



# City of Milwaukee

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

## Meeting Minutes

### TRAVAUX INC. BOARD OF DIRECTORS

*Ken Barbeau, Acting President, Atty. Grady L. Crosby, Daniel McCarthy, Eugene R. Guskowski, Atty. Kimberly Hurtado, Eugene Manzanet, Ph.D., Joan Zepecki, and Karen Gotzler*

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Thursday, March 6, 2025

3:00 PM

Convent Hill Community Room, First Floor  
455 East Ogden, Milwaukee, WI

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#### Call to Order

*Meeting called to order at 3:09 p.m.*

#### Roll Call

**Present:** 7 - McCarthy, Gotzler, Crosby, Hurtado, Guskowski, Zepecki, Barbeau

**Excused:** 1 - Manzanet

1. [T371](#) Approval of the minutes of the regular meeting held on February 13, 2025

**Sponsors:** THE CHAIR

**Attachments:** [Travaux Meeting Minutes for February 13, 2025](#)

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

**Aye** 6 - McCarthy Gotzler Crosby Guskowski Zepecki Barbeau

**No** 0

**Excused** 1 - Manzanet

**Abstain** 1 - Hurtado

2. [T372](#) Motion to approve the proposed Amended 2025 Schedule for the Travaux Board of Directors

**Sponsors:** THE CHAIR

**Attachments:** [Travaux Board AMENDED Schedule - Tentative](#)

*Patricia Dee, HACM's Administrative Services Supervisor, explained that this amended schedule was a result of the discussion at last month's meeting that it would be beneficial for the Travaux Board to provide the HACM Board with insight on those items directly impacted by Travaux's development and property management. The Travaux Board's report on any given item could be submitted to the HACM Board through meeting minutes, an executive summary, or a verbal update.*

**A motion was made by Dan McCarthy, seconded by Kimberly Hurtado, that**

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this Motion be APPROVED. This motion PREVAILED by the following vote:

**Aye** 7 - McCarthy Gotzler Crosby Hurtado Guskowski Zepecki Barbeau

**No** 0

**Excused** 1 - Manzanet

3. [T373](#)

Report from the President

**Sponsors:** THE CHAIR

**Attachments:** [Summary of DNS Violations & Data Report](#)  
[Rent Assistance Program Update](#)  
[Monthly Recovery Report](#)  
[Public Housing 12 Mo Occupancy & 2Mo Work Order Report](#)  
[Public Housing Occupancy and Work Order Report](#)  
[Affordable Housing 12Mo Occupancy & 2Mo Work Order Report](#)  
[Affordable Housing Occupancy and Work Order Report](#)  
[Market Rate Housing 12Mo Occupancy & 2Mo Work Order Report](#)  
[Market Rate Housing Occupancy and Work Order Report](#)

*Ken Barbeau, Travaux's Acting President, summarized the Voucher Utilization Update included with the agenda. Directors discussed whether the current Section 8 Report was in the Travaux Board's purview or should solely be presented to the HACM Board of Commissioners. Directors offered suggestions on what information they would like the Travaux Board to see in future reports and suggested the Project-Based Voucher numbers be presented per individual Limited Liability Corporation and a report of direct rent payments by the Rental Assistance Demonstration units be included.*

*Dena Hunt, HACM's Chief Operation Officer – Real Estate, provided an update on CVR Associates' progress managing HACM's Rent Assistance Program. She stated that the majority of the calls are now being answered live, whereas last month, calls were being logged and returned. Ms. Hunt informed the Board that CVR Associates has forty-one staff members at the Lisbon office, of which six are temporarily filled by CVR's corporate resources and that CVR is currently recruiting for thirteen open positions. Ms. Hunt reported that the 100 percent file review is slightly behind due to the condition of the files. She stated that the late recertifications are projected to be complete in May. Directors indicated that they have an interest in knowing the total number of Project-Based Voucher and Rental Assistance Demonstration units that are on hold or that are not occupied. In time, the Directors would like to see separate financial, occupancy and capital replacement plan reports for each Limited Liability Corporation in HACM's portfolio in which Travaux performs property management.*

*Ms. Hunt presented an overview of the Summary of DNS Violations Status Report included with the agenda. She highlighted the changes to the report since the last meeting of the Board. Ms. Hunt stated that there is now a designated HACM staff member who is HACM's liaison with the Department of Neighborhood Services (DNS), and receives all of HACM's DNS violations. A dedicated maintenance team has also been created to work on DNS violations. This new, centralized method of receiving the violations and dispatching work requests has resulted in the backlog of*

*work seen on the previous month's report being completed and HACM receiving fewer fines. The Board indicated they would like to see emergency work orders highlighted on the DNS Report. Directors asked questions about the extent of DNS' authority, emergency work orders, and how residents can report maintenance issues. The Directors offered suggestions on building signage, resident contact sheets, magnets, and a work order computer station in resident common areas to report those issues.*

*Ms. Hunt provided an update on the HACM Recovery Agreement / Sustainability Plan. She stated that at one of the weekly meetings with property management and maintenance, there was a great discussion regarding unit turn-around times. Going forward, HACM will be separately measuring the time from the vacancy until the unit is prepared for occupancy ("lease ready") and then from lease ready to lease up. In time, this will clarify where improvements can be made to increase lease up. The Board expressed an interest in reviewing the updated Sustainability Plan with the portions of the plan that pertain to the Travaux Board highlighted for discussion.*

*Ms. Hunt presented the Monthly Recovery Report included with the agenda which prompted a discussion about the property managers' meeting that just occurred. The theme of the meeting was "The Call to Action." It was an introduction to the new HACM standard going forward that centers on prioritizing customer service, communication and accountability.*

## **Adjournment**

*There being no further business, the acting President a motion to adjourn the meeting at 4:49 p.m. with the consent of the other Directors in attendance.*

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