

## MINUTES

DUPAGE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
March 18, 2021

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.

In Attendance: DHA Commissioners, Dru Bergman, John Berley, Jessica Garmon, Stefanie Hood, Candace King and Chair Ingram.

Also present were Executive Director Kenneth Coles; Finance Manager Christine Celeste-Wade; Special Counsel Jean Kenol; and Sr. Administrative Assistant Susan Martin.

There was no one from the public attending.

1. CALL TO ORDER

The meeting was called to order by Chair Ingram at 8:47 a.m.

2. ROLL CALL

A roll call showed that six Commissioners were present, a quorum.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner King, to approve the minutes of February 18, 2021. The motion carried unanimously.

5. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on March 16, 2021.
- Finance Manager Celeste-Wade discussed bank fees with the Wheaton Trust bankers and reports that DHA receives the lowest public funded bank fee rate. With the high volume of processing, the current rate cannot be lower. In addition, the earnings credit offset is low due to the current interest rate environment. Commissioner King requests an RFP or fee comparison completed and presented to the Board.
- Additional new data on the Financial Report states the number of vouchers and per-unit costs; data demonstrate monthly consistency.
- The Finance Committee will be keeping tabs on the issue of segregation of duties in the Finance Department. Staff will speak with Clifton, Larson, Allen for ideas on implementing corrective measures.
- Financial policy review will be put on hold as the Finance Dept. is currently short staffed.
- With recent staff departure, Executive Director Coles recommends, and the Finance Committee endorses, a salary survey with salary increases presented to the Board for FY2022. Chair Ingrams requests to review the exit interviews of the two most recent staff departures.
- The topic of upcoming expiring PBV contracts was covered in the Finance Meeting.

6. EXECUTIVE DIRECTOR'S REPORT

Discussion covered the upcoming expiring PBV contracts. One contract will need a decision at the April

Board meeting. The Senior Home Sharing (SHS) contract can wait until October. Commissioner Garmon requests Attorney Kenol to oversee the termination of the Rose Glen contract. Commissioner King mentioned her conversation with the Exec. Director of SHS, Rita Brosnan, regarding locating funding for housing and Exec. Director Coles stated he also spoke to Ms. Brosnan last week.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

- Resolution 2021-05 Approval of the DHA Annual Plan. Commissioner Garmon made a motion, seconded by Commissioner Berley, and the motion carried unanimously. Commissioner King questioned if DHA could request emergency rental assistance from the County. Executive Director Coles will be attending a webinar on that topic as DHA is not currently equipped to manage that program at this time.

9. EXECUTIVE SESSION

There was no call for an executive session.

10. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles will send the both the existing and the proposed changes of the DHA Bylaws to the Commissioners for an anticipated decision at next month's meeting.

11. ADJOURNMENT

Commissioner Garmon made a motion, seconded by Commissioner Hood to adjourn. The motion carried unanimously, and Chair Ingram adjourned the meeting at 9:37 a.m.

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