February 2017	2	10
March 2017	3	18
Totals/Avg. List	22	15.75

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

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.9	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.92	100.0

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

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

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

Knox County Housing Authority Public Housing Program

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	98.7	1.3
Scattered Family Sites	190	188	98.9	1.1
Blue Bell Tower	51	51	100.0	0.0
Total PH Program	418	415	99.2	0.8

Public Housing Assessment System (PHAS)

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

The weighting for each AMP is approximated below:

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	23.18	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	95.86	100.0

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 95.86, which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2017	443	0	13
February 2017	447	0	18
March 2017	462	0	26
April 2017	414	0	19
May 2017			
June 2017			
July 2017			
August 2017			
September 2017			
October 2017			
November 2017			
December 2017			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2017	11	180	6	3
February 2017	13	179	5	0
March 2017	15	183	5	1
April 2017	24	185	4	2
May 2017				
June 2017				
July 2017				
August 2017				
September 2017				
October 2017				
November 2017				
December 2017				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2017	180	6	\$3,861.00	\$60,062.00	6.43%
February 2017	179	5	\$3,430.00	\$59,461.00	5.77%
March 2017	183	5	\$3,968.00	\$62,237.00	6.38%
April 2017	185	4	\$3,400.00	\$64,440.00	5.28%
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
CY 12/31/2017	-	-	\$14,659.00	\$246,200.00	5.95%

Voucher Utilization

	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	Percent Utilization
January 2017	\$60,062.00	\$66,882.00	6,820.00	\$2,019.00	97.07%
February 2017	\$59,461.00	\$66,882.00	7,421.00	\$10,389.00	92.79%
March 2017	\$62,237.00	\$60,502.00	(1,735.00)	\$37,054.00	83.98%
April 2017	\$64,400.00	\$60,502.00	(3,938.00)	\$37,116.00	87.28%
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
CY 12/31/2017					

HOUSING CHOICE VOUCHER PROGRAM

SEMAP Dashboard

In the coming months, the section will be populated with information demonstrating the agency's month-to-month performance in regards to the Section Eight Management Assessment Program (SEMAP). SEMAP is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for February 2017:

- Average rent collected for Prairieland Townhouses is \$386.98 per unit per month.
- Vacancy loss - \$390.00 (28 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,265.00
 - \$3,995.00 in dwelling rent
 - \$1,270.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for March 2017 – \$(1,200.99)
- Net cash flow YTD 2017 – \$27,607.56
- Replacement Reserve Balance - \$81,512.00
- Residual Receipt Reserve Balance - \$54,485.00

Brentwood Manor

Key Financial Data for Brentwood Manor for February 2017:

- Average rent collected for Prairieland Townhouses is \$404.40 per unit per month.
- Vacancy loss - \$871.00 (55 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$7,106.00
 - \$5,305.00 in dwelling rent
 - \$1,801.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for March 2017 – \$3,058.61
- Net cash flow YTD 2017 – \$54,528.82

Here is a snapshot of the occupancy at the AHP properties as of May 26, 2017:

A.H.P. Properties			
Brentwood Manor			
	0	Vacancies	Total: 0
72 Units			Occupied: 100.0%
Prairieland Townhomes			
	0	Vacancies	Total: 0
66 Units			Occupied: 100.0%

RESOURCE DEVELOPMENT

Resource Development

The Resource Development Manager completed the following:

- Received award notification of Hy-Vee One Step community garden grant in total of \$1,000 to fund both Prairieland and Moon Towers gardens.
- Participated IAHA Maintenance and Management Clinic.
- Attended seminar on energy efficiency grants and funding available.
- Delivered presentation to Chamber of Commerce Ambassador group on Knox County Housing Authority and its role in the community.
- Participated in training for Housing Authorities on becoming not-for-profits and 501c3 organizations.
- Attended two Chamber networking events, one ribbon cutting, and two Chamber of Commerce Ambassador meetings.
- Created business cards for one staff member and one board member and reordered cards for staff members.
- Participated in regular meetings for the Clinton Health Matters Initiative food insecurity committee. Provided information on KCHA gardens and nutrition initiatives and working to link KCHA needs with community resources.
- Attended workshop on social media marketing for business offered through Chamber of Commerce.
- Created flyers for the following programs: Woodland Bend Community Garden, City-wide clean-up, Feed the Kids Program, Spring Break Spaghetti Lunch.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.
- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.
- Photograph KCHA properties and events for promotional purposes.
- Research ideas for website improvement.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

