

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
4/25/2017  
10:00 a.m.

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|  |   |                    |
|--|---|--------------------|
| <b>Opening</b>                           | Roll Call                               | Chairperson Payton |
| <input type="checkbox"/> Wayne Allen     | Review/Approve Previous Meeting Minutes | Chairperson Payton |
| <input type="checkbox"/> Ben Burgland    | No Financial Report                     |                    |
| <input type="checkbox"/> Thomas Dunker   |   |                    |
| <input type="checkbox"/> Lomac Payton    |   |                    |
| <input type="checkbox"/> Roger Peterson  |   |                    |
| <input type="checkbox"/> Paula Sanford   |   |                    |
| <input type="checkbox"/> Paul H. Stewart |   |                    |

Excused:

Others Present:

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|                     |   |               |
|---------------------|---|---------------|
| <b>Old Business</b> | Review/Approve Amendment to Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018 – Janitorial Supplies | Derek Antoine |
|---------------------|---|---------------|

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|---------------------|------|--|
| <b>New Business</b> | None |  |
|---------------------|------|--|

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|----------------|---|---------------|
| <b>Reports</b> | Executive Director's Report – NO REPORT | Derek Antoine |
|                | KCHA Legal Counsel Report – 04/2017     | Jack Ball     |

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|-----------------------|--|---------------|
| <b>Other Business</b> | Executive Director Performance Appraisal | Derek Antoine |
|                       | Commissioner Opening                     | Derek Antoine |

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
March 28, 2017**

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

PRESENT:           Wayne Allen  
                  Thomas Dunker  
                  Lomac Payton  
                  Roger Peterson  
                  Paula Sanford  
                  Paul H. Stewart

EXCUSED:           Ben Burgland

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

Prior to calling the meeting to order, Chairperson Payton informed the Board that Commissioner Peterson would be retiring from the Board after twenty years of service.

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 February meeting minutes approved as received.

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

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

Motion Carried, 6-0.

February 2017 claims against the HA Administration in the sum of \$368,626.05; Central Office Cost Center in the sum of \$51,692.51; Moon Towers in the sum of \$85,512.96; Family in the sum of \$78,743.85; Bluebell in the sum of \$22,031.69; Housing Choice Voucher Program in the sum of \$72,007.92; Brentwood (A.H.P.) in the sum of \$27,929.52; Prairieland (A.H.P.) in the sum of \$27,407.60; Capital Fund '14 in the sum of \$3,300.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye

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

Motion Carried, 6-0.

#### OLD BUSINESS

None

#### NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2017-03 for Bad Debt Charge Off for Period Ending 03/31/2017. Mr. Antoine reported that the amount to be written off for the quarter is \$8,894.54. Commissioner Dunker asked how much is written off annually. Mr. Antoine replied that he would approximate \$80,000 annually is written off but would provide a report at the next meeting. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-03 for Bad Debt Charge Off for Period Ending 03/31/2017 in the amount of \$8,894.54; Commissioner Dunker seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018. Mr. Antoine reported that the Finance Committee had discussed procurement practices and decided to have only one vendor across the supply/service categories. Additionally, after further review of the bid submissions, Mr. Antoine recommended removing Janitorial Supplies off the list to get some clarification on bid submissions and approve said vendor at the April meeting. A one-month contract extension will be offered to the current vendors. Commissioner Dunker asked about the contract years listed and why no years were associated with U.S. Communities and State of Illinois Joint Purchasing. Mr. Antoine replied that those vendors have already been procured through those group purchasing entities and do not have a set length of contract. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018 with the exclusion of Janitorial Supplies; Commissioner Peterson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Resolution 2017-05 for Public Housing Utility Allowance Schedule for FYE 03/31/2018. Mr. Antoine said a review of the schedule is completed annually and revisions are made

when there is change of 10% or more in the rates. Notification and posting of the new schedule will start on 04/01/2017 and end on 04/30/2017. After brief discussion, Commissioner Allen made a motion to approve Resolution 2017-05 for Public Housing Utility Allowance Schedule for FYE 03/31/2018; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Resolution 2017-06 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2018. Mr. Antoine said a review of the schedule is completed annually and revisions are made when there is change of 10% or more in the rates. Notification and posting of the new schedule will start on 04/01/2017 and end on 04/30/2017. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-06 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2018; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Resolution 2017-07 for Capital Fund Program (CFP) Submission for CYE 12/31/2017. Mr. Antoine stated that the agency does not yet know what the funding level will be, so the plan is based on last year's CFP grant amount. The annual plan and 5-year plan were included in the Board packets. After brief discussion, Commissioner Allen made a motion to approve Resolution 2017-07 for Capital Fund Program (CFP) Submission for CYE 12/31/2017; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - 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 Sanford inquired about having commissioner business cards made. After a brief discussion, it was the consensus to have the Central Office make business cards for

any commissioner who wants them.

