

**MINUTES OF THE BOARD OF  
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY  
Thursday, July 17 ,2025**

The July 17, 2025, Board of Commissioners meeting of the DuPage Housing Authority was held in the Board Room at the DuPage Housing Authority Office at 711 E. Roosevelt Road, Wheaton, IL.

**Roll Call**

The Chair called the meeting to order. The following members of the Board were present:

Chairwoman Ingram	Chairman	Present
John Berley	Vice Chairman	Present
Dawn DeSart	Commissioner	Present
Rosemary Spann	Commissioner	Present
Lucy Evans	Commissioner	Present
Kathleen McNamara	Commissioner	Present

The following were also present:

Dorian Jenkins	Executive Director	Present
Bryant Lee	Comptroller	Present
Jeffrey Hyndman	BDO	Virtual attendance
Eric Hanson	Special Counsel	Virtual attendance
Mario Carrasco	Procurement Manager	Present
Brian Barry	Compliance Manager	Present
Malinda Smith	HCV Program Manager	Present
Kristin Sartore	HCV Operations Manager	Present

The Chair declared the presence of a quorum and the meeting commenced at 10:00 a.m.

**Public Comments**

There were no public comments. (Public comment cards are available to the public and will be gathered and submitted to the Board for review)

**Approval of Minutes**

Commissioner Berley made a motion, seconded by Commissioner DeSart to approve the minutes of May 15, 2025. The motion carried unanimously.

**Financial Report**

Comptroller Lee presented the budget Comparison, Balance Sheet, Check Register, and leasing utilization report. Six admin expense variances were listed and explained on the memo page.

On July 1<sup>st</sup> a meeting was held with HUD to discuss the progress of the DHA shortfall. During the meeting it was projected that the shortfall would be around \$7.1 million. It was also discussed that DHA would potentially receive an early distribution in August or September. A follow-up meeting is scheduled for August 6<sup>th</sup> with HUD to determine the amount and timing of the distribution.

### **Executive Director's Update**

DHA Management Team was present for this portion of the meeting and discussed updates within their departments. Management was able to answer any questions or comments presented before them.

#### **Human Resources (Interim Executive Director Dorian Jenkins)**

- Four open positions are currently being recruited: Executive Director, Contract Specialist, Housing Quality Specialist, Administrative Assistant, and all other positions are filled.

#### **Procurement (Mario Carrasco)**

- Terminated full-time security contract effective June 30th
- Arranged with Wheaton Police Department for armed officer at board meetings
- Evaluating three companies for income verification: MRI, Yardi, and Carahsoft
- IT evaluation scheduled for August with current vendor (Preferred). On month-to-month agreement since 2023, working to establish long-term contract
- HVAC maintenance completed after power outage issues
- Entered software agreement with Yardi for inspection department optimization
- Implemented eFax system to replace antiquated fax system at significant cost savings
- Approved staff polo shirts with DHA emblem

#### **Compliance (Brian Barry)**

- Addison Horizon PBV Project: Waitlist opened for one week, received 140 applicants (goal 300), may need to reopen
- Moving toward paperless system with online recertifications
- Website redesign in progress, launch scheduled end of August
- Updated Administrative Plan with required HUD HOTMA language changes
- RHSP funding renewal completed
- Annual SEMAP audit underway: 9 of 14 indicators completed, all at high performer level

#### **HCV Program Management (Melinda Smith)**

- Recertification Reporting: 100% completion rate through June 2025
- Utilization Rates:
  - DHA HCV: (99.6% leased)
  - Kendall HCV: (96.3% leased)
  - DHA Mainstream: 97 out of 108 vouchers
  - Kendall Mainstream: (100% leased)
  - FUP (Family Unification): (90%)

- FYI (Foster Youth Independence): 100% leased
- VASH (Veterans): (79%)

#### HCV Operations (Kristin Sartore)

- June Statistics:
  - New admissions: 12 total (3 VASH, 2 PBV, 3 HCV, 1 Mainstream, 2 port-ins)
  - Moves (change of unit): 17 for DHA
  - Port-ins: 12 for DHA, 2 for KHA
  - RFTAs processed: 84
  - Rent increases processed: 119 DHA, 5 KHA
- Working to streamline rent increase process to eliminate unnecessary re-contracting
- Inspection Performance: Met all deadlines, no backlogs
- PIC reporting at 100% for pre-contract inspections

#### **RESOLUTION NO. 2025-06**

Approval of 2025-06 To enter MOU with full circle communities For Taft & Exmoor developer to receive 20% of development fee for project. Motion made by Commissioner Evans, seconded by Commissioner Spann, and it passed unanimously.

#### **RESOLUTION NO. 2025-13**

Approval of 2025-13 DHA Administrative Plan amendments on new policies surround HOTMA (Housing Through Modernization Act) as required by HUD (Housing and Urban Development). Motion made by Vice Chair Berley, seconded by Commissioner Evans, and it passed unanimously.

#### **Executive Session**

Rosemarry made a motion, seconded by Berley to go into Executive Session with no return to public session for Litigation (Section2(C)(11)). The motion carried unanimously at 11:07 a.m. and went into closed session. The session reopened at 11:26 a.m. with no action to be taken from the Executive Session and adjourned the meeting by unanimous consensus at 11:27 a.m.

#### **Adjournment:**

Commissioner Spann made a motion, seconded by Commissioner Berley to adjourn. The motion carried unanimously, and Chairwoman Ingram adjourned the meeting at 11:27 a.m.

Recorded by  
DHA Staff