

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
1/31/2017
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 1-2017 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 1-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 24,634.34
<input type="checkbox"/> Roger Peterson	Moon Towers:	\$ 59,000.54
<input type="checkbox"/> Paula Sanford	Family:	\$ 68,946.18
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,754.17
<u>Excused:</u>	HCV:	\$ 10,790.09
	Brentwood:	\$ 33,646.35
<u>Others Present:</u>	Prairieland:	\$ 32,043.41
	Capital Fund 2014:	\$ 3,300.00
	Capital Fund 2015:	\$ 175,685.25
	Capital Fund 2016:	\$ 0.00

Old Business	None	
---------------------	------	--

New Business	Review/Approve Resolution 2017-01 for Bad Debt Charge Off for Period Ending	Derek Antoine
---------------------	---	---------------

Reports	Executive Director's Report – 1-2017	Derek Antoine
	KCHA Legal Counsel Report – 1-2017	Jack Ball

Other Business	None	Derek Antoine
-----------------------	------	---------------

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
December 27, 2016**

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
 Thomas Dunker
 Lomac Payton
 Roger Peterson
 Paula Sanford
 Paul H. Stewart

EXCUSED:

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

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

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

Chairperson Payton then requested the Board review and ratify the November 2016 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for November 2016 as presented; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

November 2016 claims against the HA Administration in the sum of \$258,030.20; Central Office Cost Center in the sum of \$42,309.36; Moon Towers in the sum of \$64,691.44; Family in the sum of \$72,190.18; Bluebell in the sum of \$21,395.83; Housing Choice Voucher Program in the sum of \$10,780.33; Brentwood (A.H.P.) in the sum of \$21,730.13; Prairieland (A.H.P.) in the sum of \$24,932.93; Capital Fund '14 in the sum of \$0.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Payton - aye

Commissioner Peterson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 7-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2016-13 KCHA Policy and Lease Revisions. Mr. Antoine reported that the agency has proposed several policy, plan and lease changes. The changes include clarification of information to full policy revision. Mr. Antoine stated that the corresponding memo in the Board packet provided the complete list of changes. Chairperson Payton asked if the agency legal counsel had reviewed the changes to which Mr. Antoine responded that Mr. Ball had reviewed the changes. Commissioner Stewart inquired about the public hearing; Mr. Antoine replied that no one had attended the public hearing. Commissioner Dunker asked if medical marijuana would be allowed to which Mr. Antoine replied that such requests would be reviewed on a case by case basis. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2016-13 KCHA Policy and Lease Revisions; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2016-14 PHA Certifications of Compliance with PHA Plan Submission 01/16/2017. Mr. Antoine reported that the agency's annual plan for 04/01/2017-03/31/2018 was prepared and ready to be submitted on or before 01/06/2017. The annual plan provides details about the agency's current operations, program participants, programs and services and strategies for the upcoming year. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2016-14 PHA Certifications of Compliance with PHA Plan Submission 01/16/2017; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 7-0.

Commissioner Allen left the meeting at 10:30 a.m.

Next, Mr. Antoine asked the Board to review and approve AHP Bond Payment.

Mr. Antoine said that statements and balances of payments on the AHP bond did not reconcile with agency calculations. Since the discovery, the bond agreement has been transferred to Illinois Bank and Trust of Rockford, IL; they would like to bring the matter to a close. Questions remain as to whether HUD fulfilled its obligation to pay amounts agreed upon in 2006. The agency doesn't dispute the amount owed but after payment is made to avoid default, the agency will reconcile its account or seek reimbursement from HUD. After brief discussion, Commissioner Stewart made a motion to approve AHP Bond Payment in the amount of \$31,914.10 to be split from COCC and AHP accounts; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

REPORTS

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet. Commissioner Stewart remarked that he had donated a tree to the agency that was planted on the Moon Towers campus. Mr. Antoine expressed appreciation for the tree donation on behalf of the agency.

Mr. Ball referenced the Legal Counsel Report that was included in the Board packet that shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine distributed the Commissioner Contact List.

EXECUTIVE SESSION

Commissioner Stewart made a motion at 10:50 a.m. to go into Executive Session to Review Executive Session minutes and Personnel Discussion; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Commissioner Stewart made a motion at to return to regular session at 11:28 a.m.; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Burgland - aye
Commissioner Dunker - aye

Commissioner Sanford - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 6-0.

Commissioner Dunker made a motion to approve and to release the following executive session minutes—06/26/2007, 05/29/2007, 04/22/2008, 09/30/2008, 01/13/2009, 12/19/2009, 02/23/2010, 03/09/2010, 09/28/2010, 11/30/2010, 01/31/2011, 03/03/2011, 03/10/2011, 03/14/2011, 04/19/2012, 11/27/2012, 08/27/2013, 09/24/2013, and 05/17/2016; Commissioner Stewart seconded.

Roll call was taken as follows:

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

Motion Carried, 6-0.

Commissioner Stewart made a motion to approve but not release the 08/25/2015, 09/29/2015 and 09/27/2016 executive session minutes; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Commissioner Dunker made a motion to approve the litigation settlement agreement pending the insurance provider's approval; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 11:32 a.m.; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Sanford - aye
Commissioner Payton - aye
Commissioner Peterson - 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**

January 25, 2017

ROLL CALL - 10:30 am

The regular meeting of the Finance Committee for the Knox County Housing Authority was called at 10:30 am by Commissioner Wayne Allen.

ATTENDANCE

KCHA Commissioners:

Present: Wayne Allen
Excused: Ben Burgland and Tom Dunker

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused: NA

FINANCIAL REPORT - 10:31 am

The first item on the agenda was for the committee to review December 2016 Financial Reports. The committee received copies of December's operating statements along with notes for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. The committee had a questioning and answering discussion of each of the statements (see the "Notes" attachment). After the discussion and review, the financial reports were said to be in order.

ACCOUNTS PAYABLE - 10:47 am

There were no outstanding accounts payables to review.

ADJOURN - 10:48

Respectfully submitted,



Finance Coordinator, KCHA

FINANCIAL NOTES FOR NOVEMBER 2016

JANUARY 25, 2017 MEETING

COCC

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$48,876.38	\$445,879.30
Operating Expenses	\$44,067.70	\$385,113.89
Net Revenue Income/(Loss)	\$4,808.68	\$60,765.41

Notes:

Paid Utilities.
 Paid Legal fees for past due bond payments
 Paid HAB for software support for CY2017.

