

**MINUTES OF THE BOARD OF
COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY
Thursday, May 15, 2025**

The May 15, 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:

John Berley	Vice Chairman	Present
Dawn DeSart	Commissioner	Present
Rosemary Spann	Commissioner	Present
Lucy Evans	Commissioner	Present

The following others were also present:

Dorian Jenkins	Executive Director	Present
Bryant Lee	Comptroller	Present
Jeffrey Hyndman	BDO	Virtual attendance
Dwayne Tucker	BDO	Virtual attendance
Eric Hanson	Special Counsel	Virtual attendance
Margaret McCoy	Human Resources	Present
Mario Carrasco	Procurement Manager	Present
Kristin Sartore	HCV Operations Manager	Present
Brian Barry	Compliance 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 Berley made a motion, seconded by Commissioner DeSart to approve the minutes of March 10, 2025; March 20, 2025; and April 17, 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.
- Proactive measures are being taken to mitigate the shortfall. Virtual training for Board Members to learn and gain clarity on financial management and the Two-Year Tool - is available.
- The FYE 2026 budget will be available to the Board of Commissioners at the next meeting. A Special Board Meeting will be scheduled to review and approve the budget.
- There will be a meeting with HUD on May 21, 2025, at 2pm regarding the shortfall.

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.

HR:

Recruiting efforts for an Executive Director are in process and it was expressed that there are currently three candidates that have the possibility of moving forward to oral interviews.

There are three additional open positions that are currently being recruited for. They are posted on the DHA job board and will be posted to external sources as well. Two positions that are currently put on hold – evaluating the need in the future.

Procurement:

Rent Market Analysis is being completed by Affordablehousing.com. The analysis compares current program rents to Fair market rents to determine if adjustments need to be made.

Reviewing software that would streamline the inspection process is being considered. The system includes - route optimization, pre call feature and integrates with the Yardi system., Goal is to reduce No show inspections and optimize workload.

Insurance renewals are underway, and management will be completing the application process once a schedule is received from the insurance broker.

Compliance:

The Administrative Plan will be available to the public for comment, and notification of the update will be posted in the local newspaper as well as the DHA website. The Plan is due to HUD by July 1, 2025

The procedure manual is also being updated and is being configured to share a dual purpose of a training manual tentatively scheduled for June 15, 2025.

SEMAP Audit is being completed internally and will be completed June 30, 2025, to be compliant for HUD. SEMAP details how Housing Authorities are assessed. This is an annual audit that is done randomly by the Office of the Inspector General. The PIC submission rate is currently at 102%.

Efforts are underway to contact clients and waitlist clients with surveys to gather information regarding their most current contact information and status. This allows DHA staff to be able to navigate who is still available to participate in the program and on the waitlist. The opportunity to open vacancies for those waiting then becomes possible.

Both the 5-year and annual plans were submitted and rejected due to an incorrect form being submitted. The new form was signed by the required parties and both plans were resubmitted and have been accepted.

A special board meeting will be held June 12, 2025, to review and approve the budget.

Executive Session

No Executive Session was held.

Adjournment:

Commissioner DeSart made a motion, seconded by Commissioner Spann to adjourn. The motion carried unanimously, and Chairman Ingram adjourned the meeting at 11:00 a.m.

Recorded by DHA Staff