



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

CHARLOTTE HAYSLETT, Chair

Karen Gotzler, Vice Chair

Irma Yepez Klassen, Jackie Burrell, Ald. Sharlen Moore,

Howard Snyder, and James Nelson, Sr.

Wednesday, May 20, 2026

4:00 PM

City Hall, Room 301-A

<https://milwaukee.granicus.com/player/camera/5?redirect=true>

Meeting Link for Live Stream – City of Milwaukee Live Stream Two

Cable Subscriber Options: Spectrum: Channel 25 and AT&T Channel 99

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 4:07 p.m.

Roll Call

Present: 6 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Nelson

Excused: 1 - 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.)

1. [R13763](#) Approval of the minutes of the regular Board meeting held on March 25, 2026

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for March 25, 2026](#)

A motion was made by Irma C. Yepez Klassen, seconded by Karen Gotzler, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

2. [R13764](#) Approval of the minutes of the regular Board meeting held on April 15, 2026

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for April 15, 2026](#)

A motion was made by Irma C. Yopez Klassen, seconded by Karen Gotzler, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Snyder, Yopez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

3. [R13765](#) Resolution designating and authorizing the following staff to sign documents including as signatories to bank accounts on behalf of the Housing Authority of the City of Milwaukee (HACM) related to various LLCs where HACM holds ownership interest

Sponsors: THE CHAIR

Attachments: [Signatories to bank accounts and LLCs - EXHIBIT A and B](#)

A motion was made by Irma C. Yopez Klassen, seconded by Karen Gotzler, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Snyder, Yopez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

4. [R13766](#) Resolution approving and authorizing additional signatories to the bank and financial accounts of the Housing Authority of the City of Milwaukee

Sponsors: THE CHAIR

A motion was made by Irma C. Yopez Klassen, seconded by Karen Gotzler, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Snyder, Yopez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

B. REPORTS AND DISCUSSION ITEMS

1. [R13767](#) Communication regarding HACM's evictions process and quarterly update on HACM's evictions

Sponsors: THE CHAIR

HACM Counsel, Assistant City Attorney (ACA) Gregory Kruse introduced ACA Joseph Dobbs to the Board, who works with ACA Alexander Carson in representing HACM in eviction cases and court proceedings. ACA Kruse explained that Chair Hayslett requested a quarterly update on Housing Authority evictions, and since this meeting is its premiere, he would be presenting the different causes that can lead to an eviction, the eviction process in general, and how long the process takes.

Causes that can lead to an eviction are accrued rent balances through non-payment, large charges for unit damages, and retroactive charges for unreported income. Other grounds for HACM seeking an eviction include criminal, violent, or drug activities, or other conduct that results in a lease violation.

Evictions are referred to the City Attorney's Office (CAO) by property management staff. The determination on when and whether to evict a tenant is made on a case-by-case basis and depends heavily on the individual circumstances involved, as well as, an evaluation of the evidence that can be presented in court to support the eviction.

Residents facing potential eviction are provided with a 5-day, 14-day, or 30-day notice to vacate depending on the underlying reason(s) leading to the eviction. Some 30-day notices are curable, meaning the tenant can stay if they correct their actions or their accrued rent balance is paid during the cure period.

If a notice cannot be cured and the tenant has not vacated the premises after receiving notice, an eviction is initiated by filing the complaint in Milwaukee County Circuit Court. The tenant's initial appearance in court occurs within 25 days of filing the eviction.

There are three phases or "causes" of action to an eviction. 1st Cause is the initial phase of the eviction action whereby the landlord seeks an eviction judgment and, potentially, a Writ of Restitution. If the 1st Cause produces an eviction judgment and the resident has not moved from the unit, a Writ of Restitution is a court order that authorizes the sheriff to physically remove the tenant and their belongings from a rental property. After the tenant is removed, HACM seeks a money judgment for unpaid rent, which is the 2nd Cause. The 3rd Cause is the final, total judgment amount, including court costs and fees – it is communicated back to HACM staff and the CAO's role in the process is completed. Judgments are valid and collectible for 20 years from the point it's issued.

