

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
4/27/2021
10:00 a.m.

Opening

- Wayne Allen
- LaToya Carson
- Jared Hawkinson
- Lomac Payton
- Joseph Riley
- Sara Robison
- Paul H. Stewart

Excused:

Roll Call

Review/Approve Previous Meeting Minutes
No Financial Reports

Chairperson Payton**Chairperson Payton**

Others Present:

Old Business**None**

New Business

Review/Approve Contract Award for IFB B22002 On-Call Plumbing Services	Derek Antoine
Review/Approve Contract Award for IFB B22003 On-Call HVAC Services	Derek Antoine
Review/Approve Revision to Resolution 2021-04 Supply/Service Vendor Listing for FYE03/31/2022	Derek Antoine
Review/Approve Proposal for Asbestos Abatement – 504 Modifications Project – Phase III	Derek Antoine

board agenda

Reports

Executive Director's Report – 03-2021

Derek Antoine

KCHA Legal Counsel Report – 04-2021

Jack Ball

Other Business

Executive Director Performance Appraisal

Vice Chair Hawkinson

Board Meeting Date Reschedule – May 2021

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 30, 2021**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held virtually via Zoom Meetings. Roll call was taken, and the following Commissioners were present:

PRESENT: Wayne Allen
 LaToya Carson
 Jared Hawkinson
 Lomac Payton
 Joseph Riley
 Sara Robison
 Paul H. Stewart

EXCUSED:

ABSENT:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, 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 minutes approved as received.

Commissioner Carson joined the meeting.

Chairperson Payton then requested the Board review and ratify the February 2021 financial reports. After brief discussion, Commissioner Hawkinson made a motion to ratify the financial reports for February 2021 as presented; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Commissioner Riley joined the meeting.

January 2021 claims against the HA Administration in the sum of \$369,417.55; Central Office Cost Center in the sum of \$47,469.61; Moon Towers in the sum of \$70,169.68; Family in the sum of \$71,410.31; Bluebell in the sum of \$21,275.81; Housing Choice Voucher Program in the sum of \$94,712.50; Brentwood (A.H.P.) in the sum of \$32,651.95; Prairieland (A.H.P.) in the sum of \$27,527.69; Capital Fund '19 in the sum of \$4,200.00 and Capital Fund '20 in the sum of \$0.00 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills for February 2021; Commissioner Allen seconded. Roll call was taken as

follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

OLD BUSINESS

Chairperson Payton introduced LaToya Carson as a new Commissioner appointed by the Knox County Board.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2021-03 KCHA FYE 03/31/2022 Operating Budget Revision. Mr. Antoine said that the FYE 03/31/2021 budget has been revised to reflect changes to the maintenance program as it will be centralized under the COCC. The AMPs will be billed for service. He stated that \$68,000 from reserves will help to cover the costs of this change. Mr. Antoine also said that this will also result in the creation of a Public Housing Facilities Manager to oversee the maintenance program and staff. Commissioner Stewart asked how much salary will be for the position and asked if someone had been selected for the position. Mr. Antoine responded that the salary range is \$55,000 to \$70,000 and is in line with a review of other housing authorities and private sector entities and that interviews would be conducted later today. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2021-03 KCHA FYE 03/31/2022 Operating Budget Revision; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

Vice-Chairperson Hawkinson assumed the Chair from Chairperson Payton.

Mr. Antoine asked the Board to review and approve Resolution 2021-04 Supply/Service Vendor Listing for FYE 03/31/2022. Mr. Antoine referenced the proposed listing of supply/service contracts for the period of 04/01/2021 to 03/31/2022. The list shows areas of supply and service and the contract year. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2021-04 Supply/Service Vendor Listing for FYE 03/31/2022; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye

Commissioner Robison - aye
Commissioner Stewart - aye
Motion Carried, 7-0.

Mr. Antoine asked the Board to review and approve Emergency Generator Replacement - Bluebell Tower. Mr. Antoine informed the Board that the standby generator at Bluebell Tower was failing and needed to be replaced. The generator is original to the building, so it is nearly 40 years old. After brief discussion, Commissioner Riley made a motion to approve Emergency Generator Replacement - Bluebell Tower in an amount not to exceed \$17,840.00; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

Mr. Antoine asked the Board to review and approve Extension to Mechanical Contracts. Mr. Antoine referenced the Board memo that outlined the process for solicitations. He explained that the specifications have been revised for On-Call Plumbing/Sewer & Drain Services and On-Call HVAC Services, and they have separately been issued for bid. Additionally, On-Call Electrical Services is now out for Quote. He further explained that the responses for Fire Protection Services were incomplete. Thus, it was recommended to extend the contracts to current contractors for one additional month. After brief discussion, Commissioner Payton made a motion to approve a one-month extension to 04/30/2021 to AMP Mechanical Services, Inc. for Plumbing/HVAC Services and Electrical Services and Getz Fire Equipment for Fire Protection Services; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

Mr. Antoine asked the Board to review and approve Resolution 2021-05 Uncollectible Debt Charge-Off for Period ending 03/31/2021. After brief discussion, Commissioner Allen made a motion to approve Resolution 2021-05 Uncollectible Debt Charge-Off for Period ending 03/31/2021 in the amount of \$9,655.18; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

Chairperson Payton left the meeting at this time.

REPORTS

The Executive Director's written report was emailed prior to the meeting. Mr. Antoine provided an update related to agency operations, the Illinois eviction moratorium dates and upcoming Nelrod and PHADA training opportunities.

The Legal Counsel report was included in the Board packet. Mr. Ball provided an update on current cases and related case management and provided an update on current court processes.

OTHER BUSINESS

Vice-Chairperson Hawkinson welcomed Commissioner Carson to the Board and asked Mr. Antoine to get a commissioner handbook to her when possible.

Vice-Chairperson Hawkinson reminded the Board that the annual performance appraisal of Mr. Antoine needs to be completed by 06/01/2021.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:43 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

Secretary

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: 04/23/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/27/2021

SUBJECT: Review/Approve Contractors for On-Call Plumbing Services and On-Call Sewer & Drain Services

Executive Summary

An Invitation for Bids (IFB) was issued on 04/01/2021 to solicit bids for On-Call Plumbing/Sewer & Drain Services for the period 05/01/2021 through 03/31/2021. The bid submittal deadline was 04/22/2021.

The bids were sought from qualified, licensed contractors to provide the following services:

- Lot #1: Plumbing-related work including, but not limited to, repairing and replacing plumbing fixtures such as: toilets; sinks; bathtubs; water heaters; drain systems; and water and sewer lines;
- Lot #2: Sewer & Drain-related work including, but not limited to excavation of sewer lines, hydro-jet pumping, holding tank pumping, and sewage pump repair and installation; and
- Additional Services. Any other Plumbing and/or Sewer & Drain-related maintenance, repair, or installation work the Agency may order.

