

## **MINUTES**

### DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS November 18, 2021

Pursuant to executive order 2021-15 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, Jessica Garmon, Stefanie Hood, Candace King and Chairperson Ingram.

Also present were Executive Director Kenneth Coles; Compliance Manager Lisa Howe; Special Counsel Jean Kenol; and Sr. Administrative Assistant Susan Martin.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner DeSart made a motion, seconded by Commissioner Garmon, to approve the minutes of October 21, 2021. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on Nov. 16, 2021 and reviewed Sept. Financials. While DHA is currently recruiting for a Finance Manager; Compliance Manager Howe, along with Christie Wise Consulting continue to oversee the Finance Dept. Following best practices, the financial report is now exported directly from Yardi, so formatting will look different from former reports, yet information is precise. Payroll will now be accrued annually instead of monthly by recommendation of CPA Christie Wise, and approval by the executive director. Noted under Payment Details, Ms. Howe was not attending conference several times, but her name was recorded for various other staff attending. Correction of names has been completed on the updated version. Bank fees continue to be on the radar for the Finance Committee.
- The Audit is moving forward. Our exemplary tenant files are being used as a model by CLA.
- Cyber liability is working toward completion.
- The HUD Oct. payment was made in Oct.
- Committee will meet in Dec. and review annual Employee Health Insurance renewal.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Coles explained reasons for the decline of Security Deposit Grants. Finance staffing discussion with Commissioners willing to post position on their Linked In platforms.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2021-22 Acceptance of Payment Standards. This is the annual rental rates provided by HUD with allowable revisions by DHA. Commissioner Berley made a motion, seconded by Commissioner DeSart, and the motion carried unanimously.
- Resolution 2021-23 Approval of 2022 Board Schedule. Commissioner DeSart made a motion, seconded by Commissioner Garmon, and the motion carried unanimously.
- 2022 Commissioner Travel Roll Call for two Commissioners to travel to conferences was authorized by unanimous vote.

10. EXECUTIVE SESSION

Commissioner King made a motion, seconded by Commissioner Berley, to recess into executive session to discuss personnel (Section2(c)(1)); and to adjourn at the end of the executive session, with no return to public session. The motion carried unanimously and the Board recessed into executive session at 9:31 a.m.

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