

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

February 21, 2020

The February 21, 2020 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, Jessica Garmon, Candace King, Stefanie Hood, and Chair Sherrin Ingram. Commission Brosnahan participated by telephone and it was noted for the record that he could not vote or be counted toward a quorum.

Also present were Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade, Special Counsel Jean Kenol, and Sr. Administrative Assistant Susan Martin. Chuck Kozlik and Jordan Boehm auditors for Clifton, Larson, Allen.

In the audience was Jan Kay of the League of Women Voters.

1. CALL TO ORDER

The meeting was called to order by Chairman Ingram at 8:45 a.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner Garmon made a motion, seconded by Commissioner King to approve the minutes of Jan. 17, 2020. The motion carried unanimously.

6. FINANCIAL REPORT

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

- The Finance Committee met on Feb. 18th and reviewed financials, items in the audit, RFP progress and CHAD reimbursement.
- Cash continues to be strong. Progress continues for Port in receivables. Letters for landlord receivables will now be automated.
- A question was posed as to how often we compare phone prices. Finance Director Celeste-Wade will follow up with the Office Manager.

FY 2019 Audit Report:

Chuck Kozlik, and Jordan Boehm, CPA's with Clifton Larson Allen, made a presentation of DHA's FY2019 audit, and distributed a summary report. Among the points covered during his presentation:

Testing was conducted on significant transactions and various categories. Governance communication found one uncorrected misstatement and one corrected misstatement. Segregation of duties is a common issue for organizations the size of DHA. The balance sheet was consistent from year to year. The income statement, with a positive cash flow, demonstrated standard operations and a "clean" year.

7. EXECUTIVE DIRECTOR'S REPORT

The FSS Grant payment was received. Mainstream vouchers begin March 1st. The sale of the NSP homes close this morning. The Maywood Housing Authority vouchers were granted to Joliet Housing Authority.

A handout on 3 expiring PBV Contracts between 2021 and 2022 was distributed and discussed. The settlement agreement involved with two of these properties' states one owner must divest and it has not happened. The Board must decide to renew these contracts or not. There is a verbal consensus among the Board not to renew the contracts. It was clarified that there should be no disruptions for the senior voucher holders at these communities. Of all the PBV contracts that DHA is member to, vacancy loss agreements are only on the Myers Common and Rose Glen contracts. This issue will go before the Board next month.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2020-02 Acceptance of the FY2019 Audit Report. Commissioner Bergman made a motion, seconded by Commissioner Garmon, to approve Resolution 2020-02. The motion carried unanimously.
- Resolution 2020-03 Approval of the FSS Contract. This is the annual contract with the DuPage County Family Self-Sufficiency Program. Commissioner Garmon made a motion, seconded by Commissioner Bergman, to approve Resolution 2020-03. The motion carried unanimously.
- Vacancy Loss: This was covered in the Executive Director Report.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

Chair Ingram introduced and welcomed the newest Commissioner, Ms. Stefanie Linares Hood.

12. ADJOURNMENT

Commissioner Garmon made a motion, seconded by Commissioner King to adjourn. The motion carried unanimously, and Chair Ingram adjourned the meeting at 9:37 a.m.

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