Outreach efforts for On-Call Plumbing/Sewer & Drain Services were as follows:

- 398 total vendors notified by the eProcurement System;
- 13 vendors viewed the online solicitation;
- Local area vendors notified of the solicitation via an advertisement in the Register-Mail;
- 1 contractor attended the pre-bid meeting;
- 3 bids submitted by:
 - AMP Mechanical Services, Inc.
 - JP Benbow Plumbing and Heating
 - Mechanical Service Inc.

KCHA staff has completed a full review of the bid submissions and has made recommendations for selection. Pricing items were listed in two lots—Lot #1 was

for Plumbing Services and Lot #2 was for Sewer & Drain Services. The bid tabulation is attached to this memo.

Fiscal Impact

Services and supplies purchased under the On-Call Plumbing/Sewer & Drain Services contract will be paid from the operating budgets of each program. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board follow the recommendation to award the contract for On-Call Plumbing Services to AMP Mechanical Services, Inc. for the period 05/01/2021 to 03/31/2021 in an amount not to exceed \$53,940.00. It is also the recommendation of the Executive Director the Board follow the recommendation to award the contract for On-Call Sewer & Drain Services to Mechanical Service Inc. for the period 05/01/2021 to 03/31/2021 in an amount not to exceed \$10,657.80.

On-Call Plumbing/Sewer & Drain Services-B22002

Lot #1 (Plumbing)	Quantity	AMP Mechanical Services, Inc.		J.P. Benbow Plumbing & Heating		Mechanical Services, Inc.	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Journeyman Plumber	200	\$ 85.85	\$ 17,170.00	\$ 85.00	\$ 17,000.00	\$ 86.55	\$ 17,310.00
Apprentice Plumber	200	\$ 25.00	\$ 5,000.00	\$ 85.00	\$ 17,000.00	\$ 55.00	\$ 11,000.00
Laborer/Helper	200	\$ 25.00	\$ 5,000.00	\$ 85.00	\$ 17,000.00	\$ 50.00	\$ 10,000.00
Backhoe & Operator	10	\$ 105.00	\$ 1,050.00	\$ 150.00	\$ 1,500.00	\$ 150.00	\$ 1,500.00
Master Plumber Overtime	30	\$ 107.00	\$ 3,210.00	\$ 170.00	\$ 5,100.00	\$ 109.65	\$ 3,289.50
Journeyman Plumber Overtime	30	\$ 105.00	\$ 3,150.00	\$ 170.00	\$ 5,100.00	\$ 109.65	\$ 3,289.50
Apprentice Plumber Overtime	30	\$ 41.00	\$ 1,230.00	\$ 170.00	\$ 5,100.00	\$ 85.00	\$ 2,550.00
Laborer/Helper Overtime	30	\$ 41.00	\$ 1,230.00	\$ 170.00	\$ 5,100.00	\$ 60.00	\$ 1,800.00
Backhoe & Operator Overtime	10	\$ 115.00	\$ 1,150.00	\$ 300.00	\$ 3,000.00	\$ 175.00	\$ 1,750.00
Supplies/Materials (markup)	\$ 15,000.00	\$ 1.05	\$ 15,750.00	\$ 1.00	\$ 15,000.00	\$ 1.10	\$ 16,500.00
Trip Charge (optional)	20	\$ -	\$ -		\$ -	\$ -	\$ -
Lot #1 Total			\$ 53,940.00		\$ 90,900.00		\$ 68,989.00

(Quantity = hours, dollars or each)

Lot #2 (Sewer & Drain)	Quantity	AMP Mechanical Services, Inc.		J.P. Benbow Plumbing & Heating		Mechanical Services, Inc.	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Sewer & Drain Technician	20	\$ 95.00	\$ 1,900.00	\$ 95.00	\$ 1,900.00	\$ 67.34	\$ 1,346.80
Sewer & Drain Laborer/Helper	20	\$ 25.00	\$ 500.00	\$ 95.00	\$ 1,900.00	\$ 50.00	\$ 1,000.00
Sewer & Drain Technician Overtime	10	\$ 142.50	\$ 1,425.00	\$ 142.50	\$ 1,425.00	\$ 94.55	\$ 945.50
Sewer & Drain Laborer/Helper Overtime	10	\$ 41.00	\$ 410.00	\$ 142.50	\$ 1,425.00	\$ 60.00	\$ 600.00
Backflow Testing	10	\$ 85.85	\$ 858.50	\$ 85.00	\$ 850.00	\$ 86.55	\$ 865.50
Jetter-Type Line Cleaner	10	\$ 175.00	\$ 1,750.00	\$ 175.00	\$ 1,750.00	\$ 150.00	\$ 1,500.00

Snake-Type Line Inspection Camera	10	\$ 245.00	\$ 2,450.00	\$ 150.00	\$ 1,500.00	\$ 150.00	\$ 1,500.00
Grinder/Shredder-Type Line Cleaner	10	\$ 85.00	\$ 850.00	\$ 175.00	\$ 1,750.00	\$ 70.00	\$ 700.00
Supplies/Materials (markup)	\$ 2,000.00	\$ 1.05	\$ 2,100.00	\$ 1.05	\$ 2,100.00	\$ 1.10	\$ 2,200.00
Trip Charge (optional)	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lot #2 Total			\$ 12,243.50		\$ 14,600.00		\$ 10,657.80

(Quantity = hours, dollars or each)

Grand Total - Lot #1 & Lot #2			\$ 66,183.50		\$ 105,500.00		\$ 79,646.80
-------------------------------	--	--	--------------	--	---------------	--	--------------

Bid Submittal Items	AMP Mechanical Services, Inc.	J.P. Benbow Plumbing & Heating	Mechanical Services, Inc.
Form of Bid	yes	yes	yes
Form HUD-5369-C	yes	yes	yes
Form HUD-5369-A	yes	yes	yes
Section 3 Business Preference - optional	-	-	-
Licensing	yes	no	yes
Proposed Services	yes	no	yes
Profile of Firm Form	yes	yes	not complete
Managerial Capacity/Financial Viability	yes	no	not complete
Client Information	yes	no	not complete
Equal Employment Opportunity/Supplier Diversity	yes	no	yes
Subcontractor/Joint Venture - optional	-	-	-
Other Informaton - optional	-	-	-
Addendum 1 signed	yes	no	yes
Addendum 2 signed	yes	no	yes

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: 04/23/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/27/2021

SUBJECT: Review/Approve Contractors for On-Call HVAC Services

Executive Summary

An Invitation for Bids (IFB) was issued on 04/01/2021 to solicit bids for On-Call HVAC Services for the period 05/01/2021 through 03/31/2021. The bid submittal deadline was 04/22/2021.

The bids were sought from qualified, licensed contractors to provide the following HVAC-related work:

- Evaporative coolers;
- Air conditioning units and systems;
- Electric and gas-fired refrigeration systems;
- Heat pumps and gas-fired furnaces and boilers; and
- Any other HVAC-related maintenance, repair, or installation work the Agency may order.

