

## **MINUTES**

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
October 18, 2018

The October 18, 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, Tom Banaszak, Dru Bergman, Michael Brosnahan, Lou Petritz and Chairman Ingram.

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

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

1. CALL TO ORDER

The meeting was called to order by Chairman 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 Bergman made a motion, seconded by Commissioner Brosnahan to approve the minutes of September 20, 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. Oct.16, 2018 to review financials.
- Finance Manger Celeste-Wade to follow up with housing authorities maintaining high balances. Fraud recovery is successful. Security Deposit Grants decreased with seasonal trending. Admin money year to date is "very good".
- The committee discussed the audit results: Auditors were here the first week in Oct. The single audit noted there were no missing documents. Finance Chairman Brosnahan commended the team for its accomplishment.
- The committee reviewed the QAD results and reported on: QAD validated restricted net position (RNP), DHA payments, and a variance of approx. \$66K. However, a reconciliation of an accounting misclassification error (loan collection) will lower the balance. The QAD unvalidated net position (UNP) is also expected to be reduced after addressing discrepancies with QAD calculations. Chairman Brosnahan commented on the importance of explanatory footnotes.
- The committee covered the topic of the repayment agreement: The Finance Committee is in consensus to defer the payment this month until we know the exact amount of the repayment. At that point we can address it. Finance Manager Celeste-Wade stated the auditors noted DHA has made significant improvements to the financial statements and continue to improve.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

There was no new business.

9. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles explained that his report will give more details of the day-to-day operations with charts/tables. As requested, more bullet points will be included. The amount of Family Unification Program (FUP) vouchers are settled at 105. The wait list is planned to be open March 1, 2019.

10. EXECUTIVE SESSION

There was no Executive Session.

11. ADJOURNMENT

Commissioner Banaszak made a motion, seconded by Commissioner Brosnahan to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 9:30 a.m.

Respectfully Submitted,

Susan Martin

Sr. Administrative Assistant/Recording Secretary