



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

SHERRI L. DANIELS, Chair
Brooke VandeBerg, Vice Chair
Darian Luckett and Irma Yopez Klassen

Wednesday, October 9, 2024

1:30 PM

City Hall, Room 301-A

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 1:30 p.m.

Roll Call

Present: 4 - Reed Daniels, VandeBerg, Yopez Klassen, Luckett

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. [R13503](#) Approval of the minutes of the regular meeting held on September 11, 2024

Sponsors: THE CHAIR

Attachments: [September 11, 2024 Meeting Minutes](#)

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

Aye: 4 - VandeBerg, Reed Daniels, Yopez Klassen, and Luckett

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13513](#) Resolution: Commitment by the Board to hold public listening sessions

Sponsors: THE CHAIR

Vice Chair VandeBerg introduced the item to the Board stating that she had asked HACM staff and the Office of the City Attorney how to best structure public listening sessions going forward and the ability for the Board to take public comment. She continued that because this is not done within any of the boards, commissions, or Council Committees, the Board has asked HACM's City Attorney Greg Kruse and Deputy City Attorney Julie Wilson, to provide some guidance as to best practices. Vice Chair VandeBerg recommended having a public listening session quarterly, which would be a planned agenda item at the Board Meeting.

Attorney Kruse explained that the Board is not required to hold listening sessions, but if it chooses to do so, the Board can decide on an open session or choose a specific topic. The Board and staff are not to respond to comments, these are listening sessions within an open meeting, to provide input to the Board, not a back-and-forth dialogue. Attorney Kruse recommended putting the rules of the listening session directly on the meeting agenda and repeating those instructions at the beginning of the meeting. Attorney Kruse also recommended reminding the public to be respectful to whoever is talking. In addition, he noted that the Board and support staff have the authority to enforce the rules, including the authority to remove people who are not allowing the meeting to move forward or are not following instructions. Attorney Kruse spoke on brevity, suggesting future speakers in support of previous comments, should state they concur, to provide a wide range of comments to be heard. Deputy City Attorney (DCA) Julie Wilson, further explained regarding the Board not responding to comments from the public, that the Open Meeting law intends for the public to look at the Meeting Notice and make their individualized assessment about whether or not they want to attend, and that dialogue between Commissioners and the public may cause a violation of open meeting requirements by becoming content that a member of the public may have wanted to hear from the Board, but was not able to be notified about. DCA Wilson also stated that HACM must post their agendas no less than 24 hours before the meeting to give proper notice to the public, per Open Meetings laws.

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

2. [R13504](#) Resolution approving the submission to the U.S. Department of Housing and Urban Development of the Housing Authority of the City of Milwaukee's Public Housing Authority Five-Year Plan for the period 2025 - 2029 and HACM's 2025 PHA Annual Plan, which includes the Admissions and Continued Occupancy Policy, the Section 8 Administrative Plan, and all other associated documents

Sponsors: THE CHAIR

Attachments: [2025 - 2029 Five-Year PHA Plan Draft](#)
[2025 Agency Plan Minus ACOP & Admin Plan Draft](#)
[ACOP Draft](#)
[Admin Plan Draft](#)
[ACOP Chapters with Redlines](#)
[Admin Plan with Redlines](#)

Patricia Dee, HACM's Administrative Services Supervisor, introduced the plans' goals, what the plans cover, and the timeframe. Ms. Dee stated that public comments were received during the Public Hearing at the September 11th, 2024 HACM Board meeting. Those comments and staff responses are included as an attachment of the plan, as directed by HUD. Ms. Dee stated that changes were made both as a result of the Resident Advisory Board (RAB) and Public Hearing comments. The Public Hearing comments and responses as well as the transcription of the Public Hearing, not required by HUD, but posted because of the number of comments, are available on HACM's website at hacm.org. A draft of the PHA Five-Year and Annual Plan and other documents are also on HACM's website and at the central office located at 809 North Broadway.