Commissioners asked questions about the way notices are served, if residents are informed of how the evictions process works, the length of time a resident's items are stored if the sheriff assists them in vacating the unit, and who is responsible for the storage fees. The Board also requested that the CAO provide some historical data on evictions at a future meeting.

2. [R13768](#) Presentation regarding Vacancies, Unit Turns and an Update regarding Maintenance

Sponsors: THE CHAIR

Attachments: [Vacant Unit Summary - Public Housing](#)
[Vacant Unit Summary - Affordable Housing](#)
[Vacant Unit Summary - Westlawn](#)
[Leasing & Compliance Update](#)
[Rent Collections vs Rent Billed- Public Housing](#)
[Rent Collections vs Rent Billed - LLCs](#)
[Rent Collections vs Rent Billed - Market Rate et al](#)
[Work Order Report - Public Housing](#)
[Work Order Report - LLCs](#)
[Routine Work Order Report - Westlawn](#)
[Vacant Unit Work Order Report - Westlawn](#)

Chair Hayslett asked the staff from the Compliance & Quality Control, Property Management, and Maintenance departments to introduce themselves and to present their reports included with the agenda.

Marquette Treadway, HACM Lease and Compliance Director, summarized the Lease and Compliance report for Public Housing included with the agenda. She reported that there are 269 vacant Public Housing units, of those, 199 units are on hold for major rehabilitation and/or modernization. She explained that units taken offline for repairs are not counted against HACM's overall occupancy by the U. S. Department of Housing and Urban Development. At the end of April, 325 applications were pulled for certification and processing and an additional 1800 applications will be pulled for processing by the end of May. Two reasons so many applications are being pulled from the waitlist is to have the applicants processed and ready as soon as the units become available, and typically a significant number of applicants do not respond. She concluded her report by sharing that there are plans to purge the waitlists in mid-June, which will require applicants to respond with updated information and to confirm whether they are still interested in remaining on the waitlist. Commissioners asked questions about how applicants are pulled from the list, the way that applicants are notified, and the length of time the certification process takes.

Dakisha O'Bee, HACM Assistant Director of Property Management, summarized the Public Housing Vacant Units, Work Order and Rent vs Billed reports included with the agenda. She stated that Public Housing is focusing on the four developments with the highest vacancy rates, which are Hillside Terrace, Locust Court, College Court and Parklawn. Starting with Hillside, the plan of action is to outsource contractors to assist with turning the units. For Locust Court and College Court, a maintenance unit is being assigned to focus on those locations' vacant units. Commissioners asked why there were so many vacant units, who was responsible for ensuring that units were turned over in a timely manner, and from which budget the funds for contractors were being allocated.

Derek Weiler, Travaux Associate Director of Property Management, summarized the Westlawn Vacant Unit Summary and the Routine and Vacant Work Order reports included with the agenda. He reported that market-rate vacant units cannot be leased until the tax credit units are 100% leased, which is increasing the average number of days the market-rate units remain vacant. He is currently working through a waiting list of applicants to fill those units. Since taking over leadership of Westlawn, Mr. Weiler has been retraining staff on procedures related to vacancies, rent collections and

subsidies, and evictions.

Anissia Robertson, Director of Property Management, summarized the Affordable Housing LLC and Market-Rate reports, including vacant units, work orders, and rent vs. billed summaries included with the agenda. She explained that the higher vacancy at Highland Gardens is due to ongoing rehabilitation work and noted that occupancy there is expected to return to 100% once modernization is completed. For Merrill Park, she said she is collaborating with CVR to increase the number of applications in order to lease up available units more quickly. Ms. Robertson also shared that she is developing a Standard Operating Procedure (SOP) for all site managers to follow regarding unit turn times, inspections, and the timely submission of move-in paperwork to CVR.