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

COCC's Cash, Investments, A/R, & A/P \$898,429.77

MOON TOWERS

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$58,999.77	\$524,398.05
Operating Expenses	\$59,000.54	\$512,862.43
Net Revenue Income/(Loss)	(\$0.77)	\$11,535.62

Notes:

Paid Utilities.
 Paid Getz for annual Sprinkler Inspection and Fire alarm inspection.

Broke even for month and is in the black for the year.

Moon Towers' Cash, Investments, A/R, & A/P \$611,299.66

FAMILY

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$86,192.89	\$772,379.16
Operating Expenses	\$68,946.18	\$714,791.07
Net Revenue Income/(Loss)	\$17,246.71	\$57,588.09

Notes:

Paid Utilities.
 Warren County HA reimbursed KCHA for Tina McCormick's payroll and mileage for the work she did at WCHA.

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

Family's Cash, Investments, A/R, & A/P \$449,052.88

BLUEBELL

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$19,162.29	\$167,992.38
Operating Expenses	\$17,754.17	\$182,982.05
Net Revenue Income/(Loss)	\$1,408.12	(\$14,989.67)

Notes:

Paid Utilities.
 Warren County HA reimbursed KCHA for Erik Carder's payroll and mileage for the work he did at WCHA.

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

Bluebell's Cash, Investments, A/R, & A/P \$131,685.61

FINANCIAL NOTES FOR NOVEMBER 2016

JANUARY 25, 2017 MEETING

BRENTWOOD

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$31,107.26	\$276,019.26
Operating Expenses	\$33,646.35	\$228,409.67
Net Revenue Income/(Loss)	<u>(\$2,539.09)</u>	<u>\$47,609.59</u>

Notes:

Paid Utilities.

Paid Illinois Bank & Trust for past due bond payments in 2011.

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

Brentwood's Cash, Investments, A/R, & A/P \$184,107.82

PRAIRIELAND

	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$27,225.38	\$240,407.97
Operating Expenses	\$32,043.41	\$219,227.31
Net Revenue Income/(Loss)	<u>(\$4,818.03)</u>	<u>\$21,180.66</u>

Notes:

Paid Utilities.

Paid Illinois Bank & Trust for past due bond payments in 2011.

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

<i>PrairieLand's Cash</i>	<i>(\$46,574.72)</i>
<i>Security Deposits</i>	<i>\$748.00</i>
<i>Replacement Reserve</i>	<i>\$78,027.56</i>
<i>Residual Receipts</i>	<i>\$54,485.62</i>
PL's Total Cash	<u>\$86,686.46</u>

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

<u>Admin.</u>	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$14,258.29	\$82,867.92
Operating Expenses	\$10,808.84	\$102,110.22
Net Revenue Income/(Loss)	<u>\$3,449.45</u>	<u>(\$19,242.30)</u>

Notes:

Paid Salaries, Inspections, and admin. expenses

Received \$6,501 from HUD for Dec & \$7,718 for Jan Admin subsidy in Dec.

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	<u>\$197,855.82</u>	11/30/2016
Investment in Fixed Assets	<u>\$0.00</u>	11/30/2016
Monthly Net Revenue Income/(Loss)	<u>\$3,449.45</u>	
	<u>\$0.00</u>	Year End Adjustment
UNP Ending Balance	<u>\$201,305.27</u>	For Admin Expenses and HAP (if needed)
	<u>\$121,830.26</u>	Pre 2004 Balance
	<u>\$79,475.01</u>	Post 2003 Balance

HAP

<u>HAP</u>	<u>Dec-16</u>	<u>Current YTD</u>
Operating Income	\$124,155.04	\$511,960.07
Operating Expenses	\$59,302.00	\$519,540.14
Net Revenue Income/(Loss)	<u>\$64,853.04</u>	<u>(\$7,580.07)</u>

Notes:

HAP payments

Received \$57,258 from HUD for Dec and \$66,882 for Jan HAP subsidy.

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)	<u>\$1,120.89</u>	11/30/2016
Monthly Net Revenue Income/(Loss)	<u>\$64,853.04</u>	
NRP Ending Balance for HAP	<u>\$65,973.93</u>	For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
December 31, 2016

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	48,876.38	54,260.08	445,879.30	488,340.72	-42,461.42	651,121.00
TOTAL OPERATING INCOME	48,876.38	54,260.08	445,879.30	488,340.72	-42,461.42	651,121.00
OPERATING EXPENSE						
Total Administration Expenses	41,239.73	45,416.66	362,567.48	408,749.94	-46,182.46	545,000.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	1,050.01	475.00	3,773.93	4,275.00	-501.07	5,700.00
Total Maintenance Expenses	63.34	266.66	7,222.41	2,399.94	4,822.47	3,200.00
General Expense	1,714.62	1,449.99	11,550.07	13,049.91	-1,499.84	17,400.00
TOTAL ROUTINE OPERATING EXPENSES	44,067.70	47,608.31	385,113.89	428,474.79	-43,360.90	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	6,660.08	0.00	59,940.72	-59,940.72	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	44,067.70	54,268.39	385,113.89	488,415.51	-103,301.62	651,221.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	4,808.68	-8.31	60,765.41	-74.79	60,840.20	-100.00
Total Depreciation Expense						
	154.00	0.00	1,386.00	0.00	1,386.00	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	4,654.68	-8.31	59,379.41	-74.79	59,454.20	-100.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
December 31, 2016

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,999.77	59,209.63	524,398.05	532,886.67	-8,488.62	710,515.70
TOTAL OPERATING INCOME	58,999.77	59,209.63	524,398.05	532,886.67	-8,488.62	710,515.70
OPERATING EXPENSE						
Total Administration Expenses	24,463.12	25,141.36	206,729.05	226,272.24	-19,543.19	301,696.08
Total Tenant Services	52.28	141.67	294.24	1,275.03	-980.79	1,700.00
Total Utilities Expenses	4,065.94	8,125.00	47,337.82	73,125.00	-25,787.18	97,500.00
Total Maintenance Expenses	24,230.38	21,380.85	199,877.15	192,427.65	7,449.50	256,570.00
General Expense	6,188.82	7,608.34	54,754.19	68,475.06	-13,720.87	91,300.00
TOTAL ROUTINE OPERATING EXPENSES	59,000.54	62,397.22	508,992.45	561,574.98	-52,582.53	748,766.08
Total Non-Routine Expense	0.00	0.00	3,869.98	0.00	3,869.98	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	-3,187.53	0.00	-28,687.77	28,687.77	-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	59,000.54	59,209.69	512,862.43	532,887.21	-20,024.78	710,515.70
NET REVENUE/EXPENSE PROFIT/-LOSS	-0.77	-0.06	11,535.62	-0.54	11,536.16	0.00
Total Depreciation Expense						
Total Depreciation Expense	32,321.00	34,583.33	290,889.00	311,249.97	-20,360.97	415,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-32,321.77	-34,583.39	-279,353.38	-311,250.51	31,897.13	-415,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
December 31, 2016

