

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING August 18, 2008**

**Commissioner Attendees:**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Val Dreier, Chairperson</b>      | <b>Ed Schmidt, Vice-Chairperson</b> |
| <b>Patrick DeWall, Commissioner</b> | <b>Judy Lange, Commissioner</b>     |
| <b>Kathy Groat, Commissioner</b>    |                                     |

**Commissioner Excused:** None.

**Staff Present:** Debra Dillenberg; Executive Director, and Aaron Hilbert;  
Executive Finance Coordinator.

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Dreier called the meeting to order at 12:30 pm at the main office of the Housing Authority. Chairperson Dreier asked everyone to introduce themselves to newly appointed Commissioner Judy Lange.

**Approval of Minutes:** Chairperson Dreier called for a motion to approve the minutes of June 16, 2008 as submitted with the following corrections: Last sentence to read...."this 18<sup>th</sup> day of August, 2008".

**Motion to Approve: By Vice-Chair Schmidt.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency monthly financial statements for the period January through July 31, 2008. Aaron reviewed the monthly financial activity for all programs. Aaron stated that funds from the CDARS Account have been transferred to the Fox Communities Credit Union where a higher interest rate was in effect. Aaron reviewed the program summary statements pointing out areas of interest in revenue/expense accounts. Chairperson Dreier called for a motion to approve all financial reports.

**Motion to Approve: By Commissioner Groat.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Expenditures for the month of June were reviewed with Aaron summarizing various expenses. Discussion followed regarding check number # 9699 Van Vreedes, check number # 9744 ServiceMaster Cleaning & Restoration, and check number #9762 Camera Corner. Chairperson Dreier called for a motion to approve the billing statement for the month of June 2008.

**Motion to Approve \$ 196,266.31: By Commissioner DeWall.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Expenditures were reviewed for the month of July with Aaron summarizing various bills. Discussion followed and checks # 9790, # 9825, #9881 and # 90000 were reviewed for clarification. The purchase of the Linwood home represented a large portion of the bills for the month of July. Chairperson Dreier called for a motion to approve bills in the amount of \$435,272.42.

**Motion to Approve: By Vice-Chairperson Schmidt.**

**Motion seconded: By Commissioner Groat**

**Motion carried: Yes.**

#### **IV. Unfinished Business:**

Ms. Dillenberg informed the commissioners that she had been verbally notified that a rent increase for Washington Place was denied by HUD Headquarters. Ms. Dillenberg is currently working with a developer and state & federal agencies on available options/programs.

Ms. Dillenberg stated that the Home for Everyone Conference turned out successful and was well attended. The bus tour was received with great enthusiasm by participants. Channel 11 followed the bus tour and filmed several locations and interviewed various individuals. Ms. Dillenberg was interviewed by the Post Crescent and a local radio station. Participant survey results would be available soon to determine the extent of the conference effectiveness.

Chairperson Dreier stated that the NAHRO Conference she attended was a very educational experience and further commented that she went on a local tour of housing developments to learn what other agencies are doing. Literature was available from a Wisconsin affordable housing developer.

#### **V. New Business:**

Chairperson Dreier presented Resolution 2008-13 Admin Plan Revision.

Ms. Dillenberg requested additional language to incorporate a statement of affirmatively furthering fair housing. The board hand-out included activities the AHA would undertake in promoting fair housing. Ms. Dillenberg commented that the name of the fair housing office will be changed to the fair housing center of the fox valley. Under activity number 5, the Authority will additionally refer clients to the Wisconsin equal rights division.

**Motion to Approve Resolution # 2008-13: By Commissioner Groat.**

**Motion seconded: By Vice-Chairperson Schmidt.**

**Motion carried: Yes.**

Ms. Dillenberg summarized the lead hazard control grant submitted by the State of Wisconsin. If funded, the AHA is one of several agencies that may receive funds to assist in lead paint abatement through our homeownership program.

The second partnership project between AASD and the AHA is up & running with a lot purchased. Members of the neighborhood association expressed concerns regarding the project. Ms. Dillenberg commented that she was willing to attend a

meeting day or evening with members of the association to further discuss the activities of the housing authority and more specifically the home school partnership. Currently no meeting has been scheduled by the association.

Chairperson Dreier called for a motion to move into executive session.

**Motion approved: By Commissioner Groat.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Dreier called for a motion to resume into regular session.

**Motion approved: By Commissioner Groat.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Dreier called for a motion to approve a Wisconsin State Retirement pension payment in the amount of \$ 978.45 on behalf of an AHA employee.

**Motion to Approve: By Commissioner DeWall.**

**Motion seconded: By Vice-Chairperson Schmidt.**

**Motion carried: Yes.**

The board members reviewed the Executive Directors monthly department reports representing the Voucher Program, Public Housing, Homeownership, Family-Self Sufficiency and Maintenance activities. Some discussion followed.

**Any other Business:**

Ms. Dillenberg stated that a WHEDA Asset Manager will perform an on-site physical inspection and audit review of resident files for Washington Place on the 19<sup>th</sup> of this month.

**Adjournment:**

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn the regular meeting of the board of commissioners.

**Motion to Adjourn: By Vice-Chairperson Schmidt.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 29th Day of September, 2008.**

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Debra Dillenberg, Board Secretary Seal