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

May 30, 2017

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Patricia Davis (900 W. Dayton #D1)	1 st Appr. - JD
Tammi Hindahl (170 S. West St. #412)	1 st Appr. - JD
Cordelia Spivey (550 Iowa Ave.)	1 st Appr. - CD
Candace and Courtney Arnold (1091 W. Berrien St.)	1 st Appr. - CD
Amy Brown & Chelsea Norvill (1511 McKnight St.)	1 st Appr. - CD
Alyssa Mixon (1577 McKnight St.)	1 st Appr. - CD
Jasmine Cunningham (954 W. South St.)	1 st Appr. - CD
Kim Caldwell (1071 W. Berrien)	1 st Appr. - CD
Susan McCormick & Catlin Brooks (1071 W. Berrien)	1 st Appr. - CD
Nakissha Grayson (1093 W. Berrien)	1 st Appr. - CD
LaTanya Hays (463 Iowa Ct.)	1 st Appr. - CD
Dashaya Thompson (1550 McKnight St.)	1 st Appr. - CD
Angela Pedicure (1581 McKnight St.)	1 st Appr. - JD
Michael Smith (433 Iowa Ct.)	1 st Appr. - C to 5/30/17
Kiara Hester (1095 W. Berrien)	1 st Appr. - CD
Tasha Morris & Teresa Ricks (1089 Berrien)	1 st Appr. - CD
Danielle Garcia & Ian Warfield (563 Iowa Ct.)	1 st Appr. - 6/20/17

2. Prep monthly report.

3. Review meeting packet and attend monthly meeting.

Jack P. Ball, Esq.

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, C for continued, STI for summons to issue and ASTI for alias summons to issue and TLM for Prairie State Legal Services attorney Tracey L. Mergener.

Recommendation

Mr. Hawkinson carries the recommendation and support of the Executive Director for appointment to the Knox County Housing Authority Board of Commissioners to for a term of five years commencing 06/27/2017 and ending 05/31/2022.

A letter recommending the appointment of Mr. Hawkinson has been prepared for the Commissioners to sign, which would then be presented to the Knox County Board for action at the June 2017 meeting.

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: 05/25/2017

FROM: Derek Antoine
Executive Director



BOARD MEETING: 05/30/2017

SUBJECT: FYE 03/31/2017 Unaudited FDS Submission

Executive Summary

In accordance with HUD's Uniform Financial Reporting Standards rule, public housing agencies (PHA) are required to submit a financial statement, prepared in accordance with generally accepted accounting principles (GAAP), in the electronic format specified by HUD. Two such submissions are required of each agency annually – an unaudited financial data statement (FDS) and an audited financial data statement. The unaudited submission is due 2 months after the PHA's fiscal year end, and the audited submission is due 9 months after its fiscal year end (24 CFR section 5.801). The financial statement must include the financial activities of this program. The submission deadlines for the Knox County Housing Authority are as follows:

- Unaudited FDS: 05/31/2017
- Audited FDS: 12/31/2017

The unaudited FDS of the Knox County Housing Authority for fiscal year ended 03/31/2016 was successfully submitted on 05/22/2017.

The audit of the agency's financial statement will be scheduled during the month of July 2017. The agency shall submit the audited FDS no later than 11/30/2017.

Fiscal Impact

By submitting the unaudited and audited financial data statements by the regulatory deadlines, the KCHA shall avoid any Public Housing Assessment System (PHAS) point deductions and financial sanctions.