Ken Barbeau, HACM's Chief Operating Officer - Program Services, provided a summary of the documents included with the agenda. Mr. Barbeau noted that the comments and responses from last month's Public Hearing were answered and organized by topic, which made it easier to respond to the questions. He stated that the document is a required attachment to both the Annual and Five-Year Plan. Mr. Barbeau also noted that HACM incorporated some of the comments from the Resident Advisory Board into parts of the Agency Plan, such as the Pet Policy, the No Smoking Policy, and regarding the education and outreach to the residents on the rules and their enforcement. In addition, some of the RAB's comments were added to the Five-Year plan regarding additional technical assistance and training for applicants and residents on the use of Rent Café. Mr. Barbeau mentioned that a section was also added to the Five-Year Plan in response to the RAB comments on Resident Retention, in Goal 2. In response to the public hearing comments, HACM added statements in the Performance Management section under Goal 1. Commissioners discussed the submittal date to HUD of October 18, 2024, with an anticipated response within 75 days.

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

3. [R13505](#)

Resolution approving the submission of the significant amendment to the Capital Fund Program (CFP) Five-Year Action Plan for the period 2023 to 2027 to the U. S. Department of Housing and Urban Development

Sponsors: THE CHAIR

Attachments: [Updated CFP Five-Year Action Plan - Changed Rows Highlighted](#)
 [Updated CFP Five-Year Action Plan](#)
 [CFP Five-Year Plan Summary by AMP](#)

Patricia Dee, HACM's Administrative Services Supervisor, introduced the item, explaining that the Capital Fund Program (CFP) Five Year Action Plan delineates the budget breakdown for major work categories by public housing development or area. The significant amendment includes changes and additions to the list of work categories to address prioritized capital needs throughout the public housing system. Fernando Aniban, HACM's Assistant Secretary, gave a synopsis of the Five-Year Plan for the Capital Fund Program for the period 2023 to 2027, provided with the agenda. Mr. Aniban explained that the amounts in the categories are just placeholders, not actual budget amounts for those work categories. One amendment was made to support the operational needs of work orders within the public housing developments, which can include repairs to family units and highrises such as: elevator modernization, smoke detectors, fencing and gates, heating, ventilation & air conditioning (HVAC), parking lots, rehabilitation of units placed under long-term vacancy status, safety-related equipment, cameras, and pest control for major infestations. Mr. Aniban emphasized that HACM cannot spend Capital Fund dollars on items that are not already identified in the plan. Commissioners discussed the projected dollar amounts presented for each category, how and when work orders will be done, how the information will be communicated to the residents, and the timeline for the submittal of the plan. Commissioners also requested that the CFP schedule be provided as an attachment in final minutes, which was not previously provided with the agenda

Ken Barbeau, HACM's Chief Operating Officer - Program Services, stated that the Resident Advisory Board (RAB) reviewed the CFP Plan at their August meeting. Items discussed at that meeting covered disbursements of funds and timeframes of those disbursements. Mr. Barbeau also stated that the RAB would like copies of the budgets when they become available. Vice Chair VandeBerg recommended holding this item until the Board can review the summary and discuss any additional questions with the staff.

Vice Chair VandeBerg made a motion to hold over R13505, seconded by Commissioner Yepez-Klassen, there being no objections, this motion carried.

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

4. [R13506](#) Resolution approving an award of contract to CVR Associates, Inc. for the management and operation of the Housing Choice Voucher Program

Sponsors: THE CHAIR

Attachments: [Summary of the Housing Choice Voucher RFP](#)
[CVR Survey Chicago Housing Authority - South Office REDACTED](#)
[CVR Survey NYSHCR Inspections - 2023-2024 REDACTED](#)
[CVR Survey Chicago Housing Authority - Owner Service REDACTED](#)
[CVR Owner's Symposium Handout and CVR Responses](#)

Vice Chair VandeBerg made a recommendation to hold item R13506 until feedback was received from Commissioner Luckett. She asked if Mr. Barbeau, who would be presenting the item, would like to present or defer until a later time when the item would be brought back to the Board.

Ken Barbeau, HACM's Chief Operating Officer of Program Services, stated that HUD has wanted the item, however, if the Board is going to hold until Commissioner Luckett is present, he will defer his presentation until then. Mr. Hines commented that because of the sensitive timeframe of this item, it may be wise to have a meeting before the November Board meeting. Vice Chair VandeBerg recommended scheduling a special board meeting to cover this item before the November meeting. She also noted her appreciation of the analysis and the work the Evaluation Committee has put in place for this contract.

Vice Chair VandeBerg made a motion to hold over R13506, seconded by Commissioner Yepez-Klassen, there being no objections, this motion carried.