Mike Wellman, HACM Maintenance Director, concluded the presentation by reporting that Parklawn, Cherry Court, Scattered Sites, and Locust Court are scheduled for upcoming inspections under HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) program. He noted that maintenance staff will be assigned to these sites to conduct trial NSPIRE inspections and complete any resulting work orders in advance of the official inspections.

3. [R13769](#)

Resolution approving a request to the U.S. Department of Housing and Urban Development for the reallocation of twenty-five (25) Veterans Affairs Supportive Housing (VASH) vouchers from the Housing Authority of the City of Milwaukee (HACM) to the Wisconsin Housing and Economic Development Authority (WHEDA), removing them from HACM's Consolidated Annual Contributions Contract, with the goal of increased utilization

Sponsors: THE CHAIR

Ken Barbeau, HACM's Chief Operating Officer of Program Services, explained that the local office of the U.S. Department of Housing and Urban Development (HUD), in coordination with the U.S. Department of Veterans Affairs, has requested that HACM reallocate 25 of its Veterans Affairs Supportive Housing (VASH) vouchers to the Wisconsin Housing and Economic Development Authority (WHEDA).

HACM currently administers 374 VASH vouchers but is utilizing only about 80 percent of them. In contrast, WHEDA administers 124 VASH vouchers across a broader geographic area throughout the Milwaukee metropolitan region, thereby providing homeless veterans with more housing options, which allows WHEDA to maintain a higher utilization rate, and the capacity to manage additional vouchers.

Mr. Barbeau noted that HUD regularly offers Public Housing Agencies opportunities to request additional VASH vouchers. Therefore, if HACM's utilization rate increases in the future, the agency may apply for additional vouchers to meet demand.

Commissioners raised questions regarding the proposed reallocation, including whether the transfer would be permanent, whether HACM would retain sufficient vouchers to meet local demand, and why HACM lags behind the statewide average for the time required to move veterans from voucher issuance to housing placement and voucher utilization.

A motion was made by James Nelson, seconded by ALD. MOORE, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the

following vote:

Aye: 6 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

4. [R13770](#) Resolution approving the submission by the Housing Authority of the City of Milwaukee to the Department of Housing and Urban Development of a disposition application for the sale of vacant land at 2856 North 34th Street and 3125 North 26th Street at Fair Market Value

Sponsors: THE CHAIR

Attachments: [Narrative with Maps for Disposition of 2856 N. 34th St. and 3125 N. 26th St](#)

Jeanne Dawson, HACM's Program Specialist, presented a resolution authorizing the submission of a disposition application to the U.S. Department of Housing and Urban Development for vacant lots located at 2856 North 34th Street and 3125 North 26th Street. The application seeks approval to sell the properties at fair market value.

Ms. Dawson explained that adjoining property owners have expressed an interest in purchasing the vacant parcels and incorporating them into their existing homesteads.

Commissioners raised questions regarding potential development opportunities for other vacant lots and suggested reaching out to other adjacent property owners to determine whether they may also be interested in purchasing the lots. Commissioners further recommended developing a comprehensive plan and policy to guide the future disposition and use of vacant lots and scattered-site properties.

A motion was made by ALD. MOORE, seconded by Karen Gotzler, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, and Nelson

No: 0

Excused: 1 - Burrell

5. [R13771](#) Public Listening Session - General Comments

The Listening Session is an opportunity for the public to provide input to the Board; for the Board to receive that information for their consideration. Persons who wish to comment may do so in person, via eComment on the internet, and via mail.

Those wishing to speak in person should register in person at the meeting and will be called in the order in which they signed up. As a courtesy to others and to ensure the widest breadth of input, all speakers will be limited to speak for two minutes.

Those wishing to provide written comment in person may provide the comments to the staffer who is also registering speakers, and those comments will be shared with the Board of Commissioners.

