



# City of Milwaukee

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

## Meeting Minutes

### HOUSING AUTHORITY

*CHARLOTTE HAYSLETT, Chair*

*Karen Gotzler, Vice Chair*

*Irma Yepez Klassen, Jackie Burrell, Ald. Sharlen Moore,*

*Howard Snyder, and James Nelson, Sr.*

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Wednesday, April 15, 2026

4:00 PM

City Hall, Room 301-B, 200 East Wells Street

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Live Stream Link:

[https://milwaukee.granicus.com/player/camera/4?publish\\_id=6&redirect=true](https://milwaukee.granicus.com/player/camera/4?publish_id=6&redirect=true)

Meeting Link for Live Stream – City of Milwaukee Live Stream Two

Cable Subscriber Options: Spectrum: Channel 25 and AT&T Channel 99

**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.**

#### Call to Order

#### Roll Call

**Present:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, Nelson

#### 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. [R13745](#) Approval of the minutes of the Public Listening Session Board meeting held on March 5, 2026

**Sponsors:** THE CHAIR

**Attachments:** [Meeting Minutes for PLS Lapham-Carver Park March 5, 2026](#)

**A motion was made by Jackie Burrell, seconded by Irma C. Yepez Klassen, that this Motion be APPROVED. This motion PREVAILED by the following vote:**

**Aye:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

2. [R13751](#) Approval of the minutes of the Special Board meeting held on March 13, 2026

**Sponsors:** THE CHAIR

**Attachments:** [Meeting Minutes HACM Special Meeting March 13, 2026](#)

**A motion was made by Jackie Burrell, seconded by Irma C. Yopez Klassen, that this Motion be APPROVED. This motion PREVAILED by the following vote:**

**Aye:** 7 - Gotzler, Snyder, Yopez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

## B. REPORTS AND DISCUSSION ITEMS

1. [R13752](#) Resolution approving an Employment Contract with Harold Ince, Jr. for the position of Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Harold Ince, Jr. Employment Agreement Counter Contract](#)  
[HACM Job Description Secretary Executive Director](#)

*Assistant City Attorney and HACM Counsel Greg Kruse, along with Todd Slusar, HACM's Senior Human Resource Business Partner, reviewed the terms of the Employment Contract for the new Secretary-Executive Director, as provided with the agenda.*

*The Commissioners decided to begin their discussion about the new Secretary-Executive Director and the terms of the Employment Contract within closed session.*

*Vice Chair Gotzler made a motion to convene in closed session at 4:10 p.m. Commissioner Nelson seconded the motion. There being no objections, the motion carried.*

*Chair Hayslett convened in closed session pursuant to Section 19.85(1)(c) Wis. Stats., to consider employment, promotion, compensation or performance evaluation data regarding Harold Ince, Jr., candidate for Secretary-Executive Director, as well as pursuant to Section 19.85(1) (e) Wis. Stats. to confer with a representative of counsel regarding deliberations or negotiations about the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board may then reconvene in open session concerning any such item following Closed Session.*

*Commissioner Yopez Klassen moved to reconvene in open session at 4:30pm. Commissioner Snyder seconded the motion. There being no objections, the motion carried.*

*Chair Hayslett reconvened the regular meeting of the Housing Authority Board.*

**A motion was made by Howard Snyder, seconded by Karen Gotzler, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the**

following vote:

**Aye:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (c) Wis. Stats., considering employment, promotion, compensation or performance evaluation data regarding Harold Ince, Jr., candidate for Secretary-Executive Director, as well as pursuant to Section 19.85(1) (e) Wis. Stats. to confer with a representative of counsel regarding deliberations or negotiations about the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board may then reconvene in open session concerning any such item following Closed Session.

2. [R13753](#) Resolution approving an award of contract to William Sackerson Construction Co. Inc. (Cudahy, WI) for elevator modernization at Hillside Terrace in the amount of \$574,606.00 (Official Notice 58152)

**Sponsors:** THE CHAIR

**Attachments:** [Bid Tab 58152 William Sackerson Construction elevators @ Hillside Tr](#)

*Alison Woznicki, Travaux's Vice President of Construction, stated that the bid from William Sackerson Construction for the elevator modernization at Hillside Terrace, was the lowest, at \$574,606.00. The work will fall under the 2024 Capital Funds Program.*

**A motion was made by Karen Gotzler, seconded by James Nelson, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

3. [R13754](#) Resolution approving an award of contract to Berglund Construction Company (Milwaukee, WI) for facade repair at Hillside Terrace in the amount of \$224,500.00 (Official Notice 58154)

