

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING June 27, 2007**

Commissioner Attendees:

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

Commissioners Excused:

Ray Barlow, Commissioner

Staff Present:

Debra Dillenberg, Executive Director

Other:

UW-Oshkosh Student

I. Call to Order-Chairperson Dreier called the meeting to order at 7:00 am at Galvan's located on Northland Ave, Appleton, WI.

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 Commissioner Groat.

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 there was nothing unusual to report. Commissioner Groat inquired about the HODAP Admin Fee. Ms. Dillenberg stated that it was a one-time fee for administrative revenue under the Section 8 Dept.

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 May 2007 Billing Statement.

Ms. Dillenberg stated that Aaron prepared a detailed allocation of expenditures as requested by the board members. Commissioner Groat commented that she appreciated the detailed work on the report. Ms. Dillenberg commented on the alleged misuse of funds by another agency and stressed the importance of a check sequence report for internal control. With no further questions or comments; a motion to approve the Billing Statement in the amount of \$ 209,905.21 was made.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

IV. Unfinished Business:

Chairperson Dreier presented Resolution # 2007-16 and asked Ms. Dillenberg for comment. Ms. Dillenberg explained that she revised the Media Relations Policy to include a sample scenario and highlighted other language revisions for the board.

Discussion followed. Vice-Chairperson DeWall stated that he would be glad to assist Ms. Dillenberg with employee training due to his vast experience dealing with the media on sensitive subjects. Chairperson Dreier called for a motion to approve Resolution # 2007-16 Media Relations Policy with revisions.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

New Business:

Chairperson Dreier turned attention to Resolution # 2007-17 Project Based Voucher assignment. Ms. Dillenberg stated that there were three proposals submitted. Respectfully there was a request to continue eight project based vouchers, a request for two new vouchers and a request for six vouchers. Considerable discussion followed. It was noted that the proposal representing the Wire Works facility for six vouchers was very thorough and received the highest points. The remaining two proposals were not providing case management services to their residents, which is a major consideration in awarding these vouchers. After discussion, it was decided to project base four vouchers at Glen Park Apartments for the Outagamie County Housing Authority and six vouchers at Wire Works for Housing Partnership.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier called for approval of Resolution # 2007-18 Disposition of Clark Street. Ms. Dillenberg iterated that Mayor Hanna has signed a Certificate of Approval which is required by HUD under the disposition/disposal of a public housing unit. Although, approved in the past by the members, the board is required to approve the disposition after the local government has indicated their consent.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Ms. Dillenberg briefly reviewed the department reports and further commented that she met with the City of Appleton Finance Director; Lisa Maertz, Human Resource Director; Sandra Neisen, Health Officer; Kurt Eggebrecht, and Commissioner Groat regarding the Public Health Nurse Contract for 2008. It was

decided to renew the contract with a revision eliminating a substitute when the nurse is on vacation. The City will need to keep the medical cost of insurance a part of the contract even if the employee elects coverage or not. Ms. Dillenberg stated that her agency will have to work hard to fund-raise to keep this position or seek alternative grants through HUD if possible.

Any other Business:

No other business was brought before the board.

Adjournment:

The next meeting will take place at 12:30 pm on Monday July 23rd. 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 Groat.

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 23rd day of July, 2007

_____ **Debra Dillenberg, Board Secretary**

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