

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
November 20, 2025**

November 20, 2025, the 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 Vice Chair called the meeting to order. The following members of the Board were present:

Sherrin Ingram	Chairwoman	Present
John Berley	Vice Chairman	Present
Dawn DeSart	Commissioner	Present
Jessica Garmon	Commissioner	Virtual
Rosemary Spann	Commissioner	Virtual
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
Margaret McCoy	Human Resource Manager	Present
Mario Carrasco	Procurement Manager	Present
Brian Barry	Compliance Manager	Present
Malinda Smith	HCV Program Manager	Present
Kristin Sartore	HCV Operations Manager	Present

The Chairwoman declared the presence of a quorum and the meeting commenced at 10:01 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 DeSart made a motion, seconded by Commissioner Evans to approve the minutes of September 18, 2025, and October 30, 2025. The motion carried unanimously.

Financial Report – Comptroller Lee

The following reports were presented:

- Budget Comparison

- Balance Sheet
- Check Register
- Leasing utilization report

Five admin expense variances were listed and explained on the memo page.

Comptroller Lee advised that the DHA team is still waiting for an answer on when we will receive funding from HUD. The potential need for December if not funded would be around \$1M and would impact around 63 families. It was brought up to the Board Members who are part of the County Board what the next steps would look like, and they responded that they would request a meeting with the County Board Chair prior to the last County meeting scheduled in December. This would allow time to put the shortfall issue on the agenda if funding is not awarded to DHA.

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 questions and comments posed by the Board.

Human Resources (Margaret McCoy)

- DHA recruiting for Five Open positions: Program Specialist II, Data Analyst II, Inspector, Administrative Assistant, and Receptionist. Total budgeted full-time employees are 29; currently filled are 25 positions.

Procurement (Interim Executive Director Jenkins)

- Contracted with Yardi to provide Up Front Income Verification (UIV). The system has been integrated into the current Yardi system and reduces annual cost for UIV.
- A New Total Care Agreement with our IT vendor Preferred Systems has been executed.
- Executed a new agreement with Evergreen Professional Recovery services for bad debt collections.
- Working with Nelrod on the new Utility Allowance (UA) schedule.

Compliance (Brian Barry)

- Purged the Project Based Voucher waitlists due to the online application process including applications from those that are not qualified.
- Submitted application for 2026 FSS Grant application.
- Submitted SEMAP corrective action plan to HUD and was approved.
- Executed HAP contract for Addison Horizon (PBV property).

HCV Program Management (Malinda Smith)

- Recertification Reporting: 99% completion rate through December 2025
- PIC Reporting Rate 100% which was over the goal of 96%+.

- Completed 278 Interims
- Initiated TPA clean up

HCV Operations (Kristin Sartore)

- Inspections: Completed 100%, which exceeds the 98%+ goal.
- Pre Contract HQS: 100% Completed; goal of 100%
- December Statistics:
 - New admissions: 5 total (3 VASH, 1 HCV and 1 port-in)
 - Rent increases processed: 128 DHA which was 100% processed; goal of 98%+.
 - Waitlist – 3,047 on listing with 1 voucher searching

New Business

Comptroller Lee brought up that DHA has been actively enforcing Tenant Payment Agreements (TPA) due to shortfall. A TPA is an agreement a tenant enters with the Organization to pay back any overpayment of subsidy due to unreported income. DHA has sent out intent to terminate letters to those who have not followed the payment schedules with terminations scheduled for November and December. To date, DHA has collected around \$28k of the ~170k owed to the agency.

RESOLUTION NO. 2025-20

Approval of 2025-20 2026 DHA Board Meeting Schedule. Motion made by Commissioner DeSart, seconded by Commissioner Berley, and passed unanimously.

RESOLUTION NO. 2025-21

Approval of 2025-21 Service Agreement with Rubino & Company for Auditing Services. Motion made by Commissioner Evans, seconded by Commissioner DeSart, and passed unanimously.

Executive Session

Chairwoman Ingram made a motion, seconded by Garmin to go into Executive Session with no return to public session for Litigation (Section 2(C)(11)). The motion carried unanimously at 10:49 a.m. and went into closed session. The session reopened at 11:10 a.m. with no action to be taken from the Executive Session and adjourned the meeting by unanimous consensus at 11:13 a.m.

Adjournment:

Commissioner Evans made a motion, seconded by Commissioner DeSart to adjourn. The motion carried unanimously, and Chairwoman Ingram adjourned the meeting at 11:14 a.m.

Recorded by DHA Staff