**Sponsors:** THE CHAIR

**Attachments:** [Bid Tab 58154 Berglund Construction Company for facade repair @ Hillside Tr](#)

*Alison Woznicki, Travaux's Vice President of Construction, stated that the bid from Berglund Construction for facade and masonry work at Hillside Terrace high-rise, was the lowest, at \$224,500.00. The work will fall under the 2024 Capital Funds Program.*

**A motion was made by Irma C. Yepez Klassen, seconded by ALD. MOORE, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

4. [R13755](#) Resolution approving an award of contract to Masonry Restoration, Inc. (West Allist) for facade repair at Arlington Court in the amount of \$449,000.00 (Official Notice 58155)

**Sponsors:** THE CHAIR

**Attachments:** [Bid tab 58155\\_Masonry Restoration Inc facade wrk at Arlington Crt](#)

*Alison Woznicky, Travaux's Vice President of Construction, stated that the bid from Masonry Restoration, Inc., for facade repair at Arlington Court, was the lowest, at \$449,000. The work will fall under the 2024 Capital Fund Program.*

**A motion was made by Karen Gotzler, seconded by James Nelson, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 6 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

**Abstain:** 1 - Snyder

5. [R13756](#) Resolution approving an offer to purchase by Orvix, LLC for the Scattered Sites home located at 1302 South 21st Street, Milwaukee, WI for \$111,000.

This is a 4-bedroom, single-family home located on the 8th Aldermanic District. The property has been vacant since 2024 due to repair costs exceeding HACM capacity to return the unit to NSPIRE Standards. This property has been approved for sale for the highest and best offer by the Special Application Center at the Department of Housing and Urban Development. The bid by Orvix, LLC is \$7,000 over the appraised value and sale price.

**Sponsors:** THE CHAIR

**Attachments:** [Offer To Purchase Scattered Sites at 1302 South 21St Street, Milw., WI](#)  
[Orvix LLC Dept of Financial Inst. Corp Records](#)

**A motion was made by Irma C. Yepez Klassen, seconded by Karen Gotzler, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 7 - Gotzler, Snyder, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

**No:** 0

6. [R13757](#) Public Listening Session - General Comments

The Listening Session is an opportunity for the public to provide input to the Board; for the Board to receive that information for their consideration. Persons who wish to comment may do so in person, via

eComment on the internet, and via mail.

Those wishing to speak in person should register in person at the meeting and will be called in the order in which they signed up. As a courtesy to others and to ensure the widest breadth of input, all speakers will be limited to speak for two minutes.

Those wishing to provide written comment in person may provide the comments to the staffer who is also registering speakers, and those comments will be shared with the Board of Commissioners.

Those wishing to provide written comment via mail should send their correspondence to: Attention Public Comment, Housing Authority of the City of Milwaukee, P.O. Box 324, Milwaukee WI 53201-0324. In order to be included in this meeting, all written comments for this meeting must be received two days before the meeting. If any comments are received after that date, they will be shared with the Board of Commissioners prior to their next regular meeting.

Those wishing to provide comment via the internet must do so prior to 11am the day of the Board Meeting by visiting the City's eComment system and accessing this agenda, once made available, at <http://milwaukee.legistar.com/calendar>. After 11am the day of the Board Meeting, no further comment will be able to be taken via the internet for this meeting.

**Sponsors:** THE CHAIR

*One interested person signed up to provide a two-minute comment during the general Public Listening Session.*

*Cornelious Sawyer, Highland Gardens, reported that several concerned residents from Scattered Sites had approached him about the lack of resident representation to address issues for their properties, including the absence of elections.*

7. [R13758](#)

Discussion of the impact of Common Council Resolution File # 251634 on HACM properties

**Sponsors:** THE CHAIR

**Attachments:** [Common Council Resolution File No. 251634 on HACM properties](#)

*Assistant City Attorney and HACM Counsel Greg Kruse explained that the Common Council for the City of Milwaukee passed Resolution No. 251634, which prohibits the use of City-owned or City-controlled properties, such as parking lots, ramps, vacant lots, parks, or garages, as staging or processing locations for civil immigration enforcement actions.*

*In response to Commissioner Snyder's inquiry regarding whether this resolution would impact HACM properties, Attorney Kruse confirmed that it does not, noting that the resolution applies specifically to properties owned or controlled by the City. Vice Chair Gotzler suggested that the Board take a serious look at the Common Council's*

resolution and consider something similar for HACM.

