



# City of Milwaukee

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

## Meeting Minutes

### HOUSING AUTHORITY

**MARK WAGNER, CHAIR**

**Ricardo Diaz , Vice Chair**

**Sherri L. Daniels, Hon. M. Joseph Donald, Brooke VandeBerg,**

**Gloria Lott, and Susan Lloyd**

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Wednesday, October 16, 2019

1:30 PM

City Hall, Room 301-A, 200 East Wells Street

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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

#### Roll Call

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

**Present:** 6 - Diaz, Wagner, Reed Daniels, VandeBerg, Donald, Lloyd

**Excused:** 1 - Lott

#### 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.)

1. [R13087](#) Approval of the minutes of the regular meeting held on September 12, 2019

**Sponsors:** THE CHAIR

**Attachments:** [HACM Minutes for 9-12-19.pdf](#)

A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Motion be APPROVED. This motion PREVAILED by the following vote:

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

- 2. [R13088](#) Resolution authorizing the write-off of delinquent former resident accounts for low rent public housing authority developments in the amount of \$149,399.37

**Sponsors:** THE CHAIR

**Attachments:** [2018 Qtr 3-4 Write Off Analysis Report Low Rent 07-1-2018 to 12-31-2018.pdf](#)  
[Write-Off Graph April 2018-March 2019 collection analysis .pdf](#)

**A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

- 3. [R13089](#) Resolution authorizing the write-off of delinquent former resident accounts for middle-income developments in the amount of \$29,599.25

**Sponsors:** THE CHAIR

**Attachments:** [2018 Qtr-3rd and 4th Write Off Analysis Report Vets 07-2018 to 12-2018.pdf](#)  
[Write-Off Graph April 2018-March 2019 collection analysis .pdf](#)

**A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

- 4. [R13090](#) Resolution authorizing the write-off of delinquent former resident accounts for low rent public housing authority developments in the amount of \$54,571.66

**Sponsors:** THE CHAIR

**Attachments:** [2019 1Qtr Write Off Analysis Report Low Rent 01-2019 to 03-2019.pdf](#)  
[Write-Off Graph April 2018-March 2019 collection analysis .pdf](#)

**A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

5. [R13091](#)

Resolution authorizing the write-off of delinquent former resident accounts for middle-income housing authority developments in the amount of \$14,378.33

**Sponsors:** THE CHAIR

**Attachments:** [2019 1Qtr Write Off Analysis Report Vets 01-2019 to 03-2019.pdf](#)  
[Write-Off Graph\\_April 2018-March 2019 collection analysis .pdf](#)

**A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

6. [R13092](#)

Resolution approving award of contract to Continuum Architects + Planner SC (Milwaukee, WI), for architectural, engineering, and related services for RAD rehabilitation at Becher Court in the amount of \$320,500.00

**Sponsors:** THE CHAIR

**Attachments:** [Continuum Architects-Arch\\_Eng\\_Related Serv-Becher Crt.pdf](#)

**A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

7. [R13093](#) Resolution approving award of contract for Korb and Associates Architects (Milwaukee, WI) architectural, engineering, and related services for Convent Hill South in the amount of \$257,080.00

**Sponsors:** THE CHAIR

**Attachments:** [Korb Assoc Arch Eng Related Serv Convent Hill South.pdf](#)  
[Board Presentation for Korb billing.pdf](#)  
[Korb Ach Letter of Agreement 10-11-19 \(4\).pdf](#)  
[Korb Arch Updated Time Line Convent South Progress 2019 October - Board.pdf](#)

A motion was made by Ricardo Diaz, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

## B. REPORTS AND DISCUSSION ITEMS

- [R13098](#) Presentation of the 2018 Audited Financial Statements

**Sponsors:** THE CHAIR

**Attachments:** [Executive Summary Baker Tilly Presentation.pdf](#)  
[Communication Report - Final.pdf](#)  
[Financial Statements-by Baker Tilly - Final.pdf](#)

*Rick Koffarnus, HACM Finance Director, Kim Shult, Baker Tilly, CPA Partner and Steven Henke, Baker Tilly, CPA Senior Manager gave a presentation for the 2018 Audited Financial Statements. Ms. Shult explained that the objective of the audit was to express Baker Tilly's opinion on the Authority's financial statements. Ms. Shult further noted that the financial statements are fairly presented in accordance with generally accepted accounting principles applied on a consistent basis, resulting in a clean audit and all appropriate disclosures have been properly presented in the financial statements. Summarizing documents included with the agenda.*

1. [R13094](#) Public Hearing on the Housing Authority's Agency Plan for 2020

**Sponsors:** THE CHAIR

*Commissioner VandeBerg made motion to open the public hearing on the HACM Agency Plan. Commissioner Daniels Seconded, the motion, and it carried*

*Conyunn West explained that the purpose of the hearing is to accept public comments and to give all interested persons a reasonable opportunity to be heard and to present their views regarding the Housing Authority's 2020 Agency Plan. Ms. West explained A draft of the plan is in the binder before you and has been available for review at the central office located at 809 N. Broadway and on the Housing Authority of the city of Milwaukee's website at [www.hacm.org](http://www.hacm.org).*

