



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

CHARLOTTE HAYSLETT, Chair

Karen Gotzler, Vice Chair

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

Howard Snyder, and James Nelson, Sr.

Wednesday, September 10, 2025

4:00 PM

City Hall, Room 301-A

Live Stream Link:

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

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 4:10 p.m.

Roll Call

Present: 7 - Gotzler, Snyder, Yopez Klassen, Moore, Hayslett, Burrell, Nelson

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. [R13632](#) Approval of the minutes of the regular Board meeting held on August 13, 2025

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for August 13, 2025](#)

A motion was made by ALD. MOORE, seconded by Jackie Burrell, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 7 - Moore, Hayslett, Snyder, Yopez Klassen, Burrell, Nelson, and Gotzler

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13633](#) Public Hearing for the Housing Authority of the City of Milwaukee's Public Housing Authority (PHA) 2026 PHA Annual Plan, the Admissions and Continued Occupancy Policy (ACOP), the Section 8 Administrative Plan, and all other associated documents for the purpose of receiving comments as required by the U.S. Department of Housing and Urban Development 2026 Agency Plan

Sponsors: THE CHAIR

Attachments: [Summary of Changes to ACOP and Admin Plan](#)
[RAB Comments on 2026 Annual Agency Plan and ACOP and Administrative Plan](#)
[2026 Agency Plan Public Comment - Connor Goggans, Milwaukee County](#)
[2026 Agency Plan - All Docs w- Redline ACOP and Admin Plan](#)
[2026 Agency Plan - All Docs w- All Changes Accepted ACOP and Admin Plan](#)

Patricia Dee, HACM's Administrative Services Supervisor, introduced the items and provided an overview of the public hearing process, stating that staff will provide some explanatory information, Commissioners would be able to ask the staff questions and then members of the public would each be given two minutes to speak about the plan.

Ken Barbeau, HACM's Interim Secretary-Executive Director, delivered a brief overview of the purpose of the PHA Annual Plan. He explained that every Housing Authority prepares an Annual plan that is a statement to HUD of what the agency's goals, housing needs and planned objectives are for the upcoming year.

One interested person provided a two-minute comment during the public hearing. A summary of the comment follows. Additionally, one written comment was received prior to the meeting and included in the agenda. A longer version of the public comments received during the public hearing and a staff response to those comments will be included within the submission of the 2026 Annual PHA Plan.

Mr. Sawyer – RAB, Highland Gardens: stated that HACM's proposed approach in using a non-biased HACM employee to receive grievance complaints is a concern. He suggested that the same grievance policy used for the Public Housing program be the standard policy for RAD and Section 8 housing. He asked how the Housing Authority is planning to process and address grievances brought by the Resident Organizations.

2. [R13634](#) Public Listening Session

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: stated that all departments in HACM

need to improve their record keeping process – especially communications between the Resident Organizations, resident groups and the agency. People communicate differently and an accurate record of what has been said is important in an effort for proper communication, for a system to review and discuss items, and during decision-making processes.

3. [R13635](#)

Resolution approving the creation of an Executive Search Committee by the Board of Commissioners of the Housing Authority of the City of Milwaukee to assist with the search for a permanent Secretary-Executive Director

Sponsors: THE CHAIR

HACM Counsel, Assistant City Attorney Gregory Kruse, provided a brief overview of the purpose and creation of the Housing Authority's Executive Search Committee. He stated that the HACM Board has brought together people from outside the organization to provide public input on the process used to select HACM's next Secretary-Executive Director. The City Attorney's office worked with HACM's Chair, the Interim Secretary-Executive Director, and staff to create a formal body to facilitate the process. The HACM Board of Commissioners will outline the Committee's members, determine the duties to be fulfilled, and create an environment of transparency. The resolution is based on Chair Hayslett's vision for the group as well as some best practices. The HACM Board itself will decide on the hiring of the new Secretary-Executive Director.

