



# City of Milwaukee

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

## Meeting Minutes

### HOUSING AUTHORITY

*SHERRI L. DANIELS, Chair*  
*Brooke VandeBerg, Vice Chair*  
*Darian Lockett and Irma Yopez Klassen*

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Wednesday, December 13, 2023

1:30 PM

City Hall, Room 301-B

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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

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

**Present:** 3 - Reed Daniels, Yopez Klassen, Lockett

**Excused:** 1 - VandeBerg

#### 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. [R13439](#) Approval of the minutes of the regular meeting held on November 8, 2023

**Sponsors:** THE CHAIR

**Attachments:** [November 8, 2023 Meeting Minutes](#)

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

2. [R13440](#) Resolution approving the third quarter 2022 write-off of delinquent former resident accounts for various Housing Authority developments in the amount of \$232,102.67
- This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2022 to September 30, 2022. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.
- Sponsors:** THE CHAIR
- Attachments:** [2022 - 3rd QTR Low Income PH Write-Off Analysis Report](#)
- 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:** 3 - Reed Daniels, Yepez Klassen, and Lockett
- No:** 0
- Excused:** 1 - VandeBerg
3. [R13441](#) Resolution approving the third quarter 2022 write-off of delinquent former resident accounts for Southlawn, Northlawn and Berryland in the amount of \$19,043.31
- This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2022 to September 30, 2022. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns
- Sponsors:** THE CHAIR
- Attachments:** [2022 - 3rd QTR SNB Write-Offs Analysis Report](#)
- 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:** 3 - Reed Daniels, Yepez Klassen, and Lockett
- No:** 0
- Excused:** 1 - VandeBerg
4. [R13442](#) Resolution approving the fourth quarter 2022 write-off of delinquent former resident accounts for various Housing Authority developments in the amount of \$374,575.99

This resolution will authorize the write-off of delinquent former resident accounts for the period October 1, 2022 to December 31, 2022. Although these accounts are written-off for accounting purposes, the City Attorney’s Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [2022 - 4th QTR Low-Income PH Write-Off Analysis Report](#)

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

5. [R13443](#)

Resolution approving the fourth quarter 2022 write-off of delinquent former resident accounts for Southlawn, Northlawn and Berryland in the amount of \$196,147.07

This resolution will authorize the write-off of delinquent former resident accounts for the period October 1, 2022, to December 31, 2022. Although these accounts are written-off for accounting purposes, the City Attorney’s Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [2022 - 4th QTR SNB Write-Off Analysis Report](#)

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

6. [R13444](#)

Resolution approving the first quarter 2023 write-off of delinquent former resident accounts for various Housing Authority developments in the amount of \$348,630.01.

This resolution will authorize the write-off of delinquent former resident accounts for the period January 1, 2023 to March 31, 2023. Although these accounts are written-off for accounting purposes, the City Attorney’s Office obtains judgments against all tenants evicted by court

action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [2023 - 1st QTR Low Income PH Write-Off Analysis Report](#)

**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:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

7. [R13445](#) Resolution approving the first quarter 2023 write-off of delinquent former resident accounts for Southlawn, Northlawn and Berryland in the amount of \$69,201.20

This resolution will authorize the write-off of delinquent former resident accounts for the period January 1, 2023 to March 31, 2023. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [2023 - 1st QTR - BNS Write-Offs Analysis Report](#)

**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:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

8. [R13446](#) Resolution approving the second quarter 2023 write-off of delinquent former resident accounts for various Housing Authority developments in the amount of \$115,176.27

This resolution will authorize the write-off of delinquent former resident accounts for the period April 1, 2023 to June 30, 2023. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:**     [2023 - 2nd QTR Low Income PH Write-Offs Analysis Report](#)

**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:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

9.     [R13447](#)             Resolution approving the second quarter 2023 write-off of delinquent former resident accounts for Southlawn, Northlawn and Berryland in the amount of \$78,007.67

This resolution will authorize the write-off of delinquent former resident accounts for the period April 1, 2023 to June 30, 2023. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns

**Sponsors:**         THE CHAIR

**Attachments:**     [2023 - 2nd QTR SNB Write-Off Analysis Report](#)

**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:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

## **B.     REPORTS AND DISCUSSION ITEMS**

1.     [R13448](#)             Resolution approving HACM's 2024 Fiscal Operating Budgets that include the Berryland, Northlawn and Southlawn (Unsubsidized affordable housing) developments, the Public Housing Program, the Central Office Cost Center, and the Affordable Housing developments (including Tax Credit properties)

The Secretary-Executive Director is required to submit an annual operating budget for approval by the Board.

