



City of Milwaukee

P.O. Box 324
Milwaukee, WI 53201-0324

Meeting Minutes

HOUSING AUTHORITY

SHERRI L. DANIELS, Chair

Vacant, Vice Chair

Irma Yopez Klassen, Karen Gotzler, Jackie Burrell, Charlotte

Hayslett and Ald. Sharlen Moore

Monday, December 9, 2024

1:30 PM

Hillside Family Resource Center
1452 North Seventh Street, Milw. WI 53212

The mission of the Housing Authority of the City of Milwaukee (HACM) is to foster strong, resilient and inclusive communities by providing a continuum of high-quality housing options that support self-sufficiency, good quality of life, and the opportunity to thrive.

Call to Order

Meeting called to order at 1:30 p.m.

Roll Call

Present: 6 - Reed Daniels, Gotzler, Yopez Klassen, Moore, Hayslett, Burrell

A. APPROVAL OF THE CONSENT AGENDA

CONSENT AGENDA – ITEMS RECOMMENDED FOR APPROVAL

(All items listed under the Consent Agenda will be enacted by one motion unless a Commissioner requires otherwise, in which event, the item will be removed from the Consent Agenda and considered separately.)

B. REPORTS AND DISCUSSION ITEMS

Willie L. Hines Jr., HACM's Secretary-Executive Director, informed the Board that Brooke VandeBerg and Darian Luckett have formally ended their service with the HACM Board of Commissioners. He thanked them for their time and expertise and stated that he appreciated everything they contributed to the Board. Their presence was very valuable to the Housing Authority. Mr. Hines welcomed the new Commissioners to the Board, adding that their skills and commitment will likewise be an asset to the organization.

1. [R13525](#) Presentation of HACM's 2025 Fiscal Operating Budgets that include the Consolidated Budget, the Central Office Cost Center, the Section 8 Housing Choice Voucher Program, the Berryland, Northlawn, and Southlawn (unsubsidized affordable housing) developments, the Public Housing Program, and the Affordable Mixed Finance Tax Credit LLC

Sponsors: THE CHAIR

Attachments: [2025 Detailed Organizational Chart with Funding Source](#)
[2025 Summary of the Operating Budgets](#)
[2025 Consolidated Operating Budget](#)
[2025 Central Office COCC Operating Budget Comparison Report](#)
[2025 Affordable LLC Operating Budget](#)
[2025 Public Housing Operating Budget Comparison Report](#)
[2025 Rent Assistance Program Operating Budget](#)
[2025 VETS Operating Budget Comparison Report](#)

Fernando Aniban, HACM's Assistant Secretary, Brad Leak, HACM's Finance Director, and Pamela Watson, HACM's Financial Analyst, presented a summary of the 2025 Fiscal Operating Budgets which include the Consolidated Operating Budget, and the budgets for the Central Office Cost Center, the Section 8 Housing Choice Voucher Program, the Berryland, Northlawn, and Southlawn (unsubsidized affordable housing) developments, the Public Housing Program, and the Affordable Mixed Finance Tax Credit LLCs, all provided with the agenda. Commissioners discussed:

- *Actual budgeted amounts versus projected amounts for staffing*
- *Historically how far back HACM goes to analyze data for budgets*
- *The budget submittal date to HUD of January 15th, 2025*
- *How rents are calculated for Public Housing versus the Section 8 Program*
- *Amounts allocated for safety concerns*
- *Work Orders and performance review benchmarks for maintenance personnel*
- *CVR Contract for the Rent Assistance Program*

Commissioners requested additional information from the financial staff to address the following: the amount in reserves for the Section 8 program, the date when HACM started its endowment funds, information regarding the endowment drawdowns, how much the endowment has made in the last five years, and the remaining amount in reserves after the 2024 drawdown. Commissioners also requested an update of security-related monthly costs to assess HACM's status concerning its organizational goals. Lastly, Commissioners asked for a matrix breakout of housing staff for each development site, outlining the number of managers, maintenance personnel, and administrative assistants and whether they are full- or part-time.

2. [R13526](#)

Presentation of the Third Quarter Financial Reports for the period ending September 30, 2024

Sponsors: THE CHAIR

Attachments: [HACM Third Quarter 2024 Discussion Points](#)
[HACM Third Quarter 2024 Financial Report](#)

Rick Koffarnus, HACM's Finance Director, presented the financial reports for the Third Quarter of 2024, summarizing the documents included with the agenda. Commissioners discussed Yardi and the services the program provides, the full implementation timeline, and support services available in case of any technical issues. Commissioners requested information on how many full-time individuals are in the finance department under Travaux and under HACM.

- 3. The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session; however, it is expected that the Board will adjourn the meeting in Closed Session**

Commissioner Gotzler made a motion to convene into closed session at 3:15 pm. Commissioner Hayslett seconded the motion. There being no objections, the motion carried.

Commissioner Yopez-Klassen convened the Housing Authority Board in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session; however, it is expected that the Board will adjourn the meeting in Closed Session

Adjournment

There being no further business, Commissioner Gotzler made a motion to adjourn the meeting at 5:00 p.m. Commissioner Hayslett seconded the motion. There being no objections, the motion carried.

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Be hereby notified that three (3) members of the Crucible, Inc. Board of Directors may be present at the meeting of the HACM Board of Commissioners, as some members serve on both boards. While a quorum of the Crucible, Inc. Board may be present at the HACM meeting, they will not exercise the responsibilities, authority, or duties vested in the Crucible, Inc. Board of Directors.