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	86,192.89	78,077.09	772,379.16	702,693.81	69,685.35	936,925.15
TOTAL OPERATING INCOME	86,192.89	78,077.09	772,379.16	702,693.81	69,685.35	936,925.15
OPERATING EXPENSE						
Total Administration Expenses	30,314.56	31,607.28	269,867.15	284,465.52	-14,598.37	379,287.60
Total Tenant Services	335.55	395.83	1,829.99	3,562.47	-1,732.48	4,750.00
Total Utilities Expenses	1,292.56	2,275.01	14,602.41	20,475.09	-5,872.68	27,300.00
Total Maintenance Expenses	30,375.56	37,225.00	339,244.72	335,025.00	4,219.72	446,700.00
General Expense	6,627.95	6,910.84	89,246.80	62,197.56	27,049.24	82,930.00
TOTAL ROUTINE OPERATING EXPENSES	68,946.18	78,413.96	714,791.07	705,725.64	9,065.43	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	-336.87	0.00	-3,031.83	3,031.83	-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	68,946.18	78,077.09	714,791.07	702,693.81	12,097.26	936,925.15
NET REVENUE/EXPENSE PROFIT/-LOSS	17,246.71	0.00	57,588.09	0.00	57,588.09	0.00
Total Depreciation Expense						
Total Depreciation Expense	26,277.00	27,083.33	236,493.00	243,749.97	-7,256.97	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-9,030.29	-27,083.33	-178,904.91	-243,749.97	64,845.06	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
December 31, 2016

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	19,162.29	18,558.06	167,992.38	167,022.54	969.84	222,696.55
TOTAL OPERATING INCOME	19,162.29	18,558.06	167,992.38	167,022.54	969.84	222,696.55
OPERATING EXPENSE						
Total Administration Expenses	9,374.84	9,992.45	87,555.77	89,932.05	-2,376.28	119,909.04
Total Tenant Services	66.94	41.67	133.52	375.03	-241.51	500.00
Total Utilities Expenses	1,645.36	2,358.34	15,802.71	21,225.06	-5,422.35	28,300.00
Total Maintenance Expenses	4,136.28	6,595.85	57,424.94	59,362.65	-1,937.71	79,150.00
General Expense	2,530.75	2,858.75	21,607.01	25,728.75	-4,121.74	34,305.00
TOTAL ROUTINE OPERATING EXPENSES	17,754.17	21,847.06	182,523.95	196,623.54	-14,099.59	262,164.04
Total Non-Routine Expense	0.00	0.00	458.10	0.00	458.10	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,288.96	0.00	-29,600.64	29,600.64	-39,467.49
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	17,754.17	18,558.10	182,982.05	167,022.90	15,959.15	222,696.55
NET REVENUE/EXPENSE PROFIT/-LOSS						
	1,408.12	-0.04	-14,989.67	-0.36	-14,989.31	0.00
Total Depreciation Expense						
Total Depreciation Expense	12,057.00	11,995.83	108,513.00	107,962.47	550.53	143,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-10,648.88	-11,995.87	-123,502.67	-107,962.83	-15,539.84	-143,950.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
December 31, 2016

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	213,231.33	210,104.86	1,910,648.89	1,890,943.74	19,705.15	2,521,258.40
TOTAL OPERATING INCOME	213,231.33	210,104.86	1,910,648.89	1,890,943.74	19,705.15	2,521,258.40
OPERATING EXPENSE						
Total Administration Expenses	105,392.25	112,157.75	926,719.45	1,009,419.75	-82,700.30	1,345,892.72
Total Tenant Services	454.77	579.17	2,257.75	5,212.53	-2,954.78	6,950.00
Total Utilities Expenses	8,053.87	13,233.35	81,516.87	119,100.15	-37,583.28	158,800.00
Total Maintenance Expenses	58,805.56	65,468.36	603,769.22	589,215.24	14,553.98	785,620.00
General Expense	17,062.14	18,827.92	177,158.07	169,451.28	7,706.79	225,935.00
TOTAL ROUTINE OPERATING EXPENSES	189,768.59	210,266.55	1,791,421.36	1,892,398.95	-100,977.59	2,523,197.72
Total Non-Routine Expense	0.00	0.00	4,328.08	0.00	4,328.08	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	-153.28	0.00	-1,379.52	1,379.52	-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	189,768.59	210,113.27	1,795,749.44	1,891,019.43	-95,269.99	2,521,358.40
NET REVENUE/EXPENSE PROFIT/-LOSS						
	23,462.74	-8.41	114,899.45	-75.69	114,975.14	-100.00
Total Depreciation Expense						
Total Depreciation Expense	70,809.00	73,662.49	637,281.00	662,962.41	-25,681.41	883,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-47,346.26	-73,670.90	-522,381.55	-663,038.10	140,656.55	-884,050.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
December 31, 2016