8. [R13759](#) Presentation of a Summary of HACM's Public Housing Capital Fund Program

**Sponsors:** THE CHAIR

**Attachments:** [Capital Fund Program Yearly Budgets](#)  
[Capital Fund Program 2023 Summary](#)  
[Capital Fund Program 2024 Summary](#)  
[Capital Fund Program 2025 Summary](#)  
[Capital Fund Program 2026 Summary](#)  
[Capital Fund Program 2027 Summary](#)

*Alison Woznicki, Travaux's Vice President of Construction, provided a summary of the Capital Fund Program (CFP) with updated figures attached to the agenda. She reviewed the 2022 CFP, noting that Travaux anticipates expending those funds by May 11. She indicated that the 2023 CFP is not currently a concern, as all funds have been fully obligated. Ms. Woznicki explained that HACM is presently focused on the 2024 CFP obligation, highlighting that the three contracts approved in today's Board meeting which will be applied toward that obligation. In response to the Commissioners' request, she added that the summaries for the 2025, 2026, and 2027 CFPs include a breakdown of estimated amounts obligated to date.*

9. [R13760](#) Presentation of the March documents from the Travaux Board Meeting.

**Sponsors:** THE CHAIR

**Attachments:** [Travaux Board Agenda for March 26, 2026](#)  
[1. Travaux Meeting Minutes for February 26, 2026](#)  
[2.a.Travaux Projects 3.11.26 \(002\)](#)  
[2.b. Capital Fund Program Budgets](#)  
[2.c. Highland Gardens Buyout & Change Order Tracking](#)  
[2.d. Public Housing 12 Mo Occupancy & 2Mo Work Order Report](#)  
[2.e. Affordable Housing 12 Mo Occupancy & 2Mo Work Order Report](#)  
[2.f. Market Rate 12 Mo Occupancy & 2Mo Work Order Report](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, provided a summary of the documents from the Travaux Board of Directors' Regular Meeting. He noted that in March, Alison Woznicki, Travaux's Vice President of Construction, presented an overview of ongoing Capital Fund Program activities as well as work at Highland Gardens. Mr. Barbeau further explained that the remaining attachments included in the President's Report are recurring documents consistent with prior months and reflect no significant changes.*

10. [R13761](#) Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Public Safety Analytics & Initiatives Report](#)  
[Public Safety Dept Response to Action Items from 3-26 Mtg](#)  
[Public Safety Cost Reduction Measures Effective 4.12.26](#)  
[Public Safety Development Take Over Response](#)  
[CVR Monthly Report](#)  
[HCV Request For Tenancy Approval \(RFTA\) Draft](#)  
[Asset Management Plan Update](#)

*Ken Barbeau, HACM's Acting Secretary-Executive Director, called on Anissia Robertson, HACM's Property Management Director, Mike Wellman, Maintenance Services Director, and Todd Slusar, Senior Human Resources Business Partner, to provide an update on unit vacancies and turnaround times. Mr. Barbeau began first by providing background on the 2025 Standard Operating Procedure (SOP) for recording vacant units in Yardi, implemented to establish consistent processes. He noted that, due to turnover among managerial and property staff, these procedures may not have been applied consistently across the organization. Mr. Barbeau highlighted key steps outlined in the SOP: lock changes, scheduling pest control treatment, maintenance assessments to determine the scope of repairs, and the overall timeframe to return the unit to lease-ready status.*

*He also presented a report on current vacancies and active work orders. He reported that Public Housing consists of over 2,300 units, with a vacancy rate of 10.85%. The Public Housing properties with the highest vacancy levels are Locust Court, Hillside Terrace, and College Court. For the affordable housing portfolio, which includes fewer than 1,800 units while the Highland Gardens refresh is underway, has a vacancy rate of 12.3%.*

*Anissia Robertson, Travaux's Property Management Director, explained the move-out / make-ready process for project-based units. After the Property Manager is notified of a resident's intent to vacate, the maintenance department then manages work orders, and then the property manager forwards a completed inspection form to CVR Associates with a request for applications. Once applications are received by the property manager, they are reviewed and recertified to determine eligibility and approval. Mike Wellman, HACM's Maintenance Director, responded to a question, explaining that the turnaround time for lock changes is 24 hours. Commissioners requested additional information regarding the timeframe for this process, through to the actual leasing of the unit. Chair Hayslett anticipates updates to the SOP regarding the vacancy and work order process and emphasized the importance of presenting the revised written plan to the Board. Commissioners also discussed the timeline for processing applications and returning them to the property management office to schedule leasing.*