*The Housing Authority of the City of Milwaukee (HACM) proposed the Agency Plan for 2020 and the Capitol Fund Program for 2019-2020. The Agency Plan is considered a living document which means that changes can be made as the need arises, with any substantive policy changes going to the Resident Advisory Board and the Board for approval.*

*Timothy Counce, President of the Lapham Park Resident Organization (RO) stated that resident organization (RO) boards are elected representatives, and are the most important board that any housing authority has as they live in our developments 24/7. Mr. Counce continued addressing the Board as to the need for the Resident Organizations to be provided more money beyond the \$15/unit of Resident Participation funding and those restrictions on how the funds can be used need to be lifted. For example, he mentioned that the RO funded lunches for seniors during emergency cold weather last year when the senior meal program had to suspend operations due to safety concerns. He felt that the Housing Authority of City of Milwaukee (HACM) needed to lift some of these restrictions off of ROs to give them more flexibility on how to use their monies.*

*Chair Wagner stated that HACM is extremely grateful to all residents that volunteer their time to serve on any board at the Housing Authority, whether it is for their housing development's resident organization/council, whether it is for the Resident Advisory Board, or whether it is as one of the two resident representatives on the HACM Board of Commissioners. Our residents are one of our greatest assets and partners, from planning social activities to doing outreach and education, to assisting in reporting safety or crime issues.*

*Lela Moore, resident of Lapham Park stated that senior management of the Housing Authority needed to be more visible in HACM developments. She also stated that seniors in her building have had threats and bullying by building staff, including inappropriate or disrespectful comments. In one example, a staff member stated that there would be a \$40 fine to sit in the lobby, and that seniors were scared to lose their apartments and did not sit in the lobby the day after those comments. In another instance, a staff member said to residents, "When we're done with you, you're going to hate us."*

*Chair Wagner stated that he will commit to attending a number of upcoming meetings of resident organizations. Additionally, the Secretary-Executive Director stated that if the RO would contact his assistant, he could easily schedule a meeting with the RO members.*

*Arlene Washington, resident and board member from the Arlington Court Resident Organization stated that Arlington Court's seniors are scared of the younger disabled residents in the building. She stated that Arlington used to be designated 100% for elderly (62+) and that this changed a number of years ago. Since then, residents have noticed the younger residents do drug deals in front of or in the rear of the building, and that younger residents are often disrespectful to the seniors. Ms. Washington also mentioned that, due to budget cuts, some of the positions in the housing authority are now part-time (manager, office assistant, etc.), and feels that the buildings are suffering from this and can use full-time staffing.*

*Cornelius Sawyer, President of the Highland Gardens Resident Organization commented that he believed there are rules that no one employed by HACM or that work at HACM should hold any representative office on any Board and that HACM is in violation of this. Mr. Sawyer also stated that he has spoken to people and that he believes that money is legally owed to resident organizations from recycling and from laundry machines (washers/dryers).*

*Sherri L. Daniels, Hillside Resident Organization commented that she has the opportunity to view HACM from a resident's view and from a Commissioner's perspective. Ms. Daniels stated that the Authority has always had the resident's best interest at heart and said it was an honor for her to be apart of an organization that does so much for its residents.*

*Commissioner VandeBerg committed to attend upcoming RO meetings to further listen to resident concerns stated at the public hearing on Oct 16th.*

*Commissioner Daniels moved to close Public Hearing, Commissioner VandeBerg seconded, and it carried.*

2. [R13095](#)

Resolution approving the submission of the Housing Authority's Agency Plan for 2020 and the Capitol Fund program for 2019-2023

**Sponsors:** THE CHAIR

**A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

3. [R13096](#) Resolution approving the Incorporation of Endeavor Inc. a Housing Authority of the City of Milwaukee community and supportive services entity

**Sponsors:** THE CHAIR

**Attachments:** [Endeavor Inc Company Profile-FA.pdf](#)

*Ken Barbeau, HACM Director of Community Services and Programs and Attorney Tom Gartner, Senior Counsel, Michael Best Friedrich LLP, proposed a resolution to create Endeavor, Inc. as a not-for-profit 501 (c)(3) corporation with the Housing Authority of the City of Milwaukee (HACM) as its sole member. It is formed as an instrumentality of HACM and it will be governed by a board of directors who will be appointed by the Board of Commissioners of HACM.*

*Ken Barbeau, HACM Community Services and Programs explained that the primary purpose of Endeavor, Inc. will is to serve as a nonprofit arm of HACM created for the purpose of promoting self-sufficiency and independence, and enhancing and enriching the quality of life for Participants, with an initial primary focus on Participants in HACM's public housing and rent assistance programs. Endeavor is organized and operated exclusively for charitable and educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code.*

**A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Diaz, Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 1 - Lott

**Abstain:** 1 - Donald

4. [R13097](#) Resolution approving the execution of a Limited Term Conservation Easement relative to Westlawn Gardens

