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