



City of Milwaukee

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

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, December 14, 2023

3:00 PM

Convent Hill Community Room
455 East Ogden Milwaukee, WI, 2nd Floor

Call to Order

Meeting called to order at 3:35 p.m.

Roll Call

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

1. [T322](#) Approval of the minutes of the regular meeting held on November 9, 2023

Sponsors: THE CHAIR

Attachments: [November 9, 2023 Meeting Minutes](#)

A motion was made by Grady Crosby, seconded by Eugene Manzanet, 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. [T323](#) Motion to approve the proposed 2024 schedule for the Travaux Board of Directors

Sponsors: THE CHAIR

Attachments: [2024 Travaux Board Schedule](#)

Patricia Dee, HACM's Administrative Services Supervisor, discussed the calendar of dates attached and also stated that in-person meetings are an option for the Directors as well. Directors discussed the options of hybrid Board meetings for 2024.

A motion was made by Joan Zepecki, seconded by Grady Crosby, 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. [T324](#) Resolution approving an increase to Purchase Order WRV12240 with Common Links Construction LLC (Brookfield, WI) for painting and wall

coverings for Building 3.1 (Westlawn Renaissance V) at Westlawn Gardens Phase 2 in an amount not to exceed \$13,310.00

Staff is recommending increasing the purchase order due to additional work needed beyond the original scope which emerged during the painting and wall covering work. It includes (A) touch-up patching, sanding, and painting at various locations; and (B) painting and touch-up associated with an added door and frame, yet to be installed. (A) has already been completed for \$8,310.00. (B) has yet to be done, but an allowance of \$5,000.00 is proposed for this work. The Modernization & Development Services Section requests an additional contract amount not to exceed \$13,310.00 for the change order work described herein. The new purchase order amount of \$262,910.00 not-to-exceed now exceeds the \$250,000.00 threshold; therefore, approval by the Travaux Inc. Board of Directors is requested

Sponsors: THE CHAIR

Attachments: [Common Links Change Order WRV12240 Analysis Recommendation](#)

Warren Jones, Travaux’s Vice President of Construction, is recommending awarding the contract to Common Links LLC based on their past performance with the Housing Authority. Mr. Jones stated that touch-ups are needed for repair mishaps from other contractors. Director McCarthy requested historical information on Common Links’s ability to meet deadline goals. Director Zepecki stated that she has extensive experience with Common Links and can say they have met every contractual goal in their work with her firm.

A motion was made by Joan Zepecki, seconded by Grady Crosby, 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. [T325](#)

Resolution authorizing the change of Trustee in reference to Travaux, Inc. 401 (k) & Profit Sharing Plan

Sponsors: THE CHAIR

Attachments: [Trust Agreement](#)

Fernando Aniban, HACM’s Assistant Secretary, informed the Board that the resolution being presented is to amend the current Trustee from Dennis Yaccarino, who retired, to Fernando Aniban. Mr. Aniban gave a brief explanation of the role of the Trustee, which is to exercise the role of fiduciary responsibility, to make sure the 401(k) is compliant, and to make sure that the investments offered by Nationwide are in Travaux’s best interest. Directors discussed how often the investment plan evaluation occurs.

A motion was made by Grady Crosby, seconded by Dan McCarthy, 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

5. [T326](#) Report from the President

Sponsors: THE CHAIR

Attachments: [Work Order Status for November-Public Housing](#)
[Work Order Status for November-BNS](#)
[Work Order Status for November-Affordable Hsg](#)
[Public Housing Occupancy Report](#)
[Affordable Housing Occupancy Report](#)
[Market Rate Occupancy Report](#)
[Secion 8 Voucher Utilization Update](#)
[Tenant Contacts Public Housing](#)
[Tenant Contacts Affordable Housing](#)
[Tenant Contacts Market Rate Housing](#)
[Tenant Contacts HCV All Certification Specialists](#)
[Tenant Contacts PBV All Certification Specialists](#)
[Travaux Board Presentation](#)

Greg Anderson, Travaux's Vice President of Asset Management, provided the attached work order reports, which were requested by the Directors at the November Board Meeting. Directors commented that the reports were excellent and exactly what they were looking for. Director McCarthy stated that the group of reports brought before the Board are good measurement tools, and that future discussions should consider how often the Board reviews this information. Director Zepecki requested an additional column be added to show the number of open Work Orders in order to better identify where they overlap from month to month. Director Zepecki asked to see the Work Order reports every month to help identify a trend in the completion of the work orders. Mr. Anderson also summarized the Occupancy Reports for Public Housing, Affordable, and Market Rate Housing, and emphasized that HACM has exceeded the 97% occupancy rate goal given to HACM by HUD.

Ken Barbeau, HACM's Chief Operation Officer – Program Services, reported on the Section 8 Voucher Utilization Update provided with the agenda. Mr. Barbeau stated that HACM implemented two recent strategies to increase voucher utilization. One strategy was recruiting a third-party organization, Horizon, to do the eligibility compliance review for the Rent Assistance program. Another strategy was inviting individuals from the waiting lists to open house tours at various HACM properties that the Project-Based Vouchers and providing help with applications then and there for those interested in leasing at that property.

Patricia Dee, HACM's Administrative Services Supervisor, explained the different Contact Sheets provided with the agenda as a quick reference for frequently asked questions for new and existing residents. In late November Contact Sheets were hand-delivered at some developments and at others were mailed. Ms. Dee also stated

that these Contact Sheets will be updated as staff changes, so it is considered a living document.

Warren Jones, Travaux's Vice President of Construction, gave a presentation provided with the agenda on project updates for 2023. Those areas included Westlawn Gardens Phase 2, Carver Park, and various HACM facilities. He also talked about future developments for 2024 at Highland Gardens that include elevator additions. Directors discussed roof irrigation and maintenance for garden roofs and other sustainable features.

Willie L. Hines, President of Travaux, Inc., gave closing remarks and complimented Mr. Jones and his staff on their work at various sites. He stated that the organization will be focusing on stabilization and on providing ever better services to our residents.

Adjournment

There being no further business, Director McCarthy made a motion to adjourn the meeting at 4:22 p.m. Director Manzanet 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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