Outreach efforts for On-Call Plumbing/Sewer & Drain Services were as follows:

- 385 total vendors notified by the eProcurement System;
- 17 vendors viewed the online solicitation;
- Local area vendors notified of the solicitation via an advertisement in the Register-Mail;
- 1 contractor attended the pre-bid meeting;
- 3 bids submitted by:
 - AMP Mechanical Services, Inc.
 - JP Benbow Plumbing and Heating
 - Mechanical Service Inc.

KCHA staff has completed a full review of the bid submissions and has made a recommendation for selection. The bid tabulation is attached to this memo.

Fiscal Impact

Services and supplies purchased under the On-Call HVAC Services contract will be paid from the operating budgets of each program. Such expenses are eligible and

allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board follow the recommendation to award the contract for On-Call HVAC Services to AMP Mechanical Services, Inc. for the period 05/01/2021 to 03/31/2021 in an amount not to exceed \$35,297.50.

On-Call HVAC Services-B22003

	Quantity	AMP Mechanical Services, Inc.		J.P. Benbow Plumbing & Heating		Mechanical Services, Inc.	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
HVAC Technician	150	\$ 85.85	\$ 12,877.50	\$ 85.00	\$ 12,750.00	\$ 86.55	\$ 12,982.50
Laborer/Helper	150	\$ 25.00	\$ 3,750.00	\$ 85.00	\$ 12,750.00	\$ 50.00	\$ 7,500.00
HVAC Technician Overtime	20	\$ 105.00	\$ 2,100.00	\$ 170.00	\$ 3,400.00	\$ 109.65	\$ 2,193.00
Laborer/Helper Overtime	20	\$ 41.00	\$ 820.00	\$ 170.00	\$ 3,400.00	\$ 60.00	\$ 1,200.00
Supplies/Materials (markup)	\$ 15,000.00	\$ 1.05	\$ 15,750.00	\$ 1.05	\$ 15,750.00	\$ 1.10	\$ 16,500.00
Trip Charge (optional)	10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total			\$ 35,297.50		\$ 48,050.00		\$ 40,375.50

(Quantity = hours, dollars or each)

Bid Submittal Items	AMP Mechanical Services, Inc.	J.P. Benbow Plumbing & Heating	Mechanical Services, Inc.
Form of Bid	yes	yes	yes
Form HUD-5369-C	yes	no	yes
Form HUD-5369-A	yes	no	yes
Section 3 Business Preference - optional	-	-	-
Licensing	yes	no	yes
Proposed Services	yes	no	yes
Profile of Firm Form	yes	no	not complete
Managerial Capacity/Financial Viability	yes	no	not complete
Client Information	yes	no	not complete
Equal Employment Opportunity/Supplier Diversity	yes	no	yes
Subcontractor/Joint Venture - optional	-	-	-
Other Informaton - optional	-	-	-
Addendum 1 signed	yes	yes	yes
Addendum 2 signed	yes	yes	yes

RESOLUTION 2021-04

04/27/2021

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2022

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold, as established by the State of Illinois (30 ILCS 500/20-20), has been set at the following limit:

- Construction \$100,000.00

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. The HUD Procurement Handbook 7460.8 REV 2 requires public housing agencies to develop procurement policies and agency specific operational procedures to ensure internal control.

2 CFR §200.319(a) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section (Subpart D – Post Federal Award Requirements." 2 CFR §200.319(a)(1-7) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 2 CFR §200.319(b) goes on to list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 2 CFR §200.319(c) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations include a clear and accurate description of the requirements for the product or services to be procured, clearly identify requirements which bidders must fulfill, and specify all factors to be used in evaluating bids or proposals.

2 CFR §200.323(a) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 2 CFR §200.318(i) stipulates PHAs must maintain records sufficient to detail the history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

2 CFR §200.318(c) requires that agencies maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. Members of the



Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically stated, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts would be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2021 and ending 03/31/2022.

RESOLUTION 2021-04

04/27/2021

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2022

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 proposed Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2022 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with state and federal requirements.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2021.

RESOLVED: April 27, 2021

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul H. Stewart, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

LaToya Carson, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

KCHA Vendor List FYE 03/31/2022

Category	FYE 2021	FYE 2022	Contract Year
Service/Maintenance			
On-Call Plumbing Services	AMP Mechanical Services	AMP Mechanical Services	1st
On-Call Sewer & Drain Services	-	Mechanical Services Inc.	1st
On-Call Electrical Services	AMP Electrical Services	AMP Electrical Services	1st
Asbestos Abatement	Iowa Illinois Taylor Insulation	Iowa Illinois Taylor Insulation	1st
Fire Protection	Getz Fire Equipment	Getz Fire Equipment	1st
Trash Removal	Waste Management	Waste Management	1st
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	3rd
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	1st
Flooring Installation	Union Flooring Services	Union Flooring Services	2nd
Parts/Supplies			
Appliances	Barton Carroll's	GE Appliances	1st
	GE Appliances	1 Stop Electronics Center, Inc.	1st
Appliance Parts	PDQ	PDQ	1st
	Partscription	PartScription	1st
		Dey Distributing	1st
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
Janitorial Supplies			
Janitorial Supplies	Office Specialists, Inc.	Office Specialists, Inc.	2nd
	Wilson Paper Company	Wilson Paper Company	2nd
Administrative			
IT Service	Office Specialists, Inc.	Office Specialists, Inc.	1st
Office Supplies	Staples Advantage	Staples Advantage	
Security Camera Service	Thompson Electronics	Thompson Electronics	3rd
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	3rd
Printing Services	Allegra		1st

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: 04/23/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/27/2021

SUBJECT: Iowa Illinois Taylor Insulation Asbestos Abatement Proposal for 504
Modifications – Phase 3

Executive Summary

Phase 3 of 504 Modifications focuses on modifications throughout the agency common areas as well as interior modifications to 10 two-bedroom units at the Family Sites. The ensuing work will require the abatement of asbestos-containing flooring materials in the commons and the 10 two-bedroom units.

The attached proposals show the cost for asbestos abatement as needed in the 504 Modifications – Phase 3 (\$65,860.00) as well as some additional work requested at the Whispering Hollow Community Room (\$7,534.00). The additional work requested is beyond the scope of work of the 504 Modifications project but will be adjacent to the space of the work to be done. Thus, it will be more time and cost efficient to do the additional work concurrently.

Iowa Illinois Taylor Insulation was selected as the procured contractor for Asbestos Abatement Services at the March 2021 Board meeting.

Fiscal Impact

Services outlined in this proposal will be paid from the Family Sites budget, Capital Fund Program 2019 and Capital Fund Program 2020. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposal from Iowa Illinois Taylor Insulation for Asbestos Abatement for the 504 Modification Project – Phase 3 and additional requested work in an amount not to exceed \$73,394.00.



