



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, and Ald. Sharlen Moore

Wednesday, February 12, 2025

4:00 PM

City Hall, Room 301-B

Live Stream Link:

https://milwaukee.granicus.com/player/camera/4?publish_id=6&redirect=true

City of Milwaukee Livestream One

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 4:00 p.m.

Roll Call

Present: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell

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. [R13559](#) Approval of the minutes of the regular meeting held on January 8, 2025.

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for January 8, 2025](#)

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

2. [R13568](#) Approval of the minutes of the special meeting held on January 31, 2025

Sponsors: THE CHAIR

Attachments: [HACM Special Meeting Minutes January 31, 2025](#)

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13560](#) Presentation of drafts for the Fourth Quarter Financial Reports for the period ending December 31, 2024

Sponsors: THE CHAIR

Attachments: [Fourth Quarter Financial Report - December 31, 2024](#)

Brad Leak, HACM's Chief Financial Officer, presented the Housing Authority's Financial Reports as a narrative provided with the agenda. Mr. Leak stated that going forward, his department will present high-level, executive reports with more graphics. He also shared a positive point: Pamela Watson, HACM's newly promoted Interim Finance Director, was granted \$350,000 from the U.S. Department of Housing and Urban Development, which will allow HACM to cover some soft cost obligations. Commissioners discussed the funds that are owed to the Limited Partnerships from the Housing Choice Voucher Program (HCV), timelines for CliftonLarsonAllen Wealth Advisers LLC to finalize the 2017 to 2023 audits for the Section 8 Program, and the timeline for Berman Hopkins CPA's Associates LLP to complete the full 2023 HACM organizational audit.

2. [R13561](#) Resolution approving an award of contract to Selzer-Ornst Construction Company (Milwaukee, WI) for elevator modernization at Lincoln Court, in the amount of \$884,662.00 (Official Notice 58148)

Sponsors: THE CHAIR

Attachments: [Selzer-Ornst Construction Company Elevator Modern Lincoln Crt](#)

Alison Woznicki, Travaux's Vice President of Construction, gave the Board a brief explanation of the bid process and how a contractor is recommended. Commissioners discussed budget estimates, Capital Funds Program draw-down tracking, timelines for contractors to respond to bids, and when the project would be completed.

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

3. [R13562](#)

Resolution approving an award of contract to Selzer-Ornst Construction Company (Milwaukee, WI) for elevator modernization at Mitchell Court, in the amount of \$924,159.00 (Official Notice 58149)

Sponsors: THE CHAIR

Attachments: [Selzer-Ornst Construction Company Elevator Modernization Mitchell Crt](#)

Alison Woznicki, Travaux's Vice President of Construction, stated that the bid came in higher, compared to Lincoln Court, due to more work needing to be done at Mitchell Court. Commissioner Moore requested that, going forward, more information be provided for all contracts and for all large capital expenditures for better decision-making.

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

4. [R13563](#)

Resolution to modify the previously authorized offer to purchase and related documents and instruments for the sale of 421 East Locust Street to Kinship Mke, Inc.

Sponsors: THE CHAIR

Attachments: [Kinship Mke Inc_Second Amendment to Offer to Purchase - 421 East Locust St](#)
[From File No. R13508-421 East Locust St Milwaukee WI_Offer to Purchase-Redline](#)
[From File No. R13508-Offer to Purchase-Addendum A-421 East Locust St_Kinship MKE](#)
[From File No. R13508-Restrictive Covenants 421 East Locust St](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director and Attorney Michelle Ebben with Michael Best, spoke on the Amended Offer to Purchase provided with the agenda. Mr. Barbeau stated the original Offer to Purchase was adopted at the October 9th, 2024 Board meeting. Kinship MKE, Inc. requested an amendment to be able to move up the closing of the property. Attorney Ebben explained that two contingencies were deleted from the offer, which stated, "the Buyer has no obligation to enter into an Owner's Representation Agreement with Travaux," and that "the delivery of an Owner's Representation Agreement is not a requirement for Closing." The attorneys for both parties agreed with the changes. Commissioners asked if there were potential downsides, receiving assurances that the changes are reasonable and beneficial.

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: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

5. [R13564](#) Discussion of the total anticipated cost for the national search for a new Secretary-Executive Director and an update on the submittal of that RFP and its deadlines.

Sponsors: THE CHAIR

Crystal Reed-Hardy, HACM's Human Resources Director, and Kent Britton, HACM's Procurement, Contract and Compliance Director, described the steps for the Request for Proposal (RFP) for the Secretary-Executive Director Search, including posting in local publications, websites and executive search firms, and having clear instructions and deadlines. Once all the proposals are collected, a review committee will vet the documents for accuracy and pricing and the firm will be selected. Then the search firm will discover and vet candidates, an evaluation committee will assess the candidates, interviews will be held, and a candidate proposed. Mr. Britton explained common fee structures for firms include flat rates, contingent fees, installment-based payments, or fees based on percentages, ranging from 20% to 33% of the first-year salary.

