

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING March 16, 2009**

Commissioner Attendees:

**Ed Schmidt; Chairperson
Patrick DeWall; Commissioner
Val Dreier; Commissioner**

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

Commissioner Excused: None

**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 12:30 pm.

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

Motion to Approve: By Commissioner 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 February 28, 2009. Review included Cash & Investments, Financial Summaries for Public Housing, Section 8, Washington Place and other Programs. Aaron stated that the recent on-site independent financial audit is finding free with no journal entries. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of February 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Clarification was provided for check# 10828 to Appleton Accoustical Systems for ceiling tile at the main office, check# 10865 to US Housing Consultants LLC for three staff members to attend REAC/UCPS training. Ms. Dillenberg referred to check# 10809 in the amount of \$12,117 representing an 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 \$ 146,620.59 By Commissioner DeWall.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

IV. Unfinished Business:

There was no unfinished business.

V. New Business:

Chairperson Schmidt presented Resolution #2009-06 ARRA Capital Fund Program. Ms. Dillenberg explained that the AHA has been selected to receive \$353,969 in additional Capital Funds under the American Recovery & Reinvestment Act of 2009. It is imperative that the AHA formally approve the funds, the proposed capital projects and act quickly to obligate and expend funds for economic recovery while addressing much needed backlog of work projects.

Ms. Dillenberg reviewed the proposed work summary that included A/C Sleeves for Oneida Heights and repair of the exterior façade. Chairperson Schmidt stated that he thought the estimated cost was on the low side for the A/C work. Ms. Dillenberg stated that she would adjust the budget accordingly. Discussion followed regarding the exterior façade assessment. HUD recommended the AHA to incorporate the façade assessment into the RFP for Architect services. Chairperson Schmidt called for a motion to accept and approve.

Motion to Approve Resolution # 2009-06: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Chairperson Schmidt presented Resolution #2009-07 Revised Property Disposition. Ms. Dillenberg briefly explained that she was seeking approval under the approved property disposition plan to delete public housing unit 733 Fifth Street and replace with 707 Harriman Street being that Harriman is currently vacant and is in dire repair of improvements. Some discussion followed.

Motion to Approve: Vice-Chairperson Groat.

Motion seconded: Commissioner DeWall.

Motion carried: Yes.

Chairperson Schmidt presented Resolution #2009-08 and asked Ms. Dillenberg to elaborate. A Home for Everyone conference is a State collaborative that Ms. Dillenberg has been active with as liaison person for the WI Association of Housing Authorities. This year Ms. Dillenberg has taken an absence from the committee due to involvement with FCHC work. Ms. Dillenberg was seeking board approval to provide a monetary value of \$1,000 to host the conference. Some discussion followed. Chairperson Schmidt called for a motion to approve.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Chairperson Schmidt asked Ms. Dillenberg to provide a review of the TBRA audit. Ms. Dillenberg provided a summary of the audit performed by the State Bureau of Housing. The concerns were related to partnering agencies and not the actions of the AHA. The auditor had concerns that the program was not in

adherence to participants choosing their own home and felt the tenant-based program was more functional as a project-based one. Ms. Dillenberg met with the agencies in developing an audit response and proposed resolution.

Ms. Dillenberg commented that there is a TBRA application for an additional \$100,000 pending approval. Discussion followed. No action was necessary.

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 Commissioner Dreier.

Motion seconded: By Commissioner Lang.

Motion carried: Yes.

Any other Business:

Ms. Dillenberg informed the board members that the Appleton Police Department Community Partnership Award ceremony would take place at the city of Appleton common council meeting on the 18th and that Chairperson Schmidt would be accompanying her. Ms. Dillenberg commented that the AHA E-Blast would be sent electronically on Tuesday the 17th. The AHA Annual Report is ready to be distributed to community members. The lunch & learn session is scheduled for April 9 at the workforce development center due to space restrictions at the AHA.

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 Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 20th Day of April, 2009.

Debra Dillenberg, Board Secretary

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