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,107.26	30,196.15	276,019.26	271,765.35	4,253.91	362,354.00
TOTAL OPERATING INCOME	31,107.26	30,196.15	276,019.26	271,765.35	4,253.91	362,354.00
OPERATING EXPENSE						
Total Administration Expenses	3,471.99	4,540.01	32,713.42	40,860.09	-8,146.67	54,480.00
Total Fee Expenses	5,430.24	5,322.24	48,344.22	47,900.16	444.06	63,866.88
Total Utilities Expenses	678.16	2,054.17	19,390.64	18,487.53	903.11	24,650.00
Total Maintenance Expenses	8,195.42	18,505.09	73,121.53	166,545.81	-93,424.28	222,061.00
Total Taxes & Insurance Expense	2,783.56	2,652.09	23,212.73	23,868.81	-656.08	31,825.00
Total Financial Expenses	13,086.98	2,400.00	31,627.13	21,600.00	10,027.13	28,800.00
TOTAL ROUTINE OPERATING EXPENSE	33,646.35	35,473.60	228,409.67	319,262.40	-90,852.73	425,682.88
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,277.41	0.00	-47,496.69	47,496.69	-63,328.88
Total Capital Expenditures	0.00	-5,277.41	0.00	-47,496.69	47,496.69	-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	33,646.35	30,196.19	228,409.67	271,765.71	-43,356.04	362,354.00
NET REVENUE PROFIT/-LOSS						
	-2,539.09	-0.04	47,609.59	-0.36	47,609.95	0.00
Total Depreciation Expense						
	5,321.08	5,291.67	47,889.72	47,625.03	264.69	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-7,860.17	-5,291.71	-280.13	-47,625.39	47,345.26	-63,500.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
December 31, 2016

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,225.38	26,240.24	240,407.97	236,162.16	4,245.81	314,883.00
TOTAL OPERATING INCOME	27,225.38	26,240.24	240,407.97	236,162.16	4,245.81	314,883.00
OPERATING EXPENSE						
Total Administration Expenses	3,082.01	4,854.18	32,036.69	43,687.62	-11,650.93	58,250.00
Total Fee Expenses	4,902.30	4,804.83	43,743.60	43,243.47	500.13	57,658.00
Total Utilities Expenses	647.10	2,006.66	19,041.79	18,059.94	981.85	24,080.00
Total Maintenance Expenses	7,831.01	9,716.65	72,137.54	87,449.85	-15,312.31	116,600.00
Total Taxes & Insurance Expense	2,494.01	2,354.17	20,640.62	21,187.53	-546.91	28,250.00
Total Financial Expenses	13,086.98	2,375.00	31,627.07	21,375.00	10,252.07	28,500.00
TOTAL ROUTINE OPERATING EXPENSE	32,043.41	26,111.49	219,227.31	235,003.41	-15,776.10	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	1,158.75	-1,158.75	1,545.00
Total Capital Expenditures	0.00	128.75	0.00	1,158.75	-1,158.75	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	32,043.41	26,240.24	219,227.31	236,162.16	-16,934.85	314,883.00
NET REVENUE PROFIT/-LOSS						
	-4,818.03	0.00	21,180.66	0.00	21,180.66	0.00
Total Depreciation Expense						
	6,376.50	5,720.83	57,388.50	51,487.47	5,901.03	68,650.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-11,194.53	-5,720.83	-36,207.84	-51,487.47	15,279.63	-68,650.00

**Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
December 31, 2016**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,332.64	56,436.39	516,427.23	507,927.51	8,499.72	677,237.00
TOTAL OPERATING INCOME	58,332.64	56,436.39	516,427.23	507,927.51	8,499.72	677,237.00
OPERATING EXPENSE						
Total Administration Expenses	6,554.00	9,394.19	64,750.11	84,547.71	-19,797.60	112,730.00
Total Fee Expenses	10,332.54	10,127.07	92,087.82	91,143.63	944.19	121,524.88
Total Utilities Expenses	1,325.26	4,060.83	38,432.43	36,547.47	1,884.96	48,730.00
Total Maintenance Expenses	16,026.43	28,221.74	145,259.07	253,995.66	-108,736.59	338,661.00
Total Taxes & Insurance Expense	5,277.57	5,006.26	43,853.35	45,056.34	-1,202.99	60,075.00
Total Financial Expenses	26,173.96	4,775.00	63,254.20	42,975.00	20,279.20	57,300.00
TOTAL ROUTINE OPERATING EXPENSE	65,689.76	61,585.09	447,636.98	554,265.81	-106,628.83	739,020.88
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,148.66	0.00	-46,337.94	46,337.94	-61,783.88
Total Capital Expenditures	0.00	-5,148.66	0.00	-46,337.94	46,337.94	-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	65,689.76	56,436.43	447,636.98	507,927.87	-60,290.89	677,237.00
NET REVENUE PROFIT/-LOSS						
	-7,357.12	-0.04	68,790.25	-0.36	68,790.61	0.00
Total Depreciation Expense						
	11,697.58	11,012.50	105,278.22	99,112.50	6,165.72	132,150.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-19,054.70	-11,012.54	-36,487.97	-99,112.86	62,624.89	-132,150.00

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
December 31, 2016

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	14,273.33	7,854.16	85,896.99	70,687.44	15,209.55	94,250.00
TOTAL ADMIN OPERATING INCOME	14,273.33	7,854.16	85,896.99	70,687.44	15,209.55	94,250.00
OPERATING EXPENSES						
Total Admin Expenses	6,707.90	5,837.49	71,650.95	52,537.41	19,113.54	70,050.00
Total Fees Expenses	3,451.50	3,860.83	29,698.50	34,747.47	-5,048.97	46,330.00
Total General Expenses	630.69	559.17	592.02	5,032.53	-4,440.51	6,710.00
TOTAL OPERATING EXPENSES	10,790.09	10,257.49	101,941.47	92,317.41	9,624.06	123,090.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,805.42	0.00	-25,248.78	25,248.78	-33,665.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	10,790.09	7,452.07	101,941.47	67,068.63	34,872.84	89,425.00
NET REVENUE PROFIT/-LOSS						
	3,483.24	402.09	-16,044.48	3,618.81	-19,663.29	4,825.00
Total Depreciation Expense	18.75	18.75	168.75	168.75	0.00	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	3,464.49	383.34	-16,213.23	3,450.06	-19,663.29	4,600.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	124,155.04	78,491.67	511,858.54	706,425.03	-194,566.49	941,900.00
TOTAL HAP INCOME	124,155.04	78,491.67	511,858.54	706,425.03	-194,566.49	941,900.00
HAP EXPENSES						
Total HAP Expenses	59,302.00	78,583.34	522,905.00	707,250.06	-184,345.06	943,000.00
Total General HAP Expenses	0.00	-83.33	-3,364.86	-749.97	-2,614.89	-1,000.00
TOTAL HAP EXPENSES	59,302.00	78,500.01	519,540.14	706,500.09	-186,959.95	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	64,853.04	-8.34	-7,681.60	-75.06	-7,606.54	-100.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
December, 2016

