

MINUTES

DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE April 14, 2020

CALL TO ORDER

Pursuant to executive order 2020-07 signed by Governor Pritzker and guidance provided by legal counsel, DuPage Housing Authority conducted this meeting by use of electronic means using Zoom, without a physical quorum present in the boardroom. Finance Chairman Brosnahan, called the meeting to order at 11:00 a.m.

ROLL CALL

In attendance was Commissioner Berley and Commissioner Bergman. Also present were, Executive Director Kenneth Coles, Finance Manager Christine Celeste-Wade, and Sr. Administrative Assistant Susan Martin.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Commissioner Berley made a motion, seconded by Commissioner Bergman, to approve the Finance Committee meeting minutes of February 18, 2020.

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. 9th with Finance Manager Celeste-Wade.
- The port receivables numbers may be the new normal with the COVID-19 virus and agency uncertainty. Cook County's April payment was received and is catching up on past payments. Mail expenses are higher due to the pandemic.
- The fraud recovery is good. Landlord letters are now autogenerated.
- The Security Deposit Grant assisted 14 families in March. FSS had one graduate.
- A cheaper monthly printer rental/services provider was engaged.
- There DHA Management Inc. financials were reviewed.

NEW BUSINESS

- RFP: The DHA Board passed a Resolution last May that included approving a RFP for audit services so there is no need for a resolution this month. Commissioners Berley and Bergman will be on the RFP Committee along with Executive Director Coles and Finance Manager Celeste-Wade by electronic meetings. The Finance Committee formally accepts the RFP for Audit Services as presented.
- COVID-19: Executive Director Coles answered questions on how DHA serves the clients during the pandemic. While the agency is closed to the public, the employees are working 3 days a week mailing out annual certifications, answering email & phone calls. Inspections are now biennial with initial inspections still conducted on vacant units.

- ADJOURNMENT

Commissioner Berley made a motion to adjourn the meeting, seconded by Commissioner Bergman and the meeting adjourned at 11:43 a.m.

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