Recommendation

None.



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

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 [PHA Info](#)
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PHA Information	
PHA Code:	IL085 Fiscal Year End Date:03/31/2017
PHA Name:	Knox County Housing Authority
Submission Type:	Unaudited/Single Audit

Submit

Certification Statement

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Congratulations! Your submission has been successfully transmitted to FASS-PH.

Date/Time: Mon May 22 14:02:41 EDT 2017
Confirmation Key: 83400000.239375.56.12.RVS

Line Item #	Description	Total
290	Total Assets and Deferred Outflow of Resources	\$12,093,242
600	Total Liabilities, Deferred Inflows of Resources and Equity - Net Assets/Position	\$12,093,242
70000	Total Revenue	\$4,135,979
96900	Total Operating Expenses	\$2,707,205
97000	Excess of Operating Revenue over Operating Expenses	\$1,428,774
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$-336,974

Please Click on 'My InBox' at the top to Return to your inbox.

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: 05/25/2017

FROM: Derek Antoine
Executive Director



BOARD MEETING: 05/30/2017

SUBJECT: Commissioner Appointment – Jared Hawkinson

Executive Summary

The KCHA Board is comprised of seven (7) Commissioners who are committed to improving the quality of life for low-income families in Knox County, IL. All seven (7) Commissioners are appointed by the Knox County Board Chair, and confirmed by a majority vote of the Knox County Board. All Commissioners must be residents of the Knox County at the time of their appointment and must continue to maintain such residence throughout the term of their office. KCHA Commissioners serve terms of five (5) years. In the event of a Commissioner vacancy, a special solicitation is conducted within ninety (90) days of the date of the vacancy.

Due to the retirement of Commissioner Roger Peterson, there is a vacancy on the KCHA Board of Commissioners. Commissioner Peterson's last official meeting will be 05/30/2017.

Knox County resident Jared Hawkinson submitted a resume and letter detailing his interest and qualifications for service on the Knox County Housing Authority Board of Commissioners. Mr. Hawkinson is employed with BNSF Railway as a yardmaster, and is a police officer with the City of Knoxville, Illinois. He brings with him supervisory experience, and a law enforcement perspective, that could be of benefit to the Board. Mr. Hawkinson has previously served on the Knox County Emergency Systems Board (9-1-1), and currently serves on the Knox County Board representing District 4. Mr. Hawkinson has been selected to meet informally with the Board on 05/30/2017 during open session of the regular monthly meeting to discuss interest and qualifications for service.

The final step in the process is for the KCHA Commissioners to make a recommendation for a candidate to serve as Commissioner. Once the Board has taken action on a recommendation, a letter will be signed by all Commissioners to be submitted to the Knox County Board Chairperson for presentation for approval at the June 2017 meeting of the Knox County Board.

Fiscal Impact

None

Recommendation

Mr. Hawkinson carries the recommendation and support of the Executive Director for appointment to the Knox County Housing Authority Board of Commissioners to for a term of five years commencing 06/27/2017 and ending 05/31/2022.

A letter recommending the appointment of Mr. Hawkinson has been prepared for the Commissioners to sign, which would then be presented to the Knox County Board for action at the June 2017 meeting.



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS

216 W. Simmons St., Galesburg, IL 61401

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Email: dantoine@knoxhousing.org

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

Tuesday, May 30, 2017
9:29 AM

Knox County Board
Knox County Court House
200 S. Cherry St.
Galesburg, IL 61401

RE: Commissioner Appointment

To Whom It May Concern:

This purpose of this letter is to serve as formal recommendation of Mr. Jared Hawkinson for appointment to the Knox County Housing Authority Board of Commissioners, effective immediately upon approval. The present vacancy on the KCHA Board of Commissioners is due to the retirement of Commissioner Roger Peterson, whose term expires 05/31/2017. Mr. Hawkinson met informally with the Board on 05/30/2017 during open session of its regular monthly meeting to discuss interest and qualifications for service.

