



# City of Milwaukee

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

## Meeting Minutes

### HOUSING AUTHORITY

**MARK WAGNER, CHAIR**

**Ricardo Diaz, Vice Chair**

**Sherri L. Daniels, Brooke VandeBerg, Gloria Lott, and Susan  
Lloyd**

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Wednesday, May 12, 2021

1:30 PM

Virtual Mtg Call-in: 1-866-899-4679

Access Code: 958 509 717#

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**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.**

To view the meeting materials electronically, please go to: <https://milwaukee.legistar.com/MeetingDetail.aspx?ID=861280&GUID=CD2285A7-A5AD-4046-A867-D73B8D501436&Options=info&Search=>

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#### Call to Order

*Meeting called to order at 1:36 p.m.*

#### Roll Call

**Present:** 6 - Diaz, Wagner, Reed Daniels, VandeBerg, Lott, Lloyd

#### 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. [R13223](#) Approval of the minutes of the regular meeting held on April 14, 2021

**Sponsors:** THE CHAIR

**Attachments:** [April 14, 2021 HACM Minutes](#)

**A motion was made Susan Lloyd, seconded by Ricardo Diaz, that this Motion be APPROVED This motion PREVAILED by Voice Vote**

2. [R13224](#) Resolution approving an award of contract to Hurt Electric, Inc. (Wauwatosa, WI) for Public Construction Phase 4A Site Lighting at Westlawn Gardens Phase 2 in the amount of \$251,800.00 (Official Notice Number 58015)

**Sponsors:** THE CHAIR

**Attachments:** [IFB Bid Tab 58015 Hurt Electric for WG Phase 2 Phase 4A Site Lighting](#)

**A motion was made by Susan Lloyd, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 6 - Diaz, Reed Daniels, Wagner, VandeBerg, Lott, and Lloyd

**No:** 0

3. [R13225](#) Resolution approving Amendment No. 1 to Contract 18-022 with Otis Elevator Company for Elevator Maintenance and Repair Services at Various Sites

Exercising option to renew contract for one year (the first of two one-year renewal options allowed by the contract). Current contract authority is \$711,414.00 not-to-exceed, for the term 06/01/2018 through 05/31/2021. Amendment is for additional contract authority of \$308,400.00 not-to-exceed and for extending the term for 06/01/2021 through 05/31/2022.

**Sponsors:** THE CHAIR

**Attachments:** [Amend 1 to 18-022 - Otis Elevator - Elevator Maint & Repair Svcs - Analysis-Recommendation](#)

**A motion was made by Susan Lloyd, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 6 - Diaz, Reed Daniels, Wagner, VandeBerg, Lott, and Lloyd

**No:** 0

## **B. REPORTS AND DISCUSSION ITEMS**

1. [R13226](#) Presentation by the Bronner Group regarding the Business Continuity Management Program

**Sponsors:** THE CHAIR

**Attachments:** [Bronner Narrative 4.27](#)  
[Bronner Presentation Business Continuity May 2021](#)

*Kaylin Nuss, HACM's Director of Asset Management, and Michael Lynch of The Bronner Group presented an overview of the documents included with the agenda.*

*Mr. Lynch explained that there are 18 team plans that cover the totality of the organization. These plans detail processes for both business continuity during disruptive events and for disaster recovery and that these are living documents which should continue to be updated.*

*Ms. Nuss and Mr. Lynch answered Commissioners' questions about updates, tests performed as part of the plan development, Board participation, record retention and staff access.*

2. [R13227](#) Presentation of the First Quarter Financial Reports for the period ending March 31, 2021

**Sponsors:** THE CHAIR

**Attachments:** [Discussion Points - Financial Reports 21Q1 03-31-21](#)  
[Financial Reports 21Q1 03-31-21](#)

*Rick Koffarnus, HACM's Finance Director, and Pam Watson, Senior Finance Analyst, presented the financial reports for the First Quarter of 2021, summarizing the documents included with the agenda.*

*Staff answered questions from the Commissioners about whether there are any known large one-time charges anticipated in future quarters, similar to the one-time first quarter software cost for the Rent Assistance Program (RAP). Other questions centered on the grant obligation numbers and if that number represents an appropriate goal, which staff felt it did, and the source of the reports' Housing Assistant Payment (HAP) revenue utilization number for the RAP program, which is different than the number HUD has in its reports. Staff and HUD agreed to meet to determine the data and formula being used by the organizations.*

**3. [R13228](#)** Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Recovery Plan Monthly Update 05-03-21](#)  
[WHEDA 2021 LIHTC Award List - 04-23-21](#)

*Greg Anderson, Travaux's Senior Asset Manager, discussed the attached Recovery Plan Monthly Update and laid out what will have to be accomplished to meet the goal of 96% occupancy by June 30th. He also noted that the occupancy number today is 94%, that 85% of the unit inspections have been completed and staff efforts are now targeting family Scattered Sites units.*

*Fernando Aniban, HACM's Chief Financial Officer, explained that HACM submitted three tax credit applications to WHEDA last year for Townhomes at Carver Park and Westlawn Renaissance V in the 9% category and Westlawn Renaissance VII in the 4% category. He was pleased to announce that all three of HACM's applications will receive funding, with the two 9% awards being fully funded and the 4% application being partially funded due to the fixing of the 4% rate. The two Westlawn applications will be for new construction and the Townhomes of Carver Park will involve rehabilitation and upgrades. It will also include some relocation and one of its first steps will be communications with the residents. The closings should take place in the first quarter of 2022. Chair Wagner commended the staff and Baker Tilly who assisted with the applications.*

*Several Commissioners expressed a desire for more information on the people component of HACM's mission, and for more engagement with HACM. The Commissioners mentioned wanting to hear more about vaccine numbers for residents and staff, about resident health broadly and about job placement efforts, as examples. Commissioners encouraged staff to connect with them in areas they have expertise, and there will be discussion between the Commissioners of how that might be structured. There is also a desire to return to in-person meetings, and for more information to be provided on when that would be possible. Chair Wagner suggested Commissioners feel free to contact him to collect their thoughts. Mr. Hines thanked the Commissioners for their discussion and noted that the Commissioners will hear back from himself and staff in a timely manner about what was discussed.*

**Adjournment**

*There being no further business, Vice Chair Diaz made a motion to adjourn the meeting at 2:47 p.m. Commissioner Lloyd seconded the motion. There being no objections, the motion carried.*

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