

**APPLETON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING August 17, 2009**

**Commissioner Attendees:**

**Ed Schmidt; Chairperson**

**Kathy Groat; Vice-Chairperson**

**Val Dreier; Commissioner**

**Patrick DeWall; Commissioner**

**Commissioner Excused: Judy Lange**

**Staff Present: Debra Dillenberg; Executive Director, Aaron Hilbert; Executive Finance Coordinator.**

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Schmidt called the meeting to order at 12:30 pm.

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

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

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency financial statements for all programs for the period January through July 31, 2009. Review included Cash & Investments, Financial Summaries for Public Housing, Section 8, Washington Place and other Programs. Aaron stated that Ms.Dillenberg credited a rebate of \$9,000 to the public housing budget that was missed from the capital fund grant. Discussion followed. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Expenditures for the month of June 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #11231 through #11348 was provided and reviewed by the commissioners. Check clarification was for check number #11266 and #11304. Chairperson Schmidt called for a motion to approve the June bills as submitted.

**Motion to Approve \$ 202,681.71 By Commissioner DeWall.**

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

**Motion carried: Yes.**

Expenditures for the month of July 2009 were reviewed by the commissioners with Aaron summarizing expenses in detail. Check detail #11349 through #11512 was provided and reviewed by the commissioners. Check clarification

was provided for check number #11400 and #11490. Chairperson Schmidt called for a motion to approve the July bills as submitted.

**Motion to Approve \$172,875.80 by Commissioner Dreier.**

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

**Motion carried: Yes.**

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

Ms. Dillenberg provided a summary of a neighborhood meeting she attended with Vice-Chairperson Groat and a City of Appleton Alderperson in regards to questions/concerns raised by individuals living close to a public housing unit owned by the housing authority. The end result of the meeting seemed positive.

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

Chairperson Schmidt called for a motion to enter into Executive Session.

**Motion to Approve: Vice-Chairperson Groat.**

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Chairperson Schmidt called for a motion to resume regular board session.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried:**

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

Chairperson Schmidt presented Resolution #2009-14 Acquisition of Real Estate Ms. Dillenberg stated that upon board approval, her request will proceed to HUD for their approval. Chairperson Schmidt called for a motion to approve.

**Motion to Approve Resolution # 2009-14: By Commissioner Dreier.**

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

**Motion carried: Yes.**

Chairperson Schmidt presented Resolution #2009-15 ROSS Grant Application. Ms. Dillenberg stated that the AHA was eligible to apply for a HUD Grant under the ROSS Service Coordinator Program that would allow sufficient funds to continue operating our Wellness Program at Oneida Heights. Currently the AHA receives EDSC funds through our public housing operating subsidy, which would cease if we were approved for ROSS funding. Current EDSC funds do not adequate support the program. Chairperson Schmidt called for a motion.

**Motion to Approve Resolution # 2009-15: By Commissioner DeWall.**

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

Chairperson Schmidt presented Resolution #2009-16 ACOP Revision. Ms. Dillenberg requested approval to revise the ACOP Preference Policy to reflect a preference for applicants with an income over applicants without an income.

**Motion to Approve: Commissioner Dreier.**  
**Motion seconded: Commissioner DeWall.**  
**Motion carried: Yes.**

Ms. Dillenberg stated that she was contacted by Senator Kohls office in regards to the Federal Appropriations Grant she submitted. Ms. Dillenberg was told our grant was approved by the House Committee and will proceed for the next level of approval and ultimately signed by President Obama.

**No action was necessary.**

Chairperson Schmidt asked Ms. Dillenberg to provide an update on the Neighborhood Stabilization Program. Ms. Dillenberg commented that she was finally able to move forward with the purchase of the Cass Street parcel.

**No action was necessary.**

Ms. Dillenberg informed the commissioners that the AHA will have a booth set up at Oktoberfest under our non-profit Neighborhood Housing, Inc. Rebecca Salzman our FSS Coordinator will oversee this first-time event. The AHA will sell Chicago style hot dogs, soda and water.

**No action was necessary.**

Ms. Dillenberg stated that the "Health Fair" will be held on Tuesday September 15 at Oneida Heights. Over 24 vendors will be on hand with Dr. Toni Neal returning to give free foot screenings. Pam Wampole, PHRN oversees this event with AHA staff assisting. Tours of OH will be provided so if a commissioner wants to attend a tour of Oneida Heights, please stop by.

**No action was necessary.**

Ms. Dillenberg reminded the commissioners that the Family Self Sufficiency Program Lunch 'n Learn will be held on September 3<sup>rd</sup> at the Fox Cities Workforce Development Center. If a commissioner is interested in attending, please let us know. Lunch is included. Ms. Dillenberg commented that she has received positive feedback from the attendees and will plan several more lunch 'n learn sessions in the future.

**No action was necessary.**

Ms. Dillenberg briefly reviewed the department reports with the commissioners for the period ending June 30<sup>th</sup> and July 31<sup>st</sup>. These reports include the Section 8 Housing Voucher Program, Public Housing, Washington Place, Maintenance Department, Family Self-Sufficiency Report, Homebuyer Report, Public Health Nurse Statistical Client Report and the Public Housing/Washington Place Vacancy Report. After review and discussion, Chairperson Schmidt called for a motion to approve all department/program reports as submitted.

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

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

**Motion carried: Yes.**

**Any other Business:**

Ms. Dillenberg informed the board that a WHEDA on-site audit of Washington Place will occur on August 20, 2009.

Ms. Dillenberg commented on her trip to a NAHRO Convention in Portland where she participated in the opening ceremony of flags on behalf of Wisconsin. Ms. Dillenberg also commented on the large homeless population and interviewing those panhandling on the street.

**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 Dreier.**

**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 21<sup>th</sup> Day of September, 2009.**

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Debra Dillenberg, Board Secretary

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