

MINUTES

DUPAGE HOUSING AUTHORITY BOARD OF COMMISSIONERS March 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, Jessica Garmon, Stefanie Hood, Candace King, and Chair Ingram.

Also present were Executive Director Kenneth Coles; Finance Manager Kaneshia Hunt, Compliance Manager Lisa Howe; Special Counsel Jean Kenol Hanson; and Administrative Assistant Susan Martin.

1. CALL TO ORDER

The meeting was called to order by Chairperson Ingram at 8:46 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 King made a motion, seconded by Commissioner Garmon, to approve the minutes of February 17, 2022. The motion carried unanimously.

6. FINANCIAL REPORT

Finance Chairman Bergman reported on developments including:

- The Finance Committee met on March 15, 2022 and reviewed January Financials.
- The DHA audit will be presented at the April Board Meeting.
- The consensus is that the financials will be cleaned up by the end of the fiscal year and the plan to get caught up includes staffing the department with three employees, comprehensive training for the Finance Manager, converting to best practices, and engaging a third party on a monthly basis for review. Executive Director Coles explained the portability receivables process.
- Cyber liability insurance application is completed and submitted. The broker is to attend the April Finance Committee meeting and then a decision to retain or seek RFP can be reached.
- Finance Manager Hunt and Compliance Manager Howe plan on presenting a preliminary budget plan at the next Finance Committee meeting.

7. EXECUTIVE DIRECTOR'S REPORT

Commissioner DeSart questioned if DHA has data on the amount of rental housing stock each municipality contains, which it does not. Compliance Manager Howe explained that HUD conducts the fair market rents and will forward the link to the Commissioners. Discussion covered the Emergency Housing Voucher low utilization rate and the involvement of the COC. Commissioner King desires a process analysis with the COC. Executive Director Coles explained that emergency is a misnomer as DHA does not provide urgent or emergency housing, nor is it allowed to by HUD regulations, such as a shelter that a social service agency would provide.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

- Resolution 2022-04 Approval of Change of Small Area Fair Market Rent Payment Standards. An increase for Addison and Glen Ellyn one-bedroom units were needed for better access for clients. Commissioner Bergman made a motion, seconded by Commissioner DeSart and the motion carried unanimously.
- Resolution 2022-05 Approval of the DHA Annual Plan. The Annual Plan is an update on the 5-year plan. Commissioner Garmon made a motion, seconded by Berley and the motion carried unanimously upon correction of an apostrophe on page 4 of the Annual Plan.

10. EXECUTIVE SESSION

Commissioner Garmon made a motion, seconded by Commissioner Berley, 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 9:24 a.m.

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