

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING April 21, 2008**

**Commissioner Attendees:**

**Ed Schmidt, Vice-Chairperson  
Kathy Groat, Commissioner  
Pat DeWall, Commissioner**

**Commissioners Excused:**

**Valerie Dreier, Chairperson**

**Other: Mr. Enns, Appleton Citizen**

**Staff Present: Debra Dillenberg; Executive Director, Richard Knudsen;  
Finance Manager and Aaron Hilbert; Executive Coordinator.**

**I. Call to Order-**With a quorum of the board being in attendance, Vice-Chairperson Schmidt called the meeting to order at 12:40 pm at the main office of the Housing Authority.

**Approval of Minutes:** Vice-Chairperson Schmidt called for a motion to approve the minutes for March 17, 2008 as submitted with no corrections.

**Motion to Approve: By Commissioner DeWall.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency monthly financial statements with the commissioners for the period ending March 31, 2007. Aaron reviewed the March financial statement and commented that there was \$8,000 forfeiture under the FSS program. Ms. Dillenberg further explained that a forfeiture represents added revenue under the public housing program because it is credited back into operational funds, unlike the voucher program where it decreases the HAP usage. Rick pointed out that we have received \$17,000 additional admin dollars under the section 8 voucher program. With no other questions, Vice-Chairperson Schmidt called for a motion to approve the financial statements.

**Motion to Approve: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Rick and Aaron provided a summary of the independent financial audit that was given to the board members. The final audit results were provided to the City of Appleton as required on an annual basis. The final results of the audit showed no journal entries or adjustments, internal control problems or questionable expenditures or findings.

**III. Approval of Bills:**

Vice-Chairperson Schmidt called for a motion to approve the Billing Statement. Commissioners reviewed expenditures for the month of March and some

discussion followed. Commissioner DeWall questioned check # 9357 to HAB, Inc. and check #9395 to Jacks Maintenance. Aaron explained that HAB, Inc. represents our software vendor and Jacks Maintenance provides the general cleaning for scattered sites and the senior buildings.

**Motion to Approve in the amount of \$121,865.37: By Commissioner DeWall.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

#### **IV. Unfinished Business:**

Ms. Dillenberg informed the commissioners that a proposed date for an open house was set by AASD for May 12, 2008. Final costs are not available at this time. Willems Marketing will handle the PR and media release.

#### **V. New Business:**

Vice-Chairperson Schmidt presented resolution 2008-10. Rick explained the proposed front signage for the main administrative office and the details for the design. Pictures of the design and a preliminary cost were included for review by the board members. Approval not to exceed approximately \$16,000 with funds appropriated from the capital fund account.

**Motion to Approve Resolution # 2008-07: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Vice-Chairperson Schmidt requested Ms. Dillenberg provide an update on Washington Place. Ms. Dillenberg stated that Senator Kohl's office and the local HUD Milwaukee staff were working together to obtain additional assistance for Washington Place. Ms. Dillenberg further commented that WP is in need of substantial rehabilitation noting that the elevators are at high-risk of failure. There is currently a land use-agreement making it difficult to sell the property. Options include "opting out" of the HUD program and issuing residents vouchers. Ms. Dillenberg will keep the board members informed of pending outcomes. Mr. Enns suggested getting the local churches involved.

Ms. Dillenberg informed the commission that her trip to the legislative conference in Washington D.C. was highly educational and an eye-opening experience in speaking to our congressman and senators in advocating for affordable housing. Ms. Dillenberg made several contacts in networking that were highly beneficial considering the advocacy for WP by senator Kohl's office.

The board members reviewed the Executive Directors monthly department reports. Commissioner Groat commented that the numbers decreased under the public health nurse report. Ms. Dillenberg stated that the nurse recently broke both wrists in a fall and that the supervisor completed the report on her behalf. The nurse will be out for at least six weeks with a substitute filling in.

Ms. Dillenberg stated that occupancy had increased at WP and Oneida Heights. Commissioner DeWall commented that it was good to see the number of open work orders decrease. Vice-Chairperson Schmidt called for a motion to approve the monthly department reports.

**Motion to approve: By Commissioner Great.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**Any other Business:**

Vice-Chairperson Schmidt asked for a motion to amend the agenda and go into executive session for the purpose of personnel discussion.

**Motion to move into executive session: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**Motion to resume into regular session: By Commissioner DeWall.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

No action was taken while in executive session.

**Adjournment:**

With there being no further business before the board, Vice-Chairperson Schmidt called for a motion to adjourn the regular meeting of the board of commissioners.

**Motion to Adjourn: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 19th day of May 2008.**

\_\_\_\_\_ Debra Dillenberg, Board Secretary **Seal**