**Sponsors:** THE CHAIR

**Attachments:** [Limited Term Conservation Easement.pdf](#)  
[Conservation Easement Area Map.pdf](#)

*Attorney Tom Gartner, explained that the Milwaukee Metropolitan Sewer District (MMSD) provided a partial grant to build an underground detention basin underneath the Browning School at Westlawn Gardens. To assure that this basin is maintained for 20 years at the Westlawn property, the Conservation Easement has to be recorded. Attorney Gartner stated as part of the grant, HACM is required to record this Easement, which is the last step to securing the release of the \$100,000.00 grant that will fund a portion of those costs.*

**A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 4 - Wagner, Reed Daniels, VandeBerg, and Lloyd

**No:** 0

**Excused:** 2 - Diaz, and Lott

**Abstain:** 1 - Donald

6. [R13099](#) Presentation on HACM's Recovery Plan

**Sponsors:** THE CHAIR

**Attachments:** [Recovery Plan Presentation-HACM Board FINAL.pptx](#)

*Willie L. Hines Jr. HACM, Associate Director and Greg Anderson, V.P. Asset Director gave a presentation on HACM's Vacancy Recovery Plan.*

*Mr. Hines stated that there are four components that make up HACM's Public Housing Assessment System (PHAS) scores. They are Physical Assessment, Management Assessment, Financial Assessment and Capital fund Program, which is how HACM uses those funds.*

*Mr. Pérez clarified that HACM has been working on a recovery plan for over a year to reconcile the increased number of vacancies over time. Mr. Pérez indicated that HUD is asking a number of questions as to how HACM is working on the recovery plan, which prompted the Authority to formalize this report and ultimately becomes the response to HUD after being identified as sub-standard.*

*Mr. Hines continued by pointing out that the scores that are targeted, according to HUD's request, is the physical condition of the dwelling properties, which have the highest findings. Mr. Hines explained that several initiatives are currently in place to increase occupancy rate, such as, partnering with the Service Corp Consortium, Occupancy Work Groups, the creation of a Quality Control Team and Unit Turn Around Initiative. This will allow staffing realigning to ensure that the application occupancy process is smoother.*

*Mr. Hines reported that as of as of December 17, 2018, HACM identified 127 vacant units in need of capital repairs. HACM has allocated \$1,478,000 to repair these units. The units scope of work includes, but is not limited to repair and/or replacement of cabinets, cove base, floors, doors, tub surrounds and more. Mr. Hines affirmed that HACM is on track to meet its goal of occupying 127 units by December 31, 2019. Mr. Hines stated that he would provide the Board and other individuals with an update at future Board meetings as to the progress of the Occupancy Recovery Plan.*



7. [R13100](#) Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Milw ERS Ltr re True-Up of Actuarial Contributions due 01-31-20.pdf](#)  
[CLPHA FY20 Comparative Funding Chart 09-19-19.pdf](#)  
[Soldiers Home - Home Depot Ltr & \\$400K Grant Check Rec'd 09-13-19.pdf](#)  
[HAI Group Letter 4-1-2019.pdf](#)

*Mr. Pérez asked Commissioner Donald to make his announcement to the Board, to which Judge Donald officially resigned as a Commissioner of the HACM Board due to his new appointment to the Court of Appeals. Judge Donald thanked the Board for allowing him to be a part of such an amazing organization as he gave heart-felt farewell to the Board and staff.*

*Mr. Pérez introduced the new Assistant City Attorney, Alex Caron who joined the evictions team for HACM.*

*Mr. Pérez discussed the following items and made note of particular areas of interest for the Board:*

- *A copy was distributed to the Commissioners of a July 10, 2019 letter from Milwaukee Employee's Retirement System regarding the True-up of Actuarial Contributions due on January 31, 2020.*
- *CLPHA Comparative Funding Chart directing the Commissioner's attention to the 2020 Fiscal year "Operating Fund" and "Housing Choice Voucher amount of dollars.*
- *Home Depot letter of September 12, 2019 contributions of \$400,000.00 in support of the Milwaukee Soldiers Home Project.*
- *Letter from the Housing Authority Insurance Group (HAI), advising the Board of the dividends received in the amount of \$43,163.12.*

*Mr. Pérez mentions the Milwaukee Soldiers Home ground breaking event that took place on September 20, 2019.*

*Mr. Pérez also congratulated Commissioner Ricardo Diaz for his award from UW-Milwaukee for the 2019 RHC Hispanic Heritage Award, for his professional trajectory, accomplishments and contributions to the community and the City of Milwaukee.*

## Adjournment

*There being no further business, Chair Wagner made a motion to adjourn the meeting at 3:45 p.m. Commissioner Lloyd seconded the motion. There being no objections, the motion carried.*

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the Housing Authority ADA Coordinator, Patricia Schmidtknecht at 286-5100, (FAX) 286-3456, (TDD) 286-3504 or by writing to the Coordinator at 650 West Reservoir, Milwaukee, WI 53212.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.