

MINUTES

DUPAGE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
March 21, 2019

The March 21, 2019 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, Jessica Garmon, Candace King, Lou Petritz and Chairman Ingram. Commission Brosnahan participated by telephone and it was noted for the record that he could not vote or be counted toward a quorum.

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

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

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Jan Kay of the League of Women Voters asked Commissioners for any housing issues to bring forward to her meeting with a legislator.

5. APPROVAL OF MINUTES

Commissioner King made a motion, seconded by Commissioner Garmon to approve the minutes of February 21, 2019. The motion carried unanimously.

6. FINANCIAL REPORT

FY2018 Audit Report-Finance Chairman Brosnahan reported on the Clifton Larson Allen audit that was presented at the Finance Committee Meeting on March 19th.The audit provided a "clean" opinion, which is the highest level of assertion that the financial statements are free of material misstatements. Only two points were listed under emphasis of matter; the HUD repayment agreement and the sale of Ogden Manor. There were no audit adjustments and "everything was good". The Governance Letter showed no accounting problems. Discussion covered retaining the auditors or going out for RFP which will be further discussed at the next Finance Committee meeting.

Finance Committee Meeting 03/19/19- Finance Chairman Brosnahan presented the Financial Report.

Among the topics covered were:

- Attendance at the Portability Summit profited DHA with contacts from several housing agencies and hopefully, better communication to rectify outstanding balances.
- As anticipated, a large refund arrived from the background check company. Bank fees were at their lowest amount.
- The Security Grant assisted 14 families and there were 2 FSS graduates.
- Discussion regarding a recent legal bill.
- Segregation of duties in the Finance Dept. Working on closure of the Ogden Manor subsidy.
- The Finance Committee recommends to the Board acceptance of the FY2018 audit.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles discussed the status of the waiver request for the Naperville Elderly Homes, the new DHA rebranding/website, and photos of the Commissioners for the new website. Also covered was the March 5th DHA open wait list statistics and the successful Portability Summit in Chicago hosted by DHA.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2019-02 Acceptance of FY 2018 Audit Report. Commissioner Berley made a motion, seconded by Commissioner Petritz, to approve Resolution 2019-02. The motion carried unanimously.
- Resolution 2019-03 Approval of the Annual Plan. Commissioner Petritz made a motion, seconded by Commissioner Bergman, to approve Resolution 2019-03. The motion carried unanimously.
- Resolution 2019-04 Approval of Contract with DuPage County FSS Program 2019. Commissioner Bergman made a motion, seconded by Commissioner King, to approve Resolution 2019-04. The motion carried unanimously.
- Authorization to Travel- Commissioner Berley made a motion, seconded by Commissioner Bergman, to approve travel for one Commissioner to attend a NAHRO conference. The motion carried unanimously.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

There were no future discussions.

12. ADJOURNMENT

Commissioner Garmon made a motion, seconded by Commissioner Petritz to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 9:40 a.m.

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