



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, May 14, 2025

4:00 PM

City Hall, Room 301-B

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 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. [R13585](#) Approval of the minutes of the regular board meeting held on April 9, 2025

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for April 9, 2025](#)

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

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

No: 0

2. [R13586](#) Approval of the minutes of the public listening session held on April 17, 2025

Sponsors: THE CHAIR

Attachments: [HACM Public Listening Session Meeting Minutes for April 17, 2025](#)

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

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

No: 0

3. [R13587](#) Approval of the minutes of the public listening session held on April 25, 2025

Sponsors: THE CHAIR

Attachments: [HACM Public Listening Session Meeting Minutes for April 25, 2025](#)

A motion was made by Jackie Burrell, seconded by Irma C. Yepez Klassen, 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. [R13588](#) 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 release of the Leasehold Interest in the property located at 1916 North Vel R. Phillips Avenue

Sponsors: THE CHAIR

Attachments: [Disposition of Long term lease interest in 1916 N Vel Phillips Ave](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, summarized the memorandum included with the agenda. He stated in 2011, the U.S. Department of Housing & Urban Development announced a notice of funding availability that would allow for construction or rehabilitation to provide adult education, and/or job training programs for public housing residents. HACM, in partnership with Employ Milwaukee, the Milwaukee Area Technical College, the Adult Learning Center and others, applied for the Capital Fund Education and Training Community Facilities (CFCF) program grant to provide a technology training facility in the Hillside Terrace area. With the awarded CFCF program grant funds, HACM renovated two under-utilized spaces on the second floor and built a new entrance at the facility located at 1916 North Vel R. Phillips Avenue then being used for trainings by the Adult Learning Center. To use the grant funds, HACM had to prove that it had site control, and so entered into a 40-year long-term lease with the owners of the building, the Capuchin Franciscan Province of St. Joseph (the Province). The grant ended in 2020. During the pandemic, the Adult

Learning Center stopped offering trainings in the building and the space was vacated. Jeanne Dawson, HACM Program Specialist, explained that the Province is requesting a mutual termination of the lease because they would like to sell the building.

Commissioners asked questions about the current ongoing costs of the agreement and if counsel has been involved with the lease termination process.

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, Yopez Klassen, Moore, Hayslett, and Burrell

No: 0

2. [R13591](#)

Presentation of the March Travaux Board Meeting Documents

Sponsors: THE CHAIR

Attachments: [March 27, 2025 Travaux Meeting Minutes](#)
[March 27, 2025 Travaux Board Agenda](#)
[1a. Section 8 Voucher Utilization Update](#)
[1b. Summary of DNS Violations & Data Report](#)
[1c. Monthly Recovery Report](#)
[1d. Public Housing 12 Mo Occupancy & 2Mo Work Order Report](#)
[1e. Public Housing Occupancy and Work Order Report](#)
[1f. Affordable Housing 12Mo Occupancy & 2Mo Work Order Report](#)
[1g. Affordable Housing Occupancy and Work Order Report](#)
[1h. Market Rate Housing 12Mo Occupancy & 2Mo Work Order Report](#)
[1i. Market Rate Housing Occupancy and Work Order Report](#)
[2a. HACM Recovery Agreement Sustainability Plan](#)
[2b. WI002 HACM 2025 Recovery Agreement](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, explained that providing the HACM Board with the reports and attachments from the previous Travaux Board meeting is a requirement in the Sustainability Plan. It provides efficiency between the two Boards, so that efforts are not being duplicated, yet allows the HACM Board to take stock of the materials the Travaux Board is reviewing and of the discussion and questions made by the Travaux Board. He stated that the members of the Travaux Board emphasized that they are ready to assist the HACM Board whenever there is a need for their skill sets.

Commissioner Moore asked Vice Chair Gotzler, who also serves as a Director on the Travaux Board, for any insights on the interrelationships between the two entities or items HACM should focus on. Vice Chair Gotzler stated that the Travaux Board has incredibly skilled and talented Directors and that HACM, as an organization, may not have previously been very effective in taking advantage of their skill sets. The Travaux Board has looked into the data of the recurring reports and has made suggestions that have produced better reporting that clarifies HACM's position. She suggested that, in the future, it may be beneficial to have a joint meeting of the two Boards so that the

HACM Board of Commissioners can meet those appointed to the Travaux Board of Directors and also learn of their expertise and commitment to helping build, manage and support the management of affordable housing in Milwaukee.

