

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING September 21, 2009**

Commissioner Attendees:

Ed Schmidt; Chairperson

Kathy Groat; Vice-Chairperson

Val Dreier; Commissioner

Judy Lange, Commissioner

Commissioner Excused: Patrick DeWall

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

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 August 17, 2009 as submitted with no corrections.

Motion to Approve: By Commissioner Dreier.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

II. Financial Report:

Aaron reviewed the comprehensive agency financial statements for all programs for the period January through August 30, 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 Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of August 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #11513 through #11628 was provided and reviewed by the commissioners. Check clarification was provided for check number #50, #51, #11538 and #11626. Chairperson Schmidt called for a motion to approve.

Motion to Approve \$ 356,357.29 By Commissioner Lange.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

IV. Unfinished Business:

There was no unfinished business.

V. New Business:

Chairperson Schmidt presented Resolution #2009-17 Representing the selection of an independent financial auditor for fiscal years 2009 and 2010. A total of three proposals were submitted to the Housing Authority. The firm of Kerber, Rose & Associates, S.C. was highly recommended to the commissioners. Chairperson Schmidt called for a motion to approve.

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

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Ms. Dillenberg encouraged two commissioners to volunteer for the 2010 finance committee. This committee will oversee the development of the 2010 budget in detail along with management staff prior to presentation to the full board.

Ms. Dillenberg emphasized that it is a great learning tool for commissioners.

Commissioners Dreier and Groat volunteered for this committee.

No action was necessary.

Ms. Dillenberg requested commissioner attendance for the October 8th construction contract committee. This committee will oversee the selection of the general contractor for the AARA Capital Fund project. Time will be 4:00 PM at the main office of the AHA. Commissioners Dreier, Schmidt and Lange volunteered.

No action was necessary.

Ms. Dillenberg informed the board members that the first duplex was underway by the AASD School partnership project. The NSP contracts were in place with the city of Appleton and demolition bids were being solicited.

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 coordinate this first-time event. The AHA will sell Chicago style hot dogs, chips, soda and water.

No action was necessary.

Ms. Dillenberg stated that the "Health Fair" was a successful event with over 100 people attending, 24 vendors and two local physicians in attendance. Tours of OH were provided with 26 individuals attending from the general public.

Chairperson Schmidt was present and was pleased with the interior look of Oneida Heights.

No action was necessary.

Ms. Dillenberg briefly reviewed the department reports with the commissioners for the period ending August 30th. 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 Lange.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Any other Business:

There was no other business brought before the board.

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 Lange.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 19th Day of October, 2009.

Debra Dillenberg, Board Secretary

Seal