

MINUTES

DUPAGE HOUSING AUTHORITY

BOARD OF COMMISSIONERS

April 15, 2021

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, Dawn DeSart, Jessica Garmon, Stefanie Hood, and Candace King.

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 was 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 that six Commissioners were present, a quorum.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

Commissioner Hood made a motion, seconded by Commissioner Garmon, to approve the minutes of March 18, 2021. The motion carried unanimously.

5. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on April 13, 2021.
- The Finance Dept. will continue to work with agencies to lower the Port Account Receivable.
- Fraud recovery remains strong.
- The Security Deposit Grant assisted 13 families and there were 2 FSS Graduates.
- DHA Management, Inc. has nothing new to report.
- Audit recommendation of segregation of duties: The Finance Dept. is interviewing for positions.
- Bank fees: Put on hold for now due to short staffed.
- Annual Insurance: The Finance Committee recommends the broker periodically speak to the DHA Board and annually meet with the Finance Committee.
- FY22 Budget: The process has begun. In May, the salary reviews will be presented and in June the full fiscal year budget will be examined.

The entity of DHA Management, Inc. was explained.

6. EXECUTIVE DIRECTOR'S REPORT

Dawn DeSart, the new Board Commissioner was welcomed. Updates on the upcoming tenant protection vouchers and open wait list. A question regarding the concerns of World Relief clients not being able to apply to the open wait list due to library hours was addressed by Executive Director Coles, who responded that the wait list opening time has been moved back one hour to 10 a.m. to allow people to access the library. Topics covered: RHSP program explained, possible distribution of

emergency assistance flyers from DuPage County, eviction order extended. Senior Home Sharing Contract on hold until September. Many questions raised by the commissioners spurred a discussion on purchasing property vs. investing in affordable housing options. Commissioner King spoke on Impact DuPage working on affordable housing. Commissioner DeSart will advocate for federal money with the County and requested a wish list from DHA staff. Executive Director will report back with information at the May meeting.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

- Resolution 2021-06 Non-Renewal of PBV Contract with Rose Glen Senior Housing. Commissioner Garmon made a motion, seconded by Commissioner Hood, and the motion carried unanimously.
- Resolution 2021-07 Adoption of DHA By-laws. This set of by-laws will bring the DHA Board of Commissioners into compliance with HUD and the current operational procedures. In response to a question on oversight, attorney, Mr. Hanson stated that the Finance Committee's function of reviewing the monthly financials served as oversight. Commissioner Garmon made a motion, seconded by Commissioner Hood, and the motion carried unanimously with Section 16 & 17 being reviewed by DHA legal counsel for additional changes to be compliant with the Illinois Open Meeting Act. This Resolution is to include the final copy of the By-laws.

9. EXECUTIVE SESSION

There was no call for an executive session.

10. FUTURE DISCUSSION/ACTION ITEMS

SHS contract to be on the Sept. agenda.

11. ADJOURNMENT

Commissioner Hood made a motion, seconded by Commissioner King to adjourn. The motion carried unanimously, and Vice-Chairman Berley adjourned the meeting at 9:59 a.m.

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