

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING June 16, 2008**

**Commissioner Attendees:**

**Val Dreier, Chairperson  
Patrick DeWall, Commissioner  
Kathy Groat, Commissioner**

**Commissioners Excused:**

**Ed Schmidt, Vice-Chairperson**

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

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Dreier called the meeting to order at 12:35 pm at the main office of the Housing Authority.

**Approval of Minutes:** Chairperson Dreier called for a motion to approve the minutes of May 19, 2008 as submitted with no corrections.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency monthly financial statements with the commissioners for the period ending May 31, 2008. Aaron reviewed the monthly financial activity for all programs. Aaron indicated that revenue was up over \$10,000 as compared to last year under the homebuyer program. Commissioner DeWall questioned a hotel expense for \$267.00. Aaron stated that a section 8 tenant had a fire and no where to go, so the AHA stepped in with temporary housing. Commissioner DeWall expressed his satisfaction with the quick action to assist the family in an emergency. Chairperson Dreier called for a motion to approve all financial reports.

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

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Aaron provided a revised copy of the billing statement for May commenting that the date field was in error on the original statement. Commissioners reviewed expenditures for the month of May with Aaron summarizing various expenses. Discussion followed. Chairperson Dreier called for a motion to approve the billing statement for the month of May 2008.

**Motion to Approve in the amount of \$189,753.71: By Commissioner Groat.**

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

**Motion carried: Yes.**

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

Ms. Dillenberg informed the commissioners that she was waiting to hear from HUD headquarters regarding a rent increase for Washington Place. Senator Kohl's office and the local HUD office was assisting the AHA in advocacy.

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

Chairperson Dreier presented Resolution 2008-12 seeking approval to purchase the property at 2616 N. Linwood in the City of Appleton. Ms. Dillenberg stated that the appraisal provided an estimated value of \$195,000 and a cost approach value of \$209,615. The purchase price is \$177,396 plus closing costs.

**Motion to Approve Resolution # 2008-12: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Ms. Dillenberg provided details regarding the Tenant Based Rental Assistance program (TBRA Program).

The board members reviewed the Executive Directors monthly department reports. Discussion followed.

#### **Any other Business:**

Ms. Dillenberg reminded commissioners of training offered by Leo Dauwer in September and the NAHRO Conference in July. Commissioner Groat commented that she would be interested in attending the training since she has heard Leo speak at another conference and was quite impressed.

Ms. Dillenberg has received a draft copy of the suggested employee handbook. It is currently being reviewed by herself and Rick/Aaron.

It was stated by Ms. Dillenberg that the HCRI/HOME application was submitted to the State of Wisconsin for \$663,300 which represents \$496,800 for the AHA and \$166,500 for the Outagamie County Housing Authority.

Discussion turned towards a replacement commissioner for the Authority. Ms. Dillenberg stated that she met with Mayor Hanna and an appointment would be forthcoming.

#### **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 Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 18th Day of August, 2008.**

\_\_\_\_\_ **Debra Dillenberg, Board Secretary Seal**