

MINUTES

DUPAGE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
June 21, 2018

The June 21, 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, Dru Bergman, John Berley, Michael Brosnahan, Jessica Garmon, and Lou Petritz.

Also present were Executive Director Kenneth Coles, Interim Finance Manager Christine Celeste-Wade, Legal Counsel Jean Kenol, 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 Vice-Chairman John Berley at 8:45 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 Bergman made a motion, seconded by Commissioner Petritz to approve the minutes of May 17, 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. June 19, 2018 to review financials.
- The Security Deposit Grant assisted 14 families again this month.
- The DHA Management Inc. financials have no substantive change. Ogden Manor financials will be audited in July and the books closed. One Ogden Manor payment is being examined for proper routing.
- The FY2019 budgets (Resolution 2018-11) were reviewed by the Finance Committee and recommended for passage. The RHS funding agreement (Resolution 2018-12) was reviewed and recommended for approval.
- Wheaton Bank & Trust reviewed the fees and made some positive adjustments effectively immediately.
- Chairman Brosnahan spoke with Clifton Larson Allen accountants and recommends a footnote be added for the repayment agreement for third party discernment. Continued discussion of repayment agreement concluded with Exec. Director Coles to meet with HUD and legal counsel before recommendation of action to the Board. Commissioner liability considered.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

Resolution 2018-11 Approval of FY2019 Budgets. Discussion: The budget utilized a 76% Admin fee assessment which is an appropriation of operating cost by the government and a 97% occupancy rate. For agency efficiency, staff training will be enhanced as well as conferences. Insurance has decreased with the elimination of Ogden Manor. Documents (U.S. Bureau of Labor Statistics) provided evidence of area wage increases. Misc. admin expenses to be reviewed individually but budgeted accordingly. MTW designation with branding, signage and landlord marketing likely to happen. DHA clothing is favored by the employees.

Resolution 2018-11 Approval of FY2019 Budgets- Commissioner Brosnahan made a motion seconded by Commissioner Bergman and the motion passed unanimously.

Resolution 2018-12 Renew Agreement with IHDA for the RHS Grant Allocation Round 2. Annual contract (no substantive changes) to administer the RHS program by the State of IL. Commissioner Bergman made a motion seconded by Commissioner Brosnahan and the motion passed unanimously subject to review/approval by legal counsel Mr. Kenol.

9. EXECUTIVE DIRECTOR'S REPORT

Metrics of local rental prices and wages paint a bleak picture for clients. Partnering with other agencies and services to join efforts in solving this dilemma is one of DHA's goals. 70 additional units from Hawthorn Ridge will be issued in July/Aug. DHA will prepare for the possible reinstatement of the HUD AFFH rule in some form in the future.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

For the new fiscal year (effective July 1st) both the updated Admin Plan and the By-laws have been completed and will be presented for Board approval at the next meeting. The Admin Plan includes the HOTMA new rules, other best practices, and money saving particulars.

12. ADJOURNMENT

Commissioner Garmon made a motion seconded by Commissioner Bergman to adjourn. Vice-Chairman Berley adjourned the meeting at 9:49 a.m.

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