

## MINUTES

### DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE September 17, 2019

#### CALL TO ORDER

Finance Chairman Brosnahan, called the meeting to order at 11:02 a.m. at the DuPage Housing Authority offices, 711 E. Roosevelt Road, Wheaton, IL.

#### ROLL CALL

In attendance were Commissioner Bergman and Commissioner Petritz. 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 Brosnahan made a motion, seconded by Commissioner Bergman, to approve the Finance Committee meeting minutes of August 13, 2019. The motion carried unanimously.

#### 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 Sept. 12th with Finance Manager Celeste-Wade.
- Progress continues on the HAP port in balances.
- DHA Management, Inc. is changing the title of Cash-Admin to Operating Cash.
- Finance Manager Celest-Wade distributed a handout of detailed costs of the computer update and bathroom project.

#### NEW BUSINESS

- Audit Update: Chairman Brosnahan meet with the Clifton, Larson, Allen auditors while they were on site last week. They discussed concerns on the wording of the footnote, segregation of duties in the Finance Dept. and the CLA software program to detect unusual financial activity. The audit showed the tenant files were "good" and there was only one finding with a financial transaction error.
- Chairman Brosnahan asked a question regarding the hazards of phishing and DHA's current protection and training in that area.
- Executive Director Coles explained HUD's Income Validation Tool and its value in detecting fraud. Discussion covered the prospect of a utilizing a consent form which would allow DHA to obtain client IRS information.

#### ADJOURNMENT

Commissioner Petritz made a motion, seconded by Commissioner Bergman to adjourn the meeting. The motion carried unanimously, and Chairman Brosnahan adjourned the meeting at 11:58 a.m.

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