

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING January 13, 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:

None

I. Call to Order-Chairperson Dreier called the meeting to order at 7:00 am 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 November 2006 as submitted with no corrections.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

II. Financial Report:

Ms Dillenberg reviewed the program financial summary statements, combined balance sheet and combined operating statements for the board members.

Ms. Dillenberg stated that the reports were un-audited figures of year ending 2006. The Auditor will begin their onsite in February. Chairperson Dreier called for a motion to approve the financial report.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the November 2006 billing.

Commissioner Schmidt inquired about the pick-up truck owned by the Authority and suggested that a plan to replace the vehicle should be given some thought. Ms.

Dillenberg agreed. With no further questions, motion to approve the November Billing Statement in the amount of \$133,465.42 was made by Commissioner Schmidt.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier called for a motion to approve the December Billing Statement. With no questions, Commissioner Groat made a motion to approve the December Billing Statement in the amount of \$ 133,805.54

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg stated that she and Commissioner Schmidt attended a meeting with Dale Hansen, Don Heitpas and Gary VanNass from the Appleton Area School District. Commissioner Schmidt took the lead on locating an appropriate lot for the home construction project. Commissioner Schmidt commented that he obtained a list of available vacant properties from the City of Appleton, narrowed down the search through an elimination process and mailed out letters of interest to the remaining owners. Commissioner Schmidt informed the group that it should be a matter of a few weeks with those results.

New Business:

Ms. Dillenberg briefly reviewed the monthly management reports noting nothing unusual to report. With no questions, Chairperson Dreier called for a motion to approve the department reports as submitted.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-001 for approval of the 2006 Project write-offs. Ms. Dillenberg informed the board that the attached tenant accounts receivable in the amount of \$ 4,548.69 will require board approval to write-off the books. While the agency will still pursue the debts, HUD requires us to write off bad debts on our accounts. Chairperson Dreier called for a motion to approve Resolution # 2007-001.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier stated that the next agenda item would be developing a Strategic Plan for the agency. The Board of Commissioners turned their attention to planning activities lead by Ms. Dillenberg. The board members first went through a checklist for evaluating the board of commissioners and their duties. Ms. Dillenberg had the commissioners' review, define and comment on the goals & objectives of each department as set by the employees. Considerable discussion followed. The board members were requested to prioritize all goals and objectives. Ms. Dillenberg will be responsible for tallying the results and develop of a plan for the next board meeting.

Adjournment:

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn the special meeting of the board of commissioners at 11:15 AM.

Motion to Adjourn: By Commissioner Barlow.

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 19th day of February 2007.

Debra Dillenberg, Board Secretary