**Sponsors:**         THE CHAIR

- Attachments:**    [2024 Budget Summaries](#)  
                               [2024 Consolidated Budget](#)  
                               [2024 Central Office COCC Operating Budget](#)  
                               [Dec 11, 2023 HUD Ltr to HACM re: 2024 Section 8 Operating Budget](#)  
                               [2024 Section 8 WorkPlan 2024](#)  
                               [2024 Budget with Additional Scenario Analysis](#)  
                               [2024 Unsubsidized Housing BNS Operating Budget](#)  
                               [2024 Public Housing Operating Budget](#)  
                               [2024 Affordable -Consolidated LLC Budget Comparison](#)

*Staff is recommending amending the resolution removing “the Section 8 Housing Choice Voucher Program” from the title and removing its budget from the resolution being approved. That budget is expected to be brought back to the Board in January after the U.S. Department of Housing and Urban Development (HUD) finishes providing their comments and approval, as required in the HUD Milwaukee Field office’s Corrective Action Plan.*

*Willie L. Hines, Jr., HACM’s Secretary-Executive Director, thanked the Board for attending the special budget meeting that allowed the Commissioners to become familiar with the budgets and how the HACM’s processes are derived.*

**A motion was made by Darian Luckett, seconded by Irma Yepez-Klassen, that this Housing Authority Resolution was AMENDED. This motion PREVAILED by the following vote:**

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

*As amended.*

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

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

**2.     [R13449](#)**

Resolution approving an award of contract to Professional Service Industries Inc. dba Intertek-PSI (Waukesha, WI) for hazardous materials and environmental hazards management consulting services at various sites in an amount not to exceed \$500,000 (Official Notice 58117)

**Sponsors:**            THE CHAIR

**Attachments:**        [IFB Bid Tab 58117 Professional Services Industries Inc. dba Intertek-PSI](#)

Warren Jones, Travaux's Vice President of Construction, noted that Professional Services Industries Inc. dba Intertek-PSI (Waukesha, WI) was the sole respondent for the Request for Proposal (RFP) and has satisfactorily performed for the Housing Authority of the City of Milwaukee for the past several years. Mr. Jones stated that he is recommending the contract be awarded to PSI and answered the Commissioner's questions regarding other respondents.

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

3. [R13450](#) Resolution appointing Board members and approving Articles of Incorporation and Bylaws for Convent Hill 202 Holdings, Inc

**Sponsors:** THE CHAIR

**Attachments:** [Articles of Incorporation - Convent Hill 202 Holdings Inc.](#)  
[Bylaws - 34687503.6 Convent Hill 202 Holdings Inc](#)

Attorney Tom Gartner, Senior Counsel with Michael Best & Friedrich, explained that Convent Hill has two condominiums, units 4 and 5, that were purchased by Friends of Housing (FOH) with special funding and that they cannot be owned by the Housing Authority. With the dissolution of FOH, this new instrumentality has been created so that it can own these properties. The instrumentality's Articles of Incorporation and Bylaws allow HACM to appoint the individuals who will serve on its Board. Attorney Gartner also stated that those individuals have not been finalized and noted that HACM is waiting for a final response from HUD. The Cooperation Agreement allows the entity to share staff and facilities services, and the resolution approving the Real Estate and Membership Interest Purchase Agreement Assignment gives Convent Hill 202 Holdings, Inc., the right to acquire and act as the owner of Units 4 and 5.

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

4. [R13451](#) Resolution approving a Cooperation Agreement - Contract for receipt of furnishing of services, materials, and equipment between the Housing Authority of the City of Milwaukee and Convent Hill 202 Holdings, Inc.

