

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
Thursday, November 21, 2024**

The November 21, 2024 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 being present:

Sherrin Ingram	Chairman	Present
John Berley	Vice Chairman	Present
Dawn DeSart	Commissioner	Present
Jessica Garmon	Commissioner	Present
Stefanie Hood	Commissioner	Present

The following others were also present:

Cheron Corbett	Executive Director	Present
Bryant Lee	Comptroller	Present
Jeffrey Hyndman	BDO	Virtual attendance

The Chair declared the presence of a quorum and the meeting began at 10:03 a.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Commissioner DeSart made a motion, seconded by Commissioner Berley to approve the minutes of September 17, 2024. The motion carried unanimously.

Financial Report:

- The Finance Committee met on November 21st and reviewed the Financial Report.
- BDO presented the financials and covered the variance report for admin expenses as well as the income statement, balance sheet, and expense distribution. Requested by the board to prepare a capital improvement plan for the new year. Also, discussed to talk with the HUD analyst to bring in more cash from the reserves to cover loss from income statement.

Executive Director's Update

Covered development updates for Addison Senior Living Community and the ribbon cutting ceremony that occurred on October 16, 2024. Property will have 62 units of which 16 will be for PBVs.

Hope Fair Housing will grant DHA \$100k for HCV participants. The money is earmarked for DHA participants from \$15k to \$20k for items related to downpayment and homeownership costs for first time home buyers.

The Family Self-Sufficiency Program ROSS Grant increased from 127k to 184k for coordinator salaries. DHA will continue to work with the County to obtain new videos for past participants and what achievements were

made to attract more participants and help prepare individuals with the goal of homeownership.

Discussed the various capital projects that occurred during 2024 such as the improvement of the stairs, new fence around garbage's, new cubicles in finance wing, landscaping, and energy efficient LED lighting throughout office.

Covered updated on the new fleet vehicles and the updated handbook policy. Vehicles to be delivered on December 2, 2024 and all employees who will use the vehicles will need to go through a defensive driving class each year.

Presentation of Resolutions:

RESOLUTION NO. 2024-16

Acceptance of intergovernmental agreement with Aurora Housing Authority for Tax Abatement Program. A motion made by Berley, seconded by Hood and it passed unanimously.

RESOLUTION NO. 2024-17

Acceptance of contract renewal with BDO for accounting services. Will need to check fees and procurement rules for extension. A motion made by DeSart, seconded by Hood and it passed unanimously.

RESOLUTION NO. 2024-18

Acceptance of FY2025 payment standards. A motion made by Berley, seconded by Hood and it passed unanimously.

RESOLUTION NO. 2024-19

Acceptance of FY2025 utility allowance schedule. A motion made by Hood, seconded by DeSart and it passed unanimously.

RESOLUTION NO. 2024-20

Acceptance of service agreement with Rubino & Company for auditing services. A motion made by Desart, seconded by Hood and it passed unanimously.

RESOLUTION NO. 2024-21

Acceptance of contract with Illinois Department of Children & Family Services (DCFS) and DuPage Continuum of Care (CofC) for the Family Unification Program (FUP) Administration. A motion made by Hood, seconded by DeSart and it passed unanimously.

Executive Session

Ingram 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 10:53 a.m. and went into closed session.

Adjournment:

Commissioner Ingram made a motion, seconded by Commissioner Hood to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 11:12 a.m.