



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, and Ald. Sharlen Moore

Wednesday, June 11, 2025

4:00 PM

City Hall, Room 301-A

Live Stream Link:

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

City of Milwaukee Livestream One

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 was called to order at 4:13 p.m.

Roll Call

Present: 5 - Gotzler, Yepez 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.)

1. [R13595](#) Approval of the minutes of the regular board meeting held on May 14, 2025

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for May 14, 2025](#)

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13596](#) Resolution approving the third quarter 2024 write-off of delinquent former resident accounts for various Housing Authority developments in the amount of \$159,931.94

This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2024 to September 30, 2024. Although these accounts are written-off for accounting purposes, the City Attorney's Office seeks judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

Sponsors: THE CHAIR

Attachments: [2024 3rd QTR PH Low Income-Write Off Analysis Report - 07-2024 to 09-2024](#)

Brad Leak, HACM's Chief Financial Officer, explained that the Sustainability Plan specifies that HACM maintain an efficient level of receivables. HACM is able to write-off delinquent accounts six months after a unit has been abandoned or an eviction proceeding has occurred. The amount due from the tenant can then be sent to the Department of Revenue to intercept their state tax returns.

Commissioners asked questions about the Public Housing rent collection procedures, if it would benefit HACM to have a collection agency try to recover revenue and how past due amounts are communicated to residents.

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

Aye: 5 - Gotzler, Yopez Klassen, Moore, Hayslett, and Burrell

No: 0

2. [R13597](#) Resolution approving the third quarter 2024 write-off of delinquent former resident accounts for Southlawn, Northlawn, and Berryland in the amount of \$5,929.00

This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2024 to September 30, 2024. Although these accounts are written-off for accounting purposes, the City Attorney's Office seeks judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

Sponsors: THE CHAIR

Attachments: [2024 3rd QTR - BNS VETS-Write Off Analysis Report - 07-2024 to 09-2024](#)

Brad Leak, HACM's Chief Financial Officer, explained that the Sustainability Plan specifies that HACM maintain an efficient level of receivables. HACM is able to write-off delinquent accounts six months after a unit has been abandoned or an eviction proceeding has occurred. The amount due from the tenant can then be sent to the Department of Revenue to intercept their state tax returns.

Commissioners asked questions about the eviction process for residents in the Berryland, Northlawn, and Southlawn developments who have a Section 8 Housing Choice Voucher or Project-Based Voucher.

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: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

3. [R13598](#)

Resolution approving amendments to the Housing Authority of the City of Milwaukee Bylaws

Sponsors: THE CHAIR

Attachments: [HACM Amended Bylaws - Redline](#)
[HACM Amended Bylaws - All Changes Accepted](#)
[Amended and Restated HACM Bylaws Distributed at 6-11-25 Mtg - Redline](#)

HACM Counsel, Attorney Tom Gartner of Michael Best & Friedrich LLP, distributed drafts of the amended HACM Bylaws including a redline showing the proposed updates amending the previous 2023 version. He explained that the amendment to the Bylaws is in response to the requirements in the Sustainability Plan and Recovery Agreement. The most significant amendment is the addition of Article V, regarding instrumentalities. It sets the parameters for the way the Housing Authority will interact with its instrumentalities and reiterates the requirements of the U.S. Department of Housing and Urban Development and Wisconsin State Law.

As the Commissioners received the final draft of the Bylaws amendments during the Board Meeting, the Commissioners moved to hold the item over until a special meeting could be scheduled later in the month, allowing them the time required for the review of the Bylaws.

A motion was made by Irma C. Yepez Klassen, seconded by Jackie Burrell, that this Housing Authority Resolution be HELD IN COMMISSION. This motion PREVAILED by the following vote:

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

4. [R13599](#)

Resolution approving amended and restated Bylaws and Articles of Incorporation for Travaux, Inc.

Sponsors: THE CHAIR

Attachments: [Travaux Inc. Restated Articles of Incorporation - Redline](#)
[Travaux Inc. Restated Articles of Incorporation - All Changes Accepted](#)
[Travaux Inc Amended and Restated Bylaws - Redline](#)
[Travaux Inc Amended and Restated Bylaws - All changes accepted](#)

HACM Counsel, Attorney Tom Gartner of Michael Best & Friedrich LLP, stated that the Sustainability Plan issued by the U.S. Department of Housing and Urban Development (HUD) requires changes to the Bylaws of HACM and those of its instrumentalities. The most significant changes in the Travaux Bylaws were to the language that mentions "Members" throughout the document, which was amended to "Housing Authority." This amendment clarifies that the HACM Board of Commissioners exercises control over the instrumentality. Also, the minimum number of Directors was changed from three to seven.

The Commissioners decided that, since the HACM Bylaws (R13598) were being held over, that they would also hold over this amendment of the Travaux Bylaws, so both items could be voted on together, in case any changes would be made.

