

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

May 17, 2018

The May 17, 2018 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, Thomas Banaszak, Dru Bergman, John Berley, Michael Brosnahan, Jessica Garmon, Lou Petritz, Chairman Sherrin Ingram.

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

In the audience were Jan Kay, League of Women Voters.

1. CALL TO ORDER

The meeting was called to order by Chairman Sherrin Ingram at 8:50 a.m.

2. ROLL CALL

A roll call showed that a quorum existed.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

Commissioner Banaszak made a motion, seconded by Commissioner Berley to approve the minutes of March 15, 2018. The motion carried unanimously.

6. FINANCIAL REPORT

Commissioner Brosnahan, Chairman of the Finance Committee, presented the Financial Report. Among the topics discussed were:

- The Finance Committee met on Tues. May 15, 2018 to review financials.
- The balance sheet shows the reserves are in good standing. There will be a request for proposals for banking services.
- The Security Deposit Grant continues to work well and assisted 14 families this month.
- The DHA Management Inc. financials were "routine". Ogden Manor financials will be audited in July and the books closed. Then the money will transfer to DHA Mgt. Inc.
- The DHA budget for the next fiscal year will be reviewed by the Finance Committee next month and then presented to the Board. There will be a focus toward training beginning with Nan McKay presenting an all agency training for 3 days. Interim Finance Manager Celeste-Wade is preparing the fiscal year budget. She will also explore D & O insurance costs.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

Resolution 2018-10 Approval of Senior Home Sharing Lease. This is their annual lease renewal with no changes. Commissioner Banaszak made a motion seconded by Commissioner Garmon and the motion

passed unanimously. Discussion on reconfiguring DHA office space if SHS space was vacant. Chairman Ingram requested that we look at all cost options. Commissioner Garmon requested Exec. Director Coles to review Item #11 (the plate glass and public liability insurance) in the lease.

9. EXECUTIVE DIRECTOR'S REPORT

DHA has 53 Family Self Sufficiency clients with escrow balances. Hawthorn Ridge and Housing for Handicapped have opted out of their contracts providing DHA with additional vouchers. HUD VASH voucher funds have been received and clients leased. With this increased case load, DHA is in need of more office space and possibly more staff.

10. EXECUTIVE SESSION

Commissioner Berley made a motion seconded by Commissioner Banaszak, to recess into executive session to discuss business matters; with no return to public session after the executive session, with no actions to be taken as a result of the executive session. The motion carried unanimously, and the Board's public session ended at 9:19 a.m.

11. ADJOURNMENT

Commissioner Berley made a motion seconded by Commissioner Banaszak to adjourn. Chairman Ingram adjourned the meeting at 9:19 a.m.

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