

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING July 23, 2007**

Commissioner Attendees:

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

Commissioners Excused:

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 main office of the Housing Authority.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of May 30, 2007 as submitted by Ms. Dillenberg.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

II. Financial Report:

Rick Knudsen provided a review of the Cash & Investments, and the Financial Statements including the combined operating statements for all programs to June 30, 2007. Rick highlighted the current funding status of the Voucher Program. With no questions, Chairperson Dreier called for a motion to approve the report.

Motion to approve: By Commissioner Groat.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the June 2007 Billing Statement. Commissioners questioned check number # 8126 to the Ho-Chuck Casino Hotel & Convention Center and # 8150 to WISCAP. Rick explained that these checks represented payment for staff to attend the Home for Everyone Conference as hosted by the Wisconsin State Collaborative of which Ms. Dillenberg is an active committee member. Commissioner Schmidt made a motion to approve the June billing in the amount of \$ 80,457.26.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

IV. Unfinished Business:

No unfinished business was discussed.

New Business:

Chairperson Dreier presented Resolution # 2007-19 Money Market Investment. Ms. Dillenberg informed the board that she received approval from four board members on July 9th for the purpose of investing up to \$100,000 of Section 8 funds at First National Bank. Board approval was solicited through email. It was further explained that the Finance Manager wanted to seize the opportunity to invest funds producing a higher yield. This resolution represents a confirmation of the approval to invest funds in a money market.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier asked Ms. Dillenberg to update the commissioners on the AASD partnership. Ms. Dillenberg and Commissioner Schmidt reviewed the home plans that were included in the board packet. Discussion followed. The home will have universal design features and all entries to the home will feature no-step entry. The project is progressing nicely and Ms. Dillenberg will have a sign erected on the site to give credit to all involved or who contributed monetarily.

Ms. Dillenberg informed the board that the PHA Plan for 2008 is in draft form until after the public hearing scheduled for August 23rd. Comments from the public hearing will be presented to the board for review. The 2007 Plan was revised to include the disposition of Clark St. as required by HUD and is currently waiting the 45 day public comment period to end.

Ms. Dillenberg reviewed the 2006 Capital Fund financial report pointing out what projects had been completed and what projects will be implemented. The '06 Capital Fund Program is on track but HUD has not released funds for 2007.

Ms. Dillenberg briefly reviewed the department reports for the board members. Ms. Dillenberg stated that a FSS Program client graduation ceremony held at the Housing Authority received media coverage from Channel 5. Two local radio stations aired an interview with the client. The Post Crescent intends to do a story in the very near future.

Any other Business:

Ms. Dillenberg stated that three staff along with Commissioner Groat and herself will attend the Home for Everyone Conference. Ms. Dillenberg was pleased to be a part of the committee and lined up local speakers for the conference.

Adjournment:

The next meeting will take place at 12:30 pm on Monday August 20th, 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 Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 20th day of August 2007

_____ **Debra Dillenberg, Board Secretary**

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