

MINUTES
DUPAGE HOUSING AUTHORITY
FINANCE COMMITTEE
July 19, 2022

CALL TO ORDER

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. Finance Chairman Bergman, called the meeting to order at 9:52 a.m.

ROLL CALL

In attendance were Commissioners Berley, Hood, and Chairman Bergman. Also present were, Executive Director Cheron Corbett, and Admin. Assistant Susan Martin.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Hood made a motion, seconded by Berley to approve the Finance Committee meeting minutes for June 22, 2022, and the motion passed unanimously. The Finance Committee had an off-line discussion to cover the change of personnel in the department with the vacancy of the Finance Manager position.

FINANCIAL STATEMENTS

- There were no financials at this time.

NEW BUSINESS

- Update of Finance Department Staffing: The position is posted and will be rebranded for an experienced Senior Finance Manager with comptroller abilities.
- Update of Finance Department Assistance and Training: Executive Director Corbett has a multi-prong approach for the dept. by contracting with BDO to assist, engaging Nan McKay and Yardi training.
- FY2021 Audit Report: Final report going out today to all Commissioners. It is posted on our website and Mr. Boehm from CLA is sending it to HUD. He will also send a to-do list for preparation for the FY2022 audit. Chairman Bergman requests a status on bank reconciliations.
- Insurance Updates: Workers Comp & RFP: The WC Insurance is expected to be finished by August. The RFP will be postponed for now.
- Employment of Security Guard. Given the historical context of a previous threat and increasing violence worldwide, the Wheaton Police Dept. were consulted. They now provide a roving service and provided ALICE training to the staff. After a physical assessment of our building, it is recommended we hire a security guard. The Finance Committee supported Executive Director Corbett bringing this issue to the DHA Board Meeting for discussion and asked that she verify with HUD as to if the funds qualify under the Section 3 Admin needs.
- Commissioner Email Accounts: It is best practices for Commissioners to have DHA email accounts as opposed to personal email accounts. The Finance Committee was in unanimous support and plan to discuss it at the DHA Board Meeting.

ADJOURNMENT

Hood made a motion, seconded by Berley and the meeting was adjourned by Chair Bergman at 10:14 a.m.

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