

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS

February 17, 2022

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, Stefanie Hood, Candace King.

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

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. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Commissioner King made a motion, seconded by Commissioner DeSart, to approve the minutes of January 20, 2022. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on Feb. 15, 2022 and reviewed Dec. Financials. Compliance Manager Howe and Finance Manager Hunt will continue to clean up and research some financials items.
- Attorney is reaching out to the Stough Group for payment.
- Discussion on insurance coverage, cyber liability insurance, and broker. Cyber liability insurance coverage had not been secured, as was reported previously. Staff is completing application to secure coverage and will review insurance brokerage relationship. Attorney to check status of broker on IL state dept. of professional regulations website. Compliance Manager assured the Board that DHA has quarterly staff cyber security training and two-step authentication for off-site work.
- Finance Policies: On hold until Finance Manager is acclimated.
- Salary Review: Nelrod Company to have information by April Board Meeting.
- Audit: Jordan Boehm, Clifton, Larson, Allen met with Commissioner Bergman and said their audit found no problems/issues with FY21 financials. They feel DHA is staffed adequately for program compliance and offered suggestions for mitigating risk in a small organization. The Finance Dept. has decided to hire both a Coordinator and a part time clerk.

7. EXECUTIVE DIRECTOR'S REPORT

Explanation of the Voucher Utilization Report. Discussion of the salary review by AccuWage, a division of the Nelrod Company.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2022-01 Approval of DuPage County Contract for FSS program 2022. This is the annual contract with the County to provide supportive service with the Family Self-Sufficiency Program. Commissioner DeSart made a motion, seconded by Commissioner King and the motion carried unanimously.
- Resolution 2022-02 Intergovernmental Agreement with Chicago Metropolitan Agency for Planning. DHA, being a member of the Regional Housing Initiative (RHI), works to expand affordable housing by contributing vouchers for developers to use. Commissioner Hood made a motion, seconded by DeSart and the motion carried unanimously upon correction of the Intergovernmental Agreement to insert the word "no" in front of "longer funding" on page 1.
- Resolution 2022-03 Authorization for Professional Services Contract for RHI by Brick-Turbov-Riley Executed by DuPage Housing Authority. DHA is the treasurer of RHI and this allows us to distribute funds from the account (not DHA money). Commissioner DeSart made a motion, seconded by Commissioner Hood and the motion passed unanimously.

10. EXECUTIVE SESSION

Commissioner DeSart made a motion, seconded by Commissioner Bergman, to recess into executive session to discuss personnel (Section 2(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 9:40 a.m.

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