

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING March 17, 2008**

**Commissioner Attendees:**  
Valerie Dreier, Chairperson  
Kathy Groat, Commissioner  
Ed Schmidt, Vice-Chairperson

**Commissioners Excused:**  
Pat DeWall, Commissioner

**Other:** None

**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, Chairperson Dreier called the meeting to order at 12:33 pm at the main office of the Housing Authority.

**Approval of Minutes:** Chairperson Dreier called for a motion to approve the minutes for January 28<sup>th</sup> and February 18, 2008 as submitted.

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

**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 December 31, 2007 which were updated with compensated absences. Aaron reviewed the February financial statement commenting on the decrease in the interest rate on our investment. Aaron also pointed out the restricted operating reserve increased to \$396,610. With no other questions, Chairperson Dreier called for a motion to approve the financial statements.

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

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

**Motion carried: Yes.**

Rick provided an update of the independent financial audit that is in process. Currently there are no journal entries that required recording and the process is going well. Ms. Dillenberg stated that HUD would be developing a list of certified auditors that would assist PHA's in hiring quality audit firms in the future.

**III. Approval of Bills:**

Chairperson Dreier called for a motion to approve the Billing Statement. Commissioners reviewed checks written for the month of February and some discussion followed. Commissioner Groat questioned Check #9200 which included a hotel payment for a section 8 client that had experienced a home fire

and the purchase of handbooks for clients of the homebuyer program. The homebuyer clients will be charged the actual cost of the handbook.

**Motion to Approve in the amount of \$149,250.38: By Commissioner Groat.**

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

**Motion carried: Yes.**

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

There was no unfinished business to discuss.

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

Chairperson Dreier presented Resolution # 2008-07 Salary Administrative Policy. Ms. Dillenberg informed the board that Vice-Chairperson Schmidt and Commissioner DeWall met with her and reviewed, discussed and developed the on-call policy that will be implemented with the next payroll. The most comprehensive change in the salary admin policy was the on-call pay rate.

**Motion to Approve Resolution # 2008-07: By Vice-Chairman Schmidt.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

Chairperson Dreier presented the board with Resolution # 2008-08 Travel Policy amendment that would allow for an increase in the monthly mileage stipend from \$30.00 to \$40.00. It was noted that the current IRS rate was 50.50 per mile and therefore a recommendation for an increase was being requested.

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

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

**Motion carried: Yes.**

Chairperson Dreier offered Resolution # 2008-09 Housing Choice Voucher Admin Plan amendment. Ms. Dillenberg reviewed the recommended changes covered in the HCVP comprehensive plan that was previously provided to the commissioners. Commissioner Groat requested that participants have an interim certification if their household income increased by a minimum of \$200.00. All commissioners agreed with the increase and the other revisions as submitted.

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

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

**Motion carried: Yes.**

Chairperson Dreier brought forward the TBRA Application. Ms. Dillenberg stated that the authority had applied for approximately \$100,000 for Tenant Based Rental Assistance from the State of Wisconsin. These funds will be used in collaboration with the Salvation Army and Housing Partnership in providing rental assistance to families that were homeless. The State will approve the full funding request, even though the application was originally lost. Ms. Dillenberg sent the application by certified mail with return signature documenting the application was submitted in accordance with state requirements in order to be considered.

Ms. Dillenberg stressed the value of always having the proper documentation when sending an application for funds or other pertinent material.

Chairperson Dreier brought forward the United Way Application. Ms. Dillenberg informed the board members that the AHA had submitted an application for \$30,000 with the United Way agency to cover a funding gap in the Homebuyer Program. Since that time, the AHA was contacted by the City of Appleton for approval of additional funding of \$30,000 in CDBG money. With that in mind, the AHA will not experience a shortage in funds and will decline any funds from United Way, and further ask that the funds be allocated to another agency in need.

**Any other Business:**

Commissioner Groat stated that she would attend the Emergency Shelter annual report breakfast on April 8<sup>th</sup>. Ms. Dillenberg and Kim Esselman will also attend the event.

Ms. Dillenberg informed the board that she was asked to attend the NAHRO legislative conference in Washington D.C. Ms. Dillenberg will be one of eight individuals representing Wisconsin Housing Authorities and will meet one-on-one with congressional and legislative staff on capital hill. An opportunity to speak directly with HUD officials would be available at the conference.

**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 Schmidt.**

**Motion seconded: By Commissioner Groat.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 21st day of April 2008.**

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Debra Dillenberg, Board Secretary

**Seal**

