

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING April 2006**

**I. Call to Order-**Chairperson Dreier called the meeting to order at 12:35 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

**Members' Present:** Commissioners: Valerie Dreier, Patrick DeWall, Lisa Schneider, and Raymond Barlow.

**Members' Excused:** Commissioner Schmidt.

**Others present:** Debra Dillenberg; AHA Executive Director, Richard Knudsen; Finance Manager.

**Approval of Minutes:** With no changes requested, Chairperson Dreier called for a motion to approve the minutes of February 2006.

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

**Motion seconded: By Commissioner Schneider.**

**Motion carried: Yes.**

**II. Financial Report:**

The board members were provided with a copy of the Independent Financial Audit. Rick summarized the audit commenting that there were no audit findings. Rick reviewed the financial statements by program indicating no unusual activity. Ms. Dillenberg and Rick explained the new asset management rule to the commissioners. It was noted that the Housing Authority would receive a lower operating subsidy under the public housing program based upon the new funding formula. The new rule affects all housing authorities.

Rick informed the board members that we have received an extra \$ 65,000 from HUD for leasing up to our base-line in the section 8 program for fiscal year 2005. These extra funds must be expensed in 2006 and will cause considerable work in the Section 8 Dept. to expend. Commissioner Schneider inquired about a plan of action to utilize these funds. Ms. Dillenberg stated that the AHA was just recently made aware of these funds and has not had time to meet between staff to discuss a strategy.

Chairperson Dreier called for a motion to approve the financial report and audit.

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

**Motion seconded: By Commissioner Barlow.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Commissioners reviewed the expense summary that includes check sequence, vendors paid and expense justification. With no questions of the accounts

payable, Chairperson Dreier called for a motion to approve the Billing for the month of February in the amount of \$81,465.12 and for March in the amount of \$ 114,011.38.

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

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

**Motion carried: Yes.**

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

Ms. Dillenberg informed the commissioners that the boiler room ventilation project at Washington Place has been completed. The true test will be during the next heating season at the Harmony Café' facility.

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

Ms. Dillenberg presented the nominations for the Community Partnership Award. Discussion ensued with the commissioners unanimously agreeing that David Viaene should receive the award. Vice-Chair DeWall stated that he knew Mr. Viaene and that by selecting Mr. Viaene it also demonstrates a great partnership between landlords and the Housing Authority. Mr. Viaene has acquired and renovated several properties while renting them to lower income families. The remaining two nominations will receive recognition for their contributions.

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

**Motion seconded: By Commissioner Barlow.**

**Motion passed: Yes.**

Ms. Dillenberg requested approval of the Section 8 SEMAP Certification for Fiscal year Ending 2005. Ms. Dillenberg further stated that the SEMAP Certification is HUD's measurement tool of the Section 8 Voucher Program. It allows HUD to get a snap-shot picture of whether our program is complying with program regulations and administrative management requirements.

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

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

**Motion passed: Yes.**

Ms. Dillenberg requested that the commissioners approve a revision of the Ethic's Policy until such time she is able to research with HUD or other agencies, the full purpose and requirement of an ethics committee. On hold for approval is the implementation of the Ethic's Committee. Ms. Dillenberg further stated that staff had several concerns with the feasibility of adopting an ethics committee. There were no problems or concerns associated with the Ethic's Policy itself.

**Motion to Approve Resolution 2006-08: By Vice-Chair DeWall.**

**Motion seconded: By Commissioner Schneider.**

**Motion passed: Yes.**

Ms. Dillenberg explained that the AHA is able to charge an excess utility fee to residents during the months that residents consume excess utilities above and beyond normal usage such as operating an air conditioner in their unit during summer months. Rick provided an analysis of utility usage costs supporting the need to increase the fee by \$2.00 per unit. Chairperson Dreier called for a motion to approve the increase.

**Motion to Approve Resolution 2006-09: By Commissioner Schneider.**

**Motion seconded: By Commissioner Barlow.**

**Motion passed: Yes.**

Chairperson Dreier moved to Resolution # 2006-10. Ms. Dillenberg stated that she has received the required three bids for the salary study. Ms. Dillenberg requested approval to select the Nelrod Company who also was the lowest bidder and highly recommended by HUD.

**Motion to Approve Resolution 2006-10: By Vice-Chair DeWall.**

**Motion seconded: By Commissioner Barlow.**

**Motion passed: Yes.**

**V. Other Business:**

Ms. Dillenberg reviewed the commissioner training options and/or conference material with the commissioners. Ms. Dillenberg asked that interested commissioners contact her as soon as possible since many of these conferences book very quickly. With no other business to come before the board, Chairperson Dreier called for a motion to adjourn.

**Motion to Adjourn: By Commissioner Barlow.**

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

**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 May, 2006**

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**Debra Dillenberg, Board Secretary**

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