

## **MINUTES**

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
October 21, 2021

Pursuant to executive order 2021-15 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, Candace King and Chairperson Ingram.

Also present were Executive Director Kenneth Coles; Compliance Manager Lisa Howe; Program Manager Kristin Sartore; Special Counsel Jean Kenol; and Sr. Administrative Assistant Susan Martin.

1. CALL TO ORDER

The meeting was called to order by Chairman Ingram at 8:45 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 Bergman made a motion, seconded by Commissioner DeSart, to approve the minutes of September 16, 2021. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on Oct. 19, 2021. While DHA is currently recruiting for a Finance Manager; Compliance Manager Howe, along with Christie Wise Consulting are overseeing the Finance Dept. with proper processes in place (segregation of duties, checks and balances, etc.). The Sept. and Oct. Financials will be presented at the Nov. meeting.
- The Audit is on schedule; a Board Report expected in January.
- Cyber liability insurance coverage for external connections is currently being worked on.
- The HUD Oct. payment will be made on time.
- Executive Director Coles presented a tutorial on DHA sources of funding, usage, frequency, and vulnerability. Commissioner King requests an updated spreadsheet with additional information as voucher allotment, past fiscal year amounts, totals.

7. EXECUTIVE DIRECTOR'S REPORT

Report included in packet; no oral report given.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2021-20 Admin Plan Revisions. This revision updates the Admin Plan to be compliant with the updated HUD regulations regarding VASH vouchers, modular homes, and Emergency

Housing Vouchers. Commissioner Garmon made a motion, seconded by Commissioner King, and the motion carried unanimously.

- Resolution 2021-21 Approval of Allocation of PBVs. Commissioner Berley motioned to change the amount of voucher allotment on the Resolution for the Addison development by Alden Corp. from 15 to 16 vouchers. DHA completed a competitive RFP process and awards up to 16 Project Based Vouchers (PBV) to Alden Corporation for the proposed housing development located in Addison, IL and up to 14 PBVs to Full Circle Communities, Inc. for the proposed housing development located in Glen Ellyn. Commissioner Berley made a motion, seconded by Commissioner Garmon, and the motion carried unanimously.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

There were no future discussions.

12. ADJOURNMENT

Commissioner Bergman made a motion, seconded by Commissioner DeSart to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 9:38 a.m.

Respectfully Submitted,

Susan Martin

Sr. Administrative Assistant/Recording Secretary