

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING November 15, 2010**

Commissioner Attendees:
Ed Schmidt; Chairperson
Valerie Dreier; Commissioner

Patrick DeWall; Commissioner
Kathy Groat; Vice-Chairperson

Commissioner Excused: Judy Lange; Commissioner

Staff Present: Debra Dillenberg; Executive Director, Aaron Hilbert; 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 October 11, 2010.

Motion to Approve: By Commissioner Dreier.

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 1, 2010 through October 31, 2010. Review included Cash & Investments, Financial Summaries for Public Housing, Operating Reserve Accounts, Variances, 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 October 2010 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check summary for #13241 through #13347 was provided for the month of October. Aaron provided a description clarification for check #13245, #13321, #13338, #13343 and #13346. Chairperson Schmidt inquired about Willems Marketing, Inc. Chairperson Schmidt called for a motion to approve the bills as submitted for the month of October 2010.

Motion to Approve \$164,655.59: By Commissioner DeWall.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Chairperson Schmidt called for a motion to amend the agenda and review the fiscal operating budgets for Public Housing & Washington Place 2011.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Aaron reviewed the proposed Public Housing operating budget for 2011. It was stated that Aaron and Ms. Dillenberg previously met with the commissioner finance committee who pre-approved the budget. After discussion, Chairperson Schmidt called for a motion to approve Resolution 2010-18 Public Housing Operating Budget with no changes.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Aaron reviewed the proposed Washington Place operating budget for 2011. The commissioner finance committee has pre-approved the budget. After review and discussion, Chairperson Schmidt called for a motion to approve Resolution 2010-19 Washington Place Operating Budget as submitted.

Motion to Approve: By Commissioner Dreier.

Motion seconded: By Commissioner DeWall.

Motion carried: yes.

IV. Unfinished Business

Ms. Dillenberg commented that the Veterans Office hired Pat Evers as the VA Coordinator for the VASH Voucher program. A meeting was held at the AHA with VA representatives, AHA and HUD staff to review the program implementation process between agencies. Pat Evers from the VA would use an office at the AHA from time to time when meeting with clients.

Ms. Dillenberg provided an update of the Riverwalk project.

Chairperson Schmidt Resolution #2010-13 Salary Administrative Policy. Ms. Dillenberg stated that the City of Appleton was under a salary freeze for 2011 after elimination/layoff of numerous positions to balance their budget. However, Appleton employees received a 1% increase effective October 1, 2010. Considerable discussion followed. A motion was made to temporarily revise the Salary Admin Policy to include a 2% COLA Adjustment for 2011 and no Merit Increase.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

V. New Business:

Chairperson Schmidt brought forward Resolution #2010-20 authorizing revision to the Sick Leave Benefit Policy to include language with regards to retirement

payout of unused sick days. Discussion followed. Chairperson Schmidt called for a motion to approve Resolution 2010-20 as submitted.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Chairperson Schmidt brought forward Resolution #2010-21. Ms. Dillenberg reviewed the detailed information provided for all bedroom sizes based upon facts and data collected by the Section 8 Manager. Chairperson Schmidt called for a motion to approve the recommendation for no change to the Payment Standard for 2011 under the Housing Choice Voucher program and to keep Payment Standards at 96% of the HUD FMR effective January 1, 2011.

Motion to Approve: By Commissioner Lange.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Ms. Dillenberg reviewed the following department reports with the commissioners: Housing Choice Voucher including lease-up and HAP report, Public Housing, Washington Place and Oneida Heights occupancy & vacancy report, Maintenance Report, Family Self-Sufficiency, Public Health Nurse statistical client report, Homebuyer and TBRA. Ms. Dillenberg stated that the AHA will purchase 1-2 foreclosed homes under the Homebuyer Department. Funds will be used from the RLF account and Lead Paint funds/Home funds used for rehabilitation/improvements. We may sell or lease to own option.

Any other Business:

Ms. Dillenberg reported that the AHA received a 'High Performer' score under the HUD Public Housing Assessment Rating System. Indicators included Physical Condition, Financial, Management and Resident satisfaction.

Ms. Dillenberg stated that the AHA received a 'High Performer' rating by HUD under the Housing Choice Voucher program. Hud reviews 15 indicators to assess the operation of the program.

Ms. Dillenberg announced that the AHA would have an interview before the CDC Committee to elaborate on our CDBG application on November 8th at 5:50 pm.

Ms. Dillenberg will be one of the guest speakers at the Esther Workforce Housing Public Forum scheduled for November 30th at First English Church.

Ms. Dillenberg stated that the OCAF Rent Increase released by HUD will equal 1.6% for Washington Place for 2011. It was noted that rents in the area have been maintaining due to the economy.

Ms. Dillenberg informed the board that the Annual Commissioner Meeting will take place on Monday, December 20th at Beefeaters British Pub at 12:30p.m.

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 DeWall.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 20th Day of December, 2010.

Debra Dillenberg, Board Secretary

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