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

5. [R13508](#)

Resolution approving the sale of real property located at 421 East Locust Street to Kinship MKE, Inc. for a Community Food Center and authorizing the execution and delivery of an Offer to Purchase, a Restrictive Covenant and related documents and instruments

Sponsors: THE CHAIR

Attachments: [421 East Locust St Milwaukee WI Offer to Purchase - Redline](#)
[Offer to Purchase - Addendum A - 421 East Locust St Kinship MKE](#)
[Restrictive Covenants - 421 East Locust St](#)

Scott Simon, Travaux's Vice President of Business Development, mentioned that this item has previously been presented to the Board, prior to the plan going to the City's Board of Zoning Appeals and now is coming before the Board for the sale of the property to Kinship MKE, Inc. Attorneys Michelle Ebben and Samantha Olexa from Michael Best stated that the documents presented to the Board are a proposed contract for the sale of vacant land, to which the Board had no questions.

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

6. **The Board may receive a motion to convene in closed session pursuant to Section 19.85(1)(g) Wis. Stats. to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body 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.**

Commissioner Yepez-Klassen made a motion to convene in closed session at 2:40 p.m. Vice Chair VandeBerg seconded the motion. There being no objection, the motion carried.

Vice Chair VandeBerg convened the HACM Board in closed session pursuant to Section 19.85(1)(g) Wis. Stats. to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, The Board may then reconvene in an open session concerning any such item following the Closed Session

Commissioner Yepez-Klassen, made a motion to move out of the closed session at 3:25 p.m. and reconvene to the open session. Vice Chair VandeBerg seconded the motion. There being no objections, the motion carried.

7. [R13510](#) A motion directing HACM staff to prepare a resolution for the November 2024 Board meeting reverting the delegation of the Board's authority over the Secretary-Executive Director's duties and compensation from the Human Resources and other staff of HACM back to the Board

Sponsors: THE CHAIR

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

No: 0

8. [R13511](#) A motion directing HACM staff to develop and present options related to the Board's oversight of the Secretary-Executive Director's duties and compensation.

Sponsors: THE CHAIR

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

No: 0

9. [R13512](#)

A motion directing HACM staff to develop and present options to the Board on best practices for the Board to accomplish a performance evaluation of the Secretary-Executive Director before the end of 2024

Sponsors: THE CHAIR

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

Aye: 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

No: 0

10. [R13509](#)

Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Summary of HUD's Corrective Action Plan Progress](#)
[Rent Assistance Program Update](#)
[Recovery Plan Monthly Update](#)
[Public Housing Occupancy & Work Order Reports](#)
[Affordable Housing Occupancy & Work Order Reports](#)
[Market Rate Housing Occupancy & Work Order Reports](#)

Ken Barbeau, HACM's Chief Operating Officer - Program Services, summarized the utilization metrics for the Rent Assistance Program provided with the agenda. Mr. Barbeau also reported on the progress made on HUD's Quality Assurance Division (QAD) Corrective Action Plan, as reported in the attachment provided with the agenda, including the current status of the Five Year Forensic Fiscal Audit and the 100% Participant File Review. Once the Forensic Fiscal Audit has been completed, staff can discuss the findings and release the report to HUD. Willie Hines added that the Forensic Fiscal Audit is one of the larger items of the Corrective Action Plan, along with the contracting out of the Housing Choice Voucher program, and the 100% Participant File Review.

Mr. Aniban, reported that HACM's financial audit for 2023 was supposed to be submitted by the September 2024 deadline. HACM's new target date is to have the audit completed by the end of November. Commissioners discussed viewing the audit report before it is released to HUD, and when HUD would do their next organizational evaluation. Commissioners also discussed the Yardi system and the organization's 100% migration to it in January 2025.

Greg Anderson, Travaux's Vice President of Asset Management, summarized the Recovery Plan Monthly Update included with the agenda, along with the metrics for the Public, Affordable and Market Rate Housing occupancy and work orders. Commissioners noted their interest in hearing a report on resident retention in future meetings and how many units are actually vacant for Affordable, Public and Market Rate housing.

Mr. Hines quoted one of the applicants who was not selected for the contract of R13506, who articulated that the process was very fair and professionally done.

Adjournment

There being no further business, Commissioner Yepez-Klassen made a motion to adjourn the meeting at 4:30 p.m. Vice Chair VandeBerg 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, Marquette Treadway 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>.

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.