

## MINUTES

### DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

April 16, 2020

Pursuant to executive order 2020-07 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, Mike Brosnahan, Jessica Garmon, Stefanie Hood, Candace King, and Chair Sherrin Ingram.

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

1. CALL TO ORDER

The meeting was called to order by Chairman Ingram at 8:48 a.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner King made a motion, seconded by Commissioner Garmon to approve the minutes of Feb. 21, 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 April 14<sup>th</sup> and reviewed financials, and the RFP for audit services.
- Port-In Receivables may change due to the pandemic if offices close or have staff shortages. Postage is up as a result of the pandemic. DHA is conducting business by mailing out documents to clients with postage paid return envelopes.
- The Security Deposit Grant continues to assist several families. There was one FSS graduate with a \$21K escrow. Chairman Ingram recommends tracking graduates as it would be a good testimony for the program.
- DHA Management, Inc. is still strong with not much change month to month.
- The RFP for audit services was reviewed and accepted by the Finance Committee. The review committee will consist of both management personnel along with Commissioners Berley and Bergman. The RFP deadline is May 15, 2020.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles answered questions regarding PBV contract expirations noting that DHA is to give the property owner a 12-month notice. The pandemic and DHA operations were discussed. DHA offices are closed to the public with staff working Tues. through Thurs. 8:30 am -4:30 pm. Clients are adjusting to online transactions. HUD funding may allow us to acquire a compliance module for better functionality and cut operational costs. HUD published a notice of waivers to housing authorities due to

the pandemic and DHA is compliant with all the operational changes generated. Inspections have been modified and are conducted on vacant units.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2020-04 Acceptance of the DHA Annual Plan (5-year plan). HUD requires annual plans with every fifth year providing a new 5-year plan. This plan maintains the normal operation mission. DHA will partner with agencies for greater landlord participation. Commissioner Bergman made a motion, seconded by Commissioner Berley, to approve Resolution 2020-04. The motion carried unanimously.
- Resolution 2020-05 Non-renewal of PBV HAP Contract with Myers-Commons Senior Housing, LLP. This contract is expiring, and notice must be given. The current PBV residents will be protected and can chose to stay or move. Commissioner Brosnahan made a motion, seconded by Commissioner Bergman, to approve Resolution 2020-05. The motion carried unanimously.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

12. ADJOURNMENT

Commissioner Brosnahan made a motion, seconded by Commissioner Garmon to adjourn. The motion carried unanimously, and Chair Ingram adjourned the meeting at 9:28 a.m.

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