**Sponsors:** THE CHAIR

**Attachments:** [Cooperation Agreement HACM and Convent Hill 202 Holdings Inc.](#)

Attorney Tom Gartner, Senior Counsel with Michael Best & Friedrich, explained that Convent Hill has two condominiums, units 4 and 5, that were purchased by Friends of

*Housing (FOH) with special funding and that they cannot be owned by the Housing Authority. With the dissolution of FOH, this new instrumentality has been created so that it can own these properties. The instrumentality's Articles of Incorporation and Bylaws allow HACM to appoint the individuals who will serve on its Board. Attorney Gartner also stated that those individuals have not been finalized and noted that HACM is waiting for a final response from HUD. The Cooperation Agreement allows the entity to share staff and facilities services, and the resolution approving the Real Estate and Membership Interest Purchase Agreement Assignment gives Convent Hill 202 Holdings, Inc., the right to acquire and act as the owner of Units 4 and 5.*

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

5. [R13452](#)

Resolution approving the assignment of a Real Estate and Membership Interest Purchase Agreement from the Housing Authority of the City of Milwaukee to Convent Hill 202 Holdings, Inc.

**Sponsors:** THE CHAIR

*Attorney Tom Gartner, Senior Counsel with Michael Best & Friedrich, explained that Convent Hill has two condominiums, units 4 and 5, that were purchased by Friends of Housing (FOH) with special funding and that they cannot be owned by the Housing Authority. With the dissolution of FOH, this new instrumentality has been created so that it can own these properties. The instrumentality's Articles of Incorporation and Bylaws allow HACM to appoint the individuals who will serve on its Board. Attorney Gartner also stated that those individuals have not been finalized and noted that HACM is waiting for a final response from HUD. The Cooperation Agreement allows the entity to share staff and facilities services, and the resolution approving the Real Estate and Membership Interest Purchase Agreement Assignment gives Convent Hill 202 Holdings, Inc., the right to acquire and act as the owner of Units 4 and 5.*

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

**Aye:** 3 - Reed Daniels, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - VandeBerg

6. [R13453](#)

Resolution authorizing the Secretary-Executive Director to resolve certain claims and litigation, and directing the development of recommended litigation procedures

**Sponsors:** THE CHAIR

*Julie Wilson, HACM's Assistant City Attorney, pointed out to the Commissioners that this resolution allows the Secretary-Executive Director authorization to settle litigation that does not exceed \$10,000.*

**A motion was made by Darian Luckett, seconded by Irma C. Yopez Klassen,**



that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

7. [R13454](#) Resolution approving the submission by the Housing Authority of the City of Milwaukee to the U.S. Department of Housing and Urban Development of a Disposition Application for the sale of the vacant land at 421 East Locust Street for the fair market value of \$500,000

**Sponsors:** THE CHAIR

**Attachments:** [421 East Locust Vacant Land map site and photo](#)  
[5.6 Description DDA0012596](#)  
[Project 5.11 Proceeds DDA0012596](#)

*Scott Simon, Travaux's Vice President of Business Development, described the property and area near the Holton Terrace development being considered for disposition and pointed out that the maps and descriptions of the area were provided with the agenda. Mr. Simon stated that an environmental evaluation was done of the land to make sure that it was clean along with the appraisal of the property. He stated that HACM will submit a disposition application to the U.S. Department of Housing and Urban Development for the sale of the vacant land. Commissioners discussed several uses of the property that could be beneficial for the neighborhood and bring in more local businesses.*

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

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

8. [R13455](#) Resolution approving the amended Low-Income Dwelling Lease and Grievance Procedures for the Housing Authority of the City of Milwaukee

**Sponsors:** THE CHAIR

**Attachments:** [Summary of Significant Changes to PH Lease and Grievance Procedures](#)  
[Low-Income Dwelling Lease- All Changes Accepted](#)  
[Low-Income Dwelling Public-Redline](#)  
[LI Dwelling Lease Resident Grievance Procedures](#)  
[LI Dwelling Lease Memo to Public Housing Residents](#)

*Ken Barbeau, HACM's Chief Operation Officer – Program Services, highlighted four items on the Summary of Significant Changes for the Public Housing Dwelling Lease:*

1) Methods people can use to pay their rent, 2) An increase in how long residents have to report an income change, from 10 days to 15 days, 3) Added detail on when a rent increase, due to a tenant's increased income, would take effect, 4) An increase in the maximum total number of days a guest may stay, from 28 days to 30 days.