DATE: April 16, 2021

PROPOSAL TO: Knox County Housing Authority
216 W. Simmons Street
Galesburg, Illinois 61401
Attn: Cheryl Lefler

PROJECT: Asbestos Abatement
Common Area VCT
Various Buildings
Quote 18046

We propose to supply the labor, materials and equipment to remove and dispose of asbestos flooring from various restroom locations as defined by the April 9, 2021 email defining the 6 buildings, and from ten 2 bedroom scattered sites as listed below. The asbestos materials will be removed using intact removal methods. All abatement work will include wet removal methods, proper containerization and disposal of asbestos waste as required. Quote is based on Davis Bacon Wage rates for Knox Co. – March 26, 2021 Edition. Third party air clearance testing at the conclusion of the abatement process is not included in this Quote as it is not required for intact removal projects.

All work will be performed by certified personnel and in compliance with all state and federal EPA regulations. **All work is covered by 10 million dollars of occurrence based, asbestos specific liability insurance.** Copies of the proper notifications, air monitoring results, disposal receipts and all other required submittals will be furnished after the completion of the project.

- 952 and 954 W. South Street
- 1561 and 1563 McKnight Street
- 1578 and 1580 McKnight Street
- 523 and 527 Iowa Avenue
- 2077 and 2083 E. Knox Street

QUOTE TO REMOVE & DISPOSE \$65,860.00

Thank you for allowing us to bid on this project and should you have any questions regarding this quote, please feel free to call me at 563-391-8100.

ACCEPTANCE OF QUOTE: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Unless otherwise stated above, payment will be due upon completion of the work.

Date _____ *Signature* _____



Linn Fahrenkrug, Project Manager



DATE: April 23, 2021

PROPOSAL TO: Knox County Housing Authority
216 W. Simmons Street
Galesburg, Illinois 61401
Attn: Cheryl Lefler

PROJECT: Asbestos Abatement
Community Room
Whispering Hollow
Quote 18062

We propose to supply the labor, materials and equipment to remove and dispose of asbestos flooring from the Community Room, Lobby & Vestibule of the Whispering Hollow building. The asbestos materials will be removed using gross removal methods. All abatement work will include wet removal methods, proper containerization and disposal of asbestos waste as required. Quote is based on Davis Bacon Wage rates for Knox Co. – March 26, 2021 Edition. Third party air clearance testing at the conclusion of the abatement process is included in this Quote.

All work will be performed by certified personnel and in compliance with all state and federal EPA regulations. **All work is covered by 10 million dollars of occurrence based, asbestos specific liability insurance.** Copies of the proper notifications, air monitoring results, disposal receipts and all other required submittals will be furnished after the completion of the project.

QUOTE TO REMOVE & DISPOSE \$7,534.00

Thank you for allowing us to bid on this project and should you have any questions regarding this quote, please feel free to call me at 563-391-8100.

ACCEPTANCE OF QUOTE: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Unless otherwise stated above, payment will be due upon completion of the work.

Date _____ *Signature* _____



Linn Fahrenkrug, Project Manager



EXECUTIVE DIRECTOR REPORT

MARCH 2021

**REGULAR MEETING
KCHA BOARD OF COMMISSIONERS**

Tuesday, April 27, 2021

Zoom Virtual Conference
255 W. Tompkins St.
Galesburg, IL 61401
knoxcountyhousing.org



<https://www.facebook.com/TheKnoxCountyHousingAuthority>



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2021:

Date	Commissioner	Training Description	Location	Hours
1/4/2021	Sara Robison	Illinois Open Meetings Act	Web	2.0
				0.0
				0.0
				0.0
				0.0
Total Hours:				2.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2021:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jul-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Sep-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Oct-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-20	1	2.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Feb-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Mar-21	0	0.0	\$ -	#DIV/0!			
FYE 2020	1	2.0	\$ -	\$ -	\$ 9,166.66	0.00%	\$ (9,166.66)

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

The table below details required commissioner training, and the agency's compliance results:

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Payton, Lomac						0.0%
Hawkinson, Jared		1	1	1	1	80.0%
Allen, Wayne						0.0%
Stewart, Paul H.						0.0%
Carson, LaToya						0.0%
Robison, Sara				1		20.0%
Riley, Joseph						0.0%
Antoine, Derek (ED)	1	1	1	1		80.0%
Total Authority	1	2	2	3	1	22.5%

The table below details commissioner attendance at Board meetings for the current calendar year:

CY 2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac (C)		1	1										66.7%
Hawkinson, Jared (VC)	1	1	1										100.0%
Allen, Wayne	1	1	1										100.0%
Stewart, Paul H.	1	1	1										100.0%
Robison, Sara	1	1	1										100.0%
Riley, Joseph	1	1	1										100.0%
Carson, LaToya	1	1	1										100.0%
Antoine, Derek (ED)	1	1	1										100.0%

The table below details Board governance requirements, and the agency's compliance results:

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	7	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	3	3	Meets requirement
Average meeting attendance:	80.0	95.8%	Meets Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	3/30	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

FINANCIAL SUMMARY

No financial report due to year-end closing.

EXECUTIVE SUMMARY

GRANT STATUS/PERFORMANCE

2020 CFP Grant IL01P08550120

- Obligation End Date (OED): 04/15/2022
- Expenditure End Date (EED): 04/15/2024

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ -	0.0%
1480 General Capital Activity	\$ 859,834.00	\$ 908,069.00	\$ 578,096.00	63.7%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 1,159,834.00	\$ 1,208,069.00	\$ 878,096.00	72.7%	\$ -	0.0%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ 154,973.00	\$ -	0.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 125,000.00	\$ 125,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3	\$ 529,861.00	\$ 578,096.00	\$ 578,096.00	100.0%	\$ -	0.0%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 859,834.00	\$ 908,069.00	\$ 578,096.00	63.7%	\$ -	0.0%

Due to the COVID-19 pandemic, agency capital fund operations have been limited to planning for the 2020 CFP grant. Budgeted activities include operational transfers, playground renovation at the family sites, roof replacement at Moon Towers, and finishing 504-Phase 3 renovations at Bluebell Tower.

CFP Grant IL01P08550120 is now 72.7% obligated and must be at 90% (contracts for work signed) by 04/15/2022. This grant must be fully expended by 04/15/2024.

