

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
Thursday January 11, 2024**

The January 11, 2024 Board of Commissioners meeting of the DuPage Housing Authority was held in the Board Room at the DuPage Housing Authority Office at 711 E. Roosevelt Road, Wheaton, IL.

Roll Call:

The Chair called the meeting to order, the following members of the Board being present:

Sherrin Ingram	Chair	Present
John Berley	Vice Chairman	Present
Dru Bergman	Commissioner	Present
Dawn DeSart	Commissioner	Present
Jessica Garmon	Commissioner	Virtual
Stefanie Hood	Commissioner	Present

The following others were also present:

Cheron Corbett	Executive Director	Present
Eric Hanson	Special Counsel	Virtual attendance
Rosemary Spann	Appointed Commissioner	Present
Jeffery Hyndman	BDO	Virtual attendance
Nicole Hannigan	BDO	Virtual attendance
Mary Donahue	Full Circle Communities	Virtual attendance
Lindsey Haines	Full Circle Communities	Virtual attendance
Susan Martin	Admin Assistant	Present

The Chair declared the presence of a quorum and the meeting began at 10:04 a.m. Rosemary Spann was introduced as the new DHA Commissioner officially starting at the next DHA Board meeting.

Public Comments:

There were no public comments.

Approval of Minutes:

DeSart made a motion, seconded by Hood to approve the minutes of September 21, 2023. The motion carried unanimously.

Financial Report:

- The Finance Committee met this morning.
- Mr. Hyndman presented the Balance Sheet, Budget Comparison, and Check Register. He explained the reasons for admin expense variances. Admin net income is trending positive. The HAP overpayment issue has been resolved. Employee benefits are being paid.
- A discussion on the FSS program and possibly moving services in house to DHA.
- Upcoming financial plans: February will have the mid-year reforecast; March is scheduled for a BDO presentation on “lessons learned” focusing on commissioner oversight.
- The Controller began work 1/10/2024 and will build out the Finance Dept.

Executive Director's Update

Discussion covered the PRA (Property Rental Assistance Program). Full Circle Communities gave a presentation and responded to questions on timeline, additional sources of finances, supportive services, amount of vouchers requested, and proposed move-in date. Discussion regarding ilivedupage delineations from DHA and DHA Management, Inc. resulted in Executive Director Corbett compiling an outline that will be sent to the Board.

Presentation of Resolutions:**RESOLUTION NO. 2024-01**

Acceptance of DHA 2024 Utility Allowances. A motion was made by Berley, seconded by Hood, and it passed unanimously. This is the annual utility allowance provided by Nelrod.

RESOLUTION NO. 2024-02

Acceptance of the Small Area Fair Market Rent Payment Standards. A motion was made by Bergman, seconded by Hood, and it passed unanimously. This is the annual payment standards.

RESOLUTION NO. 2024-03

Approval of a Contract with Xerox Corporation. A motion was made by DeSart, seconded by Berley, and it passed unanimously. This contract is to lease copy machines and provide savings to DHA.

RESOLUTION NO. 2024-04

Acceptance of HUD Approved PIH Notices. A motion was made by Hood, seconded by DeSart, and it passed unanimously. This resolution keeps DHA compliant with HUD regulations and requirements.

RESOLUTION NO. 2024-05

Approval of Allocation of PBVs to Full Circle Communities, Inc. A motion was made by DeSart, seconded by Bergman, and it passed unanimously. This awards up to 26 Project Based Vouchers with 7 of those dedicated to the State Referral Network upon satisfactory completion of requirements.

AUTHORIZATION TO TRAVEL ROLL CALL

Approval of a total of four (4) commissioners to travel to conferences in calendar year 2024 by unanimous roll call acceptance.

Executive Session:

Commissioner Bergman made a motion, seconded by DeSart, to adjourn the Board's public session and go into Executive Session to discuss Personnel under Section 2(c)(1) of the Illinois Open Meetings Act, with no return to public session after the Executive Session. The motion carried unanimously, and Chair Ingram adjourned the public session at 11:05 a.m.

Susan Martin
Recording Secretary