

## **MINUTES**

### DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

January 17, 2019

The January 17, 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, Candace King, Lou Petritz and Chairman Ingram.

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

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 four Commissioners were present, a quorum. Commission Garmon was participating by telephone and that she could not vote or be counted toward a quorum.

3. PLEDGE OF ALLEGIANCE

4. ELECTION OF BOARD OFFICERS

The current slate of Officers has requested to be submitted for election (Chairman Ingram, Vice-Chairman Berley and Sec./Treasurer Brosnahan). Commissioner Petritz made a motion, seconded by Commissioner Bergman and the motion carried unanimously.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Petritz to approve the minutes of November 15, 2018 with a name correction. The motion carried unanimously.

7. FINANCIAL REPORT

Commissioner Berley, member of the Finance Committee, presented the Financial Report. Among the topics discussed were:

- The Finance Committee met in December and on Tues. Jan. 15, 2019 to review financials.
- Per Board request, the bank fees have been lowered.
- With the Federal Government shut-down, there are funds to pay landlords through February. DHA has been fiscally responsible and has reserves to maintain staff for nine months. Additional funds for HAP equity will be requested from HUD.
- The audit is close to completion and the Finance Committee will review the preliminary draft.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

There was no new business.

10. EXECUTIVE DIRECTOR'S REPORT

Performance metrics will remain in the monthly report. Chairman Ingram requested statistics on DHA landlords. Executive Director Coles answered questions regarding inspections. The approved Naperville Elderly Homes vouchers need to have a revision in our Admin Plan to comply with the regulations for SRN compatibility. Changes in the Admin Plan will be sent to the Board to review. Additional plan revisions include changes to improve processing and cut down on expenditures. Finance Manager Celeste-Wade noted she will be interviewing candidates for the Accounting position.

11. EXECUTIVE SESSION

There was no Executive Session.

12. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles reminded the Board of the upcoming required County Ethics Training and Economic Interest Statements, and Feb. Oaths of Office. Commissioner King added news on the SNAP benefits impacted by the shut-down.

13. ADJOURNMENT

Commissioner Berley made a motion, seconded by Commissioner Bergman to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 9:20 a.m.

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