

APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING August 20, 2007

Commissioner Attendees:

Valerie Dreier, Chairperson
Patrick DeWall, Vice-Chairperson
Ed Schmidt, Commissioner
Kathy Groat, Commissioner
Ray Barlow, Commissioner

Commissioners Excused:

None

Other: Chuck Smith, Outagamie County Board Supervisor

Staff Present: Debra Dillenberg; Executive Director, Aaron Hilbert;
Executive Coordinator and Jeff Gill; Homebuyer Manager.

I. Call to Order-Chairperson Dreier called the meeting to order at 12:30 pm at the main office of the Housing Authority.

Chairperson Dreier welcomed County Board Supervisor Chuck Smith and had the commissioners introduce themselves. Mr. Smith stated that he was present to observe the meeting as he had been contacted by community members in his district regarding concerns about tenants who may be receiving Section 8.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of July 23, 2007 as submitted by Ms. Dillenberg.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

II. Financial Report:

Aaron Hilbert provided a review of the Cash & Investments, and the Financial Statements including the combined operating statements for all programs to August 30, 2007. Aaron summarized the investment income and revenue accounts. Aaron reviewed the auditor's management advisory comments and indicated that the comments are suggestions only. The Authority's comments to the suggestions are included in the report. Ms. Dillenberg reviewed the auditor's management letter of an insignificant finding of noncompliance with Davis-Bacon Wages. Ms. Dillenberg further commented that two contractors were identified of being in violation of paying wages under the Davis-Bacon regulations. These amounts were relatively small and in one case only a \$16.00 difference. Although the Architect was responsible for ensuring compliance, the Authority will take extra steps for monitoring in the future. Chairperson Dreier called for a motion to approve the financial reports.

Motion to approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the July 2007 Billing Statement. Commissioners questioned check number # 8237 of which Aaron stated was services for a temporary employee. Aaron explained check number # 8256 was for "change on hand" for the brat fry fundraiser and check number # 8299 was for a magazine subscription for Oneida Heights that Ms. Dillenberg stated would not be renewed after the expiration date. Check number # 8315 was questioned and Ms. Dillenberg responded that Williams and Co. is our Public Relations Consultant. Commissioner Groat made a motion to accept the July Bills in the amount of \$ 159,849.62.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

IV. Unfinished Business:

No unfinished business was discussed.

New Business:

Chairperson Dreier presented Resolution # 2007-20 Homebuyer Subordination Policy. Jeff Gill provided the commissioners a review of the revised policy stating that the Authority may approve a request to subordinate our lien position for either medical emergencies or needed repairs to the home. Vice-Chairperson DeWall questioned funds for higher educational purposes. Considerable discussion followed. It was decided that Jeff and Ms. Dillenberg would approve a request for subordination together or possibly the BOC in exceptional cases.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-21 Collections Policy. Ms. Dillenberg summarized the policy provided to the commissioners indicating that past due amounts to the Authority will be subject to the guidelines of the policy including the enforcement of a court ordered judgment in extreme cases. With no questions, Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-22 ACOP & Admin Plan Revision. Ms. Dillenberg reviewed the revisions requesting approval to delete language "offered employment" and to include language for "TBRA Program Graduates" under the preference category. Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier asked Ms. Dillenberg to provide a brief update regarding the ASSD Partnership. Ms. Dillenberg commented that AASD staff, herself and Commissioner Schmidt met and discussed the home plans. Ms. Dillenberg is working with the PR Consultant on a press release for the newspaper.

Ms. Dillenberg highlighted areas of the various Department Reports. With no questions asked, Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Any other Business:

Chairperson Dreier called for a motion to move into Executive Session for the purpose of discussing personnel matters.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier called for a motion to resume the regular meeting of the board. No action was taken or business conducted during the executive session.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Ms. Dillenberg asked the board members to select a date for the AHA planned luncheon. The lunch will address the 40th anniversary of the AHA. The dates selected are Tuesday, October 23rd and Tuesday, November 13th.

Ms. Dillenberg will follow up with a confirmed date dependent upon the annual report completion and other factors. Commissioner Schmidt asked for a proposed time. Ms. Dillenberg stated 11:30am to 1:30 pm.

Ms. Dillenberg informed the commissioners that the PR activities for the last month included the local newspaper, television and radio highlighting the FSS program and affordable housing in general. A recent and rather sizable article in the PC regarding Re-Building Together was initiated by Ms. Dillenberg's efforts.

Ms. Dillenberg reminded the commissioners that the Oneida Heights Senior Health Fair will be held August 21 from 7:30am to 11:30am. All door prizes were donated with the help from public health nurse Pam Wampole. Nurse Wampole was interviewed by a local radio station and a "blurb" was in the PC Newspaper. All senior citizens are invited to attend including the commissioners.

Ms. Dillenberg reviewed the Washington Place WHEDA Audit, citing that it represented a very good on-site audit and while not perfect under the physical inspection there are no major citations to report.

Commissioner Groat commented that there will be a workforce housing informational session in November by E.S.T.E.R. and sponsored through the Community Foundation and the FCHC. Commissioner Groat would like to see the AHA become a contributing sponsor for this community-wide event.

Ms. Dillenberg stated that Tom Landgraf from Demension Development will meet with her and key staff members in early September regarding the Washington Place Tax Credit options.

Ms. Dillenberg mentioned that several employees had been re-certified for their annual CPR and First-Aid Training.

Ms. Dillenberg commented that there will be an article in the media of the board members and their status on the AHA board.

Adjournment:

The next meeting will take place at 12:30 pm on Monday September 17, 2007. 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.

Motion to Adjourn: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 17th day of September 2007

Debra Dillenberg, Board Secretary

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