Those wishing to provide written comment via mail should send their correspondence to: Attention Public Comment, Housing Authority of the City of Milwaukee, P.O. Box 324, Milwaukee WI 53201-0324. In order to be included in this meeting, all written comments for this meeting must be received two days before the meeting. If any comments are received after that date, they will be shared with the Board of Commissioners as soon as it is feasible.

Those wishing to provide comment via the internet must do so prior to 11am the day of the Board Meeting by visiting the City's eComment system and accessing this agenda, once made available, at <<http://milwaukee.legistar.com/calendar>>. After 11am the day of the Board Meeting, no further comment will be able to be taken via the internet for this meeting.

Sponsors: THE CHAIR

One interested person signed up to provide a two-minute comment during the general Public Listening Session.

Mr. Cornelius Sawyer, RAB, Highland Gardens RO President: Expressed concern that the rules and policies presented at Resident Advisory Board meetings are not always carried out consistently by site management.

6. [R13772](#) Presentation of a Summary of HACM's Public Housing Capital Fund Program

Sponsors: THE CHAIR

Attachments: [CFP Budgets](#)

Ken Barbeau, HACM's Chief Operating Officer – Program Services, thanked the local HUD team for its assistance and guidance on the expenditure of funds. He also thanked Alison Woznicki, Travaux's Vice President of Construction, and her team for their work in obligating the funds and meeting the deadlines. Mr. Barbeau then presented the Capital Funds Program (CFP) Budgets document included with the agenda. He stated that the funds with obligation and expended deadlines of 2026 and earlier have been completed, and the priority going forward is to meet the deadlines falling in 2027.

7. [R13773](#) Presentation of the April documents from the Travaux Board Meeting

Sponsors: THE CHAIR

Attachments: [Travaux Board April 23, 2026 Agenda](#)
[Travaux March 26, 2026 Meeting Minutes](#)
[Travaux Projects](#)
[Highland Gardens Buyout Tracking](#)
[Capital Funds Program Yearly Budgets](#)
[Capital Fund Program 2023 Summary](#)
[Capital Fund Program 2024 Summary](#)
[Capital Fund Program 2025 Summary](#)
[Capital Fund Program 2026 Summary](#)
[Capital Fund Program 2027 Summary](#)
[Public Housing 12Mo Occupancy & 2Mo Wrk Order Report](#)
[Affordable LLC 12Mo Occupancy & 2Mo Wrk Order Report](#)
[Market Rate 12Mo Occupancy & 2Mo Wrk Order Report](#)

Ken Barbeau, HACM's Chief Operating Officer – Program Services, provided an overview of the Travaux, Inc. April Board meeting materials included in the agenda packet. He reported that Alison Woznicki presented the Travaux Project Summary and that the Directors asked questions regarding façade repairs, elevator repairs, and the status of the Highland Gardens remodel, which is nearing completion.

Commissioners also inquired about how Capital Fund Program expenditures are reflected in and related to the Project Summary.

8. [R13774](#)

Discussion regarding the potential participation by a single Board member in staff meetings in advance of Board meetings to assist staff in preparing for their regular Board meeting presentations as well as the value for all Board members to review Board materials and submit questions to staff ahead of Board meetings

Sponsors: THE CHAIR

Attachments: [Pre-Meeting Options](#)

Patricia Dee, HACM's Administrative Services Supervisor, explained that the original purpose of the Pre-Meeting was to provide an informal setting for Commissioners to ask questions and to serve the staff as a trial run of the Board meeting. She noted that it was later determined that the original structure, which involved regularly scheduled recurring meetings with Commissioners, would still be subject to the formal requirements of a Board meeting, even if a quorum was not present.

Ms. Dee explained that the document included with the agenda outlines several alternative options that would continue to provide Commissioners with an opportunity to ask questions of staff before the formal Board meeting and allow staff to hear directly from Commissioners in a more dialogue-driven format. In any case, staff will maintain the meeting as a way to prepare for the Board meeting itself.