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

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

No: 0

Abstain: 1 - Gotzler

4. [R13636](#)

Presentation of the August Travaux Board Meeting Documents

Sponsors: THE CHAIR

Attachments: [August 28, 2025 Travaux Board Agenda](#)
[1a. Conflict of Interest Policy](#)
[1b. Conflict of Interest Disclosure Form for Board Members or Employees](#)
[1c. Sample form for Requesting PH or S8 Exception from HUD for Conflict](#)
[3a. Travaux Project Summary as of August 13, 2025](#)
[3b. Highland Gardens Buyout & Change Order Tracking](#)
[3c. Public Housing 2Mo Occupancy & 2 Mo Work Order Report Aug. 2024 -Jul 2025](#)
[3d. Affordable LLC 12Mo Occupancy & 2 Mo Work Order Report Aug. 2024 - Jul 2025](#)
[3e. BNS Market Rate 12Mo Occupancy & 2Mo Work Order Report Aug. 2024 - Jul 2025](#)
[3f. HUD Letter PHARS Update 8/22/2025](#)
[3g. HUD Letter SEMAP Update 8/22/2025](#)
[3h. NSPIRE Property Summary Report](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, explained that due to an emergency, quorum had not been achieved at the August Travaux Board Meeting. With the members present, no actions or votes were taken, but the Conflict of Interest Policy and the documents in the President's report were informally discussed and an email communication was sent to the full Travaux Board, following the meeting, to invite Directors to ask questions regarding the policy and reports that were on the agenda.

5. [R13637](#)

Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Public Safety Department Analytics and Initiatives Report](#)
[CVR Monthly Report](#)
[Updated NSPIRE Property Summary Report](#)
[HUD Letter PHARS Update 8/22/25](#)
[HUD Letter SEMAP Update 8/22/25](#)
[Thank you card](#)
[2024 UnAudited Executive Summary](#)
[Project Revenue and Expense Summary](#)
[2024 FDS Legend](#)
[Entity Wide Revenue & Expense Summary](#)

Dena Hunt, HACM's Chief Operations Officer – Real Estate, introduced two representatives of CVR, Inc., who are managing the HACM Section 8 Program, Michael Tonovitz, Co-President, and Tracey Sheffield, Senior Vice President. Mr. Tonovitz highlighted the letter titled "HUD Letter SEMAP Update 8/22/2025." He stated that many of the SEMAP Corrective Action Plan items have been completed in the eight months since CVR, Inc. has taken over management of the HACM Section 8 Program. He reported that the Project-Based Voucher (PBV) reconciliation is ongoing

and that CVR is working very closely with Property Management to complete PBV income certifications. Commissioner Moore inquired about the current staffing numbers – what positions are filled, what positions are vacant and how much turnover has occurred.

Marlon Davis, HACM's Chief of Public Safety, summarized the Analytics and Initiatives Report included with the agenda. He reported that officer-initiated events for service exceeded resident-initiated calls for service, in comparison to this same timeframe in 2024. Chief Davis said that this indicates the proactive engagement strategies being utilized are preventing incidents before they occur. He also shared that the HACM Public Safety Department will officially receive a Housing Authority Insurance Group (HAI) 2025 Risk Management Honorable Mention later in September. HAI recognizes housing agencies and their departments for outstanding safety and risk management initiatives.

Dena Hunt, HACM's Chief Operations Officer – Real Estate, summarized the NSPIRE, PHARS, and SEMAP documents included with the agenda. She noted that the scores for Scattered Sites on the NSPIRE report are low and that it is indicative of the scattered site single-family house model, as they are much harder to manage and maintain compared to multi-family buildings. The letter from the U. S. Department of Housing and Urban Development (HUD) regarding the SEMAP update indicates that there are three remaining items open from the Corrective Action Plan (CAP) for the Section 8 Program out of an original 17. Completion of those items represent improved practices, which should also end up being reflected in improving the SEMAP score and returning to Standard Performer status. Ms. Hunt explained that the PHARS letter from HUD indicates significant progress in the Sustainability Plan for the Public Housing Program and that HACM is on track to complete the plan. Chair Hayslett commended leadership and the teams for the progress that has been made on the Sustainability and Corrective Action Plans.

Brad Leak, HACM's Chief Financial Officer, distributed the 2024 Final Unaudited Submission, Project Revenue and Expense Summary, 2024 FDS Legend and Entity Wide Revenue and Expense Summary documents at the Board Meeting. He provided a brief overview of the Executive Summary. Commissioner Snyder asked for the 2024 and 2025 Balance Sheets to be presented at the next Board Meeting, alongside the documents distributed at this meeting, and suggested that a Finance Committee of non-board members could be created in the future.

Adjournment

There being no further business, Commissioner Burrell made a motion at 7:00 p.m. to adjourn the meeting. Commissioner Yepez Klassen seconded the motion. There being no objections, the motion carried.

Minutes prepared by: Patricia Dee and T. Larson

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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.