EXECUTIVE SUMMARY

2019 CFP Grant IL01P08550119

- Obligation End Date (OED): 04/15/2021
- Expenditure End Date (EED): 04/15/2023

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1408 Mgmnt Improvement	\$ 49,932.00	\$ -	\$ -		\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 783,874.00	\$ 783,874.00	100.0%	\$ 60,735.00	7.7%
Total Capital Fund Program	\$ 1,133,806.00	\$ 1,083,874.00	\$ 1,083,874.00	100.0%	\$ 360,735.00	33.3%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 93,235.00	\$ 93,235.00	\$ 93,235.00	100.0%	\$ 60,735.00	65.1%
1480 504 Phase 3 - AMP 1	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	100.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 2	\$ 420,000.00	\$ 420,000.00	\$ 420,000.00	100.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 3	\$ 190,639.00	\$ 190,639.00	\$ 190,639.00	100.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 783,874.00	\$ 783,874.00	\$ 783,874.00	100.0%	\$ 60,735.00	7.7%

The vast majority of the 2019 CFP is allocated for Phase 3 of the 504 Modernization Project, which began in 2018. Phase II brought about the new construction of six new units and modernization of two existing units at the Family Sites. Phase 3 of this project focuses on community and office spaces.

Soft costs for Phase III of the 504 Modernization project will be applied to the 2019 grant for the month of December 2020. Preliminary design work has begun for the 2BR renovations at the scattered Family Sites.

A solicitation for Phase 3 construction was issued on January 14, 2021. Bid submissions were received February 9, with Hein Construction having been selected and approved at the February 23 meeting. Contracts were signed for this work in March, thus obligating the remaining 2019 CFP grant and a portion of the 2020 CFP grant. Those obligations will be reflected in the March 2021 ED Report.

CFP Grant IL01P08550118 is now 100% obligated (contracts for work signed) ahead of the 04/15/2021 obligation expenditure deadline (OED) and must be fully expended by 04/15/2023.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

COVID-19 Operations/Update

The Centers for Disease Control (CDC) has issued an extension to the moratorium on evictions through June 30, 2021. The previous moratorium was set to expire on March 31, 2021. The State of Illinois' eviction moratorium, set to expire April 9, was extended until May 1. It is anticipated the order will again be extended, in accordance with federal and CDC guidelines and recommendations, as the 5/1 expiration approaches. If the Illinois moratorium is allowed to expire, the KCHA would still be bound by the federal eviction ban.

The agency continues to conduct business under an amended protocol, designed to help prevent and slow the spread of COVID-19. This protocol includes the following operational safeguards:

- All offices are closed to the general public, unless the business is deemed necessary to continued operations
- All community spaces are closed
- Most essential housing operations are being conducted electronically
- Face masks must be worn by agency personnel at all times a safe social distance (at least six feet) cannot be maintained
- Agency staff are permitted to work remotely, given their job responsibilities allow for it
- All public spaces are sanitized regularly
- In-home inspections have been suspended until safe to resume
- Maintenance operations include only emergency work orders, unit turns, and preventive maintenance
- Personal protective equipment (PPE) is worn at all times while in occupied units, regardless of the presence of the tenant. PPE includes face coverings, masks, and gloves

LEGISLATIVE/ADVOCACY

No report this period.

PUBLIC RELATIONS

No report this period.

STRATEGIC PLANNING

No report this period.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM

OCCUPANCY

OCCUPANCY UNIT DAYS	CURRENT PERIOD				YEAR-TO-DATE			
	UDA	UDL	OCC %	VAC %	UDA	UDL	OCC %	VAC %
Moon Towers	5,487	5,487	100.00%	0.00%	64,605	64,171	99.33%	0.67%
Family Sites	5,890	5,766	97.89%	2.11%	69,350	68,054	98.13%	1.87%
Bluebell Tower	1,581	1,563	98.86%	1.14%	18,615	18,301	98.31%	1.69%
TOTAL PUBLIC HOUSING	12,958	12,816	98.90%	1.10%	152,570	150,526	98.66%	1.34%

OCCUPANCY UNIT MONTHS	CURRENT PERIOD				YEAR-TO-DATE			
	UMA	UML	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	177	177	100.00%	0.00%	2,124	2,124	100.00%	0.00%
Family Sites	196	196	100.00%	0.00%	2,352	2,352	100.00%	0.00%
Bluebell Tower	51	51	100.00%	0.00%	612	612	100.00%	0.00%
TOTAL PUBLIC HOUSING	424	424	100.00%	0.00%	5,088	5,088	100.00%	0.00%

OCCUPANCY UNIT TURNAROUND	CP	CURRENT PERIOD				YEAR-TO-DATE			
	YTD	DOWN	MAINT.	LEASING	TOTAL	DOWN	MAINT.	LEASING	TOTAL
Moon Towers	1	0	9	0	9	14	390	104	508
Average Days	79	0.00	9.00	0.00	9.00	0.18	4.94	1.32	6.43
Family Sites	6	56	74	26	156	311	790	376	1421
Average Days	45	9.33	12.33	4.33	26.00	6.91	17.56	8.36	31.58
Bluebell Tower	0	0	0	0	0	4	279	60	343
Average Days	16	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.25	17.44	3.75	21.44
TOTAL PUBLIC HOUSING	7	56	83	26	165	329	1459	540	2272
Average Days	140	8.00	11.86	3.71	23.57	2.35	10.42	3.86	16.23

Occupancy numbers remain strong for FYE 2020. Unit turnaround time averages are clearly affected by the agency shutdown in March, April, and May. As we move through the rest of FYE 2021, the average turn times should get closer to expected levels (12 – 14 days).

PUBLIC HOUSING PROGRAM

FINANCIAL ANALYSIS

FINANCIAL INCOME/EXPENSE	CURRENT PERIOD			YEAR-TO-DATE		
	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%
Moon Towers						
Income	\$ 71,981.14	\$ 65,790.60	109.4%	\$ 821,469.61	\$ 723,696.60	113.5%
Expense	\$ 70,169.68	\$ 62,708.71	111.9%	\$ 769,459.32	\$ 689,795.81	111.5%
Revenue/(LOSS)	\$ 1,811.46	\$ 3,081.89	58.8%	\$ 52,010.29	\$ 33,900.79	153.4%
Family Sites						
Income	\$ 98,980.53	\$ 76,000.16	130.2%	\$ 1,114,450.08	\$ 836,001.76	133.3%
Expense	\$ 71,608.98	\$ 82,056.82	87.3%	\$ 964,912.54	\$ 902,625.02	106.9%
Revenue/(LOSS)	\$ 27,371.55	\$ (6,056.66)	451.9%	\$ 149,537.54	\$ (66,623.26)	224.5%
Bluebell Tower						
Income	\$ 20,781.72	\$ 20,418.93	101.8%	\$ 226,642.13	\$ 224,608.12	100.9%
Expense	\$ 21,275.81	\$ 21,354.57	99.6%	\$ 221,299.68	\$ 234,900.27	94.2%
Revenue/(LOSS)	\$ (494.09)	\$ (935.64)	52.8%	\$ 5,342.45	\$ (10,292.15)	-51.9%
TOTAL PUBLIC HOUSING						
Income	\$ 191,743.39	\$ 162,209.69	118.2%	\$ 2,162,561.82	\$ 1,784,306.48	121.2%
Expense	\$ 163,054.47	\$ 166,120.10	98.2%	\$ 1,955,671.54	\$ 1,827,321.10	107.0%
Revenue/(LOSS)	\$ 28,688.92	\$ (3,910.41)	-733.7%	\$ 206,890.28	\$ (43,014.62)	-481.0%

