

APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING September 29, 2008

Commissioner Attendees:

Ed Schmidt, Vice-Chairperson
Patrick DeWall, Commissioner
Kathy Groat, Commissioner

Commissioner Excused: Val Dreier and Judy Lange.

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, Vice-Chairperson Schmidt called the meeting to order at 12:30 pm at the main office of the Housing Authority.

Approval of Minutes: Vice-Chairperson Schmidt called for a motion to approve the minutes of August 18, 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 for the period January through August 31, 2008. Aaron reviewed the monthly financial activity for all programs commenting that investment income has decreased. Aaron reviewed the program summary statements pointing out areas of interest in revenue/expense accounts. Expenses were less than budgeted under Public Housing and Washington Place. Vice-Chairperson Schmidt 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:

Expenditures for the month of August were reviewed by the commissioners with Aaron summarizing various expenses in detail. Clarification regarding check number # 9979, #10000 & #10039 regarding property site damages and structural damage to a public housing unit from lightning/wind storm was provided by Aaron. Vice-Chairperson Schmidt called for a motion to approve the billing statement for the month of August 2008.

Motion to Approve \$ 198,888.36: By Commissioner Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg reported that negotiations in reference to Washington Place and the LITC Program is an on-going process and hoped to have more information to report by the next meeting.

V. New Business:

Ms. Dillenberg summarized the Washington Place comprehensive WHEDA onsite Audit that was provided to the board, commenting that there were no audit findings or physical maintenance findings to report. Leasing and occupancy management operations along with tenant relations were given a superior rating. Ms. Dillenberg cited best practices of staff results in excellent workmanship.

Vice-Chairperson Schmidt presented Resolution 2008-14 Health Care Benefits. Ms. Dillenberg explained that she was requesting a statement of confirmation regarding health care benefits offered to full-time or part-time employees of the AHA for clarification purposes. This action was recommended by the HR consultant and the City of Appleton attorney due to a difference in policy language between our two entities. Vice-Chairperson Schmidt called for a motion to approve the statement as submitted.

Motion to Approve Resolution # 2008-14: By Commissioner Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Vice-Chairperson Schmidt presented Resolution 2008-15 PHA Plan/2009

Ms. Dillenberg stated that the 2009 plan is a streamlined plan with minor changes from the 2008 annual plan. The plan has been properly submitted to the City of Appleton and the Mayor has signed the required certification.

Ms. Dillenberg stated the 2010 plan will have a more comprehensive approach since it represents both a five-year and annual plan for the AHA.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Ms. Dillenberg summarized the rapid re-entry grant application. The AHA would serve as a host administrator to several agencies. Grant dollars would provide rental assistance and supportive staff for the Housing Partnership, Emergency Shelter, Salvation Army and Advocap. Commissioner Groat requested staff follow up with clarification of grant guidelines. No action was necessary.

Ms. Dillenberg announced that the AHA will release an RFP for an Affordable Housing Study for Outagamie County. The study will model the initial Blue Print to Affordable Housing with current housing data.

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.

Any other Business:

Ms. Dillenberg requested that the board members formally approve the deletion of the 1% bonus performance under the salary administration policy. Discussion followed. Ms. Dillenberg recommended the board approve December 26th to be an extra holiday for fiscal year 2008.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Ms. Dillenberg stated that she would like to schedule a strategic planning event with the commissioners after her staff develops and completes their strategic goals. Staff will convene on October 31 for this activity. December 6 was slated for meeting with commissioners. Ms. Dillenberg will follow up with other board members for availability.

Ms. Dillenberg informed the board that the personnel policies handbook was near completion. Considerable review work was in process and the revised handbook will be available for approval relatively soon.

Adjournment:

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

Motion to Adjourn: By Commissioner DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 20th Day of October, 2008.

Debra Dillenberg, Board Secretary **Seal**

