



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.

Wednesday, January 21, 2026

4:00 PM

City Hall, Room 301-B

Live Stream Link:

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

Meeting called to order at 4:07 p.m.

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. [R13712](#) Approval of the minutes of the Annual Board meeting held on December 10, 2025

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for December 10, 2025](#)

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

B. REPORTS AND DISCUSSION ITEMS

1. [R13713](#) Presentation of an Organizational Structure Review from MRA, The Management Association - Item Gov-05(a) of the HACM Sustainability Plan

Sponsors: THE CHAIR

Attachments: [HACM's Organizational Structure Review Findings Report](#)
[Housing Authority of the City Milwaukee's Organizational Chart](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, explained that HACM's Sustainability Plan with HUD included a corrective action requiring HACM to engage a third-party contractor to review and analyze the organizational structure of HACM and its instrumentalities, to identify any overlapping, missing, or unclear lines of authority. In 2025, HACM contracted with MRA to conduct this review and provide recommendations, which were included with the agenda materials. Mr. Barbeau highlighted MRA's key findings, including organizational challenges, and regarding recruitment issues, communication, and decision-making responsibilities. MRA compared the structures between HACM and Travaux's Executive, Executive Support Team, Human Resources, Accounting and Finance, Resident Services, Housing Operations, Lease and Compliance, and Maintenance Operations. He noted that one of MRA's recommendations was to consider consolidating all employees into a single organization rather than a mixed structure. Mr. Barbeau emphasized that implementing such a change would be complex due to differences in salary and benefit structures.

Commissioner Gotzler requested job descriptions for core positions for both HACM and Travaux, such as Property Manager, to better understand the responsibilities of each position under each organization. Commissioners discussed additional key areas outlined in the MRA report, with the understanding, as stated by Mr. Barbeau, that updates would be provided to the HACM Board of Commissioners as they become available.

2. [R13714](#) 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

There were no speakers for the Public Listening Session.

3. [R13715](#) Discussion regarding the Creation of a Finance Committee by the Board of Commissioners of the Housing Authority of the City of Milwaukee, including how the Board may model its duties, members, structure, and processes

Sponsors: THE CHAIR

HACM Counsel, Assistant City Attorney Greg Kruse, reminded the Board of their previous discussion about the parameters in establishing a Finance Committee. Attorney Kruse stated that, since then, he and Commissioners Gotzler and Snyder have been working through a draft resolution. The goal was to bring it before the Board of Commissioners at today's meeting; however, the resolution is not quite there. He noted that he expects to have the resolution for the February Board Meeting. Neither Commissioner Gotzler or Snyder had additional comments.

In response to the Commissioners' questions regarding the Finance Department and financial reports, Mr. Barbeau stated that the 2023 Financial Audit Statements are currently under review by HACM's audit firm, Berman Hopkins, as part of the partner review process. Once that review is complete, the statements will be presented to the Board. He also noted that the 2024 audits are underway, with much of the compliance work already completed, and that fieldwork is anticipated to begin in February. Mr. Barbeau further informed the Commissioners that the Finance Department will receive support from a consultant from the firm previously engaged to provide oversight and guidance on specific work. BDO Public Housing will provide Pamela Watson and David Schultz with weekly, ongoing support to complete the 2024 and 2025 audits. He indicated that, beyond the completion of the audits, one of Ken's primary concerns for the consultant will be the review of HACM's cash management and payment practices, including an evaluation of related procedures and systems to ensure the organization is following best practices for public housing authorities.

4. [R13716](#) Presentation of the December documents from the Travaux Board

Meeting

Sponsors: THE CHAIR

Attachments: [1.0 Travaux Board Agenda](#)
[1.1 Travaux Meeting Minutes for November 20, 2025](#)
[4.0 2026 Travaux Board Schedule](#)
[5.1 Travaux Projects](#)
[5.2 Highland Gardens G703 Buyout Tracking](#)
[5.3 Public Housing 12Mo Occupancy & 2Mo Work Order Report](#)
[5.4 Affordable LLC -12Mo Occupancy & 2Mo Work Order Report](#)
[5.5 Market Rate -12Mo Occupancy & 2Mo Work Order Report](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, summarized the documents from the Travaux Board of Directors Annual Meeting, including the election of officers. Attorney Kim Hurtado, who previously served as Vice President, indicated that the Vice President may at times be required to act on behalf of Travaux and, due to her full-time work and other commitments, she was unable to continue in that role. Alison Woznicki was nominated and elected as the new Vice President, and Patricia Dee was re-elected as the official Secretary.

