

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING January 27, 2009**

Commissioner Attendees:

**Kathy Groat;Vice-Chairperson Judy Lange;Commissioner
Patrick DeWall;Commissioner**

Commissioner Excused: Ed Schmidt; Chairperson, Val Dreier;
Commissioner.

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,
Vice-Chairperson Groat called the meeting to order at 12:35 pm.

Approval of Minutes: Vice-Chairperson Groat called for a motion to approve the
minutes of December 17, 2008 as submitted with no corrections.

Motion to Approve: By Commissioner Lang.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

II. Financial Report:

Aaron stated that it would be preferable to defer the financial statements for the
period ending December 31, 2008 as accounts payable were still being recorded
for the end of the fiscal year. The commissioners agreed and Chairperson Groat
called for a motion to defer the financial report.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of December were reviewed by the commissioners
with Aaron summarizing various expenses in detail. Clarification was provided
for check# 10496 to Lighting Resources for \$21,078.00 #10502 to Shefchiks for
\$12,380 and #10525 for \$25.00 childcare costs. Groat called for a motion to
approve the billing statement for the month of December 2008.

Motion to Approve \$ 183,073.56 By Commissioner Lange.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

IV. Unfinished Business:

There was no unfinished business.

V. New Business:

Vice-Chairperson Groat presented Resolution #2009-01. Aaron stated that he was seeking approval of the fiscal year end account write-offs. These accounts were deemed uncollectible and will need to be removed from the books. Ms. Dillenberg reminded the commissioners that the amounts due will still be forwarded to a collection agency. Aaron commented that the write-offs have decreased considerably from prior years showing a remarkable difference and that there were no write-offs for Washington Place. Some discussion followed. Vice-Chairperson Groat called for a motion to approve public housing account write-offs in the amount of \$2,144.53 for fiscal year 2008.

Motion to Approve Resolution # 2009-01: By Commissioner DeWall.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

Vice-Chairperson Groat presented Resolution #2009-02 Disposition of Property. Ms. Dillenberg stated that it was the desire to dispose of up to twelve properties in the scattered site program and purchase or construct new properties. Some older properties were built in the late 1800's and maintenance & upkeep is considerably higher. Ms. Dillenberg stated that she was seeking approval to dispose of three properties, which would then be forwarded to HUD for their approval. Commissioner DeWall expressed concern over absentee landlords/owners. Discussion followed. A motion was made to table further discussion until the next meeting of the board. Vice-Chairperson Groat called for a motion to approve.

Motion to Approve: Commissioner DeWall.

Motion seconded: Commissioner Lang.

Motion carried: Yes.

Ms. Dillenberg informed the commissioners that a Family Unification Grant (FUB) had been submitted to HUD in collaboration with Outagamie County Children Youth Division. FUB if funded will provide up to 50 rental vouchers to assist families at risk of separation from their children due to a lack of stable housing and for youth transitioning out of foster care.

Ms. Dillenberg stated that the Housing Authority applied for the Neighborhood Stabilization Program under the City of Appleton collaborative grant application to the State of Wisconsin. If approved, these grant dollars will provide funds to acquire properties/buildings that are in foreclosure or deemed blight by city standards. Funds are also available for redevelopment activities.

Ms. Dillenberg notified the commissioners that the AHA has submitted an application for \$110,000 under the Tenant Based Rental Assistance Program (TBRA) to the state of Wisconsin in partnership with the Salvation Army and Housing Partnership. This marks the third application for this highly successful program.

Ms. Dillenberg informed the board that over 40 volunteers helped at Oneida Heights and the AASD home, with various projects such as apartment painting, cleaning, staining cabinets, etc. Volunteers included Thrivent employees, Lawrence University Students, married and single individuals from the community. It was a wonderful event to honor national day of service. Now that the AHA is a member of the RSVP Volunteer Center, Ms. Dillenberg hopes to have opportunities in the future to utilize more volunteers.

The board members reviewed the Executive Directors monthly department reports representing the Voucher Rental Assistance Program, Public Housing & Washington Place Leasing & Occupancy Reports, Homeownership, Family-Self Sufficiency Program, other Grant activities and Maintenance Work Orders. It was noted that the public health nurse completed a well written annual report on the activities of the wellness office for 2008. With no other questions, Vice-Chairperson Groat called for a motion to approve all department reports.

Motion to approve: By Commissioner DeWall.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

Any other Business:

Adjournment:

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

Motion to Adjourn: By Commissioner DeWall.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 16th Day of February, 2009.

Debra Dillenberg, Board Secretary
Seal