

## MINUTES

### DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE October 13, 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 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 Bergman, to approve the Finance Committee meeting minutes of Sept. 15, 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 were:

- Commissioner Bergman joined Commissioner Brosnahan on a call with Finance Manager Celeste-Wade to review the financial package prior to the Finance Committee meeting.
- Status of the Stough Group payments will be added to comments on the balance sheet receivable.
- Discussion of capitalization of fixed assets of Covid purchases.
- The Security Deposit Grant assisted one family and there was one FSS graduate.
- There will be no December Finance Committee meeting.

#### NEW BUSINESS

- Audit Update- Auditor was on site last week for file review. CLA awaiting HUD guidance on Cares Act. Industry benchmarking recommended. REAC will get into system by deadline.
- Commissioner Bergman joined Commissioner Brosnahan on a call with the accountants to discuss the audit.
- Capital Budget- Next month will review the Capital Budget and make recommendation to the Board.
- Calendar Checklist – Will be updated and presented to the Board next month.
- Cyber liability insurance will be included in subsequent agendas for follow-up.

#### ADJOURNMENT

Bergman made a motion, seconded by Berley and the meeting adjourned at 11:23 a.m.

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