

MINUTES

DUPAGE HOUSING AUTHORITY

BOARD OF COMMISSIONERS

May 20, 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, Dawn DeSart, Stefanie Hood, and Candace King.

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

1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Berley at 8:45 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There was no public comment.

4. OATH OF OFFICE

Judge Felice performed the Oath of Office for Commissioner Hood and Commissioner DeSart.

5. APPROVAL OF MINUTES

Commissioner Bergman made a motion, seconded by Commissioner Hood, to approve the minutes of April 15, 2021 upon replacing the word "finding" to "recommendation". The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on May 18, 2021.
- DHA continues to be in a strong cash position.
- Fraud recovery remains strong.
- The Security Deposit Grant assisted 8 families.
- DHA Management, Inc. has nothing new to report.
- Audit recommendation of segregation of duties: A new hire is being trained with the goal of taking over the daily system processing by July 1st.
- Annual Insurance: The broker's presentation focused on 3 goals of: cost awareness, range of coverage, appropriate amount of coverage. Public official liability rates increase significantly, and the broker recommended increasing the amount of coverage. Discussion included cyber liability, creating a ransom plan, and dual authentication for our systems. King requested a written summary which will be provided at the next meeting. The Board is in favor of having the broker present at the June meeting.
- FY22 Budget: Documentation was presented for salary adjustments with a larger presentation planned for next month. It is the consensus of the Board to authorize Director Coles to move forward on a study of DHA staff salary structure, ranges, and benefits as directed.

7. EXECUTIVE DIRECTOR'S REPORT

In response to a question regarding Rose Glen, Director Coles assured the group that both HUD and the new owners are aware of the contract ending.

8. UNFINISHED BUSINESS

Director Coles has followed up with Impact DuPage. Commissioner DeSart informed the Board of DuPage County's special meeting in June on the American Relief Funds and requests a wish list. Discussion covered government funding for rent relief and working with other agencies. Director Coles explained that DHA clients have been notified.

9. NEW BUSINESS

- Resolution 2021-08 Intergovernmental Agreement in Relation to Tax Abatement Program with Aurora Housing Authority. Commissioner Bergman made a motion, seconded by Commissioner King, and the motion carried unanimously. This is the annual contract to administer the tax abatement program.
- Resolution 2021-09 A Resolution Amending DuPage Housing Authority By-laws to Include Procedures for Meeting Held Electronically. This updates the bylaws for electronic meetings after the Governors order expires. Commissioner DeSart made a motion, seconded by Commissioner Hood, and the motion carried unanimously.

10. EXECUTIVE SESSION

There was no call for an executive session.

11. FUTURE DISCUSSION/ACTION ITEMS

There were no items.

12. ADJOURNMENT

Commissioner Bergman made a motion, seconded by Commissioner Hood to adjourn. The motion carried unanimously, and Vice-Chairman Berley adjourned the meeting at 9:45 a.m.

Respectfully Submitted,

Susan Martin

Sr. Administrative Assistant/Recording Secretary