

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING November 20, 2006**

**Commissioner Attendees:**

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

**Commissioners Excused:**

**None**

**Staff Present:**

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

**Other:**

**None**

**I. Call to Order-**Chairperson Dreier called the meeting to order at 12:32 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 September 2006 as submitted.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Chairperson Dreier called for a motion to approve the minutes of October 16, 2006 as submitted.

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

**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 board members. Commissioner Barlow inquired about the progress of the financial committee. Rick stated that he has not set a date yet to review the proposed 2007 budget, but will shortly after the holidays are over. Chairperson Dreier called for a motion to approve the financial report.

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

**Motion seconded: By Commissioner Barlow.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Chairperson Dreier called for a motion to approve the October billing. Commissioner Barlow requested information of the following vendor checks: Check # 7169 payable to National Elevator, Check # 7184 payable to Sues Electronics, Check # 7229 payable to Otis Elevator, and Check # 7234 payable to TECC Security Systems, LLC. With no further questions, Chairperson Dreier called for a motion to approve. Motion to approve the October Billing Statement in the amount of \$190,904.22 was made 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 Appleton School District Partnership Project summary she provided to the board members. Ms. Dillenberg noted that the main change in the partnership was that ASSD would remain the fiscal agent with the AHA purchasing the property after completion. Commissioner Schmidt has taken an active role in assisting the partnership move forward.

Ms. Dillenberg commented that she received favorable feedback regarding the annual report being in a calendar form. Ms. Dillenberg further stated that she would like to continue with the creation of another calendar for use in next year's report as it provides a sustaining vehicle in marketing how the AHA contributes to the community. The board commissioners expressed their satisfaction with the success of the dinner and annual report.

Commissioner Barlow commented that the door of the annex laundry room was difficult to open for those in wheel chairs or scooters. Ms. Dillenberg stated that she would have the cost of an automatic door researched and depending upon the cost, it could possibly become a Capital Fund project.

Commissioner Barlow stated that the fire alarms are too loud at the annex and not loud enough at Oneida Heights. Ms. Dillenberg commented that there is nothing she can change at either property as the systems are working as they should. Commissioner Barlow commented on the use of oxygen and was further concerned regarding the explosive materials with residents that smoke. Ms. Dillenberg stated that there was in use, an Oxygen Policy that is signed by the residents, but that we cannot monitor what residents do inside the privacy of there units.

**V. New Business:**

Ms. Dillenberg provided the board members with the option of not holding a December board meeting, due to the holidays and client Christmas dinner events. Ms. Dillenberg stated that the board members are required to participate in a strategic planning session and offered her time outside of normal working hours in order to accommodate the commissioners. Discussion followed. Chairperson Dreier called for a motion to approve the scheduled date of January 13, 2007 at 7:00 AM for a strategic planning session and to disregard the regular December meeting.

**Motion to Approve: Vice-Chairperson DeWall.**  
**Motion seconded: By Commissioner Schmidt.**

**Ayes:** DeWall, Barlow, Schmidt, Dreier.

**Nays:** None

**Abstain: None**

**Motion carried: Yes.**

Chairperson Dreier brought up Resolution # 2006-18 and called for a motion to amend the agenda and move into executive session for the discussion of confidential personnel issues.

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

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

**Motion carried: Yes.**

Chairperson Dreier called for a motion to resume into regular session.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

No action was taken during executive session.

Chairperson Dreier called for a motion to approve Resolution # 2006-18  
Employee Performance Incentive Policy

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**Ayes: DeWall, Schmidt, Dreier.**

**Nay: Barlow.**

For the record, Commissioner Barlow disagreed with the percentage allocation presented under the proposed policy. Commissioner Barlow felt a higher percentage was in order for management staff.

Chairperson Dreier called for a motion to approve Resolution # 2006-19.  
Ms. Dillenberg summarized the proposed resolution requesting board approval of a change in lease provisions to include a resident charge of \$1.00 per month for satellite television services. Ms. Dillenberg & Donna Eggert have received approval from the OH residents and worked with the resident council to implement this change effective January 1, 2007. Ms. Dillenberg further commented that resident council member Dan Drinkal, was very instrumental in conducting a survey to all residents on these services.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Chairperson Dreier called for a motion to approve Resolution # 2006-20. Ms. Dillenberg stated that she wanted to formalize a policy that offered a resident council stipend that would be provided on an annual basis. The resident council

members serve without pay and perform numerous activities to the benefit of the residents.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Ms. Dillenberg informed the board that she donated the AHA's old computers to Sandra Devlon, Milwaukee HUD Rep, who turned them over to two Neighborhood Counseling Centers for use by low-income families.

Ms. Dillenberg commented that Secura Insurance was interested in the First-time Home Buyer Program for their employees under the workforce housing initiative and is currently working with WHEDA for implementation by the AHA.

Ms. Dillenberg requested that Vice-Chairperson DeWall research a letter requesting assistance for help with utility payments that was forged by a non-resident at Oneida Heights with an AHA employee's signature. Vice-Chairperson DeWall stated that he would handle the situation.

**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 13<sup>th</sup> day of January 2006.**

\_\_\_\_\_ **Debra Dillenberg, Board Secretary**

**Seal**