FINANCIAL POSITION	YEAR-TO-DATE					
	CASH POSITION	MIN. RESERVE	MENAR	RENT CO.	A/R	TAR
Moon Towers	\$ 553,181.00	\$ 279,803.39	7.91	98.33%	\$ 16,066.57	4.76%
Family Sites	\$ 494,300.56	\$ 350,877.29	5.64	128.62%	\$ 39,088.99	27.47%
Bluebell Tower	\$ 176,848.10	\$ 81,449.20	8.69	98.23%	\$ 4,803.88	3.45%

PUBLIC HOUSING PROGRAM

MAINTENANCE REPORT

MAINTENANCE ROUTINE WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	COM	% COM	DAYS	AVG.	REQ	COM	%	DAYS	AVG.
Moon Towers	9	9	100.0%	9	1.00	107	101	94.4%	131	1.30
Family Sites	89	89	100.0%	113	1.27	662	662	100.0%	807	1.22
Bluebell Tower	5	5	100.0%	11	2.20	47	47	100.0%	56	1.19
TOTAL PUBLIC HOUSING	103	103	100.0%	133	1.29	816	810	99.3%	994	1.23

MAINTENANCE EMERGENCY WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	< 24	% < 24	< 72	% < 72	REQ	< 24	% < 24	< 72	% < 72
Moon Towers	26	26	100.00%	26	100.00%	190	190	100.00%	190	100.00%
Family Sites	9	9	100.00%	9	100.00%	118	116	98.31%	118	100.00%
Bluebell Tower	11	11	100.00%	11	100.00%	72	72	100.00%	72	100.00%
TOTAL PUBLIC HOUSING	46	46	100.00%	46	100.00%	380	378	99.47%	380	100.00%

MAINTENANCE ANNUAL INSPECTIONS	YEAR-TO-DATE									
	SITE	EXT	SYST	COM	UNIT	TOTAL	% DONE	% REM	DEF	RESOLVE
Moon Towers	12	12	30	110	0	164	9.23%	90.77%	0	100.0%
Family Sites	0	0	0	0	0	0	0.0%	100.00%	0	100.0%
Bluebell Tower	11	9	14	35	0	69	21.5%	78.50%	0	100.0%
TOTAL PUBLIC HOUSING	23	21	44	145	0	233	10.24%	89.76%	0	100.0%

MAINTENANCE COSTS	YEAR-TO-DATE								
	COST - UNIT		BILLED - UNIT		%	COST - TOTAL		PUM	
Moon Towers	\$	45,103.55	\$	3,343.25	7.4%	\$	295,887.49	\$	151.97
Family Sites	\$	90,041.63	\$	13,913.45	15.5%	\$	522,804.35	\$	242.49
Bluebell Tower	\$	15,998.45	\$	624.50	3.9%	\$	88,704.53	\$	158.12
TOTAL PUBLIC HOUSING	\$	151,143.63	\$	17,881.20	11.8%	\$	907,396.37	\$	194.55

PUBLIC HOUSING PROGRAM

MANAGEMENT OPERATIONS

MANAGEMENT PRACTICES	YEAR-TO-DATE				
	APP & MARKET	PIC %	EIV %	FILE REVIEWS	FR ISSUES %
Moon Towers	94.3%	100.0%	60.9%	0.0%	0.0%
Family Sites	77.10%	100.00%	12.5%	0.0%	95.0%
Bluebell Tower	95.5%	100.0%	12.5%	7.8%	100.0%

MANAGEMENT PEST CONTROL	CURRENT									
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	# TRT	% TRT
Moon Towers	7	6	0	0	0	13	177	7.34%	13	100.00%
Family Sites	0	8	0	0	0	8	196	4.08%	8	100.00%
Bluebell Tower	2	0	0	0	0	2	51	3.92%	2	100.00%
TOTAL PUBLIC HOUSING	9	14	0	0	0	23	424	5.42%	23	100.00%

MANAGEMENT PEST CONTROL	YEAR-TO-DATE							
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF
Moon Towers	63	59	0	0	0	122	2124	5.74%
Family Sites	3	52	0	0	0	55	2352	2.34%
Bluebell Tower	4	1	0	0	0	5	51	9.80%
TOTAL PUBLIC HOUSING	70	112	0	0	0	182	4527	4.02%

PUBLIC HOUSING PROGRAM

CRIME REPORTING

SAFETY/SECURITY REPORTED CRIMES	VIOLENT CRIMES			THEFT			OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DRUG	PROP	OTHER
Moon Towers	1	0	0	0	0	7	2	0	109
Family Sites	63	0	0	6	0	8	2	4	293
Bluebell Tower	0	0	0	0	0	0	0	0	1
TOTAL PUBLIC HOUSING	64	0	0	6	0	15	4	4	403

SAFETY/SECURITY CRIME RATES	VIOLENT CRIMES			THEFT CRIMES			DRUG CRIMES		
	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO
Moon Towers	515.5	413.6	441.8	3608.2	4176.0	1481.3	1030.9	829.3	829.3
Family Sites	10277.3	413.6	441.8	2283.8	4176.0	1481.3	326.3	829.3	829.3
Bluebell Tower	0.0	413.6	441.8	0.0	4176.0	1481.3	0.0	829.3	829.3
TOTAL PUBLIC HOUSING	7441.9	413.6	441.8	2441.9	4176.0	1481.3	465.1	829.3	829.3

PHAS ASSESSMENT

PHAS ASSESSMENT	YEAR-TO-DATE						DESIGNATION
	P - 100	P - 40	MASS	FASS	CFP	OVERALL	
Moon Towers	97.38	38.95	21.00	25.00	10.00	94.95	HIGH PERFORMER
Family Sites	95.00	38.00	21.00	25.00	10.00	94.00	HIGH PERFORMER
Bluebell Tower	99.80	39.92	21.00	25.00	10.00	95.92	HIGH PERFORMER
TOTAL PUBLIC HOUSING	96.57	38.63	21.00	25.00	10.00	94.63	HIGH PERFORMER

This assessment is based on actual operational data for the current fiscal year. The actual PHAS scoring for FYE 03/31/2021 will be carried forward from the agency's last assessment (FYE 03/31/2018).

