

## MINUTES

### DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE June 16, 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 11:02 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

Berley made a motion, seconded by Brosnahan, to approve the Finance Committee meeting minutes of May 19, 2020 and the motion passed 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:

- The Admin Cash includes funds from the Cares Act for Covid-19 expenses that will be reclassified at the end of the year. Permitted usage of such was discussed.
- Yardi will be expanded to include more online capability that can help move DHA to go paperless.
- The Security Deposit Grant assisted 11 families.
- DHA Management Inc. is in a good position with year to date net income.

#### NEW BUSINESS

- Broker: The insurance broker has not responded to requests to present to the Finance Committee. An RFP for Broker Services will go out next year.
- 2021 Fiscal Budget: The Finance Committee reviewed the budget requesting a note adding methodology utilized for salary increases. Berley made a motion, seconded by Bergman to recommend endorsement of the 2021FY budget for passage at the DHA Board Meeting on Thursday and the motion passed unanimously.
- RFP: 6 responses were received. Commissioners Berley and Bergman will join the RFP review committee along with some DHA managers and staff. Rubric created; presentation scheduled for the July meeting.

- ADJOURNMENT

Berley made a motion, seconded by Bergman and the meeting adjourned at 11:39 a.m.

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