

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

Commissioner Attendees:

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

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

Commissioner Excused: Patrick DeWall; Commissioner

**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 January 18, 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 ending Jan-December 31, 2009 (unaudited) and January through February 28, 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 January 2010 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #12166 through #12277 was provided and reviewed by the commissioners. Further Check clarification was not necessary.

Motion to Approve: \$156,454.71 By Vice-Chairperson Groat.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

Expenditures for the month of February were reviewed with the commissioners with Aaron summarizing various expenses in detail. Check detail # 12278 through 12383 was provided and reviewed. Ms. Dillenberg pointed out Check number #12289 in the amount of \$140,055.04 to AASD representing one of the duplex homes under the Neighborhood Stabilization Program.

Motion to Approve: \$341,653.83 By Vice-Chairperson Groat.
Motion seconded: By Commissioner Dreier.
Motion carried: Yes.

IV. Unfinished Business:

Aaron informed the board that the annual independent financial audit was underway. Staff was busy collecting reports and other required documentation. The audit is due in April to the city of Appleton and HUD.

V. New Business:

Chairperson Schmidt called for a motion to approve Resolution # 2010-05 representing SEMAP certification for fiscal year 2009. The certification allows HUD to grade the AHA based upon statistics from reporting requirements. It is submitted electronically to HUD. Grading is on the Section 8 Voucher Program.

Motion to Approve: By Commissioner Dreier.
Motion seconded: By Commissioner Lange.
Motion carried: Yes.

Chairperson Schmidt brought up Resolution 2010-06 and asked Ms. Dillenberg to elaborate. Ms. Dillenberg commented that the PHAS certification for fiscal year 2009 was not complete to submit to HUD and therefore could not be approved by the commission. Chairperson Schmidt called for a motion to defer PHAS report until the next meeting but allow the AHA to submit when due.

Motion to Approve: By Commissioner Dreier.
Motion seconded: By Vice-Chairperson Groat.
Motion carried: Yes.

Chairperson Schmidt presented Resolution 2010-07 requesting approval of elevator door upgrades at Washington Place. Discussion followed with Chairperson Schmidt calling for a motion to defer until next meeting.

Motion to Approve: By Commissioner Dreier.
Motion seconded: By Commissioner Lange.
Motion carried: Yes.

Chairperson Schmidt presented Resolution # 2010-08 requesting approval of IT system upgrade. Ms. Dillenberg stated that it was vital to upgrade the current system and file server. Funds to cover the estimated expense of \$45,000 will come from Capital Fund 2007 and 2009 grants earmarked for this replacement.

Motion to Approve: By Vice-Chairperson Groat.
Motion seconded: By Commissioner Dreier.
Motion carried: Yes.

Ms. Dillenberg announced the award of the \$122,000 TBRA Grant to the AHA as lead agency. These funds will pass through the AHA to Housing Partnership and Salvation Army for tenant rental assistance and will assist approx. 50 families.

Ms. Dillenberg stated that the Blueprint to Affordable Housing Study will be commissioned to be thoroughly updated this year. Ms. Dillenberg has been in contact with the consultant and they should be able to proceed in May/June.

Ms. Dillenberg announced that the AHA received a letter of recognition from HUD for meeting the March 17, 2010 obligation deadline of ARRA funds. HUD also sent a copy of the letter to Mayor Hanna.

Ms. Dillenberg reviewed the department reports with the commissioners for the period ending February 28, 2010. 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 Dreier.

Motion seconded: By Commissioner Lange.

Motion carried: Yes.

Any other Business:

There was no other business.

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 Lange.

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 April 19th, 2010.

Seal **Debra Dillenberg, Board Secretary**