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	151	16	1	0	0	2	164	164.00
FEB	164	18	28	1	0	1	152	158.00
MAR	152	25	19	0	0	3	155	157.00
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		59	48	1	0	6		

VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	ABSORB	FORFEIT	LEASED	
JAN	6	2	2	0	0	0	2	4
FEB	4	19	1	2	1	0	2	17
MAR	17	21	0	1	0	1	3	17
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		42	3	3	1	1	7	

HOUSING CHOICE VOUCHER PROGRAM

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	194	\$ 66,765.00	\$ 81,046.45	82.38%	\$ 344.15	\$ 344.15
FEB	194	\$ 67,853.00	\$ 80,073.00	84.74%	\$ 349.76	\$ 346.95
MAR	194	\$ 67,912.00	\$ 80,042.00	84.85%	\$ 350.06	\$ 347.99
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	582	\$ 202,530.00	\$ 241,161.45	83.98%	\$ 347.99	

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	8	\$ 11,968.45	\$ 81,046.45	14.77%	\$ 1,496.06	\$ 1,496.06
FEB	8	\$ 10,278.00	\$ 80,073.00	12.84%	\$ 1,284.75	\$ 1,390.40
MAR	8	\$ 10,278.00	\$ 80,042.00	12.84%	\$ 1,284.75	\$ 1,355.19
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	24	\$ 32,524.45	\$ 241,161.45	13.49%	\$ 1,355.19	

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	280	203	72.50%	\$ 81,046.45	\$ 77,482.00	\$ 12,367.55	\$ 89,849.55	90.20%
FEB	280	203	72.50%	\$ 161,285.00	\$ 154,964.00	\$ 4,123.55	\$ 159,087.55	101.38%
MAR	280	204	72.86%	\$ 241,327.45	\$ 232,446.00	\$ (2,270.45)	\$ 230,175.55	104.84%
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (280) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

SEMAP FORECAST

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM							
CATEGORY	PTS.	AVAIL.	SCORE	CATEGORY	PTS.	AVAIL.	SCORE
Wait List Management	15.0	15.0	100.00%	HQS - Pre-Contract	5.0	5.0	100.00%
Rent Reasonableness	20.0	20.0	100.00%	HQS - Annual Inspections	10.0	10.0	100.00%
Tenant Files	25.0	25.0	100.00%	Payment Standards	5.0	5.0	100.00%
Utility Allowances	5.0	5.0	100.00%	Annual Reexaminations	10.0	10.0	100.00%
HQS - Quality Control	5.0	5.0	100.00%	HAP/Voucher Utilization	20.0	20.0	100.00%
HQS - Enforcement	10.0	10.0	100.00%	SEMAP FORECAST	130.0	130.0	100.00%
				SEMAP FORECAST		High Performer	

Based on current trending, the agency would score as **Standard Performer** for the current SEMAP cycle. However, due to COVID-19, the Knox County Housing Authority will not be assessed for FYE 03/31/2021. Instead, the previous SEMAP certification of **High Performer** will carry forward. It is anticipated the agency will be assessed for FYE 03/31/2022.

AFFORDABLE HOUSING PRESERVATION (AHP)

AFFORDABLE HOUSING PRESERVATION (AHP)

OCCUPANCY

OCCUPANCY UNIT DAYS	CURRENT PERIOD				YEAR-TO-DATE			
	UDA	UDL	OCC %	VAC %	UDA	UDL	OCC %	VAC %
Brentwood Manor	2,232	2,186	97.94%	2.06%	26,280	25,634	97.54%	2.46%
Prairieland Townhouses	2,015	1,985	98.51%	1.49%	23,725	23,372	98.51%	1.49%
TOTAL AHP PROPERTIES	4,247	4,171	98.21%	1.79%	50,005	49,006	98.00%	2.00%

OCCUPANCY UNIT MONTHS	CURRENT PERIOD				YEAR-TO-DATE			
	UMA	UML	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood Manor	72	72	100.00%	0.00%	864	864	100.00%	0.00%
Prairieland Townhouses	65	65	100.00%	0.00%	780	780	100.00%	0.00%
TOTAL AHP PROPERTIES	137	137	100.00%	0.00%	1,644	1,644	100.00%	0.00%

OCCUPANCY UNIT TURNAROUND	CP	CURRENT PERIOD				YEAR-TO-DATE			
	YTD	DOWN	MAINT.	LEASING	TOTAL	DOWN	MAINT.	LEASING	TOTAL
Brentwood Manor	5	0	38	7	45	0	252	60	312
Average Days	21	0.00	7.60	1.40	9.00	0.00	12.00	2.86	14.86
Prairieland Townhouses	2	0	22	9	31	0	83	50	133
Average Days	15	0.00	11.00	4.50	15.50	0.00	5.53	3.33	8.87
TOTAL AHP PROPERTIES	7	0	60	16	76	0	335	110	445
Average Days	36	0.00	8.57	2.29	10.86	0.00	9.31	3.06	12.36

Occupancy numbers remain strong for FYE 2021. Unit turnaround time averages are clearly affected by the agency shutdown in March, April, and May.

AFFORDABLE HOUSING PRESERVATION (AHP)

FINANCIAL ANALYSIS

FINANCIAL INCOME/EXPENSE	CURRENT PERIOD			YEAR-TO-DATE		
	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%
Brentwood Manor						
Income	\$ 31,735.91	\$ 33,566.68	94.5%	\$ 360,527.40	\$ 369,233.48	97.6%
Expense	\$ 32,661.95	\$ 33,196.74	98.4%	\$ 299,864.73	\$ 365,164.14	82.1%
Revenue/(LOSS)	\$ (926.04)	\$ 369.94	-250.3%	\$ 60,662.67	\$ 4,069.34	1490.7%
Prairieland Townhouses						
Income	\$ 28,417.00	\$ 28,666.26	99.1%	\$ 314,444.79	\$ 315,328.86	99.7%
Expense	\$ 27,535.69	\$ 27,767.24	99.2%	\$ 289,807.66	\$ 305,439.64	94.9%
Revenue/(LOSS)	\$ 881.31	\$ 899.02	98.0%	\$ 24,637.13	\$ 9,889.22	249.1%
TOTAL AHP PROPERTIES						
Income	\$ 60,152.91	\$ 62,232.94	96.7%	\$ 674,972.19	\$ 684,562.34	98.6%
Expense	\$ 60,197.64	\$ 60,963.98	98.7%	\$ 589,672.39	\$ 670,603.78	87.9%
Revenue/(LOSS)	\$ (44.73)	\$ 1,268.96	-3.5%	\$ 85,299.80	\$ 13,958.56	611.1%

FINANCIAL POSITION	YEAR-TO-DATE					
	CASH POSITION	MIN. RESERVE	MENAR	RENT CO.	A/R	TAR
Brentwood Manor	\$ 113,540.41	\$ 109,041.72	4.17	99.55%	\$ 5,115.01	1.15%
Prairieland Townhouses	\$ 119,875.99	\$ 105,384.60	4.55	99.78%	\$ 6,703.33	1.76%

AFFORDABLE HOUSING PRESERVATION (AHP)

MAINTENANCE REPORT

MAINTENANCE ROUTINE WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	COM	% COM	DAYS	AVG.	REQ	COM	%	DAYS	AVG.
Brentwood Manor	12	3	25.0%	1	0.33	130	127	97.7%	125	0.98
PrairieLand Townhouses	13	11	84.6%	5	0.45	233	231	99.1%	236	1.02
TOTAL AHP PROPERTIES	25	14	56.0%	5	0.36	363	358	98.6%	361	1.01

