

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING May 19, 2008**

**Commissioner Attendees:**

**Val Dreier, Chairperson  
Ed Schmidt, Vice-Chairperson  
Kathy Groat, Commissioner**

**Commissioners Excused:**

**Patrick DeWall, Commissioner**

**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 12:31 pm at the main office of the Housing Authority.

**Approval of Minutes:** Chairperson Dreier called for a motion to approve the minutes for April 21, 2008 as submitted with no corrections.

**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 April 30, 2008. Aaron stated that interest rates were down on investments. Commissioner Groat questioned the use of residual receipts under the Washington Place budget. Aaron stated that residual receipts represented funds left over at the end of the year that requires prior HUD approval to spend. There is currently a request to HUD for approval of several work projects under this account. With no other questions, Chairperson Dreier called for a motion to approve the financial statements.

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

**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 expenditures for the month of April and discussion followed. Aaron commented on check # 9428 to WHEDA and explained that we are required to pay WHEDA a portion of the material purchased for the long distance learning home buyer class, but are reimbursed by the participant. Aaron stated that the PILOT payment to the City of Appleton represents check # 9484 in the amount of \$42,486.95. Commissioner Groat questioned check # 9498 to the City of Appleton for removal of snow and check # 9518 to NAHRO for membership renewal in regards to the line account cost allocation statement.

**Motion to Approve in the amount of \$187,384.60: By Commissioner Groat.**  
**Motion seconded: By Vice-Chairperson DeWall.**  
**Motion carried: Yes.**

**IV. Unfinished Business:**

Ms. Dillenberg informed the commissioners that final costs are not yet available for the partnership home. An appraisal of the property was in process and hopefully HUD would be able to complete the environmental review soon. The open house was a success with substantial media attention. Commissioner Groat was quoted on a local radio station.

**V. New Business:**

Chairperson Schmidt presented resolution 2008-11 Revision to sick leave policy. Ms. Dillenberg stated that she was seeking approval on a revision to the sick leave policy to include the "severe illness or health condition" of the employee's family (in place of employee's household) that requires the employee's personal care and attention. Considerable discussion followed. It was decided to approve the revised language and note that the personnel policies are currently being revamped and will include a more detailed description for future use.

**Motion to Approve Resolution # 2008-11: By Commissioner Groat.**

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

**Motion carried: Yes.**

The board members reviewed the Executive Directors monthly department reports. Commissioner Groat commented that the section 8 board report contained calculations that did not match under actual leased units. Ms. Dillenberg stated that the report will be reviewed in order to develop a clearer and concise report reflecting oversight of the voucher program statistics.

**Any other Business:**

Ms. Dillenberg inquired if commissioners were interested in training offered by Leo Dauwer and to let her know relatively soon.

Ms. Dillenberg informed the commissioners of the SEMAP rating of 99% for the Voucher Program that means we are a high performer for fiscal year 2007.

**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 Vice-Chairperson Schmidt.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 16th day of June 2008.**

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