

## **MINUTES**

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
June 16, 2022

Pursuant to executive order 2021-15 signed by Governor Pritzker and guidance provided by legal counsel, DuPage Housing Authority conducted this meeting by use of electronic means using Zoom, without a physical quorum present in the boardroom.

In Attendance: DHA Commissioners, Dru Bergman, John Berley, Dawn DeSart, Jessica Garmon, and Stefanie Hood,

Also present were Executive Directors Kenneth Coles and Cheron Corbett; Finance Manager Kaneshia Hunt, Special Counsel Jean Kenol; and Administrative Assistant Susan Martin. Jordan Boehm and Tori Nelson, auditors from CLA.

1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Berley at 8:47 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

A roll call showed that five Commissioners were present, a quorum.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Garmon, to approve the minutes of May 19, 2022. The motion carried unanimously.

6. FINANCIAL REPORT

The auditors presented the results of the DHA FY2021 audit. The highest level of assurance, an unmodified, "clean" opinion was given. No matters to report in relation to internal controls and no matters to report in violation to compliance. Key audit results showed no corrected misstatements nor disagreements with management. The new recommendation is the maintenance of funds by program; utilize best practices with consistent recording. The existing recommendation continues to be segregation of duties common to PHA's of this size. Finance Chairman Bergman affirmed the importance of the next audit to remain on the usual January presentation timeline.

Finance Chairman reported on developments including.

- The Finance Committee met on June 14, 2022, and reviewed financials.
- The FY2021 draft audit was presented by the auditors and reviewed.
- The Finance Dept. is working on two key steps: Securing the services of an outside agency for a comprehensive financial review and Yardi staff training.
- Executive Director Corbett is integrating systems and any prior adjustments with garnishments and retirement benefits are being corrected.
- Finance Manager Hunt is reviewing Port A/R.
- Stough Group Update: Executive Director Corbett will meet with attorneys for next steps.
- Insurance Update: Executive Director Corbett obtained an insurance matrix of all policies and premiums, and will review broker relationship.

- The Finance Committee recommends the Board of Commissioners accept the FY2021 Audit and approve the FY2023 Budget (with the minor adjustments of the auto and vacancy lost line items). The Committee also recommends that DHA do a budget re-forecast in Dec. or if the voucher amount changes significantly.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. EXECUTIVE DIRECTOR REPORT

The request for additional comparative information in some reports may show trends, but not necessarily in a 1-to-1 relationship. An update on the HR position.

9. NEW BUSINESS

Resolution 2022-07 Acceptance of the FY2021 Audit. A motion was made by Bergman, seconded by Hood and it passed unanimously.

Resolution 2022-09 Renew the Agreement with IHDA for the RHS 2022 Allocation Round 3. This is the annual agreement with the State of Illinois to administer the RHS Program. A motion was made by DeSart, seconded by Bergman and it passed unanimously.

Resolution 2022-10 Approval of the DHA FY2023 Budget. A motion was made by Bergman, seconded by DeSart and it passed unanimously with deletion of the auto maintenance and vacancy loss lines and ability for staff to redistribute funds as they see fit.

10. EXECUTIVE SESSION

Commissioner DeSart made a motion, seconded by Commissioner Garmon, to recess into executive session to discuss personnel (Section 2(c)(1)) and Litigation (Section 2(c)(11)) and to adjourn at the end of the executive session, with no return to public session. The motion carried unanimously, and the Board recessed into executive session at 9:52 a.m.

Respectfully Submitted,

Susan Martin

Sr. Administrative Assistant/Recording Secretary