



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,
Joan Zepecki, and Karen Gotzler*

Thursday, September 25, 2025

3:00 PM

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

Call to Order

Meeting called to order at 3:08 p.m.

Roll Call

Present: 5 - McCarthy, Gotzler, Crosby, Guskowski, Barbeau

Excused: 2 - Hurtado, Zepecki

1. [T386](#) Approval of the minutes from the regular meeting held on June 26, 2025

Sponsors: THE CHAIR

Attachments: [Travaux Meeting Minutes for June 26, 2025](#)

**A motion was made Dan McCarthy, seconded by Karen Gotzler, that this
Motion be APPROVED This motion PREVAILED by Voice Vote**

Aye 5 - McCarthy Gotzler Crosby Guskowski Barbeau

No 0

Excused 2 - Hurtado Zepecki

Roll Call

Director Hurtado arrived at 3:11 p.m.

Present: 6 - McCarthy, Gotzler, Crosby, Hurtado, Guskowski, Barbeau

Excused: 1 - Zepecki

2. [T389](#) Presentation of the August 28, 2025, notes on non-voting presentations
which were made in lieu of the Board Meeting, due to lack of quorum

Sponsors: THE CHAIR

Attachments: [August 28, 2025 Notes from Non-Quorum Gathering](#)

Patricia Dee, HACM's Administrative Services Supervisor, explained that the notes

from the August 28, 2025, Travaux meeting are not official minutes and do not require a vote. Due to the lack of quorum on August 28th, only non-voting presentations were discussed by those present and no Board actions were taken. All the items, including those discussed, have been brought to this meeting, anticipating a quorum, for an official review by the Board. Ken Barbeau, Travaux's Interim President, stated that it was a very good discussion and encouraged the members unable to attend the August meeting to read the notes.

3. [T387](#)

Discussion of the revised Conflict of Interest Policy for the Housing Authority of the City of Milwaukee's Existing Employee Handbooks

Sponsors: THE CHAIR

Attachments: [Conflict of Interest Policy](#)
[Conflict of Interest Disclosure Form for Board Members or Employees](#)
[Sample form for Requesting PH or S8 Exception from HUD for Conflict of Interest](#)

Ken Barbeau, Travaux's Interim President, explained that the HACM and Travaux Employee Handbooks, previously had a small section on nepotism and conflict of interest, but they did not meet the level of detail the U.S. Department of Housing and Urban Development (HUD) requires. HUD's rules are more restrictive, for instance, with certain levels of employees - those who influence policy, provide strategic direction or supervise others - a family member being considered for employment would also need to be disclosed to HUD for an approval process. This updated policy is based on a template from the HUD Exchange that Counsel and Staff reviewed and amended to make it specific to HACM and its instrumentalities.

Director Crosby suggested modifying some of the language of the Disclosure Form for the HACM and Travaux Boards and for the government officials who will be reviewing and signing it, to remove questions only appropriate for staff.

4. [T390](#)

Report from the President

Sponsors: THE CHAIR

Attachments: [Travaux Project Summary as of September 12, 2025](#)
[Highland Gardens Buyout Change Order Tracking](#)
[Public Housing 12Mo Occupancy & 2Mo Work Order Report Sep '24 - Aug '25](#)
[Affordable LLC 12Mo Occupancy & 2Mo Work Order Report Sep '24 - Aug '25](#)
[Market Rate 12Mo Occupancy & 2Mo Work Order Report Sep '24 - Aug '25](#)
[2024 UnAudited Executive Summary](#)
[Project Revenue and Expense Summary](#)
[2024 FDS Legend](#)
[Entity Wide Revenue & Expense Summary](#)

Alison Woznicki, Travaux's Vice President of Construction, provided an overview of the Travaux Project Summary included with the agenda. The updated Public Housing Physical Need Assessments (PNAs) have been completed and will be submitted to

the U.S. Department of Housing and Urban Development as part of the Sustainability Plan. Staff is working to present the PNAs to the Property Management and Maintenance Teams to garner feedback on future revitalization. An Asset Management report will also be crafted from the PNAs and other materials, to be presented to both Boards that will include comprehensive information on Financial and Physical Management and current strategies. On other topics, Ms. Woznicki noted that the Highland Gardens remodel is fifty percent complete. Some of the residents were so pleased with the progress of the work that they cooked lunch for the Travaux contractors as a Thank You. The bids have been received for Victory Manor's Variable Refrigerant Flow (VRF) HVAC Annual Maintenance contract. The subcontractor is very familiar with VRF systems and is excited to be on board. Director McCarthy requested a delivery schedule for the Lincoln Court elevator modernization materials and Director Gotzler suggested that some of the Maintenance Staff become VRF Systems certified.

Brad Leak, HACM's Chief Financial Officer, provided a brief overview of the 2024 Unaudited Executive Summary included with the agenda. He reported that the 2023 audits have been reconciled and are in the final review stages, and the audit report is expected in early October. With the 2023 audit reconciliation, the 2024 audits will be able to be completed, and all of the information going forward is now in YARDI. Previously, financial statements were maintained in the Multiview software and operations were run from YARDI, so there was no real-time analysis available when making decisions.

Ken Barbeau, Travaux's Interim President, provided an overview of the Public, Affordable and Market Rate Housing Occupancy Reports included with the agenda. He reported that HUD was very pleased that the Public Housing Program achieved a 98.89% occupancy rate in August. The Affordable Housing occupancy rate is at 80%. CVR had a good presentation at the HACM Board of Commissioners Meeting, and the Co-President of CVR, Inc. reported they have brought in seven additional people from their corporate office to assist with catching up on the back recertifications and Project-Based Voucher reconciliation. Mr. Barbeau added that Work Orders increased in August due to the severe storm and flooding.

Adjournment

There being no further business, Director McCarthy made a motion to adjourn the meeting at 4:44 p.m. Director Crosby seconded the motion. There being no objections, the motion carried.

Minutes prepared by: Patricia Dee and T. Larson

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