



Meeting Minutes

TRAVAUX INC. BOARD OF DIRECTORS

*Willie L. Hines, Jr., President, Grady L. Crosby, Daniel  
McCarthy, Eugene R. Guskowski, Atty. Kimberly Hurtado,  
Eugene Manzanet, Ph.D., and Joan Zepecki*

Thursday, February 15, 2024

3:00 PM

Conference Call: (866) 899-4679  
Access Code: 881-700-365#

Call to Order

*Meeting called to order at 3:02 p.m.*

Roll Call

**Present:** 7 - McCarthy, Hines, Jr., Manzanet, Crosby, Hurtado, Guskowski, Zepecki

- 1. [T329](#) Approval of the minutes of the regular meeting held on January 11, 2024

**Sponsors:** THE CHAIR

**Attachments:** [January 11, 2024 Meeting Minutes](#)

**A motion was made by Dan McCarthy, seconded by Kimberly Hurtado, that this Motion be APPROVED. This motion PREVAILED by the following vote:**

**Aye** 7 - McCarthy Hines, Jr. Manzanet Crosby Hurtado Guskowski Zepecki

**No** 0

- 2. [T330](#) Resolution approving an award of Contract to TVJ Masonry Inc. (Butler, WI) for Masonry at Highland Gardens in the amount of \$293,700.00 (Official Notice 58119)

**Sponsors:** THE CHAIR

**Attachments:** [TVJ Masonry Inc for Highland Gardens Official Notice 58119](#)

*Warren Jones, Travaux’s Vice President of Construction, said staff is recommending awarding the contract to TVJ Masonry Inc. based on their past performance with the Housing Authority. Mr. Jones responded to the Directors’ questions regarding budgets to date, minority contract participation, and bidding forecasting for 2024.*

**A motion was made by Grady Crosby, seconded by Eugene Guskowski, that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye** 7 - McCarthy Hines, Jr. Manzanet Crosby Hurtado Guskowski Zepecki

**No** 0

3. [T331](#) Resolution approving an award of contract to Otis Elevator Corp. (Milwaukee, WI), for elevators at Highland Gardens in the amount of \$468,100.00 (Official Notice 58120)

**Sponsors:** THE CHAIR

**Attachments:** [Otis Elevator Corp. for Highland Gardens Official Notice 58120](#)

*Warren Jones, Travaux's Vice President of Construction, said staff is recommending awarding the contract to Otis Elevator Corp. based on satisfactory work performance in the past for the Housing Authority. Directors discussed the quality of work previously done by Otis Elevator Corp. and the bid amounts for the contract.*

**A motion was made by Grady Crosby, seconded by Eugene Guskowski, that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye** 7 - McCarthy Hines, Jr. Manzanet Crosby Hurtado Guskowski Zepecki

**No** 0

4. [T332](#) Report from the President

**Sponsors:** THE CHAIR

**Attachments:** [Section 8 Voucher Utilization Update](#)  
[Public Housing Occupancy Report Jan 2024](#)  
[Public Housing Occupancy Report Mar 2023 - Feb 2024 w- Graph](#)  
[Public Housing Work Order Jan 2024](#)  
[Public Housing Work Order \(Yardi\) w/graph Jan 2024](#)  
[Affordable Occupancy Report Jan 2024](#)  
[Affordable Occupancy Report - Mar 2023 - Feb 2024 w- Graph](#)  
[Affordable Housing Work Order Jan 2024](#)  
[Affordable Housing Work Order \(Yardi\) w-graph Jan 2024](#)  
[Market Rate Occupancy Report Jan 2024](#)  
[Market Rate Occupancy Report Mar 2023 - Feb 2024 w- Graph](#)  
[Market Rate - Work order Jan 2024](#)  
[Market Rate Work Order \(Yardi\) w-graph Jan 2024](#)

*Jackie Martinez, HACM's Section 8 Program Director, summarized the Voucher Utilization Update included with the agenda. Ms. Martinez shared that currently, 900 families are searching for units and mentioned there is a free tool, Affordablehousing.com, where participating Section 8 landlords can list their units. The Section 8 Landlord Outreach Coordinator currently provides a monthly meeting to help landlords connect with families and other landlords. Director McCarthy commented that it might be helpful going forward to have a month-to-month or quarterly report of the changes in the voucher utilization for just the Rental Assistance Demonstration (RAD) developments managed by Travaux employees.*

*Gregory Anderson, Travaux's Vice President of Asset Management, presented the*

*metrics on the Housing Authority of the City of Milwaukee's occupancy rates as well as data about work orders for Public, Affordable, and Market Rate Housing included in the agenda. Director McCarthy commented that the reports presented are heading in the right direction, however, the Board might find it helpful to see the trend in the performance timeline.*

*Willie L. Hines, Jr., Travaux's President, noted the passing of Antonio (Tony) Pérez on January 30th, and a celebration of life event tentatively planned for March 22nd. The staff will provide more information as the date approaches. A moment of silence was taken in honor of the former HACM Secretary-Executive Director and Travaux President, concluding Mr. Hines' report.*

## **Adjournment**

*There being no further business, Director Manzanet made a motion to adjourn the meeting at 3:52 p.m. Director Hurtado seconded the motion. There being no objections, the motion carried.*

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