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,346.93	20,837.51	509.42	193,620.17
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,410.32	14,779.92	-369.60	131,476.56
Administrative Expenses	2,776.78	854.65	1,922.13	6,343.04
Teneant Services	52.28	0.00	52.28	294.24
Utilities	4,065.94	6,427.58	-2,361.64	47,337.82
Maintenance Supplies/Contracts	10,028.79	4,260.50	5,768.29	75,035.75
Mileage	130.68	0.00	130.68	130.68
General Expenses	6,188.82	8,001.44	-1,812.62	54,754.19
Non-Routine Expense	0.00	4,208.87	-4,208.87	3,869.98
TOTAL MOON TOWERS CLAIMS	59,000.54	59,370.47	-369.93	512,862.43
AMP002 - FAMILY				
Salaries	37,658.63	37,658.50	0.13	366,801.97
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,649.12	15,799.94	-150.82	141,420.99
Administrative Expenses	1,695.94	955.46	740.48	15,777.91
Teneant Services	50.98	0.00	50.98	791.10
Utilities	1,292.56	1,808.90	-516.34	14,602.41
Maintenance Supplies/Contracts	6,084.40	6,313.38	-228.98	86,001.93
Mileage	-113.40	0.00	-113.40	147.96
General Expenses	6,627.95	12,394.24	-5,766.29	89,246.80
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	68,946.18	74,930.42	-5,984.24	714,791.07
AMP003 - BLUEBELL				
Salaries	7,332.97	8,417.26	-1,084.29	79,727.04
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,279.92	4,316.88	-36.96	37,975.29
Administrative Expenses	607.69	527.86	79.83	7,409.92
Teneant Services	66.94	0.00	66.94	133.52
Utilities	1,645.36	2,068.71	-423.35	15,802.71
Maintenance Supplies/Contracts	1,434.18	3,451.75	-2,017.57	19,886.84
Mileage	-143.64	0.00	-143.64	-143.64
General Expenses	2,530.75	2,440.15	90.60	21,607.01
Non-Routine Expenses	0.00	0.00	0.00	458.10
TOTAL BLUEBELL CLAIMS	17,754.17	21,222.61	-3,468.44	182,856.79
COCC				
Salaries	34,622.18	33,408.50	1,213.68	320,416.56
Employee W/H Payments	-19,433.38	-11.22	-19,422.16	-18,492.38
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	6,617.55	8,471.81	-1,854.26	42,150.92
Teneant Services	0.00	0.00	0.00	0.00
Utilities	1,050.01	418.93	631.08	3,773.93
Maintenance Supplies/Contracts	63.34	45.00	18.34	7,222.41
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,714.62	1,234.67	479.95	11,550.07
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	24,634.32	43,567.69	-18,933.37	366,621.51
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	100,960.71	100,321.77	638.94	960,565.74
Employee W/H Payments	-19,433.38	-11.22	-19,422.16	-18,492.38
Management Fees	34,339.36	34,896.74	-557.38	310,872.84
Administrative Expenses	11,697.96	10,809.78	888.18	71,681.79
Teneant Services	170.20	0.00	170.20	1,218.86
Utilities	8,053.87	10,724.12	-2,670.25	81,516.87
Maintenance Supplies	17,610.71	14,070.63	3,540.08	188,146.93
Mileage	-126.36	0.00	-126.36	135.00
General Expenses	17,062.14	24,070.50	-7,008.36	177,158.07
Non-Routine Expenses	0.00	4,208.87	-4,208.87	4,328.08
TOTAL LOW RENT CLAIMS	170,335.21	199,091.19	-28,755.98	1,777,131.80

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
December, 2016

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,032.41	7,938.71	93.70
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,430.24	5,203.98	226.26
Administrative Expenses	527.72	755.80	-228.08
Utilities	678.16	801.59	-123.43
Maintenance Supplies/Contracts	3,107.28	1,840.53	1,266.75
Tax & Insurance Expenses	2,783.56	2,608.63	174.93
Finacial Expenses	13,086.98	2,387.32	10,699.66
TOTAL BRENTWOOD CLAIMS	33,646.35	21,536.56	12,109.79
PRAIRIELAND			
Salaries	8,032.23	7,938.52	93.71
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,902.30	4,826.88	75.42
Administrative Expenses	137.79	1,286.10	-1,148.31
Utilities	647.10	569.91	77.19
Maintenance Supplies/Contracts	2,743.00	3,119.57	-376.57
Taxes & Insurance Expenses	2,494.01	2,329.94	164.07
Financial Expenses	13,086.98	2,387.31	10,699.67
TOTAL PRAIRIELAND CLAIMS	32,043.41	22,458.23	9,585.18
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,064.64	15,877.23	187.41
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,332.54	10,030.86	301.68
Administrative Expenses	665.51	2,041.90	-1,376.39
Utilities	1,325.26	1,371.50	-46.24
Maintenance Supplies	5,850.28	4,960.10	890.18
Taxes & Insurance Expenses	5,277.57	4,938.57	339.00
Financial Expenses	26,173.96	4,774.63	21,399.33
TOTAL AHP CLAIMS	65,689.76	43,994.79	21,694.97
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,383.28	7,531.37	-1,148.09
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,451.50	3,295.50	156.00
Administrative Expenses	324.62	363.00	-38.38
General Expense-Admin	630.69	285.04	345.65
Total HCV Expenses	10,790.09	11,474.91	-684.82
HAP Expenses	59,302.00	55,061.00	4,241.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	59,302.00	55,061.00	4,241.00
TOTAL HCV CLAIMS	70,092.09	66,535.91	3,556.18

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
December, 2016

	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	2,125.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	175,685.25	0.00	492,057.28	500,738.85
Dwelling Equipment	0.00	249.32	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	175,685.25	2,374.32	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	0.00	18,500.00	68,496.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	230,266.40	316,968.26
Dwelling Equipment	0.00	1,610.68	0.00	124,169.80
Non-Dwelling Equipment	0.00	163.48	0.00	565.44
TOTAL CFG 2014 CLAIMS	3,300.00	1,774.16	248,766.40	612,189.00
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	178,985.25	4,148.48	740,823.68	1,761,236.07