Mr. Barbeau also explained that the attachments included in the President's Report were recurring documents consistent with those provided in prior months and that there were no significant changes.

5. [R13709](#)

Presentation of the agenda and documents from the December and January HACM Executive Search Committee meetings

Sponsors: THE CHAIR

Attachments: [1. HACM Exec Search Cmte AGENDA December 2, 2025.pdf](#)
[1.a. HACM Exec Search Cmte Minutes November 11, 2025.pdf](#)
[2. HACM Exec Search Cmte AGENDA December 9, 2025.pdf](#)
[2.a. HACM Exec Search Cmte Minutes December 2, 2025.pdf](#)
[3. HACM Exec Search Cmte AGENDA December 29, 2025.pdf](#)
[4. HACM Exec Search Cmte AGENDA December 30, 2025.pdf](#)
[5. HACM Exec Search Cmte AGENDA January 6, 2026.pdf](#)
[5.a.1. HACM Exec Search Cmte Minutes December 9, 2025.pdf](#)
[5.a.2. HACM Exec Search Cmte Minutes December 29, 2025.pdf](#)
[5.a.3. HACM Exec Search Cmte Minutes December 30, 2025.pdf](#)
[6. HACM Exec Search Cmte MINUTES January 6, 2026.pdf](#)

Patricia Dee, HACM's Administrative Services Supervisor, provided information on the four Committee meetings that took place in December and the one meeting in January, which are included in the agenda. Chair Hayslett noted that there are currently five candidates who will be entering the next phase. Commissioners discussed the criteria that will be assessed with each candidate, such as: their experience, their education and/or certifications.

6. [R13722](#) Discussion of the Executive Search Committee's recommendations of candidates for the HACM Board of Commissioner's consideration for the position of Secretary-Executive Director

Sponsors: THE CHAIR

HACM Counsel, Assistant City Attorney Greg Kruse, briefly discussed the Closed Session Notice Exception included in the agenda in the event the Board chose to utilize it. He then explained that if a closed session were used, it would be limited to discussion of a specific individual under Section 19.85(1)(c), Wis. Stats. The Board would not compare candidates to one another, discuss the selection process, or express preferences for one individual over another. Any closed session would be solely for the purpose of providing and receiving input on individual candidates from staff and the consultant, Stan Quy, who provided guidance throughout the process. Attorney Kruse emphasized that the discussion in closed session must focus on one candidate at a time and noted that he would be present to assist with the dialogue.

Attorney Kruse also stated that Ms. Dee compiled all interview videos, resumes, and scoring criteria for each candidate. He strongly recommended that the Board review all materials to gain a thorough understanding of the selection process and to make a fully informed and transparent decision regarding the five candidates.

The Board may receive a motion to convene in closed session to evaluate applicants for the position of Secretary-Executive Director of the Housing Authority of the City of Milwaukee, pursuant to Section 19.85(1) (c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of any public employe over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene in open session concerning any such item following the closed session.

Commissioner Snyder made a motion to convene in closed session at 5:23 p.m. Commissioner Moore seconded the motion. There being no objections, the motion carried.

Chair Hayslett convened the Housing Authority Board in closed session to evaluate applicants for the position of Secretary-Executive Director of the Housing Authority of the City of Milwaukee, pursuant to Section 19.85(1) (c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of any public employe over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene in open session concerning any such item following the closed session.

Commissioner Yopez-Klassen made a motion to reconvene in open session at 6:27 p.m. Commissioner Snyder seconded the motion. There being no objections, the motion carried

7. [R13723](#) Resolution receiving the Executive Search Committee's recommendations of candidates for consideration for the position of Secretary-Executive Director and for the rest of the recruitment and selection process

Sponsors: THE CHAIR

The Executive Search Committee, after sending their initial recommendations, met again and modified the list of candidates they were putting forward to the HACM Board of Commissioners, however there was a technical error in this resolution and that final list had not been added to the resolution as it was included in the agenda. Therefore, the Board of Commissioners amended the existing resolution to include the complete final list of candidates put forward by the Executive Search Committee. That list included Berdie Cowser, Harold S.Ince,Jr., Keon Jackson, Ralph Jordan and Rick Toney.