A motion was made by Irma C. Yepez Klassen, seconded by Jackie Burrell, that this Housing Authority Resolution be HELD IN COMMISSION. This motion PREVAILED by the following vote:

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

5. [R13600](#)

Status update and discussion regarding RFP #58150, Request for Proposal for Executive Search firm Services

Sponsors: THE CHAIR

Ken Barbeau, HACM's Interim Secretary-Executive Director, stated that an Evaluation Committee of five members was created to review the responses to RFP #58150 – Request for Proposal for Executive Search Firm. The committee consists of a Board Member, a HACM resident, and three HACM Staff members, including himself. Twelve responses were received by February 28, 2025 and the evaluation process scored each respondent based on a combination of qualifications, experience and cost. The four top-scoring firms were interviewed and the proposed award of contract will be presented to the Commissioners at a Special Board Meeting to be scheduled to take place before the end of the month.

Commissioners asked for a written summary of each finalist when the information is able to be shared.

6. [R13601](#)

Public Listening Session

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 prior to their next regular meeting.

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 Public Listening Session.

Mr. Cornelius Sawyer – RAB, Highland Gardens: spoke about uncollected rent and Section 8. He stated that part of the money that was misappropriated was meant for communication with the residents during COVID for their renewals. Now, CVR is doing their audits and seeing that people were removed from the Housing Choice Voucher Program. They are finding out that the Section 8 office did not communicate with some residents and are issuing them a Project-Based Voucher. That means that HACM is losing revenue because it is a voucher not in the public market. These residents are poor and were paying the Section 8 portion of the rent and they will not be reimbursed that amount. The Section 8 office is offering these people a Project-Based Voucher – to truly correct the issue, Section 8 should be offering them a Housing Choice Voucher. On the Resident Advisory Board, I am the Section 8 representative – CVR can come and speak with me regarding this issue.

7. [R13602](#)

Presentation of the May Travaux Board Meeting Documents

Sponsors: THE CHAIR

Attachments: [May 29, 2025 Travaux Board Agenda](#)
[1a. Travaux Meeting Minutes for April 24, 2025](#)
[3a. Travaux Project Summary as of May 16, 2025](#)
[3b. Highland Buyout and Change Order Tracking](#)
[3c. Section 8 Project-Based Voucher Utilization Update](#)
[3d. Public Housing Days Vacant and Move In-Move Out Report](#)
[3e. Public Housing 12MO Occupancy & 2MO Work Order Report](#)
[3f. Affordable Housing 12MO Occupancy & 2MO Work Order Report](#)
[3g. Market Rate Housing 12MO Occupancy & 2MO Work Order Report](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, presented the documents included in the agenda.

8. [R13603](#) Secretary-Executive Director Report

Sponsors: THE CHAIR

Attachments: [2025 HACM Sustainability Plan](#)
[Summary of Sustainability Plan Listening Session Comments](#)
[CLA HCV 100% Financial Transaction Review – Reperformance Report Jan. 1, 2017 - Dec.31, 2022](#)
[Development Crime Report](#)
[CVR Update](#)

Dena Hunt, HACM's Chief Operations Officer – Real Estate, summarized the items on the Sustainability Plan that were due at the end of May. She reported that many of the items were under the Physical portion of the plan, such as unit turn times and procedures, and preventative maintenance. The Management portion pertained to creating an Occupancy Action Plan to increase the percentage of leased units for each development across HACM's portfolio to 96 percent. Commissioners offered suggestions on how Resident Organization leaders could assist site management by walking their properties to increase curb appeal. The Board requested a copy of the Occupancy Action Plan.

Marlon Davis, HACM's Chief of Public Safety, summarized the Development Crime Report included with the agenda. Nicole McDade, HACM's Captain of Public Safety, reported on the Public Safety Resident Organization Engagement Initiative that began in the end of May based on suggestions from Commissioners at the May 14th HACM Board Meeting. The President and Vice President of each Resident Organization (RO) is contacted and asked to forward any questions or concerns to the Initiative by the 15th of each month. The items are discussed at the Public Safety Leadership Huddle, possible resolutions created and communicated back to the RO President and/or Vice President, and a record of the leadership meeting is logged into Public Safety's record management system – THERMS. Captain McDade shared that this will be done in addition to attending the regular RO meetings. Chair Hayslett expressed her enthusiasm at the suggestion being turned into action so swiftly by the Public Safety department.

Ms. Hunt summarized the Monthly Report included with the agenda. She stated that a shortage of staffing has been a challenge across HACM and for the Section 8 office

currently managed by CVR Associates. Four associates were recently hired by CVR to work on the file backlog and to supplement customer service.

Brad Leak, HACM's Chief Financial Officer, summarized the Clifton Larson Allen Section 8 Reperformance Review for the Period January 1, 2017 to December 31, 2022, included with the agenda. He stated that the most concerning issue is the previously discussed inappropriate transfer of funds from HACM'S Section 8 Program to HACM'S Central Office Cost Center. Commissioners asked that Clifton Larson Allen be invited to an upcoming Board meeting to discuss the report.

Adjournment

There being no further business, Commissioner Burrell made a motion to adjourn the meeting at 6:32 p.m. Commissioner Moore seconded the motion. There being no objections, the motion carried.

Meeting minutes prepared by: Patricia Dee and T. Larson

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.