Knox County Housing Authority
CLAIMS REPORT TOTALS
December, 2016

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	59,000.54	59,370.47	-369.93	512,862.43
AMP002 - FAMILY	68,946.18	74,930.42	-5,984.24	714,791.07
AMP003 - BLUEBELL	17,754.17	21,222.61	-3,468.44	182,982.05
COCC	24,634.34	43,567.71	-18,933.37	366,807.96
TOTAL LOW RENT	170,335.23	199,091.21	-28,755.98	1,777,443.51
<u>A.H.P.</u>				
BRENTWOOD	33,646.35	23,661.56	9,984.79	228,409.67
PRAIRIELAND	32,043.41	22,458.23	9,585.18	219,227.31
TOTAL A.H.P.	65,689.76	46,119.79	19,569.97	447,636.98
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,790.09	11,474.91	-684.82	101,941.47
TOTAL HCV	10,790.09	11,474.91	-684.82	101,941.47
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	175,685.25	2,374.32	173,310.93	492,057.28
CAPITAL FUND GRANT '14	3,300.00	1,774.16	1,525.84	248,766.40
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
TOTAL GRANTS	178,985.25	4,148.48	174,836.77	740,823.68
<hr/>				
TOTAL CLAIMS FOR MONTH	425,800.33	260,834.39	164,965.94	3,067,845.64

RESOLUTION 2017-01

1/31/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2016

Article I. Background

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

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

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

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$177,06.17 effective for the period ending December 31, 2016.

RESOLUTION 2017-01

1/31/2017

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending December 31, 2016

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$17,706.17 for the period ending December 31, 2016.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of December 31, 2016.

RESOLVED: January 31, 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)

RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2015

Moon Towers' 3rd Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Jarroi	Dixon	MT 052-6	\$778.00	eviction
Andrew	Burns	MT 056-8	\$100.00	eviction
Ault	James	MT 110-8	\$2,397.00	DECEASED
<i>Moon Towers' 3rd Qtr Bad Debt Write-Off Total</i>			<u>\$3,275.00</u>	

Family's 3rd Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Neosha	Zeringue	FAM-216-15	387	
Dal	Grady	FAM-234-18	204.26	
Stephanie	McCann	FAM-239-14	656.26	
Debra	Bragg	FAM-256.20	201.5	
Tangela	Dixon	FAM-286-20	148.3	
Pebbles	Briggs	FAM-294-17	31.6	
Jessica	Mercardo	FAM-300-23	1573	
Monecka	Greaves	FAM-301-23	225	
Samantha	Kirk	FAM-326-24	217	
Meeghan	Taylor	FAM-329-27	1112.23	
Blake	Earp	FAM-359-22	200.5	Evicted
Dayana	Carter	FAM-382-21	98.5	Abandoned
Shirley	Henry	FAM-384-14	84.5	
<i>Family's 1st Qtr Bad Debt Write-Off Total</i>			<u>\$5,139.65</u>	

Bluebell's 3rd Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				
<i>AHP 3rd Qtr Bad Debt Write-Off Total</i>			<u>\$0.00</u>	

Housing Choice Voucher's 3rd Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Yolanda	Fulton	VF0078-1	\$2,557.00	
Mandy	Hughes	VF0078-1	\$868.07	
<i>AHP 3rd Qtr Bad Debt Write-Off Total</i>			<u>\$3,425.07</u>	

AHP 3rd Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Sabrina	Baker	AHP 22-2	1467.95	eviction
Kayla	Bunker	AHP 30-3	503	setup pymt plan
Jared	Gallup	AHP 30-3	0	
Dashia	Lewis	AHP 5-4	388	
Jessica	Rivera	AHP 55-3	0	
David	Myers	AHP 55-3	165	
Ashley	England	AHP B7-8	530.5	
Linda	Williams	AHP E2-4	2055	eviction
Elijah	Tapscott	AHP G7-4	757	eviction
<i>AHP 3rd Qtr Bad Debt Write-Off Total</i>			<u>\$5,866.45</u>	

Total 3rd Qtr 2017 Bad Debt Write-Offs			\$17,706.17	
---	--	--	--------------------	--

EXECUTIVE DIRECTOR'S REPORT JANUARY 2017

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



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, January 31, 2017 – 10:00 AM
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 January 2017:

Staff	Date	Training
Derek Antoine	01/18/2017	PH Denials, Terminations (Trainer)

POLICY/OPERATIONS

Accounting and Finance

During December, the Finance Department worked on reconciling and closing the December 2016 financials. After completing that task, the expense and income accounts were reviewed and notes were made for any discrepancies or variances. These notes have been documented in the Financial Notes for December 2016 and were discussed at the finance committee meeting held on January 24, 2017. The Board will receive a copy of the notes along with a copy of the finance committee minutes at the January 31, 2017 Board meeting.

Additionally, operating subsidy calculations for calendar year 2017 have been completed. These submissions are due 02/07/2016, and will help establish the operating subsidy levels for the three public housing AMPS for the remainder of the calendar year.

There have been no new collections through the Illinois Debt Recovery Offset Portal (IDROP). Of \$95,315.86 submitted to the state thus far for collection, \$31,714.90 has been recovered to date.

EXECUTIVE SUMMARY

Human Resources

Dave Hutchings, Maintenance Technician II at the AHP Properties, is the January 2017 Employee of the Month! Dave works conscientiously each day to make sure Brentwood Manor and Prairieland Townhouse Apartments operate effectively, efficiently, and safely. Dave has worked diligently on preparing procurement information for the upcoming cycle, identifying spending trends associated with the needs of the property. Additionally, Dave tracks and monitors warranties for systems and components to make certain the appliances and apartments meet the needs of AHP residents. Dave's proactive approach helps lead his team to success!

Facilities

REAC physical inspections have been scheduled for two of the public housing AMPs. Bluebell Tower will have its inspection on Thursday, 03/30/2017, and Moon Towers will be inspected on Friday, 03/31/2017. Several protocol changes have been implemented since the last REAC inspection at the agency; thus a training has been scheduled for 02/01/2017 for KCHA staff to become familiar with the new inspection standards. The Warren County Housing Authority has been invited to join KCHA staff at the training, which will be hosted at Moon Towers.

