

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING September 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

Other:

Dan Drinkal, Resident Council Member

I. Call to Order-Chairperson Dreier called the meeting to order at 12:31 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

Ms. Dillenberg stated that although Commissioner Barlow could not be in attendance, he did iterate his approval of agenda items.

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

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

II. Financial Report:

Rick Knudsen reviewed the program financial summary statements, combined balance sheet and combined operating statements. Rick brought forward Resolution # 2006-14 PFS Calculation. Rick further explained that the PFS represents our funding subsidy level under the public housing program for 2007. Overall it demonstrates an increase in spite of threatening cutbacks. Chairperson Dreier called for a motion to approve the financial report and Resolution # 2006-14.

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 July Bills in the amount of \$ 279,330.51 and August Bills in the amount of \$ 246,064.19 by Commissioner Schmidt.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg reviewed the written results of the annual WHEDA Physical and Management Review Audit in reference to Washington Place. Overall the audit

was satisfactory with few minor recommendations by WHEDA. Ms. Dillenberg updated the board members with information on the pending annual dinner. A change in location was announced and the dinner will be held at the Grand Meridian. A change in the date to October 26, 2006 was approved by the members in order to accommodate all commissioners.

V. New Business:

Chairperson Dreier moved forward to the approval of the allocation of HOME Funds. Ms. Dillenberg commented that Jeff Gill, Homebuyer Manager had a discussion with the State of Wisconsin in the allocation of HOME funds for 2007. The HOME application partners will not all receive their levels of funding due to a reduction in HOME dollars. Of the partners that will receive funding, a reduction will occur in the requested amounts.

Motion to Approve Allocation Method: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2006-15. Ms. Dillenberg explained that there are numerous individuals at Oneida Heights that utilize oxygen equipment. In relation to the safety and welfare of all residents and others a detailed policy was developed on the permitted use of oxygen while in common areas. Chairperson Dreier called for a motion to approve Resolution # 2006-15.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2006-16 Ms. Dillenberg reviewed the draft resident parking policy governing Oneida Heights. Ms. Dillenberg and Dan Drinkal, OH Resident Council Vice-President, both concurred that there needs to be a strong policy in regards to parking due to the limited space. Ms. Dillenberg commented that she provided Donna Eggert and Mike Garrigan with a draft policy and to meet with members of the resident counsel for their input on the development of this policy and to submit to her.

Dan Drinkal commented that he highly favored the policy but wanted to recommend adding a fine for residents that violate the policy. He further suggested that a resident such as himself could help monitor the policy for management outside of business hours. Ms. Dillenberg thanked Dan for his suggestions. The BOC members thanked Dan for attending the board meeting.

Board members agreed to approve Resolution # 2006-16 with amendments to the parking policy to include:

- A. \$10.00 initial fine for residents and a second fine of \$20.00 for violations of the policy.

B. Manager's discretion to utilize the assistance of a resident for the off-time monitoring of the parking policy.

Motion to Approve w/Amendments: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

VI. Motion to move into Executive Session.

Motion for Executive Session: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

No formal action was taken during Executive Session. Ms. Dillenberg was asked to leave the room for a portion of the salary comparability study discussion.

Motion to Resume Regular Session: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier asked Ms. Dillenberg back into the room. Chairperson Dreier called for a motion to approve the Salary Recommendations of the Consultant.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

VII. Other Business:

Ms. Dillenberg reported that a security camera was installed at the front reception desk at the main office. Vice-Chairperson DeWall said he was very pleased with that action. Ms. Dillenberg further commented that she was appointed as the Wisconsin Association of Housing Authorities (WAHA) Representative to the Wisconsin Home Collaborative and will also attend the WAHA Board meetings. Ms. Dillenberg stated that this will allow for more exposure of the AHA as State and Federal Representatives are actively involved at this level.

Ms. Dillenberg informed the members of an article in the NARI Magazine in regards to the rehabilitation of a home under our homebuyer program.

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 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 20th Day of November, 2006

_____ **Debra Dillenberg, Board Secretary**

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