



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, March 27, 2025

3:00 PM

VIRTUAL

This is a virtual meeting that will be conducted via Microsoft Teams.

Link: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 251 534 807 435 Passcode: iv7Kq3wz

Call-in Number: 414-251-0392 Phone ID: 899 340636#

Call to Order

Meeting called to order at 3:06 p.m.

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

1. [T374](#) Revised Reporting and Communication process from the Travaux Board to the HACM Board

Discussion with Directors regarding which reports the Travaux Board feels are relevant to their oversight of Travaux's operations, both programmatic reports and financial reports. A recommendation from HUD is that reports reviewed by Travaux would be forwarded to the HACM Board with Travaux Board minutes so that the HACM Board is updated on Travaux's discussions.

Sponsors: THE CHAIR

<u>Attachments:</u>	Rent Assistance Program Update Summary of DNS Violations & Data Report 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
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Director McCarthy requested that on any handouts, the speaker include or be prepared to present, how Travaux staff impact the item, directly or indirectly or how this affects the work of the Travaux staff or goals they are working toward.

Ken Barbeau, Travaux's Acting President, introduced the Rent Assistance Program Update included with the agenda. He stated that the HACM-Owned Project-Based Voucher (PBV) Utilization impacts Travaux because property managers are Travaux staff. The report shows how many PBVs have been allocated to a development and that development's current percentage of utilization – the number of units that are leased and receiving the PBV subsidy. Director Gotzler stated that while the relationship may be indirect, voucher income is one component of the overall operations and of the property manager's ability to maintain income levels and financial stability at each of the Limited Liability Company (LLC) developments. It is the property manager's role to have a good relationship with the intake department to ensure the property is leased up, with the maintenance department to ensure that building maintenance is performed, and that expenses are being kept low while income is being generated back to the core entity.

Mr. Barbeau introduced the Summary of DNS Violations & Data Report. He noted that many of the site managers and maintenance specialists are Travaux staff. Also, the Department of Neighborhood Services (DNS) violations have a potential financial impact if the work orders are not completed on a timely basis. Director McCarthy stated that the DNS report and work orders are at the core of the Travaux Board's oversight. Director Hurtado requested that emergency work orders be prioritized and separated out on the report.

Mr. Barbeau introduced the Monthly Recovery Report included with the agenda. He explained that the report format is no longer required because the former Public Housing Recovery Plan this report addressed has been replaced by the current Sustainability Plan. Director McCarthy noted that the other occupancy reports did not include the metrics for the number of move outs, move ins, evictions or average days vacant. Director Hurtado stated that a breakdown of the units vacant, either due to needed maintenance or awaiting lease up, is data that the Travaux Board should review.

Mr. Barbeau introduced the Public Housing 12-Month Occupancy Report included with the agenda. He pointed out that the format is the same for the Affordable- and Market-Rate Housing portfolios, so any changes requested would apply to those reports as well. He explained that the 12-Month Occupancy Report shows an historical trend of occupancy analysis by development that directly effects HACM's income. The Directors agreed that the report should continue to be reviewed by the Travaux Board.

Mr. Barbeau introduced the 2-Month Work Order Report included with the agenda. He noted that similar to the Summary of DNS Violations Report and the 12-Month Occupancy Report, the 2-Month Work Order Report also shows the trend at each development over time, but for work orders. Director McCarthy commented that the work order data had previously been presented to the Board in two different formats – one report was monthly and the other, still current report demonstrates a two-month comparison that he found useful. Director Guszkowski suggested that a comparison of the DNS Work Order Report and the 2-Month Work Order Report would be constructive data – something to show how the work order was originated, by DNS or internally – that would demonstrate a trend. Director Gotzler agreed, stating that the data would measure how residents are reporting maintenance work to be completed. Director Hurtado recommended that a breakout of emergency work orders versus regular work orders be included in the 2-Month Work Order Report.

Mr. Barbeau asked the Travaux Board if there were financial reports that the Board would like to see on a regular basis. The Directors requested a Travaux Financial Statement and a financial report for each of the Limited Liability Companies.

Director Hurtado mentioned that at previous Board Meetings there was a standard Schedule of Values report presented to the Board that detailed the project's planned cost versus actual cost. The Board would like to see if the bidding process is being performed well and how close the project is to the budget throughout the course of construction. She continued that those two time periods, the bidding and construction phase, are critical for the Travaux Board to review.

2. [T375](#) Sustainability Plan Update

Sponsors: THE CHAIR

Attachments: [HACM Recovery Agreement_Sustainability Plan](#)

[HACM 2025 Recovery Agreement](#)

Mr. Barbeau highlighted two main sections of the Sustainability Plan that are of interest to the Travaux Board: the Governance Section, which includes items regarding Bylaws and Asset Management, and the Physical Indicator Section, in which all the items are overseen by Travaux staff. Director Hurtado stated that the Travaux Board is here to assist the HACM Board in any way they can. Director Hurtado noted that there are three items in Governance, one item in Management and four items in the Physical section where Travaux staff will be involved. She shared her commitment that the Travaux Board stands ready to assist the HACM Board, should the HACM Board want to utilize the Travaux Board's skillsets and collective experience regarding processes, procedures or reports, or in some other way to augment the work of the Sustainability Plan – that such assistance could be a well-suited way for this instrumentality's Board to contribute to these efforts. Director McCarthy requested that an update on the Asset Management Policy and the updated Sustainability Plan showing accomplishments noted, sent to HUD, be included in the President's Report.

Adjournment

There being no further business, Director Zepecki made a motion to adjourn the meeting at 4:14 p.m. Director McCarthy seconded the motion. There being no objections, the motion carried.

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