

MINUTES
DUPAGE HOUSING AUTHORITY
FINANCE COMMITTEE
August 16, 2022

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 9:02 a.m.

ROLL CALL

In attendance were Commissioners Berley, Hood, and Chairman Bergman. Also present were, Executive Director Cheron Corbett, Admin. Assistant Susan Martin and insurance broker Brian Kernan from Total Insurance Service, Inc.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Berley made a motion, seconded by Hood to approve the Finance Committee meeting minutes for July 19, 2022, and the motion passed unanimously.

PRESENTATION:

Mr. Kernan gave a presentation on the 6 DHA insurance policies. The Hartford Workers Compensation audit has been re-opened and there never was a lapse in coverage nor uninsured employees.

FINANCIAL STATEMENTS

- There were no financials at this time. Discussion covered recent work on reconciliations, EHV landlord payments, getting vendors on ACH, moving to PO for all vendors, and employing best practices. BDO continues to help with these tasks.
- HUD will be conducting an on-site visit to review the financials from 2017-current. There appears to be a discrepancy of 2 million dollars reported in the amount owed to HUD in the repayment agreement. Clifton, Larson, Allen will be called in to explain the audits covering this situation. HUD is concerned with DHA delays in reporting/accuracy-portability receipting, DHA failing to draw down FSS grant on a timely basis, and problems with VMS reporting.

NEW BUSINESS

- Personnel Update: Comptroller & HR Manager start 8/22/22, Program Specialist started 8/8/22.
- Finance Department Assistance and Training: Finance Dept. staff training for Yardi was July 25-29. BDO is addressing bank reconciliations.
- Security Guard Update: DHA received only one quote from the 4 firms sourced by the CHA RFP. Commissioner Berley stated the budget be amended to include the Guard and should be on the next Board agenda.
- Commissioner Email Accounts: PCSI, the DHA computer vendor, established emails effective 8/1/22 and is ready to assist commissioners.
- Stough Group Update: Waiting for an update from the attorney.
- Development: Commissioner King attended the Village of Glen Ellyn meeting regarding the Hotel Charette Report and Executive Director Corbett will be meeting with the Village Manager. Discussion of instituting an application process for developers. Commissioner Berley informed the group that Alden was not awarded Low Income Housing Tax Credits in the most recent funding round but will try again next year with IHDA.

- General Updates: Request out to Yardi to gather additional information for Wait List data. Electronic transfer of data between Paylocity and Empower is being tested. EHV landlords were paid. Prairie State Legal to schedule a staff training. RACI Matrix explained. Chairman Bergman recommends keeping RFP for insurance broker on a schedule for every few years.

ADJOURNMENT

Consensus to adjourned by Chair Bergman at 10:28 a.m.

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