

MINUTES

DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE May 19, 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 11:01 a.m.

ROLL CALL

In attendance were Chairman Brosnahan, 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 April 14, 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:

- The HAP Income is up to 3.3 million with the deposit from HUD. Admin Cash is at 2.4 million.
- Permitted usage of Admin cash was discussed. HUD is to update clarification this Friday in relation to the pandemic, but interpretation has been liberal. DHA proposes using the funds for upgrading Yardi for online capabilities of reexamination, interims, etc.
- The port receivables numbers continue to have some high balances as the new normal from the pandemic.
- The Security Deposit Grant continued to have a successful month and assisted 25 families.
- FSS had a graduate with the largest escrow payment in the history of DHA.
- DHA Management Inc. financials were reviewed with nothing of note.

NEW BUSINESS

- RFP: The RFP for Audit Services was posted on the DHA website last week and was published in the Daily Herald newspaper this week. The new due date is June 12th. Finance Manager Celeste-Wade is finalizing the RFP rubric.
- 2021 Fiscal Budget: Finance Manager Celeste-Wade is gathering all the various department's requested budgets for the new fiscal year and will present information at the next meeting.
- Misc: Commissioner Bergman requested our insurance broker give a presentation at the next meeting. Perhaps an RFP can go out at a future date for an insurance broker. Discussion of the Executive Director's review. Topic of Zoom meetings ending May 29th unless extended by the Governor.

- ADJOURNMENT

Commissioner Bergman made a motion to adjourn the meeting, seconded by Commissioner Berley and the meeting adjourned at 11:28 a.m.

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