

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING May 17, 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

**Other:** Joe Galarowicz; Kerber Rose & Associates, Christine Kaup; Citizen

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Schmidt called the meeting to order at 12:35 pm.

**Approval of Minutes:** Chairperson Schmidt called for a motion to approve the minutes of April 19th 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. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

**Motion to Approve: By Commissioner DeWall.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Schmidt moved to the 2009 independent financial audit. Aaron introduced Joe Galarowicz from Kerber, Rose & Associates, S. C.; Certified Public Accountants. Joe provided the board with a full summary of the audit prepared by his company. The audit report of all financial statements and program file review of the Authority was for the fiscal year ending December 31, 2009. There were no findings, recommendations or journal entries. The AHA is 100% compliant. It was a great audit with cooperative & helpful staff.

**III. Approval of Bills:**

Expenditures for the month of April 2010 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #12494

through #12628 was provided and reviewed by the commissioners. Check clarification was provided for check # 12497 to Camera Corner for a support block, check # 12531 to Express Convenience center for gas cards for FSS clients, check #12581 to Illinois State Police for criminal background check, and check #12592 Wisconsin Department of Commerce for return of Home Dollars. Chairperson Schmidt called for a motion to approve the bills as submitted.

**Motion to Approve \$159,359.55: By Commissioner DeWall.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

#### **IV. Unfinished Business:**

Chairperson Schmidt declared that there was no unfinished business.

#### **V. New Business:**

Chairperson Schmidt asked Ms. Dillenberg to elaborate on the VASH Voucher application. Ms. Dillenberg stated that although the AHA had not received a formal letter announcing the approval of the 50 Vash Vouchers, she did receive a verbal approval from HUD Headquarters.

Ms. Dillenberg announced that the AHA has submitted an application for 100 vouchers under the Non-Elderly Disabled Voucher application. HUD decision would be forthcoming in the fall of 2010.

Ms. Dillenberg informed the board that the ROSS Service Coordinator application was highly competitive and the AHA was not funded. Most recipients were non-profit resident organizations. Ms. Dillenberg provided a short summary of Riverwalk Place indicating the Tax Credit application has been submitted.

Ms. Dillenberg announced the open house of the first completed duplex built under our AASD partnership. Date is May 24<sup>th</sup> from 3-6 pm.

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. Ms. Dillenberg further informed the board that SEMAP received an average score due to an error in the HUD PIC system. The AHA has submitted an appeal for a 100% score which we should receive.

#### **Any other Business:**

Ms. Dillenberg provided the commissioners with a list of educational opportunities/seminars/conferences for 2010/11. Commissioner Dreier is interested in attending the Boston NAHRO Conference in July.

#### **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 Dreier.  
Motion seconded: By Vice-Chairperson Groat.  
Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 19<sup>th</sup> Day of July, 2010.**

\_\_\_\_\_ **Debra Dillenberg, Board Secretary**  
**Seal**