*Tracey Sheffield, Senior Vice President, and Tina Royalty, Housing Choice Voucher Director, both with CVR Associates, responded to prior questions regarding applications for the Project-Based Voucher (PBV) program. Ms. Sheffield recommended that, when submitting referral requests to CVR, property management staff specify the appropriate bedroom size based on family composition, as this has not consistently been done in the past. Tina Royalty, CVR's HCV Supervisor, outlined the timeline and workflow once CVR receives referrals from property managers and suggested that CVR be notified as soon as the Notice to Vacate has been received, rather than once the unit is lease-ready. In addition, she suggested communicating vacancies during the bi-weekly leasing meetings so PBV staff can better prepare to*

*process applications.*

*Ms. Sheffield continued her report, explaining that for the recertification side of the PBV properties, CVR established a process to proactively provide property-specific lists of tenants who had not logged into the portal to complete required tasks. Since implementing this process, the number of families with incomplete workflows decreased from 507 to 307 within five weeks. This approach has enabled CVR to better coordinate with participants and ensure the timely completion of recertifications. As a result, the original late recertifications backlog of 2700 declined from 1,200 in December 2025 to 891 in March, reflecting a 65% reduction of the original amount. To further improve program efficiency, a new Request for Tenancy Approval (RFTA) packet was included in the agenda, providing both tenants and landlords with clear guidance to support accurate and timely processing. Additionally, a new software system, AffordableHousing.com, was implemented, enabling 300 rent reasonableness determinations to be processed in 20 minutes, compared to approximately 40 minutes per Rent Reasoning using the previous manual method. Commissioner Snyder requested information on CVR's "workflow process" when applicants are being selected from the waitlist.*

*Ms. Sheffield summarized the Section 8 Management Assessment Program (SEMAP) Self-Assessment Score for FY2025, a summary of which was included as part of the CVR Monthly Report. Unfortunately, the "Standard Performer" ranking was missed by one percentage point, although significant improvements were made in comparison to the previous year. She walked the Commissioners through the Indicators making up the score and explained corrective actions made since the 2025 SEMAP deadline and into 2026 that should significantly improve the next annual score. As one example of where improved scores are expected, Ms. Sheffield pointed out several maps included in the Monthly Report that CVR had recently commissioned to assist recipients in their search for housing. These maps can be used for next year's SEMAP Indicator 7, Expanding Housing Opportunities, and they should result in the full points for that Indicator.*

*Marlon Davis, HACM's Chief of Public Safety, presented the monthly Public Safety Analytics and Initiatives Report, along with responses to questions raised by Commissioners at the previous Board meeting, included in the agenda. He outlined measures implemented to address package thefts across properties, including the installation of camera systems and increased coordination with property management. Chief Davis also provided an update on youth takeover activity, noting that potential hotspots are being proactively monitored. He explained that police district alignment has been established for these gatherings to ensure effective communication and coordination with the appropriate Milwaukee Police Department district in the event law enforcement involvement is necessary. He highlighted the items on pages one and two of the report, noting that departmental strategies focused on increased in-person officer presence at the developments are proving effective. Chief Davis introduced members of his staff in attendance at the Board meeting: Captain Nicole McDade, Officer Tylon Harris, and Sergeant Tramel Wiggins, each of whom briefly described their roles within the Public Safety team.*

*Ken Barbeau, HACM's Acting Secretary-Executive Director, reported on the Asset Management Plan, stating there were no changes to the quarterly plan since the last submission to the U.S. Department of Housing and Urban Development (HUD).*

## **Adjournment**

*There being no further business, Commissioner Burrell made a motion to adjourn the meeting at 7:30 p.m. Commissioner Yepez-Klassen seconded the motion. There being no objections, the motion carried.*

*Minutes prepared by: Patricia Dee and Maria Martinez-Planas*

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the Housing Authority ADA Coordinator at 286-5824, (FAX) 286-0833, (TDD) 286-3504 or by writing to the Coordinator at PO Box 324, Milwaukee, WI 53201-0324.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.

Be hereby notified that three (3) members of the Crucible, Inc. Board of Directors may be present at the meeting of the HACM Board of Commissioners, as some members serve on both boards. While a quorum of the Crucible, Inc. Board may be present at the HACM meeting, they will not exercise the responsibilities, authority, or duties vested in the Crucible, Inc. Board of Directors.