

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING May 30, 2007**

Commissioner Attendees:

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

Commissioners Excused:

Staff Present:

**Debra Dillenberg, Executive Director
Richard Knudsen, Finance Manager**

Other:

I. Call to Order-Chairperson Dreier called the meeting to order at 12:43 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 April 30, 2007 as submitted by Ms. Dillenberg.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

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 informed the commissioners that the AHA audit was submitted to the City of Appleton for incorporation into the city-wide audit. Ms. Dillenberg stated that it may be helpful to add the rate of return on the investment form. Rick commented that he could provide that information.

Motion to approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the April 2007 Billing Statement. Rick pointed out check number 8002 representing the PILOT payment to the City of Appleton in the amount of \$47,069.13. Ms. Dillenberg informed the members that the billing statement reflected a check numbering sequence for monitoring purposes. With no further questions or comments; a motion to approve the Billing Statement in the amount of \$ 163,129.57 was made by Vice-Chairperson De Wall.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

IV. Unfinished Business:

Chairperson Dreier presented the AASD Partnership Agreement. Ms. Dillenberg handed out a revised copy for review and approval. After a brief discussion, Chairperson Dreier called for a motion to approve the agreement as revised.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Chairperson DeWall.

Motion carried: Yes.

Ms. Dillenberg notified the board that the disposition of Clark Street from public housing to voucher was pending the approval of HUD.

New Business:

Chairperson Dreier turned attention to Resolution # 2007-12 Request to Lower Payment Standard. Ms. Dillenberg explained that after further review of the Fair Market Rents (FMR) under the Section 8 Program, a recommendation to lower the 3-bedroom payment standard from 100% to 95% of the FMR seemed to be in order in the overall plan to reduce HAP expenditures. Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier called for approval of Resolution # 2007-13 Public Housing Excess Utility Increase. Ms. Dillenberg stated a request to increase the excess utility charge by \$2.00 per unit per month during the use of A/C window units was recommended.

Commissioner Barlow inquired if the annex residents were to pay a similar charge.

Ms. Dillenberg commented that they should be, although charges were not currently in the system for this building. Ms. Dillenberg would look into appropriating charges.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-14 Request to Close the Section 8 Waiting List. Discussion ensued. Ms. Dillenberg explained that the number of families on the voucher waiting list was approaching 950 and she did not want to provide applicants with a sense of false hope when applying for housing assistance. This closing would be the second in the history of the AHA, but with little hope of additional funds, there really is no other choice. 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 called for a motion to approve Resolution # 2007-16 Media Relations Policy. Discussion followed. Vice-Chairperson DeWall commented that the City of Appleton could be a valuable resource to staff when confronted with media responses and that staff should attend media or public relations training. Commissioner Barlow requested to table the policy. It was decided to approve the concept of the policy and review the details at the next board meeting.

Motion to Approve in Theory: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Ms. Dillenberg briefly reviewed the Request for Proposal (RFP) to project base vouchers. It was expected that the Outagamie County Housing Authority and the Housing Partnership would submit an RFP to be reviewed at the next meeting. It was noted that there may not be enough vouchers available to meet the demand.

Ms. Dillenberg reviewed the department reports. Ms. Dillenberg commented that while Section 8 vouchers were down by 22 families, the amount of HAP has significantly increased. Also, the correct number for the waiting list is 930. Under Oneida Heights, the amount of revenue from residents has decreased more than \$2,000 as budgeted. The overall occupancy rate was holding steady above 98% which is favorable. The maintenance department is showing overage vs what was budgeted and is currently working to lower those numbers.

Ms. Dillenberg reviewed the Nurse's report indicating that the top priority office visits by residents were related to cardio-vascular, nutrition & diet and case management services. Ms. Dillenberg stated that the AHA provides more direct services above the regular service coordinator program. The expense of the program is not off-set by the amount received from HUD. Ms. Dillenberg reviewed the Home Buyer report and asked for recommendations from the board to improve the reporting of statistics. Discussion followed and it was recommended that a description of the program and the goals being met were important to review.

Any other Business:

Ms. Dillenberg stated that a Health Fair will be held at Oneida heights on August 21. The Nurse and Property Managers are planning the event which will be open to all residents from both facilities and the public. Ms. Dillenberg stated that she met with Ms. Dietrich from Congressman Kagan's office in regards to affordable housing needs and what programs we operate in the community.

The AHA is a partner in the co-application with the Outagamie County Housing Authority for a part-time service coordinator for Washington Place. Ms. Dillenberg mentioned that the Guardian Grant Application was not funded due to language in their By-Laws concerning non-profit status, so she will retry under the next round of funding.

Adjournment:

The next meeting will take place at 7AM on June 27th. 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 1:49pm.

Motion to Adjourn: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 27th day of June, 2007

Debra Dillenberg, Board Secretary

Seal