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 December 2016:

- Average rent collected for Moon Towers is \$172.45 per unit per month.
- 104 vacant unit days for a total vacancy loss of \$1,323.34 in *desired rent*, and a vacancy loss of \$1,212.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$23.50 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.50 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
 - \$10,710.81 outstanding tenant accounts
 - 2.71% to projected annual tenant revenue

Here is the PHAS Dashboard for Moon Towers for December 2016:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.8	40.0
Management Assessment Subsystem (MASS)	22.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	96.84	100.0

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

Here is a snapshot of the occupancy at Moon Towers for December, 2016:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
0-BR	76	2356	0	2356	33	2323	98.6	1.4
1-BR	99	3069	0	3069	71	2998	97.7	2.3
2-BR	2	62	0	62	0	62	100.0%	0.0%
TOTAL	177	5487	0	5487	104	5383	98.1	1.9

PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for December, 2016:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.68	1.32
1-BR	99	98	98.9	1.1
2-BR	2	2	100.0	0.0
TOTAL	177	175	98.9	1.1

PHAS is calculated utilizing unit months leasing rate.

The waiting list at Moon Towers currently sits at 75 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		
February 2017		
March 2017		
Totals/Avg. List	106	119.75

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for December 2016:

- Average rent collected for the Family Sites is \$87.72 per unit per month.
- 136 vacant unit days for a total vacancy loss of \$2,014.60 in *desired rent*, and a vacancy loss of \$462.87 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 \$29.82 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$8.87 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
 - \$24,596.34 outstanding tenant accounts
 - 8.97% to projected annual tenant revenue

Here is the PHAS Dashboard for the Family Sites for December 2016:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	87.89	100.0

Based on the PHAS scores, the Family Sites achieved a “**Standard Performer**” designation during the reporting period.

Here is a snapshot of the occupancy at the Family Sites for December, 2016:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
2-BR	80	2480	0	2480	66	2414	97.3	2.7
3-BR	80	2480	30	2450	70	2380	97.1	2.9
4-BR	22	682	0	682	0	682	100.0	0.0
5-BR	8	248	0	248	0	248	100.0	0.0
TOTAL	190	5890	30	5860	136	5724	97.7	2.3

PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for December, 2016:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0	0.0
3-BR	80	80	100.0	0.0
4-BR	22	22	100.0	0.0
5-BR	8	8	100.0	0.0
TOTAL	190	190	100.0	0.0

PHAS is calculated utilizing unit months leasing rate.

The waiting list at the Family Sites currently sits at 162 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		
February 2017		
March 2017		
Totals/Avg. List	88	158.22

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for December 2016:

- Average rent collected for Blue Bell Tower is \$273.02 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$2.43 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.22 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$144.00 outstanding tenant accounts
 - 0.08% to projected annual tenant revenue

Here is the PHAS Dashboard for the Blue Bell Tower for December 2016:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.1	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	99.13	100.0

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

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for December, 2016:

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	0	1550	100.0	0.0
2-BR	1	31	0	31	0	31	100.0	0.0
TOTAL	51	1581	0	1581	0	1581	100.0	0.0

PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for December, 2016:

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.

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		
February 2017		
March 2017		
Totals/Avg. List	14	16.33

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

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

Knox County Housing Authority Public Housing Program

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	178	98.9%	1.1%
Scattered Family Sites	190	190	100.0%	0.0%
Blue Bell Tower	51	51	100.0%	0.0%
Total PH Program	418	416	99.5%	0.5%

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)	37.97	40.0
Management Assessment Subsystem (MASS)	19.67	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	92.64	100.0

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 92.64, which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

The year ended with 177 current vouchers. Although that number was not the ultimate program goal, the program is headed in the right direction with an upturn of vouchers as the year progressed. The program is diligently and wholeheartedly working to continue issuing vouchers and working with both current and new landlords to increase the overall number of vouchers.

The calendar year also ended with a utilization of 107.87%. The additional percentage was covered by Net Restricted Position (NRP) funds. As program participation continues to increase, more of the NRP funds will be tapped into until the Housing Assistance Payments (HAP) allocations from HUD and HAP expenses get back in line with each other.

Looking forward, the program will be issuing 12 vouchers on 2/6/2017. There will also be approximately 20 more potential voucher holders interviewed for eligibility in February. Those that qualify will be issued vouchers either at the end of February or the beginning of March. Additionally, letters will be sent to the next 50 – 75 applicants to prove preference points in February.

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2016	430	0	33
February 2016	401	25	0
March 2016	389	36	0
April 2016	361	0	0
May 2016	387	0	0
June 2016	407	0	66
July 2016	412	0	15
August 2016	334	0	19
September 2016	357	0	0
October 2016	426	0	0
November 2016	430	0	17
December 2016	436	0	17

HOUSING CHOICE VOUCHER PROGRAM

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2016	2	164	3	1
February 2016	11	162	3	0
March 2016	19	161	3	1
April 2016	32	162	3	2
May 2016	22	165	3	1
June 2016	6	166	3	0
July 2016	17	164	3	0
August 2016	35	164	3	2
September 2016	17	176	4	1
October 2016	17	176	6	1
November 2016	17	176	6	1
December 2016	16	177	7	1

Voucher Portability Impact

	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2016	3	\$2,214.00	\$ 56,154.00	3.94%
February 2016	3	\$2,214.00	\$ 55,338.00	4.00%
March 2016	3	\$2,246.00	\$ 55,721.00	4.03%
April 2016	3	\$1,546.00	\$ 55,023.00	2.81%
May 2016	3	\$1,546.00	\$ 55,858.00	2.77%
June 2016	3	\$1,546.00	\$ 57,409.00	2.69%
July 2016	3	\$1,409.00	\$ 56,135.00	2.51%
August 2016	3	\$1,409.00	\$ 56,837.00	2.48%
September 2016	4	\$4,599.00	\$ 63,524.00	7.24%
October 2016	4	\$2,047.00	\$ 60,604.00	3.38%
November 2016	6	\$3,031.00	\$ 59,316.00	5.11%
December 2016	7	\$4,586.00	\$ 61,418.00	7.47%
CY 12/31/2016	-	\$28,393.00	\$ 693,337.00	4.10%

Voucher Utilization

Mo. Budget	Mo. HAP	Over/Under	Net-Restricted	Percent
------------	---------	------------	----------------	---------