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 reported that the HUD REAC physical inspection of Bluebell Tower and Moon Towers will take place on 03/30/2017 and 03/31/2017 respectively.

**ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:51 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

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Secretary

## RESOLUTION 2017-04

04/25/2017

Board of Commissioners

Derek Antoine, Executive Director

### RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 2018

#### 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 limits:

- Commodities and Services \$10,000.00
- Construction \$30,000.00

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 this 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 04/01/2017 and ending 03/31/2018.





## RESOLUTION 2017-04

04/25/2017

Board of Commissioners

Derek Antoine, Executive Director

### Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 2018

**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 03/31/2018 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with the requirements set forth in HUD guidance and the Code of Federal Regulations.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2017.

**RESOLVED: April 25, 2017**

\_\_\_\_\_  
Lomac Payton, Chairperson

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Roger Peterson, Vice-Chairperson

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Paula Sanford, Resident Commissioner

\_\_\_\_\_  
Paul Stewart, Commissioner

\_\_\_\_\_  
Wayne Allen, Commissioner

\_\_\_\_\_  
Thomas Dunker, Commissioner

\_\_\_\_\_  
Ben Burgland, Commissioner

\_\_\_\_\_  
Derek Antoine, Secretary/Executive Director (Attest)

# KCHA Vendor List FYE 03/31/2018

| Category                                   | FYE 2017                      | FYE 2018                      | Contract Year                                    |
|--|-------------------------------|-------------------------------|--|
| <b>Service/Maintenance</b>                 |                               |                               |  |
| Plumbing/Heating                           | J.P. Benbow                   | J.P. Benbow                   | 3rd  |
| Electrical                                 | Roy Keith Electric            | Roy Keith Electric            | 3rd  |
| Asbestos Abatement                         | IITI                          | IITI                          | 3rd  |
| Fire Protection                            | Getz Fire Equipment           | Getz Fire Equipment           | 3rd  |
| Trash Removal                              | Waste Management              | Waste Management              | 3rd  |
| Pest Control                               | Four Seasons Pest Control     | Four Seasons Pest Control     | 2nd  |
| Lawn Service                               | Liqui-Green Lawn Care         | Liqui-Green Lawn Care         | 3rd  |
| <b>Parts/Supplies</b>                      |                               |                               |  |
| Appliances                                 | Barton Carroll's              | Barton Carroll's              | 3rd  |
| Appliance Parts                            | PDQ                           | PDQ                           | 3rd  |
|  | Partscription                 | PartScription                 | 3rd  |
| General Maint. Supplies/<br>Paint/Hardware | HD Supply<br>Sherwin Williams | HD Supply<br>Sherwin-Williams | U.S. Communities<br>State of IL Joint Purchasing |
| <b>Janitorial Supplies</b>                 |                               |                               |  |
| Janitorial Supplies                        | OSI                           | OSI                           | 1st  |
|  | Supplyworks                   | Supplyworks                   | U.S. Communities                                 |
| <b>Lawn Equipment Supplies/Parts</b>       |                               |                               |  |
|  | Martin Sullivan               | Martin Sullivan               | 3rd  |
| <b>Administrative</b>                      |                               |                               |  |
| IT Service                                 | OSI                           | OSI                           | 3rd  |
|  | Trilutions                    | Trilutions                    | 3rd  |
| Office Supplies                            | Staples                       | Staples                       |  |
| Security Camera Service                    | Thompson Electronics          | Thompson Electronics          | 2nd  |
| Shredding Services                         | AAA Certified Confidential    | AAA Certified Confidential    | 2nd  |
| A & E Services                             | Alliance Architecture         | Alliance Architecture         | 2nd  |

## BOARD MEMO

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 04/21/2017

**FROM:** Derek Antoine  
Executive Director



**BOARD MEETING:** 04/25/2017

**SUBJECT:** Executive Director Performance Evaluation FYE 03/31/2017

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### 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, along with the previous performance appraisal for the Executive Director, at the 04/25/2017 regular meeting of the Board. The goal would be for the Board to hold a work session ahead of the May 2017 regular meeting, to discuss the performance of the Executive Director and score the evaluation collectively. The Board would then deliver the performance review during executive session at the 05/30/2017 regular meeting.