

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING January 21, 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, Richard Knudsen; Finance Manager and Aaron Hilbert; Executive Coordinator.

**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 November, 2007 as submitted by Ms. Dillenberg.

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

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

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency monthly financial statements with the commissioners for the period ending November and December 31, 2007. Aaron commented that these financial statements were unaudited at this point. Rental income is down due to an increase in vacancies. 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.**

**III. Approval of Bills:**

Chairperson Dreier called for a motion to approve the Billing Statement. Commissioners reviewed checks written for the month of December and some discussion followed. Check #8761 to B.G. Durite Concrete, Inc was for the installation of new driveways at three scattered site units. Check #8793 to Outagamie County was for AHA street signage on Northland Ave. No changes in the Billing Statement was requested. Motion was made to approve.

**Motion to Approve in the amount of \$116,528.67: By Commissioner Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**IV. Unfinished Business:**

Ms. Dillenberg reviewed the sale of the Clark Street property. It is now up to HUD to decide if our agency can invest the proceeds into another property, apply for a voucher replacement or HUD may recapture the funds.

**New Business:**

Chairperson Dreier called for a motion to move into Executive Session.

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

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

**Motion carried: Yes.**

Chairperson Dreier called for a motion to resume regular session:

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**No action was taken during executive session.**

Chairperson Dreier presented Resolution # 2008-01 Account Write-offs for 2007. It was noted that \$4,128.81 under public housing and \$2,460.85 was requested for write-off. Amounts over \$100 were sent to collection.

**Motion to Approve Resolution # 2008-01: By Vice-Chairperson Schmidt.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Chairperson Dreier presented Resolution # 2008-02. Ms. Dillenberg summarized the grant application to United Way for \$30,000 in funds for the homeownership program on behalf of Neighborhood Housing, Inc, non-profit of the AHA.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Chairperson Dreier presented Resolution # 2008-03 Salary Administrative Policy. Ms. Dillenberg stated that she was seeking approval of a revision that represents a decrease in COLA from 3% to 2% for all employees as in line with the City of Appleton. A 1% would be reinstated in October of 2008. Considerable discussion followed. On the record, Vice-Chairperson Schmidt wanted to state that he is not in favor of following the City of Appleton Salary Administrative Policy. It was also discussed and decided that Commissioner DeWall and Vice-Chairperson Schmidt would meet with Ms. Dillenberg in regards to overtime and stand-by policies at a later date. Chairperson Dreier called for a motion to approve the revision in reference to the change in COLA only.

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

**Motion seconded: By Commissioner Groat.**

**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.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**Any other Business:**

Ms. Dillenberg requested names of interested individuals who may be interested in being a commissioner. Commissioner Groat stated that she would speak to Robert Swain, a retired ACLU attorney that may have an interest.

Ms. Dillenberg informed the board of a new employee in the maintenance department, Leo Sims. Commissioner Groat and Ms. Dillenberg provided a summary of their attendance at the PHADA Conference.

Ms. Dillenberg stated that she was approached by WHEDA to assist in the temporary management of Woodridge Gardens, a private section 8 complex located in Grand Chute.

**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 17th day of March 2008.**

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**Debra Dillenberg, Board Secretary**

**Seal**