The Commissioners asked questions about additional models and suggested the item be brought back after those could be investigated and one model brought forward.

9. [R13775](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [CVR Monthly Report](#)
[HACM Public Safety Department Analytics and Initiatives Report](#)
[HACM Public Safety Merrill Park Coordinated Safety Response to Resident Concerns and Quality of Life Issues](#)

HACM's Secretary-Executive Director, Harold S. Ince, Jr., began with a progress report of his first thirty days in office. He shared that during his first week, nearly one million dollars in outstanding debt was eliminated, strengthening HACM's financial footing. In addition, \$2.5 million in Capital Fund resources were obligated before the federal deadline, protecting approximately \$700,000 in next year's Capital Fund Program funding. HACM also expended \$500,000 ahead of HUD's recapture deadline and preserved \$1.2 million within the Rental Assistance Demonstration program – actions that safeguard key resources and reinforce HACM's compliance posture. A new Chief Financial Officer will begin June 1st and the second round of interviews for the Chief Operating Officer role will be conducted, with a final decision to shortly follow. He continued his report stating that looking ahead, he will remain focused on strengthening accountability, improving operational consistency, and enhancing communications across the organization. Chair Hayslett led a round of applause for the beginning of Mr. Ince's tenure at the Housing Authority and stated that the Board made an excellent choice in selecting him as HACM's Secretary-Executive Director.

Tracey Sheffield, Senior Vice President at CVR Associates, and Michael Tonovitz, Co-President of CVR, summarized the CVR Monthly Report included with the agenda. Ms. Sheffield highlighted the Call Center and Customer Service section of the report, noting that staff development remains a priority, with targeted reinforcement of lobby protocols and escalation procedures. Historical data demonstrates a reduction in overall call volume and a decrease in the abandoned call rate. She also reported that, on average, 20 to 25 individuals are assisted during each Wednesday lab session. Regarding Intake and Leasing, Ms. Sheffield stated that CVR will begin coordinating with the U.S. Department of Housing and Urban Development, HACM, and Yardi representatives to conduct a random selection of 5,000 applicants from the Housing Choice Voucher (HCV) waiting list to restore compliance with the maximum size of the waitlist as found in HACM's Administrative Plan. Ms. Sheffield also provided an update on Continued Occupancy for the Project-Based Vouchers, reporting that CVR continues to make measurable and sustained progress in reducing the recertification backlog. To support these efforts, CVR has increased staff oversight through regular follow-up and weekly check-ins with tenants and Project-Based Voucher property managers, with a focus on obtaining required recertification documentation and advancing cases to completion. Chair Hayslett thanked CVR for incorporating the Board's suggestions into the monthly report. She noted that the report has improved in its presentation of both ongoing challenges and the efforts being undertaken to address them.

Marlon Davis, HACM's Chief of Public Safety, summarized the Analytics and Initiatives Report included in the agenda packet. He reported that officer-initiated activity increased by 39 percent, largely due to an enhanced proactive presence at Merrill Park following feedback received during the April 14 Resident Organization meeting and the May 8, 2026, Public Listening Session. Chief Davis also reported that Calls for Service increased by 67 percent. He noted that this increase reflects both a rise in residents reporting incidents of concern and a

greater willingness among residents to engage with Public Safety personnel. Commissioners expressed appreciation to Chief Davis and his staff for their efforts at Merrill Park, particularly for attending Resident Organization meetings to hear residents' concerns and for developing and implementing corrective actions in response to the issues raised.

Adjournment

There being no further business, Commissioner Yépez Klassen made a motion to adjourn the meeting at 8:30 p.m. Commissioner Snyder seconded the motion. There being no objections, the motion carried.

Minutes prepared by: T. Larson and Patricia Dee

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 at 286-5824, (FAX) 286-0833, (TDD) 286-3504 or by writing to the Coordinator at PO Box 324, Milwaukee, WI 53201-0324.

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>.

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.