

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING April 19, 2010**

Commissioner Attendees:
Ed Schmidt; Chairperson
Val Dreier; Commissioner

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

Commissioner Excused: None.

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 12:33 pm.

Approval of Minutes: Chairperson Schmidt called for a motion to approve the minutes of March 15, March 17, March 30, and April 7th 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 ending March 31, 2010. Review included Cash & Investments, Financial Summaries for Public Housing, Operating Reserve Accounts, Variances, Section 8, Washington Place and other Programs. Discussion followed. Aaron reviewed a proposed 2010 budget for the Section 8 Program outlining the estimated HAP expenses. The AHA applied for special Section 8 set-aside funds but is not eligible to receive these funds for 2010. Aaron commented that the financial audit was completed with no findings. The auditor will attend the next board meeting to review the audit and answer any questions. For the past nine years the AHA has had zero audit findings. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

Motion to Approve: By Commissioner Lange.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of March 2010 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #12384 through #12493 was provided and reviewed by the commissioners. Check clarification was provided for check # 12384 and check # 12479. Chairperson Schmidt called for a motion to approve the bills as submitted.

Motion to Approve \$170,973.45: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.
Motion carried: Yes.

IV. Unfinished Business:

Chairperson Schmidt called for a motion to approve Resolution # 2010-07 requesting approval/selection of the elevator door bid for Washington Place. Discussion centered on the potential tax credit application and the amount of funds being put into WP. Chairperson Schmidt called for a motion to table this item until after the tax credit notification.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

V. New Business:

Chairperson Schmidt brought up Resolution #2010-06 and asked Ms. Dillenberg to summarize. Ms. Dillenberg commented that the PHAS certification for fiscal year 2009 was submitted electronically to REAC (HUD) on March 23, 2010 prior to the deadline date. Ms. Dillenberg reviewed the PHAS certification pointing out the various grading indicators such as vacant turnaround time, capital funds, unit work orders, inspections and security. Ms. Dillenberg stated that unlike other non-profits, the Housing Authority is graded on how many days it takes to complete work orders, lease units, etc. working in a heavily regulated environment. Ms. Dillenberg expects to retain the high performer status that continues to demonstrate the diligence and hard work of staff.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Chairperson Schmidt asked Ms. Dillenberg to elaborate on the VASH Voucher application. Ms. Dillenberg stated that the AHA was invited to apply for 50 housing choice vouchers under VASH (HUD-Veterans Affairs Supportive Housing program) which will provide rental assistance for homeless veterans along with case management. The program will be administered in partnership with the Milwaukee Veterans Administration Facility who will refer all families/individuals to the AHA. Ms. Dillenberg did not have information as to when the final approval would be announced.

Ms. Dillenberg announced the award of an additional \$125,000 HOME Grant to the AHA for the Home-buyer Program. These funds will provide down-payment and home rehabilitation assistance and provide a much needed \$12,000 in administrative funds.

Ms. Dillenberg announced the approval of the FSS Grant for 2010 in the amount of \$39,121 towards the cost of operating the Family Self-Sufficiency program.

Ms. Dillenberg reviewed the following department reports with the commissioners: Housing Choice Voucher, Public Housing, Washington Place, Oneida Heights, Maintenance Report, Family Self-Sufficiency, Public Health Nurse Report, and Homebuyer Report.

Any other Business:

Ms. Dillenberg provided the commissioners with a list of educational opportunities/seminars/conferences for 2010/11 from NAHRO/PHADA.

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 DeWall.

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 Day of May 17, 2010.

_____ **Debra Dillenberg, Board Secretary**
Seal