

## MINUTES

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
May 16, 2019

The May 16, 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, Michael Brosnahan, Jessica Garmon, Candace King, and Lou Petritz.

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

1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Berley at 8:45 a.m.

2. ROLL CALL

A roll call showed a quorum.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Petritz to approve the minutes of April 18, 2019. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Brosnahan presented the Financial Report. Among the topics covered were:

- Port-In balances remain high with continued effort to resolve.
- 3 Program staffing positions have been filled with one still open, one to open in the Inspection Dept. and a future opening in the Finance Dept.
- One FSS graduate.
- The Finance Committee met on May 14<sup>th</sup> and reviewed the CLA proposal and recommended it for passage to the DHA Board.
- The fiscal year budget is to be presented to the Board for passage next month with draft copies distributed to Commissioners for review.

7. EXECUTIVE DIRECTOR'S REPORT

Regional Housing Initiative (RGI) will present the final Inter-governmental Agreement, which once completed, will be presented to the Board for approval to include in the DHA Admin Plan.

The 2019 DHA HCV wait list was a date/time process to accept 1500 pre-applicants to be fairer than a lottery.

The DHA Admin Plan changes cover:

- Special Admissions- There was no line in the current Plan to contain policy as to special admissions. This paragraph adds the Witness Relocation/Protection Program and the Statewide Referral Network. Executive Director, Mr. Coles to verify wording of "Class" versus "Center" in SODC.
- Local Preferences- will now include the Olmstead Remedial Plan.

- Voucher extensions- **up to** 120 days.
- Zero Income changed from the family **will** be required. . . to the family **may**.
- Family Members Not Requiring Approval- Adopted HUD language to modernize broader societal partnership definitions.
- Family Members Requiring Approval- Adopted best practices.
- HAP Contract- Clarifying language.
- Copies of Records- Charge of 0.25 cents per page for copies of file. Executive Director Mr. Coles to configure sentence per comments by the Board.
- Leases Addendum- Co-signer guidelines.
- Citizenship or Eligible Immigration Status- Clarifying the documents needed from HUD Fair Housing. Special Counsel Jean Kenol was comfortable with document as written. Commissioner King requested sidebar conversation with Executive Director Coles for explanation of admission and requirements after the meeting.
- Special Admissions- Moved from Chapter 11 to Chapter 3.

#### 8. UNFINISHED BUSINESS

There was no unfinished business.

#### 9. NEW BUSINESS

- Resolution 2019-05 Approval of DHA-AHA Intergovernmental Agreement. This is the annual agreement with Aurora Housing Authority to administer their state HCV tax abatement program. Commissioner Brosnahan made a motion, seconded by Commissioner Garmon, and the Resolution 2019-05 passed unanimously.
- Resolution 2019-06 Approval of Lease with Senior Home Sharing. This is the annual lease renewal with no changes. Commissioner Garmon made a motion, seconded by Commissioner Bergman, and the Resolution 2019-06 passed unanimously.
- Resolution 2019-07 Approval to Approve the Revised Admin Plan. Commissioner Garmon made a motion, seconded by Commissioner King and the Resolution 2019-07 passed unanimously with changes to comments agreed on number 8 (copies for tenant's files) and pending meeting with Commissioner King following the Board Meeting.
- Resolution 2019-08 Approval of Contract with Clifton, Larson, Allen. This one year contract for audit services with CLA and then next year go to RFP was recommended for approval by the Board from the DHA Finance Committee. Commissioner Brosnahan made a motion, seconded by Commissioner Garmon, and Resolution 2019-08 was passed unanimously.

#### 10. EXECUTIVE SESSION

Commissioner Brosnahan made a motion, seconded by Commissioner Garmon, to recess into executive session to discuss litigation, and return to public session after the executive session, with no actions to be taken as a result of the executive session. The motion carried unanimously, and Vice-Chairman Berley recessed the public session at 9:54 a.m.

#### 11. RETURN TO PUBLIC SESSION AND ADJOURNMENT

The Board returned to public session from executive session at 9:57 a.m. Commissioner Garmon made a motion, seconded by Commissioner Bergman, to adjourn the meeting. The motion carried unanimously, and Vice Chairman Berley adjourned the meeting at 10:00 a.m.

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