Mr. Barbeau added the two main changes made to the Grievance Procedures were: 1) An increase in the length of time for a resident to file a grievance hearing, from 5 days to 10 days, 2) The option of a remote hearing was added

Commissioners discussed the timeframes for notices of resident recertifications and when they are to be completed by households.

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

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

9. [R13456](#)

Motion to approve the proposed 2024 schedule for the Board of Commissioners of the Housing Authority of the City of Milwaukee

**Sponsors:** THE CHAIR

**Attachments:** [2024 HACM Board Schedule](#)

*Patricia Dee, HACM's Administrative Services Supervisor, let the Commissioners know that the dates, times, and room for the 2024 Board Meetings have been confirmed by the City Clerk.*

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

**Aye:** 3 - Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - VandeBerg

10. [R13457](#)

Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:**    [Rent Assistance Program - Status of HUD Review](#)  
[Tenant Contacts Public Housing Master](#)  
[Tenant Contacts Affordable Housing Master](#)  
[Tenant Contacts Market Rate Master](#)  
[Tenant Contacts HCV All Certification Specialists](#)  
[Tenant Contacts PBV All Certification Specialists](#)  
[Recovery Plan Monthly Update](#)  
[Low-Income Public Housing Occupancy Report](#)  
[Affordable Housing Occupancy Report](#)  
[Market Rate Occupancy Report](#)

*Willie L. Hines, Jr., HACM's Secretary-Executive Director, mentioned the Tenant Contact Sheet provided with the agenda, thanking Patricia Dee for her work in leading this project. Ms. Dee stated that HUD requested this be provided to existing and new residents as a quick reference for frequently asked questions.*

*Ken Barbeau, HACM's Chief Operation Officer – Program Services, stated that HACM has been working with the U. S. Department of Housing and Urban Development's (HUD) Milwaukee Field Office on an ongoing Corrective Action Plan. HACM's last response to the Milwaukee HUD office stated that some of the items have been resolved, and some items are not yet due. HUD agreed to extend some item's deadlines in the Action Plan. One item in the Corrective Action Plan was the Section 8 Budget which had to be approved by HUD as part of the Corrective Action Plan before it went to the Board of Commissioners. Mr. Barbeau further stated that HUD's Quality Assurance Division did a quality check in October, expressing that they noticed some improvements, but would like to see further improvements in the Section 8 Program's data integrity area. Mr. Barbeau also directed the Commissioners to the Utilization Report and provided a summary of the metrics.*

*Greg Anderson, Travaux's Vice President of Asset Management, summarized the Recovery Plan Monthly Update included with the agenda. Mr. Anderson reported that staff have been setting up open houses at Locust Court, Mitchell Court, and College Court to increase the leasing of units. HACM also continues to offer rent concessions. Mr. Anderson also mentioned that HACM's Chief of Public Safety, Marlon Davis, has established officer sub-stations at designated developments to better monitor areas of concern. Commissioners discussed the waiting lists, the open houses, and plans going forward in 2024 that will allow HACM to return to HUD's Standard status.*

*Mr. Hines informed the Board of a visit from HUD's Washington DC office by Principal Deputy Assistant Secretary (PDAS) Richard Monocchio, who was in town to award Mobility Vouchers to Milwaukee County and decided to visit some of HACM's sites while here. PDAS Monocchio made some encouraging comments about HACM's day-to-day operations and also mentioned areas where HACM can improve.*

*Mr. Hines shared with the Board that property managers have been in training through NAHRO to sharpen their skills in recertifications and applications, and HACM's management team has been in ongoing team-building sessions, both to provide better services for our residents. Mr. Hines stated he is looking forward to much more success in the coming year.*

## Adjournment

*There being no further business, Chair Daniels made a motion to adjourn the meeting at 3:15 p.m. Commissioner Lockett 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.

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.