

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
Thursday, September 18, 2025**

September 18, 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 Vice Chair called the meeting to order. The following members of the Board were 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
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 Vice 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 Evans made a motion, seconded by Commissioner Spann to approve the minutes of July 17, 2025. The motion carried unanimously.

Financial Report – Comptroller Lee

The following reports were presented:

- Budget Comparison
- Balance Sheet
- Check Register

- Leasing utilization report

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

The shortfall update was also discussed noting that a meeting was held with HUD and the disbursement is now scheduled for November, which was later than anticipated from previous conversations. All applications for funding have been made and are now just awaiting the disbursement. The amount expected to receive is around \$7.6MM.

DHA received a request from a lawyer who represents a family that bought a property from an Organization that DHA previously ran called DHA Investment Corporation. The Corporation was formed to buy and rehabilitate homes to sell on the market. The family that reached out had previously bought a home and had a \$10k mortgage tied to the Corporation that they were looking to have released. Our attorney advised us to bring the deed release to the board for approval.

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 (Margaret McCoy)

- Four open positions are currently being recruited: Executive Director, HCV Quality Control Specialist, Administrative Assistant, and Receptionist.

Procurement (Interim Executive Director Jenkins)

- Inspections using Maintenance IQ for inspections implementation underway, we anticipate full implementation within the next few weeks.
- New Total Care Agreement with our IT vendor Preferred Systems is under review and will be signed after the contract is reviewed.
- Online recertifications training in the Yardi software is complete.

Compliance (Brian Barry)

- Section 8 Management Assessment Program showed DHA as a high performer for 2025 obtaining 135 points out of 145 points. Zero points were received on payment standards.
- DHA website was revamped and is up and running.
- Owner session was held on September 17th receiving over 60+ landlords in attendance.

HCV Program Management (Interim Executive Director Jenkins)

- Recertification Reporting: 100% completion rate through June 2025
- PIC Reporting Rate 100% which was over the 95% required reporting rate.
- Utilization Rates:

- DHA HCV: (99% leased)
- VASH (Veterans): (81% leased)
- DHA Mainstream: (87% leased) 9 people out searching
- FUP (Family Unification): (91%)

HCV Operations (Interim Executive Director Jenkins)

- Waitlist for HCV has 3,042 people on the list but only have 2 people searching due to the shortfall not allowing vouchers to be issued. The 2 people searching were previously approved before the shortfall.
- Inspection Performance: Completed 244/244 100% which exceeds the 95% HUD requirement. These are only annual inspections and does not include interim inspections.
- June Statistics:
 - New admissions: 6 total (2 VASH, 2 PBV and 4 port-ins)
 - Rent increases processed: 130 DHA which was 100% processed within 30 days.

RESOLUTION NO. 2025-14

Approval of 2025-14 DHA Investment Deed Release. Motion made by Commissioner Spann, seconded by Commissioner Berley, and it passed unanimously.

Option for special meeting to be held in October for new payment standards, utility allowance, and occupancy standards change. Changes will need to be approved by the board before November. Special meeting is to be held on October 16, 2025, after the Finance Committee meeting.

Option for the Interim Executive Director Dorian Jenkins Consulting contract extension to extend after the first option to extend to the end of the year. If there is a consulting agreement to have Mr. Jenkins provide support for the new Executive Director, a new contract will need to be brought to the board. Motion was made by Commissioner Berley and seconded by Commissioner DeSart, 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 10:35 a.m. and went into closed session. The session reopened at 11:04 a.m. with no action to be taken from the Executive Session and adjourned the meeting by unanimous consensus at 11:05 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 11:06 a.m.

Recorded by DHA Staff