

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING April 20, 2009**

Commissioner Attendees:

Ed Schmidt; Chairperson

Kathy Groat; Vice-Chairperson

Patrick DeWall; Commissioner

Commissioner Excused: Val Dreier and Judy Lange

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

I. Call to Order-With a quorum of the board being in attendance, Chairperson Schmidt called the meeting to order at 12:32 pm.

Approval of Minutes: Chairperson Schmidt called for a motion to approve the minutes of March 16, 2009 as submitted with no corrections.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

II. Financial Report:

Aaron reviewed the comprehensive agency financial statements for all programs for the period January through March 31, 2009. Review included Cash & Investments, Financial Summaries for Public Housing, Section 8, Washington Place and other Programs. Discussion followed. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

Motion to Approve: By Commissioner DeWall

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of March 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #10870 through #10971. Clarification was provided for check# 10891 to Corporate Processing on behalf of a FSS client for tuition, check# 10957 representing \$7,624 in escrow savings for a FSS Program client for graduating from the program, meeting all her goals and going off rental subsidy. Chairperson Schmidt called for a motion to approve the bills.

Motion to Approve \$ 127,169.64 By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg briefly summarized the latest events in regards to the proposed Tax Credit application. Ms. Dillenberg will submit an application for appropriation funding through Senators' Kohl's office to assist in the acquisition of land.

V. New Business:

Chairperson Schmidt presented Resolution #2009-09 Approval of the independent financial audit for fiscal year 2008. Aaron reviewed the audit report that was provided in detail to the board members. Some discussion followed. There were no findings/journal entries/management concerns by the auditor.

Motion to Approve Resolution # 2009-06: By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Chairperson Schmidt presented the Capital Fund RFP. Ms. Dillenberg reiterated that the AHA was approved to receive additional capital funding and has prepared the necessary RFP for architectural services. Ms. Dillenberg asked for two commissioners to assist in the selection evaluation criteria. Chairperson Schmidt and Commissioner DeWall volunteered to participate. Some discussion followed.

Ms. Dillenberg informed the board members that there was a hold on the Neighborhood Stabilization Funds by the State Commerce Department. In addition, Ms. Dillenberg reported that the AHA was denied funds for the land acquisition portion since there was not a current tax credit application on file.

Ms. Dillenberg briefly reviewed the department reports with the commissioners. After review and discussion, Chairperson Schmidt called for a motion to approve all department/program reports as submitted.

Motion to approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Any other Business:

Ms. Dillenberg was contacted by a law firm regarding the trademark "Lunch n' Learn" for the Section 8 Voucher training. The AHA attorney researched for accuracy. It was decided that the AHA would pay the required fee to utilize the trademark over the next two years for future community training programs.

Adjournment:

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

Motion to Adjourn: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 18th Day of May, 2009.

_____ **Debra Dillenberg, Board Secretary**
Seal