

MINUTES

DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE April 16, 2019

CALL TO ORDER

DHA Commissioner John Berley, called the meeting to order at 11:00 a.m. at the DuPage Housing Authority offices, 711 E. Roosevelt Road, Wheaton, IL.

ROLL CALL

In attendance were Commissioner Berley and Commissioner Bergman. Commissioner Berley noted for the minutes that Chairman Brosnahan was participating by telephone conference call. Also present were, Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade, and Sr. Administrative Assistant Sue Martin.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Berley, to approve the Finance Committee meeting minutes of March 19, 2019.

FINANCIAL STATEMENTS

Finance 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:

- Chairman Brosnahan reviewed the Financials on April 11th with Finance Manager Celeste-Wade.
- Finance Manger Celeste-Wade continues progress on the HAP port in balances.
- There is a new separate line item for Unearned Admin Revenue-UNP Shortage under Accounts Payable.
- A data base correction resulted in payments due to some tenants with mismatched zip codes.
- There was one FSS graduate and 8 families assisted with the security deposit grant.
- Discussion covered remodeling the men's upstairs bathroom resulting with the Office Manager to get bids.

NEW BUSINESS

- Discussion regarding retention of auditors or RFP. DHA would still be compliant with regulations if they retain the auditors for another year. Given the complicated history, it is the Finance Committee's recommendation to retain the current auditors and in January 2020 prepare the RFP.
- Discussion reviewed liability insurance with a recommendation for the insurance representative to give a presentation to the Finance Committee and benchmark coverage with other housing authorities.

ADJOURNMENT

Commissioner Bergman made a motion to adjourn the meeting, seconded by Commissioner Berley and the meeting adjourned at 11:42 p.m.

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