

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING NOVEMBER 17, 2008**

**Commissioner Attendees:**

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

**Commissioner Excused: None**

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

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Dreier called the meeting to order at 12:33 pm at the main office of the Housing Authority.

**Approval of Minutes:** Chairperson Dreier called for a motion to approve the minutes of October 20, 2008 as submitted with no corrections.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency monthly financial statements for the period January through October 31, 2008. Aaron reviewed the monthly financial activity for all programs. Aaron reviewed the program summary statements pointing out areas of interest in revenue/expense accounts. Aaron stated that our expenses are less than what was budgeted for the year. 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.**

Chairperson Dreier presented the public housing 2009 budget representing Resolution #2008-19. Ms. Dillenberg noted that the committee comprised of commissioners Schmidt and Groat reviewed the proposed budgets for Washington Place and the Public Housing Program in a separate meeting. Aaron summarized the public housing budget for 2009 with the commissioners. Chairperson Dreier called for a motion to approve the budget as submitted.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Aaron reviewed the proposed 2009 Washington Place Budget with the commissioners noting the comparisons to actual 2007 and 2008 budget figures. After some discussion, Chairperson Dreier called for a motion to approve Resolution # 2008-20 Washington Place 2009 Budget.

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

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

**Motion carried: Yes.**

### **III. Approval of Bills:**

Expenditures for the month of October were reviewed by the commissioners with Aaron summarizing various expenses in detail. Clarification regarding check number # 10276 for fire safety poster winners, and check # 10202 to Bergstrom Ford. Chairperson Dreier called for a motion to approve the billing statement for the month of October 2008.

**Motion to Approve \$ 194,390.72: By Commissioner Lange.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

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

There was no unfinished business.

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

Chairperson Dreier presented Resolution #2008-16 Homebuyer Collection. After considerable discussion, Chairperson Dreier called for a motion to approve a collection debt in the amount of \$4,950 regarding down payment assistance.

**Motion to Approve Resolution # 2008-16: By Vice-Chairperson Schmidt.**

**Motion seconded: By Commissioner Dewall.**

**Motion carried: Yes.**

Chairperson Dreier presented Resolution #2008-18 Proposed Personnel Policy Handbook. Ms. Dillenberg stated that commissioners DeWall and Lange reviewed the proposed personnel policies with staff. The HR Consultant was present via conference call. Recommended changes were completed. Discussion followed. The following revisions will be inserted: Sick Leave Benefits 307: Add & clarify language that unused sick leave will not be paid directly to the employee upon retirement. Bereavement Leave 309: Strike first sentence of third paragraph, add language to last paragraph: or residing in the household. Drug Testing 714: Strike full section as we have a separate drug policy in place.

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

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

**Motion carried: Yes.**

Chairperson Dreier presented the 2008 community partnership nominations. Ms Dillenberg stated that she has nominated the Appleton Police Department for their dedication and commitment in working in partnership with the housing authority in maintaining safe & drug free housing.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

**Abstain From Vote: Commissioner DeWall.**

Chairperson Dreier presented the election of officers and requested nominations from the floor. Vice-Chairperson Schmidt was nominated by Commissioner Groat for the office of Chairperson.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Commissioner DeWall nominated Commissioner Groat for the office of Vice-Chairperson.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Commissioner Groat nominated Ms. Dillenberg for the office of Secretary/Treasurer.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

The board members reviewed the Executive Directors monthly department reports representing the Voucher Rental Assistance Program, Public Housing & Washington Place Leasing & Occupancy Reports, Homeownership, Family-Self Sufficiency Program, other Grant activities and Maintenance Work Orders. Some discussion followed with Ms. Dillenberg pointing out the average HAP of \$312.99 under the voucher program, the higher occupancy rate under public housing and Washington Place. With no other questions, Chairperson Dreier called for a motion to approve all department reports.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

**Any other Business:**

Ms. Dillenberg reported on recent happenings involving the police and tenant evictions. Commissioner DeWall suggested digital imaging security cameras of which Ms. Dillenberg will research eligibility under the capital fund program. It was decided to hold the next meeting of the board of commissioners at Beefeaters British Pub on December 15, 2008 at 12:30 pm.

**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 Lange.  
Motion seconded: By Vice-Chairperson Schmidt.  
Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 15<sup>th</sup> Day of December, 2008.**

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