HOUSING CHOICE VOUCHER PROGRAM

	Authority	Expenditure	HAP	Position (NRP)	Utilization
January 2016	\$72,266.00	\$56,154.00	(\$16,112.00)	\$51,182.00	45.49%
February 2016	\$62,885.00	\$55,338.00	(\$7,547.00)	\$58,990.00	57.43%
March 2016	\$70,285.00	\$55,721.00	(\$14,564.00)	\$73,554.00	59.94%
April 2016	\$58,875.00	\$55,023.00	(\$3,852.00)	\$77,426.00	65.03%
May 2016	\$58,703.00	\$55,858.00	(\$2,845.00)	\$80,383.00	68.94%
June 2016	\$26,260.00	\$57,409.00	\$31,149.00	\$49,751.00	84.08%
July 2016	\$58,703.00	\$56,135.00	(\$2,568.00)	\$52,642.00	85.02%
August 2016	\$58,703.00	\$56,837.00	(\$1,866.00)	\$55,413.00	85.90%
September 2016	\$56,975.00	\$63,524.00	\$6,549.00	\$48,864.00	89.43%
October 2016	\$56,975.00	\$60,604.00	\$3,629.00	\$45,034.00	91.52%
November 2016	\$9,597.00	\$59,316.00	\$49,719.00	\$(2,702.00)	107.56%
December 2016	\$57,258.00	\$61,418.00	\$4,160.00	\$(4,731.00)	107.87%
CY 12/31/2016	\$647,485.00	\$693,337.00	\$45,852.00	\$(4,731.00)	107.87%

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 December 2016:

- Average rent collected for Prairieland Townhouses is \$402.46 per unit per month.
- Vacancy loss - \$330.00 (27 days)
- Accounts Receivable for the Prairieland Townhouses is currently 9,041.00
 - \$7,648.00 in dwelling rent
 - \$1,393.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2016 – \$(4,818.03)
- Net cash flow YTD 2017 – \$21,180.66
- Replacement Reserve Balance - \$78,027.00
- Residual Receipt Reserve Balance - \$54,482.00

Brentwood Manor

Key Financial Data for Brentwood Manor for December 2016:

- Average rent collected for Prairieland Townhouses is \$415.29 per unit per month.
- Vacancy loss - \$81.00 (6 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,660.00
 - \$8,320.00 in dwelling rent
 - \$2,340.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2016 – \$(2,539.09)
- Net cash flow YTD 2017 – \$47,609.59

Here is a snapshot of the occupancy at the AHP properties as of January 27, 2017:

A.H.P. Properties			
Brentwood Manor			
	1	Vacancies	Total: 1
72 Units			Occupied: 98.6%
Prairieland Townhomes			
	2	Vacancies	Total: 1
66 Units			Occupied: 97.0%

RESOURCE DEVELOPMENT

Resource Development

The Resource Development Manager completed the following:

- Working through grant opportunities, including ones for security equipment, capital funds, and tenant programs. Reviewing announcements and requirements to determine for which ones KCHA would qualify to apply. Contacting granting agencies for details and clarifications.
- Reached out to Executive Director of Loving Bottoms Diaper Bank after learning of the organization's need for storage space and volunteers. Worked with KCHA Executive Director and Moon Towers Property Manager to form an offer to present to the organization for consideration, which included a storage space and work space at no cost for the organization. Provided communication between KCHA and Loving Bottoms to find best possible arrangement. Created a six month contract, which shall begin on 02/01/2017. Additionally, the process is currently being completed for Cedar Creek Place to become a diaper distribution site for KCHA tenants.
- Met with Family Sites Property Manager and Administrative Assistant to review summer program funding, past summer programs, and opportunities for 2017 program funding.
- Coordinated meeting with Dave Dunn and Natalie Kessler of Dave's Auto Body and Masters Educational Services to propose possibilities for partnership through programming. Multiple ideas were discussed and conversations will continue.
- Was involved in initial discussion with community member interested in re-establishing a community garden at Woodland Bend using his own resources and volunteers. Referred individual to Family Sites Property Manager for further discussion.
- Participated in meeting with KCHA After-School Program management to discuss 2016-17 mid-year progress. Continue to engage in discussions regarding after-school programming.
- Renewed website domain and subscription for 24 months.
- Attended two Lions Club meetings; one Chamber Ambassador meeting and one event.

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

December 23, 2016

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:

Sabrina Baker (301 Huston St., #22)	1 st Appr. - JD
Diane Tiedemann & Elijah Tapscott (301 Huston St. #G7)	1 st Appr. - JD
LaTayna Hayes (463 Iowa Ave.)	1 st Appr. - 11/29/16 - CD
Courtney and Candace Arnold (1091 W. Berrien St.)	1 st Appr. - 11/29/16 - C 1/3/17
Aaron Poole (528 Iowa Ct.)	1 st Appr. - 11/29/16 - CD
LaTayna Johnson & Brandon Harrison (1555 McKnight St.)	A1 st Appr. - 11/29/16 - CD
Danielle Carr (532 Michigan Ave.)	ASTI w/Posting - 12/06/16 - JD
Krystal Jackson & Divetax Cooper (507 Iowa Ct.)	1 st Appr. - 11/29/16 - C 1/10/17
John Nash (170 S. West St. #314)	JD
Linda Williams (900 W. Dayton St.)	1 st Appr. - 1/3/17
Amy Brown & Chelsea Norwell (1511 McKnight St.)	1 st Appr. - 12/27/16
Stephanie Hutchison	1 st Appr. - 12/27/16
Caprice McKinney (523 Iowa Ave.)	1 st Appr. - 12/27/16
Rachel Likes (960 W. South St.)	1 st Appr. - 12/27/16
Latasha Allen (521 Iowa Ct.)	1 st Appr. - 12/27/16
Angel Pedicure (1581 McKnight St.)	1 st Appr. - 12/27/16
Tasha Morris & Teresa Ricks (301 Huston St. #22)	1 st Appr. - 12/27/16
Diane Tiedemann & Elisah Tapscott	1 st Appr. - 12/20/16 - JD
Courtney and Candace Arnold (1091 E. Berrien St.)	1 st Appr. - 1/3/17
Theodore Thierry (170 S. West St.)	1 st Appr. - 1/10/17
Toni Johnson (1084 W. South St.)	1 st Appr. - 12/27/16
LaTayna Hayes (463 Iowa Ave.)	1 st Appr. - 12/27/16

¹ Acronyms: FED - forcible entry and detainer, 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.

2. Review Pet Policy, Service/Assistance Animal Policy. Review newly created lease language and lease addendum. Prep changes to proposed lease language and addendum.
3. Review Settlement Agreement.
4. Prep monthly report.
5. Review meeting packet and attend monthly meeting.

Jack P. Ball, Esq.