Mr. Hawkinson is employed with BNSF Railway as a yardmaster, and is a police officer with the City of Knoxville, Illinois. He brings with him supervisory experience and a law enforcement perspective that could be of benefit to the KCHA Board. Mr. Hawkinson has previously served on the Knox County Emergency Systems Board (9-1-1), and currently serves on the Knox County Board representing District 4.

The KCHA is responsible for housing over 750 families in public housing units located throughout five (5) developments, via the Section 8 Housing Choice Voucher Program, and the Affordable Housing Program (AHP) which includes Brentwood Manor and Prairieland Townhouse Apartments. All eligible and qualifying participants receiving KCHA assistance with housing have an opportunity to serve in a position as Resident Commissioner on the KCHA Board of Commissioners for a term of five (5) years commencing 07/01/2014.

The KCHA Board is comprised of seven (7) Commissioners who are committed to improving the quality of life in and around the low income community. All seven (7) Commissioners are appointed by the Knox County Board Chair, and confirmed by a majority vote of the Knox County Board. All Commissioners must be residents of the Knox County at the time of their appointment and must continue to maintain such residence throughout the term of their office. KCHA Commissioners serve terms of five (5) years.

Action was taken at the 05/30/2017 Regular Meeting of the Board, and it was the decision of the Commissioners to recommend the appointment of Jared Hawkinson to a five-year term of service as Commissioner on the Knox County Housing Authority Board of Commissioners, commencing on June 27, 2017 and expiring in June 30, 2022. The agency looks forward to benefiting from the service he may provide.

Respectfully,

Lomac Payton, Board Chairperson

Thomas Dunker, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

CC: Scott Erickson
Knox County Clerk

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2017

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/30/2017

SUBJECT: Commissioner Reappointment – Ben Burgland

Executive Summary

Ben Burgland has served on the Board of Commissioners since May 2012. His current five-year term expires on 05/31/2017. Mr. Burgland has indicated he will seek reappointment to a third term as a Commissioner for the Knox County Housing Authority. The new term is set to expire on 05/31/2022.

In seeking reappointment, Mr. Burgland affirms to faithfully execute the duties of Commissioner for the Knox County Housing Authority and to the best of his abilities.

A letter recommending the reappointment of Mr. Burgland has been prepared for the Commissioners to sign, which would then be presented to the Knox County Board for action at the June 2017 meeting.



KNOX COUNTY
HOUSING AUTHORITY

BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS

216 W. Simmons St., Galesburg, IL 61401

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Email: dantoine@knoxhousing.org

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

Tuesday, May 30, 2017
9:15 AM

Knox County Board
Knox County Court House
200 S. Cherry St.
Galesburg, IL 61401

Two Whom It May Concern:

Mr. Ben Burgland is currently serving on the Knox County Housing Authority's Board of Commissioners as Commissioner, and his current term expires May 31, 2017. Through a poll of commissioners, it was a unanimous decision to recommend the re-appointment of Ben Burgland to resume his position as Commissioner with the Knox County Housing Authority Board of Commissioners for the five-year term expiring in May 31, 2022.

Respectfully,

Lomac Payton, Chairperson

Roger Peterson, Vice Chairperson

Paula Sanford, Resident Commissioner

Thomas Dunker, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

CC: Scott Erickson
Knox County Clerk

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2017

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/30/2017

SUBJECT: Finance Committee Schedule – FYE 2018

Executive Summary

In an effort to increase efficiency in planning, the following schedule has been developed for Finance Committee meetings for the remainder of FYE 03/31/2018:

- 06/22/2017 (Thursday)
- 07/19/2017
- 08/23/2017
- 09/20/2017
- 10/25/2017
- 11/22/2017
- 12/20/2017
- 01/24/2017
- 02/21/2017
- 03/21/2017

Meeting date and time shall generally be the Wednesday prior to the Regular Meeting of the Board, at 10:30 A.M., unless otherwise agreed upon by the Finance Committee.

Meetings may be rescheduled as the need arises.