

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING February 19, 2007**

**Commissioner Attendees:**

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

**Commissioners Excused:**

**None**

**Staff Present:**

**Debra Dillenberg, Executive Director**

**Other:**

**Richard Knudsen, Finance 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 January 13, 2007 as submitted with the following corrections: spelling of Don Heitpas and add title of commissioner for Kathy Groat.

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

**Motion seconded: By Commissioner Groat.**

**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 added that the reports were un-audited figures and that the Auditor's were onsite three days of the previous week to begin the audit review. Rick briefly went over the proposed budgets for fiscal year 2007, explained the 2006 Voucher funding summary, and reviewed the WP casualty loss with board members. Chairperson Dreier called for a motion to approve the financial report.

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

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Ms. Dillenberg suggested that Chairperson Dreier and Commissioner Groat set a date to meet for the finance budget committee. Ms. Dillenberg commented that Commissioner Schmidt was very active with the school project and she knew that everybody's time was valuable and limited. Discussion followed with a date set for March 7<sup>th</sup> at 5:00 pm.

**III. Approval of Bills:**

Chairperson Dreier called for a motion to approve the January 2007 Billing Statement. Rick pointed out the higher cost utility payments along with an \$80,000 payment to Service Masters for the flood damage at WP. Commissioner Schmidt inquired about Time Warner, 4Com and DirecTV. Rick stated that 4Com represents the satellite service for Oneida Heights and DirecTV for Washington Place. Ms. Dillenberg commented that the cable bill is for regular basic cable, but we are charged a higher rate due to the AHA being classified as a commercial account. With no further questions, motion to approve the January Billing Statement in the amount of \$ 228,094.80 was made by Commissioner Barlow.

**Motion to Approve: By Commissioner Barlow.**  
**Motion seconded: By Commissioner Schmidt.**  
**Motion carried: Yes.**

**IV. Unfinished Business:**

Ms. Dillenberg updated the commissioners on the AASD Partnership. Ms. Dillenberg stated that Commissioner Schmidt had located a lot in the city that was approved by the School District to move forward. Ms. Dillenberg was concerned about the owner changing her mind to sell and wanted to move quickly on the purchase. Ms. Dillenberg was unsure how fast the AASD could act on this and would remain in contact with the owner. Commissioner Schmidt commented that he had different house plans that would be workable for the property.

Rick Knudsen provided updated information in regards to the Washington Place Flood Damage Renovation Project. Rick commented that work was progressing nicely, but that unforeseen water damage in the lobby ceiling resulted in additional costs bringing the total estimated amount to \$ 130-140,000. It was noted that the deductible to the AHA was \$5,000.

**New Business:**

Chairperson Dreier presented Resolution # 2007-001-(revised) approval of the 2006 Project write-offs. Ms. Dillenberg requested approval of a revised write-off in the amount of \$ 4,376.82. The previous write-off amount of \$4,548.69 was incorrect due to a resident payment. Chairperson Dreier called for a motion to approve Resolution # 2007-001 as revised.

**Motion to Approve: By Commissioner Groat.**  
**Motion seconded: By Commissioner Schmidt.**  
**Motion carried: Yes.**

Ms. Dillenberg stated that she omitted Resolution # 2007-002 as she was not prepared to ask for board approval. Ms. Dillenberg further explained that Housing Partnership requested 6 vouchers become project based at the Wire Works building. Prior to seeking board approval, Ms. Dillenberg was informed by HUD that she had to send out an RFP first. Resolution 2007-002 will be re-introduced after such time an RFP has been processed.

Chairperson Dreier presented Resolution # 2007-003 and asked Ms. Dillenberg to review. Ms. Dillenberg stated that she was seeking the approval of an employee evaluation addendum in addition to the current performance evaluation document that is used. While the performance document is centered toward goal and objective measuring, the addendum defines the overall quality of work, attitude, and dependability of the employee. This form will greatly aid the supervisor in grading the employee.

**Motion to Approve: By Commissioner Groat.**  
**Motion seconded: By Commissioner Schmidt.**  
**Motion carried: Yes.**

Chairperson Dreier called for a motion to approve Resolution # 2007-004 for the SEMAP submission. Ms. Dillenberg informed the board members that the SEMAP Certification was a requirement of HUD in evaluating and rating the successful operation of the Housing Choice Voucher Program. The template is submitted electronically to HUD.

**Motion to Approve: By Commissioner Schmidt.**  
**Motion seconded: By Commissioner Groat.**  
**Motion carried: Yes.**

Ms. Dillenberg briefed the commissioner on the proposed police services and the lack of federal funding & budget constraints. Discussion followed. No action was taken.

Chairperson Dreier presented the monthly department reports. Ms. Dillenberg stated that she did not have anything to report since it was just the start of a new fiscal year. Ms. Dillenberg did point out that the Homebuyer and Maintenance Reports were under revision. No action was taken by the board members.

Ms. Dillenberg stated that HUD approved our 2007 PHA Plan. Chairperson Dreier commented that she liked the article in the Appleton Post Crescent by Alderman Kulata. Commissioner Groat commented that Ms. Dillenberg may want to consider attending the Plan Commission Meeting regarding a proposed housing development near downtown. Ms. Dillenberg stated that she would follow up with the City of Appleton.

**Any other Business:**

Chairperson Dreier asked if there was any other business. Ms. Dillenberg informed the board that the AHA submitted an application for funding in collaboration with Housing Partnership and Salvation Army for Tenant Based Rental Assistance (TBRA) under the State of Wisconsin Emergency Shelter Grant (ESG) in the amount of \$150,000 and \$50,000 under the Homeless Prevention Program (HPP). Ms. Dillenberg stated that if funded, she would be seeking approval to allow preference for families/individuals to receive a voucher after successful completion of a transitional housing program through the above agencies.

Ms. Dillenberg commented that parking for maintenance employees was becoming a problem at Washington Place and that Alderman Kulata was assisting in a solution.

**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 1:45pm.

**Motion to Adjourn: By Commissioner Groat.**  
**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 19th day of March 2007.**

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

**SEAL**