

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
Thursday June 15, 2023**

The June 15, 2023 Board of Commissioners meeting of the DuPage Housing Authority was held in the Board Room at the DuPage Housing Authority Office at 711 E. Roosevelt Road, Wheaton, IL.

Roll Call:

The Vice-Chairman called the meeting to order, the following members of the Board being present:

Sherrin Ingram	Chair	Not in attendance
John Berley	Vice Chairman	Present
Dru Bergman	Commissioner	Present
Dawn DeSart	Commissioner	Present
Jessica Garmon	Commissioner	Not in attendance
Stefanie Hood	Commissioner	Not in attendance
Candace King	Commissioner	Present

The following others were also present:

Cheron Corbett	Executive Director	Present
Eric Hanson	Special Counsel	Virtual attendance
Ben Karlin	Rubino & Company	Virtual attendance
Dwayne Tucker	BDO	Virtual attendance
Nicole Hannigan	BDO	Virtual attendance
Susan Martin	Admin Assistant	Present

The Chairman declared the presence of a quorum and the meeting began at 9:02 a.m.

Public Comments:

There were no public comments.

Approval of Minutes:

DeSart made a motion, seconded by Bergman to approve the minutes of May 18, 2023. The motion carried unanimously.

Financial Report:

- Mr. Karlin from Rubino and Company gave an overview of the draft audit for FY2022. The audit is a singular not comparative audit, as this was Rubino's first year auditing DHA's finances. The auditors issued a clean, unmodified opinion, but reported three findings relating to a misclassification that resulted in a correcting entry of \$896,934, missing rent reasonable documents, and a missing required depository agreement. Mr. Karlin assured the group that there was no nefarious deed but misclassifications. Executive Director Corbett is taking corrective actions to address the findings, and those corrective action plans will be included in the final audit report. The audit is currently 98% completed and Bergman explained that the Board may vote in July to accept the audit but that does not impede the Executive Director from submitting the audit to HUD earlier.
- Staffing in the Finance Department is increasing and Mr. Tucker from BDO will be the contract fractional CFO for a year.

- Mr. Tucker presented the proposed FY24 DHA budget to the Board. The Finance Committee reviewed the line item details from the budget with BDO at their meeting on June 13, 2023, and recommends passage of this budget with the plan to reassess it in December. DHA plans to increase staffing and training for both staff and commissioners.
- BDO is cleaning up and closing FY2023 and working on QAD for 6 more months. The goal is to finish by the end of September.
- There are no QAD updates at this time.

Executive Director's Update

Highlights from the report included the updates of procurement, capital improvements, vehicle fleet leases, staffing, and other improvements. King requested data for those clients eligible for vouchers and how many are served by DHA. Corbett explained DHA needs to develop housing.

Presentation of Resolutions:

RESOLUTION NO. 2023-09

Renew Agreement with IHDA for the RHS 2023 Grant Allocation Round 1. This is the annual renewal to administer the State of Illinois RHS program for low-income clients. A motion made by DeSart, seconded by King, and it passed unanimously.

RESOLUTION NO. 2023-10

Approval of the DHA FY2024 Budget. The budget was thoroughly reviewed and recommended by the Finance Committee for passage. A motion made by Bergman, seconded by DeSart, and it passed unanimously.

RESOLUTION NO. 2023-11

Approval of Change in the DHA Board Schedule. A motion made by Bergman, seconded by DeSart, and upon discussion, the resolution was tabled. The consensus is to have the Board meet every other month on the third Thursday of the month at 10 am CST. The Finance Committee will be meeting every month except for August and December and moving the meetings to 9 am CST on the third Thursday of the month (before the DHA Board Meeting). A motion by Berley, seconded by DeSart to pass the amended schedules was passed unanimously.

Executive Session:

Berley made a motion, seconded by DeSart, to adjourn the Board's public session and go into Executive Session to discuss Personnel (Section 2(c)(1)) of the Illinois Open Meetings Act, with no return to public session after the Executive Session. The motion carried unanimously, and Berley adjourned the public session at 10:31 am.

Susan Martin
Recording Secretary