

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING April 30, 2007**

Commissioner Attendees:

**Valerie Dreier, Chairperson
Patrick DeWall, Vice-Chairperson
Raymond Barlow, Commissioner
Kathy Groat, Commissioner**

Commissioners Excused:

Ed Schmidt, Commissioner

Staff Present:

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

Other:

Kim Esselman, Section 8 Manager

I. Call to Order-Chairperson Dreier called the meeting to order at 12:30 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 March 19, 2007 with amendment to replace Commissioner Groat to Vice-Chairperson DeWall on the motion to vote.

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. Rick reviewed the Section 8 Program financial information explaining the expenditures over receipts.

Motion to approve: By Commissioner Groat.

Motion seconded: By Vice-Chair DeWall.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the April 2007 Billing Statement. Ms. Dillenberg informed the board that Aaron had canceled the Time Warner Bill and donated his roof-top antenna to the AHA, resulting in an annual savings of \$670.00. With no further questions or comments, a motion to approve the Billing Statement in the amount of \$ 102,635.99 was made by Commissioner Barlow.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Chairperson Dreier presented Resolution # 2007-008 Strategic Plan. Ms. Dillenberg stated that the strategic plan was created by her prioritizing the goals that were reviewed by the board members. Ms. Dillenberg added the definition of objectives to follow each goal. With no questions, Chairperson Dreier called for a motion to approve the plan.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Rick provided the board members with an overview of the Audit citing no findings. It was mentioned by Ms. Dillenberg that the Davis Bacon Wage Rates were not used by the painting or electrical contractors resulting in a small discrepancy in the rate of pay. Internal control measures will be put into place to monitor future activity. In this particular project, it was the responsibility of the architect to monitor and collect payrolls during construction. Ms. Dillenberg will follow up with the appropriate HUD personnel.

New Business:

Kim Esselman presented a summary review of the Section 8 Fair Market Rents. Kim commented that it was hard to determine if the higher FMRs caused an increase in the monthly average HAP. Kim believed that the variation in tenant's incomes was a major factor in the overall increase. Discussion followed. Ms. Dillenberg inquired what the HUD imposed average HAP was. Kim stated that it was \$292.00 and we were slightly over at \$298.05 for the last month. It was decided that the board would follow Kim's suggestion to review after the next quarter. Chairperson Dreier called for a motion to approve maintaining current program levels.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Ms. Dillenberg informed the board that the AHA took part in a local agency collaboration resulting in the successful application for HOME Tenant Based Rental Assistance funds through the State of Wisconsin. These funds will help pay for rental assistance for homeless families in transition. The AHA as lead agency will receive additional admin dollars and will work closely with Housing Partnership and Salvation Army.

Chairperson Dreier presented Resolution # 2007-010 Discretionary Expense request. Ms. Dillenberg stated that Washington Place would require a physical needs analysis and rent market study for the tax credit application. M & I Bank has committed \$7,500 towards the cost. If HUD does not approve the difference of approximately another \$7,500 to complete these tasks, Ms. Dillenberg was seeking board approval to use funds from the AHA's discretionary account. Chairperson Dreier called for approval.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-011 Board Policy Section I & II. Ms. Dillenberg informed the board that the development of the board policy binder was one of her goals from the strategic plan to help establish the specifics of how the board and management staff will operate within the governance of the organization. Commissioner Groat questioned the development of personnel policies and review by the board. Ms. Dillenberg stated that all policies of the agency are first approved by the board members. With no further questions, Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented the monthly department reports. No questions followed and no action was taken.

Any other Business:

Ms. Dillenberg stated that the AHA has hired Jason Quinn for the maintenance department. Jason has an HVAC background, prior maintenance experience and should perform well for our agency.

Adjournment:

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn the regular meeting of the board of commissioners at 1:47pm.

Motion to Adjourn: By Commissioner Groat.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 30th day of May, 2007

_____ **Debra Dillenberg, Board Secretary**

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