6. **The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session.**

Vice Chair Gotzler made a motion to convene in closed session at 6:09 p.m. Commissioner Burrell seconded the motion. There being no objections, the motion carried.

Chair Hayslett convened the Housing Authority in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session.

Vice Chair Gotzler made a motion to reconvene in open session at 7:05 p.m. Commissioner Burrell seconded the motion. There being no objections, the motion carried.

7. [R13565](#) Resolution approving the Housing Authority of the City of Milwaukee to enter into a Settlement Agreement in “Carmella Holloway, et al., Plaintiffs, v. Housing Authority of the City of Milwaukee, Defendant,” Milwaukee County Circuit Court Case No. 24CV6939.

Sponsors: THE CHAIR

Attachments: [College Court Proposed Settlement Agreement](#)

Greg Kruse, HACM’s City Attorney, was present to answer any questions from the Commissioners, there being none, the Agreement was approved.

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

Aye: 5 - Gotzler, Yepez Klassen, Moore, Hayslett, and Burrell

No: 0

8. [R13566](#) Public Listening Session

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

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, 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.

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 by 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 the meeting.

Sponsors: THE CHAIR

No public speakers or electronic comments were received. The listening session concluded without input.

9. [R13567](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Summary & Data of DNS Violations Report](#)
[Rent Assistance Program Update](#)
[HACM Public Safety January 8th Action Items](#)
[HACM Public Safety Service Complaint Process](#)
[HACM Public Safety Complaint Form](#)
[HACM Public Safety Dept HQ Stats](#)
[Monthly Recovery Report](#)
[Public Housing 12Mo Occupancy & 2 Mth Wrk Order Reports](#)
[Public Housing Occupancy & Work Order Reports](#)
[Affordable LLC - 12Mo Occupancy & 2 Mth Wrk Order Reports](#)
[Affordable LLC Occupancy & Work Order Reports](#)
[Market Rate - 12Mo Occupancy & 2 Mth Work Order Reports](#)
[Market Rate Occupancy & Work Order Reports](#)

Alison Woznicki, Travaux's Vice President of Construction, reported that eight residents attended the previous month's training for the thermostats at Victory Manor. She also mentioned that the ongoing monthly trainings give new residents and those who may have missed previous meetings a chance to take the training. Ms. Woznicki stated that according to the reports from the experts, no construction defects were found to be causing operational issues. Commissioners discussed a possible Request for Proposal for a preventive maintenance contract and the possibility of training/certifications for HACM staff to maintain and service the Heating, Ventilation and Air Conditioning (HVAC) unit at Victory Manor. Commissioner Moore requested actual cost information regarding the trainings and certifications.

Ms. Woznicki also talked about the concern previously raised by a resident, regarding the lack of lighting at Westlawn. After the City's review and the assessment from Travaux's architect, they found that the lighting meets the City Code standards. She also stated that staff could plan to monitor the lack of lighting in more troubled areas at Westlawn through regular inspections. Ms. Woznicki mentioned that staff will further address residents' concerns through coordination with the property manager and possibly the Department of Public Works. Commissioners suggested ways to improve area lighting and staff said they would look into those and other possible ways to assess and address lighting levels.

Dena Hunt, HACM's Chief Operation Officer – Real Estate Operations, stated that the DNS Violations Report would be reassessed and presented in a different format that would efficiently display the accurate status of our organization. Ms. Hunt explained that HACM has a new Quality Control Coordinator appointed to centralize the workflow and improve tracking on the DNS Violations Report. In addition, a meeting has been scheduled with the Department of Neighborhood Services to go over how they track the violations and to address any outstanding fines.

Ms. Hunt also spoke about the Housing Choice Voucher Program and the Project-Based Voucher Utilization reports provided with the agenda. She stated that

HACM's Housing Choice Voucher Program is currently in a budget shortfall due to overutilization. However, HACM has started a new chapter this year with CVR Associates, Inc., as manager of the Housing Choice Voucher Program, and with ongoing monitoring and adjustments from the U.S. Department of Housing and Urban Development, the organization is moving forward. Ms. Hunt also informed the Board that due to the high volume of backlogged recertifications, which they inherited, CVR Associates, Inc. notified staff that they anticipate completing those recertifications by May 31, 2025. Ms. Hunt also mentioned that CVR Associates, Inc. has called in additional staff to work on the backlog remotely and that payments are still being made to landlords in the interim.

Ms. Hunt directed the Board to the Monthly Recovery Report and the Occupancy and Work Order Report for the HACM portfolios. Staff will continue to report on these items, however, the source data needs to be accurate. To ensure that, there is a new Data Specialist, an internal Yardi expert, who will make sure the software system is being used to its fullest potential.

Marlon Davis, HACM's Chief of Public Safety, summarized the attachments provided with the agenda. Commissioners discussed response times to calls, complaints, prioritizing calls, Officer engagement with Resident Organizations, and weekly inspections of security cameras.

Adjournment

There being no further business, Commissioner Yepez-Klassen made a motion to adjourn the meeting at 8:30 p.m. Commissioner Burrell 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.