

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

Commissioner Attendees:

**Valerie Dreier, Chairperson
Patrick DeWall, Vice-Chairperson
Edward Schmidt, Commissioner**

Commissioners Excused:

Raymond Barlow, Commissioner

Staff Present:

**Debra Dillenberg, Executive Director
Richard Knudsen, Finance Manager**

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.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of June 2006 with no correction required.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

II. Financial Report:

Rick Knudsen reviewed the program financial summary statements, combined balance sheet and combined operating statements for the period ending June 30, 2006. Rick announced that he recently attended training by HUD staff on the 2007 Public Housing Operating Subsidy and stop loss provision. Rick will recalculate projections under the new funding rule to determine if our agency will either lose or gain in regards to future funding levels.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

III. Approval of Bills:

With there being no questions, Chairperson Dreier called for a motion to approve.

Motion to Approve the June Bills in the amount of \$219,264.58:

By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg notified the board that the Section 8 SEMAP appeal was approved by HUD and the AHA's score has been changed to reflect a rating of 100% that provides for a High-Performer status. Ms. Dillenberg gave credit on the good work of the Section 8 staff in complying with regulations as the board members conveyed their satisfaction with the results as well.

V. New Business:

Ms. Dillenberg informed the commissioners that WHEDA will conduct an on-site physical inspection and file audit in August at Washington Place. Ms. Dillenberg commented that WHEDA, as the contract administrator for HUD, performs an annual audit of WP. The audit report will be available for review at the next meeting.

Commissioners Dreier and DeWall provided a brief summary of their trip to the NAHRO Conference and what they learned. The consensus was that the AHA is on target with program progress and best practice methods. Ms. Dillenberg commented that she obtained innovative ideas in furthering our agency's goal for family self-sufficiency. Vice-Chairperson DeWall stated that he would be able to finish the commissioner training at no additional expense to the Authority.

Ms. Dillenberg briefly summarized the departmental reports. In addition, an attorney has been hired to file the 501(c) 3 non-profit arm of the AHA. A brief discussion of the increases in local water rates and how they will affect our properties was discussed. Ms. Dillenberg mentioned the option of two commissioners volunteering for the budget committee. You do not need a budget/finance background. Being on the committee would give the commissioner more insight as to how our annual budget is developed.

Motion to Approve Reports: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

VI. Executive Session:

Motion to move into Executive session for the discussion of personnel matters:

By: Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

No action was taken while in Executive session.

Motion to Resume Regular Session: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Motion to approve a long-term employee to utilize 2 weeks of their 2007 vacation hours for maternity leave purposes without setting an agency precedent: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

VII. Other Business:

Ms. Dillenberg commented that the Annual Dinner is planned for October which was agreeable to the commissioners with the exception of Monday or Tuesday evenings due to other commitments.

Adjournment:

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

Motion to Adjourn: By Commissioner Schmidt.

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 13th Day of September.

_____ **Debra Dillenberg, Board Secretary**

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