



# City of Milwaukee

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

## Meeting Minutes

### TRAVAUX INC. BOARD OF DIRECTORS

*Willie L. Hines, Jr., President, Grady L. Crosby, Daniel  
McCarthy, Eugene R. Guskowski, Atty. Kimberly Hurtado,  
Eugene Manzanet, Ph.D., and Joan Zepecki*

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Thursday, October 12, 2023

3:00 PM

Virtual Call-in Number: (866) 899-4679  
Access Code: 881-700-365#

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#### Call to Order

*Meeting called to order at 3:00 p.m.*

#### Roll Call

**Present:** 7 - McCarthy, Hines, Jr., Manzanet, Crosby, Hurtado, Guskowski, Zepecki

**Excused:** 1 - Rainey

1. [T316](#) Approval of the minutes of the regular meeting held on September 14, 2023

**Sponsors:** THE CHAIR

**Attachments:** [Travaux Minutes for September 14, 2023 - Final](#)

**A motion was made by Grady Crosby, seconded by Kimberly Hurtado, that this Motion be APPROVED. This motion PREVAILED by the following vote:**

**Aye** 7 - McCarthy Hines, Jr. Manzanet Crosby Hurtado Guskowski Zepecki

**No** 0

**Excused** 1 - Rainey

2. [T317](#) Report from the President

**Sponsors:** THE CHAIR

**Attachments:** [Public Housing Occupancy Report 2023](#)

[Affordable LLC - Occupancy 2023](#)

[Market - Occupancy 2023](#)

[Section 8 Update](#)

*Greg Anderson, Travaux's Vice President of Asset Management, summarized the occupancy reports provided with the agenda. Director McCarthy suggested that due to the steady decline in occupancy at Mitchell Court, the Board look at the November meeting numbers and hear more from staff about Mitchell Court. Directors discussed the application process online versus walk-in, waiting lists, and strategic initiatives to*

*increase occupancies.*

*Jackie Martinez, HACM's Section 8 Program Director, summarized the Section 8 Update document provided with the agenda. Directors discussed the utilization of vouchers, how the vouchers are allocated, and the waiting list for the Rental Assistance Demonstration program. Director McCarthy commented that he would like to see this utilization chart at every meeting.*

*Willie L. Hines, Jr., informed the Board that the City of Milwaukee Common Council passed an ordinance that has directed the Department of Neighborhood Services (DNS) to do inspections on HACM properties when contacted for potential code issues, effective January 1, 2024. Mr. Hines stated that HACM will continue to encourage residents to contact the management office first and allow them to address any repairs. Directors discussed the financial component of the new ordinance and how it will impact the organization.*

*Director McCarthy expressed, that as a Board, it is important to understand the performance information provided and for staff to comprehensively measure that performance for the Board. The occupancy report presented by the staff every month has been very helpful. Director McCarthy stated that the Board is beginning to better understand and track the numbers related to those performance areas. The next component of the organization's performance to be measured will be the work order flow. Director McCarthy proposed that there be an agenda item at the next Board meeting to discuss how to best look at the work order flow, how that flow is measured, and what kind of useful information can be shared with the Board. Director McCarthy further stated that the last component would be the customer satisfaction survey. Directors all agreed that the information requested would allow the organization to keep a positive focus for 2024. Mr. Hines thanked the Directors for their insights and suggestions and will bring those items before the Board.*

*Mr. Hines also spoke about the importance of HACM keeping its residents informed. Staff is preparing resident contact sheets that will be distributed to the organization's residents and the Board as soon as it is completed. Mr. Hines thanked Patricia Dee for leading that project. Director Guskowski requested a copy of the resident contact sheet be shared with the Board before the next Board meeting. Director McCarthy also requested that at the next Board meeting staff give a brief report on Victory Manor's HVAC system. President Hines concluded his report by thanking the Directors for their time and closed the meeting.*

## **Adjournment**

*There being no further business, Director McCarthy made a motion to adjourn the meeting at 4:22 p.m. Director Manzanet seconded the motion. There being no objections, the motion carried.*

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