

**APPLETON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING January 25, 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 December 21, 2009 as submitted with no corrections.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron Hilbert requested the board to defer all financial reports due to invoices still coming in for fiscal year end 2009 and the audit in process. Chairperson Schmidt called for a motion to defer all financial reports until the next board meeting.

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

**Motion seconded: By Vice-Chairperson Groat.**

**Motion carried: Yes.**

Chairperson Schmidt called for a motion to approve Resolution # 2010-01 representing 2009 Account Write-Offs. Aaron Hilbert reviewed the summary of accounts receivable tenants---"bad debt accounts" in which individuals/families have moved/evicted from the public housing program or Washington Place and left owing debt to the AHA. These losses are written off but are forwarded for collection. Chairperson Schmidt called for a motion to approve the write-off in the amount of \$ 2,599.48.

**Motion to Approve: By Vice-Chairperson Groat.**

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Expenditures for the month of December 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #12035 through #12165 was provided and reviewed by the commissioners. Discussion followed. Aaron stated that check #12096 and #12133 were voided,

but not listed. Also, check # 11915 was voided from the November billing statement. Ms. Dillenberg commented to the board that it was important to review check sequence for missing checks as well as reviewing the check recipient. This provides for good internal control. Check clarification was provided for check number #12049 to Gannet Wisconsin for the Maintenance Position, #12068 to Tom Van Handel Corp. # 12076 Shefchiks Energy Services which was for work on multiple properties. With no further questions, Chairperson Schmidt called for a motion to approve the bills.

**Motion to Approve: \$188,689.41 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 called for a motion to approve Resolution # 2010-02 allowing the AHA to charge an excess utility fee for water consumption in public housing. This amount is over and above the normal average cost of water consumption associated with the unit and is allowable for the AHA to capture. The AHA includes the cost of water & sewer in the gross rent calculation. This action will affect relatively few public housing tenants as shown on the comprehensive comparability water consumption summary. Discussion followed.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Schmidt brought up Resolution 2010-03 and asked Ms. Dillenberg to elaborate. Ms. Dillenberg commented that board approval to set a non-smoking policy in all of our scattered site housing units with a \$500.00 fine for breach of lease should a violation occur. If approved, the tenants would receive an adequate notice of lease revision. Discussion followed with the board members voicing strong support of this new policy.

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

**Motion seconded: By Vice-Chairperson Groat.**

**Motion carried: Yes.**

Chairperson Schmidt presented Resolution 2010-04 requesting approval of the 2010 utility allowance payment. Ms. Dillenberg reviewed the summary reports prepared by Kim Esselman. Information collected indicated that a change in the utility allowance charts for 2010 was not required. Ms. Dillenberg clarified that these are reflective of the HCV program and Public Housing. Chairperson Schmidt called for a motion to approve as submitted.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Schmidt reviewed the rent request of the Literacy Coalition and discussion followed. Ms. Dillenberg stated that the AHA does not want to cause a financial hardship for the Literacy Coalition and recommend the board approve their request to maintain rent at the current rate until such time it will be reviewed again in July of 2011. Chairperson Schmidt called for a motion to approve.

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

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

Ms. Dillenberg informed the board that several volunteer students from Lawrence University performed work at the AASD duplex on MLK Day. Channel 11 and 26 filmed work in progress and interviewed students.

Ms. Dillenberg stated that the ARRA Capital project was on schedule and work progressing at Oneida Heights. There is an abundance of stimulus reporting requirements to ensure funds are being spent in compliance with regulations. HUD is currently performing remote audits of PHAs that received funding.

Ms. Dillenberg reviewed the department reports with the commissioners for the period ending December 30, 2009. 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.

Ms. Dillenberg reviewed the Section 8 Report and spoke indepth about the immediate concerns of the program in regards to over-leasing baseline numbers and the increase in the average HAP amount due to the economy.

Ms. Dillenberg indicated that the AHA will take a proactive approach in reviewing annual rent increases to landlords. Rent comparability will also be reviewed.

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:**

Ms. Dillenberg requested a commissioner along with Chairperson Schmidt represent a personnel committee to oversee the evaluation process of the Executive Director. Commissioner Dreier volunteered and a meeting was set for February 16<sup>th</sup> at 7:30 AM.

**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 Day of March 15, 2010.**

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Debra Dillenberg, Board Secretary

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