

## MINUTES

### DUPAGE HOUSING AUTHORITY FINANCE COMMITTEE April 13, 2021

#### 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 Bergman, called the meeting to order at 8:58 a.m.

#### ROLL CALL

In attendance were Chairman Bergman, and Commissioner Berley. 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 March 16, 2021 and the motion passed unanimously.

#### FINANCIAL STATEMENTS

Finance Chairman Bergman reviewed the Finance Statements including the Balance Sheet, Income Statements, Check Register, Credit Card Statements, and DHA Management, Inc. Among the topics covered were:

- As port-ins increased so have the A/R balances. Agency follow up planned.
- Aggressive fraud recovery resulted in strong gains.
- The security grant assisted 13 families in March and there were 2 FSS graduates.
- DHA Management, Inc. had nothing of note.
- The Cares Act continues to cover permissible expenses such as covid related time off, childcare, etc.

#### NEW BUSINESS

- FY20 Audit-Segregation of duties: Interviews for open finance positions are being scheduled.
- Bank Fees - Put on hold at this time due to short staffing.
- Annual Insurance Renewals - The Finance Committee recommends the broker meet with the DHA Board annually.
- FY22 Budget - Discussion covered the salary review, COLA, market vs. housing authority comparisons, and necessary reviewal time. Executive Director Coles explained that a paid regional housing authority survey was obtained for data and a presentation will be presented to the Board. Chairman Bergman will pose the topic to the Board on Thursday.
- Finance Committee Members - Executive Director Coles has been tasked with acquiring the third member of the Finance Committee.

#### ADJOURNMENT

Berley made a motion, seconded by Bergman and the meeting adjourned at 9:39 a.m.

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