

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

Commissioner Attendees:

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

Commissioners Excused:

Other: None

Staff Present: Debra Dillenberg; Executive Director, 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 October 29, 2007 as submitted by Ms. Dillenberg.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

II. Financial Report:

Rick reviewed the comprehensive agency monthly financial statements with the commissioners. Rental income is down due to an increase in vacancies. There is also a substantial increase in maintenance costs as more work is being outsourced. With no questions, Chairperson Dreier called for a motion to approve the financial statements.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Rick presented the 2008 public housing budget and reviewed the proposed budget with the board. Some discussion followed and it was noted that the board finance committee previously met with staff to review the budget as presented. Chairperson Dreier called for a motion to approve the budget with no revisions.

Motion to approve Resolution #2007-34: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Rick reviewed the list of five independent auditors that were sent an RFP for the 2007 independent audit of the housing authority. It was recommended to select the firm of Collins & Associates who received favorable references and remarks from other PHAs and exhibits the capable experience required.

Chairperson Dreier called for a motion to approve Resolution # 2007-35.

Motion to Approve: By Commissioner Schmidt.
Motion seconded: By Vice-Chairperson DeWall.
Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the September 2007 Billing Statement. Commissioners reviewed checks written for the month of September and some discussion followed. No changes were requested.

Motion to Approve in the amount of \$147,902.96: By Vice-Chair DeWall.
Motion seconded: By Commissioner Groat
Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg reviewed a letter from HUD confirming the approval of the disposition of the Clark Street Public Housing Unit. The property is now cleared to sell on the open market.

Ms. Dillenberg proceeded to review the agenda lay-out for the annual dinner event. Ms. Dillenberg requested a commissioner provide the closing remarks. Commissioner Groat indicated that she would be glad to assist Ms. Dillenberg. Ms. Dillenberg commented that she still needed quotes from commissioners for the calendar and would be in contact with members for that information.

New Business:

Chairperson Dreier presented Resolution # 2007-36 Rent Burden Preference. Ms. Dillenberg briefly reviewed the proposed preference addition to the Section 8 Admin Plan with the commissioners. The proposed revision would mean pulling families from the waiting list that currently do not have a subsidy before pulling families that already experience a subsidy in a private or public rental unit. Some discussion followed. Chairperson Dreier called for a motion to approve.

Motion to Approve Resolution # 2007-36: By Commissioner Groat.
Motion seconded: By Vice-Chairperson DeWall.
Motion carried: Yes.

Chairperson Dreier presented the next agenda item of the community partnership award nominations. Ms. Dillenberg summarized two nominations submitted by her for the award. Discussion followed. Commissioners emphasized that they would like to see both nominations presented with an award.

Motion to Approve: By Commissioner Groat.
Motion seconded: By Vice-Chairperson DeWall.
Motion carried: Yes.

Ms. Dillenberg presented the election of officers and stated that the board positions of chairperson, vice-chairperson were open for election effective

January 1, 2008. Ms. Dillenberg also commented that she would need to be re-elected to the position of board secretary. Discussion followed. The board members entertained a motion by Commissioner DeWall and seconded by Commissioner Groat to elect Valerie Dreier for Chairperson, Edward Schmidt for Vice-Chairperson and Ms. Dillenberg for Board Secretary.

Ayes: Commissioners Dreier, DeWall, Schmidt and Groat.

Nays: None.

Abstain: None.

Motion carried: Yes.

Ms. Dillenberg presented the monthly department board reports. Ms. Dillenberg pointed out the variance of \$9,857 over the materials and contracts budget and the lower vacancy rate in the public housing units. It should be noted that the vacancy rate is at the lowest percentage over the past few years.

Any other Business:

Ms. Dillenberg informed the board members that Commissioner Groat was presented with a Professional Service Award from the Metropolitan Fair Housing Council. Ms. Dillenberg stated that the independent inventory was in process with results pending. Ms. Dillenberg has obtained the services of the Associated Financial Group. This local HR Legal Consulting firm will perform a revamp of our current personnel policies and files and HR legal services up to one year.

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.

Motion to Adjourn: By Vice-Chairperson DeWall.

Motion seconded: Commissioner Schmidt.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 28th day of January 2008.

Debra Dillenberg, Board Secretary

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