MAINTENANCE EMERGENCY WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	< 24	% < 24	< 72	% < 72	REQ	< 24	% < 24	< 72	% < 72
Brentwood Manor	16	16	100.00%	16	100.00%	191	191	100.00%	191	100.00%
PrairieLand Townhouses	6	6	100.00%	6	100.00%	93	93	100.00%	93	100.00%
TOTAL AHP PROPERTIES	22	22	100.00%	22	100.00%	284	284	100.00%	284	100.00%

MAINTENANCE ANNUAL INSPECTIONS	YEAR-TO-DATE									
	SITE	EXT	SYST	COM	UNIT	TOTAL	% DONE	% REM	DEF	RESOLVE
Brentwood Manor	2	12	1	5	18	38	35.42%	64.58%	33	100.0%
PrairieLand Townhouses	2	16	1	3	16	38	36.27%	63.73%	0	100.0%
TOTAL AHP PROPERTIES	4	28	2	8	34	0	35.85%	64.16%	33	100.0%

MAINTENANCE COSTS	YEAR-TO-DATE								
	COST - UNIT		BILLED - UNIT		%	COST - TOTAL		PUM	
Brentwood Manor	\$	4,676.00	\$	4,676.00	100.0%	\$	101,868.52	\$	128.62
PrairieLand Townhouses	\$	2,592.00	\$	2,592.00	100.0%	\$	88,748.37	\$	122.24
TOTAL AHP PROPERTIES	\$	7,268.00	\$	7,268.00	100.0%	\$	190,616.89	\$	125.57

AFFORDABLE HOUSING PRESERVATION (AHP)

MANAGEMENT OPERATIONS

MANAGEMENT PRACTICES	YEAR-TO-DATE				
	APP & MARKET	PIC %	EIV %	FILE REVIEWS	FR ISSUES %
Brentwood Manor	85.7%	0.0%	0.0%	15.3%	100.0%
PrairieLand Townhouses	82.9%	100.0%	25.0%	57.6%	100.0%

MANAGEMENT PEST CONTROL	CURRENT									
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	# TRT	% TRT
Brentwood Manor	0	0	0	0	0	0	72	0.00%	0	100.00%
PrairieLand Townhouses	0	0	0	0	0	0	66	0.00%	0	100.00%
TOTAL AHP PROPERTIES	0	0	0	0	0	0	138	0.00%	0	100.00%

MANAGEMENT PEST CONTROL	YEAR-TO-DATE							
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF
Brentwood Manor	1	9	0	1	0	11	864	1.27%
PrairieLand Townhouses	1	4	0	9	0	14	792	1.77%
TOTAL AHP PROPERTIES	2	13	0	10	0	25	1656	1.51%

AFFORDABLE HOUSING PRESERVATION (AHP)

CRIME REPORTING

SAFETY/SECURITY REPORTED CRIMES	VIOLENT CRIMES			THEFT			OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DRUG	PROP	OTHER
Brentwood Manor	1	0	0	0	0	1	0	2	36
Prairieland Townhouses	1	0	0	1	0	0	0	0	40
TOTAL AHP PROPERTIES	2	0	0	1	0	1	0	2	76

SAFETY/SECURITY CRIME RATES	VIOLENT CRIMES			THEFT CRIMES			DRUG CRIMES		
	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO
Brentwood Manor	689.7	413.6	441.8	689.7	4176.0	1481.3	0.0	829.3	829.3
Prairieland Townhouses	729.9	413.6	441.8	729.9	4176.0	1481.3	0.0	829.3	829.3
TOTAL AHP PROPERTIES	709.2	413.6	441.8	709.2	4176.0	1481.3	0.0	829.3	829.3

OPERATIONS ASSESSMENT

PHAS ASSESSMENT	YEAR-TO-DATE						DESIGNATION
	P - 100	P - 40	MASS	FASS	CFP	OVERALL	
Brentwood Manor	98.00	39.20	25.00	22.23	10.00	96.43	HIGH PERFORMER
Prairieland Townhouses	98.00	39.20	23.00	25.00	10.00	97.20	HIGH PERFORMER
TOTAL AHP PROPERTIES	98.00	39.20	24.04	23.55	10.00	96.80	HIGH PERFORMER

This assessment is based on actual operational data for the current fiscal year.

AGENCY VISION

AGENCY VISION

WHO WE ARE.

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development.

Further, we will partner with other agencies to implement programs and services designed to help our families to not only succeed, but thrive.

WHAT WE DO.

The KCHA is the largest owner of rental housing in Knox County, Illinois, providing homes to over 1,300 people. We currently have 424 units of public housing – 196 units of family housing and 228 units for single, elderly, and disabled individuals. The agency also oversees 200 Housing Choice Vouchers (Section 8), as well as 138 units of affordable housing. In all, the KCHA provides or funds 762 units of affordable living.

WHO WE SERVE.

The population we serve is as diverse as the community we live in. Our clients represent a broad range of cultures, backgrounds, and stages in life – from hard working individuals and families to persons with disabilities and special needs to single parents seeking to improve the quality of life for their families.

Each year, the combination of low wages, unemployment, rising housing costs, and generational poverty affects thousands of residents in Knox County. The epidemic has reached crisis-level. The Knox County Housing Authority is here to help.





Jack P. Ball, Esq.
Attorney at Law

A Professional Corporation

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

April 26, 2021

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:

Rick Brown (300 N. Jefferson St.)	Vacated - CD
Yolanda Daniel (1083 W. Berrien St.)	CMC - 05/11/21
Kristine Curtis (900 W. Dayton St.)	CMC - 05/11/21

2. Review monthly board packet.

Jack P. Ball, Esq.

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

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: 4/23/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/27/2021

SUBJECT: Executive Director Performance Evaluation FYE 03/31/2021

Executive Summary

Annually, the Knox County Housing Authority Board of Commissioners is charged with the task of evaluating the performance of the Executive Director. The performance of the Executive Director is critical to the agency fulfilling its mission, and is a central responsibility of the Board. As the Executive Director influences the agency's success and financial health, it is incumbent on the Board of Commissioners to set standards and objectively and fairly evaluate performance against these standards.

The Knox County Housing Authority's annual performance appraisal process coincides with the agency's fiscal year, which begins on April 01 and ends on March 31.

The Board will be provided with an evaluation form for the Executive Director at the 04/27/2020 regular meeting. Pursuant to KCHA By-Laws, the Board shall complete the appraisal of the Executive Director no later than 06/30/2020.

The following documents shall be presented to the Board for the completion of this task:

- KCHA Executive Director Performance Appraisal – TEMPLATE
- KCHA Executive Director Performance Appraisal – SELF APPRAISAL