



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

MARK WAGNER, CHAIR

Sherri L. Daniels, Vice Chair

Ald. Milele Coggs, Darian Luckett, Brooke VandeBerg, and

Irma Yopez Klassen

Wednesday, February 8, 2023

1:30 PM

City Hall, Room 301-B

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.

“HACM will be following the City of Milwaukee’s face covering protocol for City Hall for any Board meetings making place there. Currently, members of the public may wear a face covering at their own discretion. Members of the public who are unvaccinated are encouraged to wear a face covering while inside City of Milwaukee facilities. Members of the public who are immunocompromised are strongly encouraged to wear a face covering. Members of the public with symptoms, a positive COVID-19 test, or direct exposure to someone with COVID-19 should follow Center for Disease Control and Prevention (CDC) guidelines and continue to wear a face covering. For more information, please see <https://city.milwaukee.gov/coronavirus> or call the MHD COVID Hotline at 414-286-6800 for more information.”

Call to Order

Meeting called to order at 1:30 p.m.

Roll Call

Present: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yopez Klassen, Luckett

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. [R13373](#) Approval of the minutes of the special meeting held on December 8, 2022

Sponsors: THE CHAIR

Attachments: [HACM Minutes - Special Mtg 12/8/2022](#)

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

Aye: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yepez Klassen, and Lockett

No: 0

2. [R13374](#) Approval of the minutes of the regular meeting held on December 15, 2022

Sponsors: THE CHAIR

Attachments: [HACM Minutes_Final for 12/15/2022](#)

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

Aye: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yepez Klassen, and Lockett

No: 0

3. [R13375](#) Resolution approving an award of contract to Zignego Company Incorporated (Waukesha, WI), for public construction Phase 5 underground conduit duct bank, at Westlawn Gardens Phase 2, in the Amount of \$352,368.73

Sponsors: THE CHAIR

Attachments: [Bid Tab 58105 Zignego Coompany Inc. for Westlawn Gardens Phase 2](#)

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

Aye: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yepez Klassen, and Lockett

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13376](#) Resolution approving the Housing Authority City of Milwaukee’s 2023 Fiscal Operating Budgets for its affordable housing program

Sponsors: THE CHAIR

Attachments: [2023 Consolidated LLC Budget Comparison 11-10-2022](#)

Dennis Yaccarino, HACM’s Chief Financial Officer, summarized the Operating Budget included with the agenda. Mr. Yaccarino highlighted the Westlawn V and Westlawn VII columns, noting that their administrative fees have not been finalized as the construction at those sites is not yet complete.

A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yopez Klassen, and Lockett

No: 0

2. [R13377](#)

Resolution approving the amended Housing Authority of the City of Milwaukee Accounting and Financial Policies and Procedures Manual

Sponsors: THE CHAIR

Attachments: [HACM Financial Policies-Procedures Manual VER1 1-Clean](#)
[HACM Financial Policies-Procedures VER1 1-Redline](#)

Dennis Yaccarino, HACM's Chief Financial Officer, summarized the changes in the accounting manual included with the agenda. Mr. Yaccarino informed the Board that one main change was to adhere to standard accounting practices for rent payments and cash handling at the development offices. The other main change was due to a request from the U.S. Department of Housing and Urban Development to strengthen the record retention policy according to the Code of Federal Regulations, especially by the Section 8 program.

A motion was made by Sherri Reed Daniels, seconded by Irma C. Yopez Klassen, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Wagner, Coggs, Reed Daniels, VandeBerg, Yopez Klassen, and Lockett

No: 0

3. [R13378](#)

Presentation of the Fourth Quarter Financial Reports for the period ending December 31, 2022

Sponsors: THE CHAIR

Attachments: [Fourth Quarter Financials Discussion Points for Period Ending 12-31-22](#)
[Fourth Quarter Financials Presentation for Period Ending 12-31-2022](#)

Rick Koffarnus, HACM's Finance Director, presented the financial reports for the Fourth Quarter of 2022, summarizing the documents included with the agenda. Commissioners had no questions regarding the report.

4. [R13379](#)

Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Recovery Plan Monthly Update](#)
[Low Income Public Housing Monthly Occupancy Report](#)
[Affordable Housing Monthly Occupancy Report](#)
[Market Rate Housing Monthly Occupancy Report](#)

Willie L. Hines, Jr., HACM's Secretary-Executive Director introduced Greg Anderson,

Travaux's Vice President of Property Management, who discussed the Monthly Recovery Plan Update, summarizing the documents included with the agenda. Commissioners discussed the eviction percentages, rent payments, and strategies being taken by staff to maintain residents in their units.

Willie L. Hines, Jr., HACM's Secretary-Executive Director reminded the Board of the reviews of the Section 8 division being conducted by the U.S. Department of Housing and Urban Development's (HUD) regional office, the national Quality Assurance Division (QAD), and the Office of the Inspector General. Mr. Hines said staff will submitting an initial response on Friday, February 10th to HUD's regional office regarding their review. Mr. Hines continued, that on February 22nd through 24th, staff from HUD QAD will be conducting a follow up visit to further examine HACM's Family Self Sufficiency (FSS) program.

Mr. Hines informed the Board that Senator Tammy Baldwin and Congresswoman Gwen Moore voted to pass the Fiscal Year 2023 Omnibus Appropriations Bill, which awarded \$750,000 for a wellness center to be developed at Westlawn Gardens in partnership with the University of Wisconsin-Milwaukee. Mr. Hines also mentioned that HACM applied for an FSS Grant in August and was notified that HACM was awarded \$135,000 for 2023, thanks to Ken Barbeau, HACM's Chief Operating Officer of Program Services. Mr. Hines shared a letter from Common Ground, an organization which is advocating for residents at some of HACM's developments. This group has posed questions which HACM will be addressing. HACM hopes to partner with the organization to advocate for additional resources. Mr. Hines congratulated Commissioner Yépez-Klassen for completing a training through the National Association of Housing and Redevelopment Officials (NAHRO). Commissioner Yépez-Klassen commented that she found the training very informative and is also appreciative to HACM for the Commissioner packet she was given as a new incoming Commissioner. During her NAHRO training, Commissioner Yépez-Klassen mentioned the level of professionalism of her HACM on-boarding tools and shared them as samples of possible best practices. Lastly, Mr. Hines stated that he attended a Public Housing Authorities Directors Association conference and has some financial information he will be sending to the Commissioners shortly. Mr. Hines ended his report by thanking the Commissioners for their time and commitment to the organization.

Chair Wagner mentioned the Milwaukee Police Officer Peter Jerving, who was recently killed, offering prayers and well wishes to the family and fellow officers. He encouraged everyone to be safe.

Adjournment

There being no further business, Commissioner Coggs made a motion to adjourn the meeting at 2:14 p.m. Commissioner Yépez-Klassen seconded the motion. There being no objections, the motion carried.

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, Marquette Treadway at 286-5100, (FAX) 286-3456, (TDD) 286-3504 or by writing to the Coordinator at 650 West Reservoir, Milwaukee, WI 53212.

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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.