The Board of Commissioners reviewed Phase Two of the interview process, including which community and political stakeholders would be invited to meet with the candidates. The Commissioners agreed to review all five candidates and then reconvene to determine which candidates would advance to the second round of interviews.

Stan Quy of The Organizational Leadership Edge (TOLE) explained how the second round of interviews would be conducted. The second round will include 14 to 16 interview questions and is expected to last approximately one and a half to two hours. Once the candidate pool is narrowed, background checks will be conducted, and the finalists will be scheduled for in-person meetings with community and political stakeholders. Also, as part of the final candidates' visit, and in accordance with the Board's recommendations and scheduling, the process will also include a tour of HACM's portfolio.

A motion was made by Jackie Burrell, seconded by Irma C. Yepez Klassen, 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

8. [R13717](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Public Safety Analytics & Initiatives 2025 Year End Report](#)
[CVR Monthly Report](#)
[Sustainability Plan Update](#)
[Asset Management Plan Update](#)
[Suitability and Corrective Action Plan updates](#)

Ken Barbeau, HACM's Acting Secretary-Executive Director, called on HACM's Chief of Public Safety Marlon Davis, who presented the monthly Public Safety Analytics and Initiatives 2025 Year-End Report, which was attached to the agenda. He highlighted the items on pages one and two, noting that departmental strategies focused on increased in-person officer presence at the developments are proving effective. To further strengthen engagement, Chief Davis is also recruiting one of his senior supervisors, who will attend resident organization meetings as time permits. Chief Davis stated that it is his responsibility to ensure his team is exposed to all aspects of resident and community engagement so they are prepared to engage in conversations and act on his behalf when situations arise.

Mr. Barbeau next asked Tracey Sheffield, Senior Vice President with CVR Associates, to present the 2025 Section 8 Rent Assistance Program report as included in the agenda. She highlighted CVR's 2025 work supporting critical and corrective initiatives, including completion of a 100% file review of 2022 and 2023 cases and reconciliation of escrow accounts for families participating in the Family Self-Sufficiency Program. Additional activities included reconciliation of Project-Based Voucher (PBV) leasing activity through review of tenant records against property management rent rolls, identification and correction of discrepancies in files, completion of required inspections, and coordination of payments between landlords and property management. Ms. Sheffield also reported that CVR worked with Yardi and Rent Café to improve housing software functionality, held weekly computer lab assistance sessions to support family recertifications and resolve system access issues, transitioned landlord payments from paper checks to direct deposit, met with landlords to provide program updates, resolved utility reimbursement payment issues with We Energies, and implemented a more stable and reliable process moving forward. Ms. Sheffield ended her report by expressing confidence that CVR Associates, in the last year, established a factual baseline and positioned HACM to move forward with clear data, stronger controls, and a more sustainable operational structure.

Mr. Barbeau briefly discussed the Public Housing PHARS Asset Management Plan that was presented at a previous Board meeting and noted that there were no substantial changes to the documents included in the agenda. He also reviewed the Sustainability Plan submitted to HUD for the period ending December 31, 2025, and directed the Commissioners to the attached General Overview document on the first page, noting that it provides a more comprehensive summary.

Mr. Barbeau discussed the Section 8 QAD Corrective Action Plan and reported that, as of August 13, HUD had closed 13 findings, leaving three remaining items to be resolved. He explained that the Quality Assurance Division (QAD) Corrective Action Plan is what prompted HACM to initiate a Request for Proposals process, which resulted in the hiring of CVR Associates. He noted that HACM is nearing completion of several QAD items, including the 100% Participant File Review. Mr. Barbeau further stated that HACM is working with QAD on a repayment agreement and continuing progress on the Sustainability Plan. He directed the Commissioners to the final page of the report, which outlines key actions and milestones accomplished to date in support of a more sustainable operational structure.

Adjournment

There being no further business, Commissioner Moore made a motion to adjourn the meeting at 7:57 p.m. Commissioners Burrell 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.

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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.