3. [R13592](#)

Presentation of the April Travaux Board Meeting Documents

Sponsors: THE CHAIR

Attachments: [April 24, 2025 Travaux Board Agenda](#)
[1a. March 6, 2025 Travaux Meeting Minutes](#)
[2a. March 27, 2025 Travaux Meeting Minutes 2nd Publish](#)
[3a. CLPHA FY25 Comparative Funding Chart](#)
[3b. Highland G703 Buyout & Change Order Tracking](#)
[3c. Section 8 Project-Based Voucher Utilization Update](#)
[3d. Summary of DNS Violations & Data Report](#)
[3e. Public Housing Days Vacant & Move-in / Move-out Reports New Format 3.2025](#)
[3f. Public Housing 12Mo Occupancy & 2Mo Work Order Report](#)
[3g. Affordable LLC 12Mo Occupancy & 2Mo Work Order Report](#)
[3h. Market Rate 12Mo Occupancy & 2Mo Work Order Report](#)

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Vice Chair Gotzler, who also serves as a Director on the Travaux Board, stated that during the April Travaux Board Meeting, there was a discussion with the Travaux Vice President of Construction, Alison Woznicki, about what type of development information the Directors would like to see detailed in future meetings.

4. [R13593](#)

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

No interested persons signed up to provide a two-minute comment during the Public Listening Session. Commissioner Moore noted that she believes it is a good indicator that things have started to move in the right direction. Vice Chair Gotzler noted that there have been many regular HACM Board Meetings, HACM Listening Sessions off-site and regular Travaux Board meetings over the last month and a half. She acknowledged the Administrative Services staff for all of their time and hard work. Chair Hayslett extended the thanks to the Resident Organization leadership, Property Management, the IT Department, and the Maintenance Department and stated her belief that their time and efforts genuinely demonstrated to the residents and to the public HACM's strong desire to collaborate with residents.

5. [R13594](#)

Secretary-Executive Director Report

Sponsors: THE CHAIR

Attachments: [Housing Choice Voucher Report \(PII Redacted\)](#)
[Rent Assistance Progress Tracker](#)
[Section Eight Management Assessment Program Indicators](#)
[2025 Quarter 1 Housing Choice Voucher CAP Report and SEMAP Scoring](#)
[Development Crime Report](#)

Marlon Davis, HACM's Chief of Public Safety, summarized the Development Crime Report included with the agenda. He highlighted the Event Types Share portion of the report as an important indicator that staff is being proactive. The Report Types Shares indicates the volume and breadth of the Public Safety Department services. In April, one hundred Parking Permits were issued – this indicates that Residents are engaged and adhering to the parking regulations by getting a permit as required. Commissioner Moore stated she appreciated the new report format and would welcome a month-to-month comparison. She asked if the Public Safety Department anticipated an increase in calls during the warmer months, which Chief Davis confirmed, and

suggested HACM have a proactive approach to the anticipated increase. Chair Hayslett requested that Public Safety think creatively for partnerships, especially for youth, that would produce positive activities. Commissioner Burrell asked if the other developments might benefit from a District and Development Safety Meeting, like the one at Westlawn Gardens.

Nannette Ray, HACM's Resident Services Manager, introduced Ms. Katelyn Darby, who is a Senior at Central City Cyberschool's Cyber High. Ms. Darby stated that she was recently awarded a \$2,000 scholarship from the Wisconsin Association of Housing Authorities (WAHA). Mr. Barbeau stated that the scholarship, named in honor of former HACM Associate Director Steve Falek, recognizes outstanding resident scholars pursuing higher education. Chair Hayslett stated that this is awesome news and requested it be published in the HACM Hub e-newsletter. She said that HACM has many such self-sufficiency opportunities and these should be communicated to the residents because the developments have so many shining stars.

Dena Hunt, HACM's Chief Operations Officer – Real Estate, highlighted key points from the Monthly Report to the Board of Commissioners included with the agenda. She stated that the report contains key topics derived from feedback received from the HACM Board, such as the sections regarding the Staffing Update, the Call Center and Ticketing System, and the Family Self-Sufficiency Reconciliation (FSS). Ms. Hunt stated that four new hires have been added to support customer service, but CVR Associates, Inc. (CVR) is still searching to fill the Director position. For the first quarter of 2025, 12,700 live calls and call backs were handled. In March, CVR implemented a Tracker to improve and monitor the process of potential voucher terminations going forward, as well as review vouchers terminated prior to CVR's contract initiation. To date it has reinstated 50 accounts incorrectly terminated prior to their management. Commissioner Moore inquired about the two systems of recertification for Project-Based Voucher holders in HACM-owned buildings – residents provide information to site management for the unit and then again to the Section 8 office for the Project-Based Voucher. She wondered if there was a way that the two systems could share information or communicate to the resident that their information must be shared separately with both systems.

Adjournment

There being no further business, Commissioner Burrell made a motion to adjourn the meeting at 6:27 p.m. Commissioner Yepez Klassen 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.