

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

January 17, 2020

The January 17, 2020 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, Candace King, Lou Petritz and Chair 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, Special Counsel Jean Kenol, 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 8:46 a.m.

2. ROLL CALL

A roll call showed that five Commissioners were present, 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 King to approve the minutes of Nov. 21, 2019. The motion carried unanimously.

6. FINANCIAL REPORT

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

- The Finance Committee met on Jan. 14th and reviewed financials.
- Port in receivables have made progress and a new procedure was implemented to follow up with receivables.
- DHA received 2.5 million HAP income. DHA corrected the error for being paid for a client by CHA that belongs to KHA. Vacancy loss fees will be discussed in more detail at the Feb. meeting.
- FSS clerical escrow errors were "brought whole" as per the Board's wishes.
- DHA Management Inc.'s balance statement demonstrates it is in a "good cash position".

7. EXECUTIVE DIRECTOR'S REPORT

A status update on the Neighborhood Stabilization Property being transferred to CHAD shows it is nearing completion. Finance Manager Celeste-Wade will check on the reimbursement of property taxes from CHAD. No additional news on MHA.

8. UNFINISHED BUSINESS

A comprehensive review was completed on FSS client escrows with those needing adjustments corrected already. The grant award for the year was received with a contract scheduled for February.

Finance Manager Celeste-Wade is working on an RFP for auditor services to be reviewed next month. The 2019 DHA audit is complete with the CLA auditors to present at the February DHA Board Meeting.

9. NEW BUSINESS

- Resolution 2020-01 Administrative Plan Revisions. Twelve changes are proposed to update the plan. A change in Chapter One is to include Family Unification Program (FUP) and Mainstream Vouchers. The adjustment in Chapter Two is to clarify the definition of Reasonable Accommodation (R/A) and request for R/A. Two modifications in Chapter Three deal with denial of assistance and provide a chart for clarification of crimes and review. Two necessary but minor changes are required to include Mainstream Vouchers in Chapter 4. A clarification in Chapter Five will decrease errors in public understanding with voucher bedroom size. A move to biennial inspections precipitated the update in Chapter Eight. The addition of a sub-set in Chapter Ten explains exceptions to initial moves for non-resident applicants under portability procedures. Lastly, the two modifications in Chapter 15, update required language for FUP and Mainstream programs. Commissioner Berley made a motion, seconded by Commissioner Bergman, to approve Resolution 2020-01. The motion carried unanimously.

10. EXECUTIVE SESSION

There was no Executive Session.

11. FUTURE DISCUSSION/ACTION ITEMS

Commissioner Petritz announced his departure from the Board and the group thanked him for his years of dedicated service.

12. ADJOURNMENT

Commissioner Bergman made a motion, seconded by Commissioner Petritz to adjourn. The motion carried unanimously, and Chair Ingram adjourned the meeting at 9:24 a.m.

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