

## MINUTES

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
September 19, 2019

The September 19, 2019 Board of Commissioners meeting of the DuPage Housing Authority (DHA) was held in the Board Room at 711 East Roosevelt Road, Wheaton, IL.

In Attendance: DHA Commissioners, Dru Bergman, John Berley, Michael Brosnahan, Candace King, and Lou Petritz.

Also present were Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade, Special Counsel Eric Hanson and Sr. Administrative Assistant Susan Martin.

In the audience were Jan Kay, League of Women Voters.

1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Berley at 8:45 a.m.

2. ROLL CALL

A roll call showed a quorum.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Petritz to approve the minutes of August 15, 2019. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Brosnahan presented the Financial Report. Among the topics covered were:

- The Finance Committee met on September 17th and reviewed financials.
- DHA is financially in a "strong position". The bathroom project is complete. DHA is beginning to move to paperless files.
- Chairman Brosnahan commended DHA for taking a leadership role in both hosting an onsite Nan McKay training with other housing authorities attending and developing a portability session in Chicago with several state housing authorities in attendance.
- DHA Management Inc. is in a strong cash position. A discussion on raising the limit on the credit card transpired.
- Chairman Brosnahan met with the Clifton, Laron, Allen accountants while they were auditing on site last week. He covered these topics: the audit footnote being sufficient for legacy knowledge, the one error found in the financial records, the audit will be concluded before the end of the year, the addition of another Finance Dept. staff member for better division of duties.
- The improved HUD Income Validation Tool is used to verify client's income and detect possible fraud. DHA will use that tool along with pro-actively introducing the IRS form 4506-T for applicants.
- Commissioner Bergman will be working with Finance Manager Celeste-Wade to create a Finance Calendar.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles responded to several questions on family obligations, inspections, and re-examination goals. The NSP transfer is expected to be completed by the end of the month. Executive Director Coles answered a question on the Meyers Common PBV contract and explained the difficulty in locating eligible candidates for a 2-bedroom senior building. Another question centered on the turnover rate by using the HUD IVT. Mainstream vouchers were explained with the hope to have 125 awarded.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2019-18 Administration Plan Revisions. Two revisions in the Admin Plan, one for a rewrite of the current policy for Repayment Agreements and the other one for Requesting Tenancy Approval by decreasing paperwork from landlords. Commissioner Brosnahan made a motion, seconded by Commissioner Bergman to approve Resolution 2019-14. The motion carried unanimously.

10. EXECUTIVE SESSION

Commissioner Petritz made a motion, seconded by Commissioner Brosnahan, to adjourn the Board's public session and go into executive session to discuss Personnel under Section 2(c)(1) of the Illinois Open Meetings Act with an action to be taken in public session after the executive session. The motion carried unanimously. The public session recessed at 9:40 a.m.

11. ACTIONS TO BE TAKEN AS A RESULT FROM THE EXECUTIVE SESSION

The Board resumed its public session at 9:51 a.m. Commissioner Brosnahan made a motion, seconded by Commissioner King to increase the salary pay for the executive director retroactive to July 1st and to pay a bonus with non-HUD funds. The motion carried unanimously.

12. ADJOURNMENT

Commissioner Bergman made a motion to adjourn, seconded by Commissioner Petritz. The motion carried unanimously, and Vice-Chairman Berley adjourned the meeting at 9:55 a.m.

Respectfully Submitted,  
Susan Martin  
Sr. Administrative Assistant/Recording Secretary