

MINUTES

DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE October 16, 2018

CALL TO ORDER

DHA Commissioner Michael Brosnahan, Chairman of the Finance Committee, called the meeting to order at 11:01 a.m. at the DuPage Housing Authority offices, 711 E. Roosevelt Road, Wheaton, IL.

ROLL CALL

Chairman Brosnahan noted for the minutes that he and DHA Commissioner Dru Bergman were present for the meeting. Also present were, Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade and Sr. Administrative Assistant Sue Martin.

PUBLIC COMMENTS

No members of the public attended the meeting.

APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Chairman Brosnahan, to approve the Finance Committee meeting minutes of September 18, 2018.

FINANCIAL STATEMENTS

Finance Committee Chairman Brosnahan reviewed the Finance Statements including the Balance Sheet, Income Statements, Check Register, Credit Card Statements, and DHA Management, Inc. Among the topics covered during discussions were:

- Finance Chairman Brosnahan met with Finance Manager Celeste-Wade on October 11th to review financials.
- Finance Manager Celeste-Wade will follow up concerning housing authorities with high balances.
- Fraud recovery continues to be successful. Security deposit grants are seasonally slower. FSS forfeitures return to HAP cash.

NEW BUSINESS

- Audit Update: Auditors at DHA during the first week of Oct. DHA passes with "flying colors" and no missing documentation. Financials are "doing good".
- QAD Results: Finance Manager Celeste-Wade presented a spreadsheet of QAD (Quality Assurance Division) validated RNP (Restricted Net Position) and UNP (Unrestricted Net Position) payments and balances. Upon review of the QAD reports, differences were noted in some areas such as port-in revenues, bad debt, etc. Ms. Wade is currently working with QAD on these areas and preliminary steps.
- Repayment Agreement Discussion: A spreadsheet, "Preliminary Financial Statement Effects of Recording Repayment Agreements" was presented. Chairman Brosnahan noted that the audit should contain footnotes to clearly document items that invoke questions. Given an estimated \$400,000 repayment per year for 20 years is not sustainable for DHA. The default process was explained. It is recommended that the DHA Board of Commissioners make a formal acknowledgement to withhold/defer payment and memorialize it in the minutes as to a Board recommendation. Executive Director Coles has attempted to meet with DuPage County before Oct 31st regarding eventualities occurring.

ADJOURNMENT

Commissioner Bergman made a motion to adjourn the meeting, seconded by Chairman Brosnahan and the meeting adjourned at 11:43 a.m.

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