

**APPLETON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING February 18, 2008**

**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 and 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 defer the January minutes at the request of the Executive Director.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

II. **Financial Report:**

Rick reviewed the comprehensive agency monthly financial statements with the commissioners for the period ending December 31, 2007. Rick commented that these financial statements are not audited at this point. With no questions, Chairperson Dreier called for a motion to approve the financial statements.

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

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Rick reviewed Resolution # 2008-05 regarding the request to transfer funds from the Fox Community Credit Union into our CDARS investment account at First National Bank. Since our money on-hand has increased, the Credit Union could not cover all of our accounts with the proper collateral as required by HUD. Placing up to \$400,000 in CDARS would be a temporary move. Chairperson Dreier called for a motion to approve.

**Motion to approve Resolution #2008-05: By Vice-Chairperson Schmidt.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Rick reviewed Resolution #2008-06 Washington Place 2008 proposed operating budget. Discussion followed outlining some of the financial detail back up. Chairperson Dreier called for a motion to approve the budget as presented.

**Motion to Approve Resolution #2008-06: 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 Billing Statement. Commissioners reviewed checks written for the month of January and some discussion followed. It was noted that check number #9034 to Associated Financial Group is a down payment on the development of new personnel policies. Check number # 9045 to Generations Painting is for contracted work to paint vacant units. Check number # 9069 to TruGreen Chemlawn was for the purchase of ice-melt. No changes in the Billing Statement were requested.

**Motion to Approve in the amount of \$162,367.64: By Commissioner DeWall.**

**Motion seconded: By Commissioner Groat**

**Motion carried: Yes.**

**IV. Unfinished Business:**

Ms. Dillenberg handed out a financial summary of the AASD partnership home. Some discussion followed and it was noted that the homebuild was on track. Chairperson Dreier called for a motion to amend the agenda and go into executive session for the discussion of personnel issues.

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

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Chairperson Dreier called for a motion to resume into regular session.

**Motion to approve: By Vice-Chairperson Schmidt.**

**Motion seconded: Commissioner DeWall.**

**Motion carried: Yes.**

**No action was taken during Executive Session.**

**V. New Business:**

Chairperson Dreier presented Resolution # 2008-04 SEMAP. Ms. Dillenberg explained that SEMAP is the section eight management assessment program that measures the performance of a PHA that administers the voucher program. Once the board approves the temp-plate, it is submitted to HUD for rating.

**Motion to Approve Resolution # 2008-04: By Vice-Chairperson Schmidt.**

**Motion seconded: By Vice-Chairperson DeWall.**

**Motion carried: Yes.**

Ms. Dillenberg informed the board members that Washington Place had a heater pipe freeze and break resulting in a loss of heat to approximately 45 units and water damage to the Multicultural Center. With the assistance of the Deputy Fire Chief; Gene Reece, the Executive Director and the Property Manager, Betty Neau, made arrangements to transport 21 residents to the PaperValley Hotel for

one night. It was further noted that Betty Neau, staff from the City of Appleton Fire Department and Inspection Department along with Jason Quinn from our maintenance department, performed a splendid job in handling this pre-crisis situation. The board of commissioners recommended that a letter of appreciation be forwarded to the appropriate parties involved.

Ms. Dillenberg presented the monthly department board reports. Ms. Dillenberg handed out new copies of the maintenance report reflecting accurate statistics.

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

**Motion seconded: By Vice-Chairperson Schmidt.**

**Motion carried: Yes.**

**Any other Business:**

Discussion was held regarding interested and qualified individuals for the open board commissioner position. Commissioner Groat nominated Robert Swain, a retired attorney who has prior experience serving on the City of Appleton's Plan Commission. Chairperson Dreier called for a motion to approve and further process this individual through the Mayor's office.

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

**Motion seconded: By Vice-Chairperson DeWall.**

**Motion carried: Yes.**

Ms. Dillenberg stated that the AHA received notice from HUD of an additional award of \$5,000 towards section 8 administrative funds for one homeownership under our Family Self-Sufficiency Program.

Ms. Dillenberg commented that she is the newly elected Vice-President of the FCHC and the coordinator of local events for the upcoming HOME Conference. Ms. Dillenberg will develop a video presentation high-lighting local affordable housing projects/partnerships in promoting the Fox Cities during this conference.

Discussion of the next strategic planning event for the board members resulted in a proposed date in June 2008 to be established after the new commissioner is on board.

**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 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 17th day of March 2008.**

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Debra Dillenberg, Board Secretary Seal

