

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS October 19, 2017

The October 19, 2017 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, Vice-Chairman Ingram, and Chairman Thomas Good.

Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, Attorney Eric Hanson, and Sr. Administrative Assistant Susan Martin.

In the audience were Jan Kay, League of Women Voters; and Warner Nelson, The Stough Group.

1. CALL TO ORDER

The meeting was called to order by Chairman Thomas Good at 8:45 a.m.

2. ROLL CALL

A roll call showed that six Commissioners were present, a quorum.

3. PLEDGE OF ALLEGIANCE

4. ELECTION OF BOARD OFFICERS

Commissioner Brosnahan made a motion to elect Commissioner Sherrin as Chairman, seconded by Commissioner Banaszak and the motion carried unanimously. Commissioner Brosnahan made a motion for Commissioner Berley to be elected Vice Chairman, seconded by Commissioner Ingram and the motion carried unanimously.

5. PUBLIC COMMENT

Mr. Nelson and Ms. Kay expressed congratulations to Chairman Good on his retirement.

6. APPROVAL OF MINUTES

Commissioner Ingram made a motion, seconded by Commissioner Banaszak to approve the minutes of September 21, 2017. The motion carried unanimously.

7. FINANCIAL REPORT

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

- The Finance Committee met on October 17th to review financials. A more detailed list appears on the check register report now and for confidentiality, client names are omitted. Starting at the next meeting the credit card statement will also show details. The net income is where DHA should be.
- DHA Management, Inc. posted income from the annual tax abatement program in which we also contract to administer for Aurora Housing Authority.
- Finance Director Chen explained the 2 new state regulations on travel that required our travel policy change. Commissioners' travel must now have a roll call vote whereas in the past, chairman approval was sufficient. A maximum dollar amount per commissioner per event is required with DHA setting a limit of \$2500 for staff and \$3000 for commissioners.
- Ogden Manor sale is scheduled to close in November. This sale will help ensure long term

affordable housing in that community.

- If the DHA Board 2018 schedule is to meet every other month the Finance Committee would like to meet every other month. The Finance Chairman will meet with the Finance Director monthly and monthly reports generated to the members of the Finance Committee.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

Resolution 2017-18 Approval of Revised Finance Policies-Travel Policy F1.01 Rev.3. Commissioner Berley made a motion, seconded by Commissioner Banaszak to approve Resolution 2017-18. The motion carried unanimously.

Resolution 2017-19 Resolution Honoring Thomas Good. Commissioner Ingram made a motion, seconded by Commissioner Brosnahan and the motion carried unanimously.

10. EXECUTIVE DIRECTOR'S REPORT

There was one Family Self Sufficiency program graduate in September 2017. DHA's goal is to reach 100% utilization rate by June 2018. On behalf of the DHA Board, staff and clients we offer Chairman Good a token of appreciation for his years of service.

11. FUTURE DISCUSSION/ACTION ITEMS

The Board will consider the 2018 schedule at the next meeting. Commissioner Brosnahan will not be in attendance at the next meeting.

12. EXECUTIVE SESSION

Commissioner Brosnahan made a motion, seconded by Commissioner Ingram, to go into Executive Session to discuss Personnel issues, with a return to public session after the executive session. The motion carried unanimously, and the Board's public session ended at 9:18 a.m.

13. RETURN TO PUBLIC SESSION AND ADJOURNMENT

The Board returned to public session from executive session at 9:30 a.m. Commissioner Brosnahan made a motion, seconded by Commissioner Berley to approve the Executive Director contract subject to final review. Commissioner Berley made a motion, seconded by Chairman Good to adjourn the meeting at 9:32 a.m.

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