

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING OCTOBER 20, 2008**

Commissioner Attendees:

Val Dreier, Chairperson	Ed Schmidt, Vice-Chairperson
Judy Lange, Commissioner	Patrick DeWall, Commissioner
Kathy Groat, Commissioner	

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 12:30 pm at the main office of the Housing Authority.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of September 29, 2008 as submitted with no corrections.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

II. Financial Report:

Aaron reviewed the comprehensive agency monthly financial statements for the period January through September 30, 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. Chairperson Dreier called for a motion to approve all financial reports.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson Schmidt.

Motion carried: Yes.

Ms. Dillenberg requested two commissioners volunteer for the finance budget committee. This committee will review the 2009 financial budget with administrative staff prior to board approval in November. Vice-Chairperson Schmidt and Commissioner Groat stated they would like to be on the committee confirming the date of November 6th at 12:30 pm for preliminary budget review.

III. Approval of Bills:

Expenditures for the month of September were reviewed by the commissioners with Aaron summarizing various expenses in detail. Clarification regarding check number # 10088 to the Milwaukee Housing Authority was provided by Aaron. The check represented a return of an over-payment of Housing Assistance on behalf of a voucher holder that was absorbed by our agency. Chairperson Dreier called for a motion to approve the billing statement for the month of September 2008.

Motion to Approve \$ 190,247.33: By Commissioner DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg reported that she is working closely with the City of Appleton and the developer in the preservation of Washington Place. Ms. Dillenberg stated that Harmony Café' has requested the AHA allow them to remove a newly installed HVAC Roof-Top System when they decide to relocate in the future. Discussion followed. The board members expressed their opinion that this action was not common practice under commercial lease agreements.

V. New Business:

Chairperson Dreier presented Resolution #2008-16 Homebuyer Collection. After considerable discussion, Chairperson Dreier called for a motion to table this item until the next meeting with Ms. Dillenberg obtaining additional information.

Motion to Approve Resolution # 2008-16: By Commissioner Lange.

Motion seconded: By Vice-Chairperson Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution #2008-17 Proposed Payment Standards for the Voucher Program. Ms. Dillenberg summarized the Payment Standards for the Voucher Program recommending 100% utilization of the Fair Market Rents for participants' expanded housing choice. Chairperson Dreier called for a motion to approve as submitted.

Motion to Approve: By Vice-Chairperson Schmidt.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Ms. Dillenberg requested two commissioners volunteer for the personnel committee for the purpose of reviewing the revised employee handbook. This meeting will last approximately 1-2 hours. The commissioners will meet with staff and the HR Consultant will be available by telephone conference.

Commissioners DeWall and Lange volunteered with a date set for November 3, 2008 at 12:30pm.

Ms. Dillenberg provided a summary of HUD's Neighborhood Stabilization Program. The State of WI has solicited a survey of interested PHA's that could possible use the funds for acquisition of foreclosure or other abandoned property. The Authority is interested in working in partnership with other housing providers and the City of Appleton in applying for funding when available.

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 informing the commissioners that the open work orders under the maintenance department report is indicative of end of month posted work orders and not work orders that have been open for a long period of time.

Any other Business:

Ms. Dillenberg informed the board that an updated version of the Blue Print to Affordable Housing is slated for spring of 2009.

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 DeWall.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 17th Day of November, 2008.

Debra Dillenberg, Board Secretary **Seal**