

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

I. Call to Order-Chairperson Dreier called the meeting to order at 12:33 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

Members' Present: Commissioners: Valerie Dreier, Patrick DeWall, Edward Schmidt, and Raymond Barlow.

Members' Excused: Commissioner Schneider.

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

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of April 2006. Ms. Dillenberg commented that she noticed a few grammar errors that required correction and pointed out those changes to the board. Chairperson Dreier called for a motion to approve with correction.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

II. Financial Report:

Motion to Approve: By Commissioner Schneider.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Rick Knudsen reviewed the program financial summary statements, combined balance sheet and combined operating statements for the period ending April 30, 2006. There was no unusual activity or questions.

Rick passed out a revised copy of the 2005 Independent Financial Audit. Rick explained that the City of Appleton's auditors incorporate the AHA's audit into their own. The City's auditors questioned footnote B not complying with GASB-40 which was effective with the 2004 audit requirements.

The AHA auditors stated that the change was in the method of disclosure but because of the type of investments we have, the difference in disclosure was not material. We asked that the footnote be revised so the AHA would be in compliance with the rules.

While the AHA placed funds in the type of investments allowed by HUD, and backed up those investments with the type and amount of collateral required, we were not aware that the collateral held was not in our name. This created what's referred to as a "custodial risk". Rick will follow up with the financial institution.

III. Approval of Bills:

Commissioners reviewed the expense summary that includes check sequence, vendors paid and expense justification. Ms. Dillenberg commented on Check # 6397 stating the \$7,765.72 was a savings payout to a Family Self Sufficiency Program recipient for completing all goals. If the family does not complete all goals, the funds are forfeited back into the program and must be used before year end under the Section 8 Voucher Program. Ms. Dillenberg stated that Check # 6400 was for the cost of a Safety Deposit Box that contained several deeds to the properties owned by the AHA. Ms. Dillenberg requested Rick Knudsen to provide a detailed listing of the box contents for the board members.

Ms. Dillenberg referred to Check# 6469 payment to the City of Appleton for snow removal in the amount of \$ 842.91 and stated that this amount may be eligible for deduction from the PILOT payment to the city. Ms. Dillenberg stated that the PILOT payment was reflected on Check # 6494 in the amount of \$9,568.20 for Washington Place and Check # 6497 in the amount of \$ 34,380.68 for Oneida Heights and the scattered sites. These amounts represent payment in lieu of property taxes. Commissioner Barlow inquired about Check # 6496 to Roly Poly. Ms. Dillenberg and Rick Knudsen stated that it was for subsandwiches for an all day staff training session. With no other 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 Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

IV. Unfinished Business:

Commissioner Schmidt inquired about the boiler room ventilation at Washington Place and how it was working out. Ms. Dillenberg stated that she would follow up with the new maintenance supervisor and report back.

V. New Business:

Ms. Dillenberg reviewed the mid-year Capital Fund Performance Reports for fiscal years 2004 and 2005. All project schedules were on target for completion. Ms. Dillenberg noted the various changes in the scope of work due to the increase in final costs of the construction projects. No action was necessary.

Chairperson Dreier presented Resolution # 2006-11. Ms. Dillenberg informed the board that the voucher waiting list has decreased considerably since the Authority has processed hundreds of applicants to keep up with the turnover rate under the voucher program and the "unexpected" additional housing assistance funding received from HUD. In addition, the Family Self Sufficiency applicant

forfeiture of over \$7,000 has to be added to the funding pool. Ms. Dillenberg stated that the waiting list has dropped from an all time high of 1200 families in mid-year 2005 down to 300 families and subsequently requested approval to re-open the waiting list. Chairperson Dreier called for a motion to approve.

Motion to Approve Resolution # 2006-11: By Vice-Chair DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier referred to the excess utility usage policy. Ms. Dillenberg explained that a policy reflecting the usage of exterior water faucets at Oneida Heights came as a result of residents washing their vehicles on-site. Vice-Chair DeWall inquired about the additional utility cost to the Authority from this practice. Commissioner Barlow stated that it would create problems to allow residents to wash their vehicles. Ms. Dillenberg stated that residents are currently permitted to use outside water faucets for the garden area only.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Vice-Chair DeWall.

Motion carried: Yes.

V. Other Business:

With no other business to come before the board, Chairperson Dreier called for a motion to adjourn at 1:25 PM.

Motion to Adjourn: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 26th Day of June 2006.

Debra Dillenberg, Board Secretary

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