



# 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**

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**Wednesday, November 9, 2022**

**1:30 PM**

**City Hall, Room 301-A, 200 East Wells Street**

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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.**

“HACM will be following the City of Milwaukee’s face covering protocol for City Hall for any Board meetings taking 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.”

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#### **Call to Order**

*Meeting called to order at 1:40 p.m.*

#### **Roll Call**

**Present:** 5 - Wagner, Reed Daniels, VandeBerg, Yopez Klassen, Luckett

**Excused:** 1 - Coggs

#### **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. [R13353](#) Approval of the minutes of the regular meeting held on October 12, 2022

**Sponsors:** THE CHAIR

**Attachments:** [October 10, 2022 Meeting Minutes](#)

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

**Aye:** 5 - Wagner, Reed Daniels, VandeBerg, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - Coggs

**B. REPORTS AND DISCUSSION ITEMS**

1. [R13354](#) Presentation of the 2021 Audited Financial Statements

**Sponsors:** THE CHAIR

**Attachments:** [Executive Summary of the 2021 Audit](#)  
[Reporting & Insights from the 2021 Audit](#)  
[Financial Statements and Supplementary Information 2021 Audit](#)

*Kimberly Shult, CPA and Partner at Baker Tilly US Limited Liability Partnership, discussed the 2021 audited financial statement results, summarizing the main points of the documents included with the agenda. They offered an unmodified (clean) audit opinion with one material weakness in financial reporting, and stated the financial metrics were all fairly positive.*

2. [R13355](#) Presentation of the Third Quarter Financial Reports for the period ending September 30th, 2022

**Sponsors:** THE CHAIR

*Rick Koffarnus, HACM's Finance Director, presented the financial reports for the Third Quarter of 2022, summarizing the documents included with the agenda. Chair Wagner thanked staff for all of their hard work and dedication.*

3. [R13356](#) Resolution approving the Housing Authority of the City of Milwaukee's Employee Referral Program

**Sponsors:** THE CHAIR

**Attachments:** [Employee Referral Program Policy HACM](#)

*Crystal Reed-Hardy, HACM's Chief Human Resources Officer, provided background information on the referral program. She explained it is another avenue to attract new employees, to encourage current employee engagement and to assist HACM in hiring hard-to-fill positions.*

*Vice Chair Daniels asked which positions are hard to fill. Ms. Reed-Hardy answered that Maintenance Mechanic is currently challenging to fill. Commissioner Luckett added that over the past 20 years the skilled trades have not been encouraged, as a result, those fewer workers are harder to attract and to retain.*

**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:** 5 - Wagner, Reed Daniels, VandeBerg, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Coggs

4. [R13357](#) Resolution approving the Housing Authority of the City of Milwaukee's Employee Loyalty and Service Award Policy

**Sponsors:** THE CHAIR

**Attachments:** [Employee Loyalty and Service Award Policy](#)

*Crystal Reed-Hardy, HACM's Chief Human Resources Officer, explained the service and loyalty program will assist in fostering a greater sense of workplace community by showing employees that HACM recognizes their milestones and value to the organization.*

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

**Aye:** 5 - Wagner, Reed Daniels, VandeBerg, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Coggs

5. [R13358](#) Resolution approving the Housing Authority of the City of Milwaukee's Employee Suggestion Policy

**Sponsors:** THE CHAIR

**Attachments:** [Employee Suggestion Program HACM](#)

*Crystal Reed-Hardy, HACM's Chief Human Resources Officer, stated the suggestion policy is like the old-fashioned suggestion box. It will encourage employee engagement and communication and it is hoped that suggestions about day-to-day operations could improve effectiveness, increase productivity and improve resident satisfaction.*

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

**Aye:** 5 - Wagner, Reed Daniels, VandeBerg, Yopez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Coggs

6. [R13359](#) Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Recovery Plan Monthly Update](#)  
[RAP Board Presentation](#)  
[Section 3 High Level Summary](#)  
[Carver Park and Westlawn EBE and Section 3 Contract Totals](#)  
[Section 3 Hours Worked Report](#)  
[Associated Bank Financing -Carver Park Renovation](#)

*Gregory Anderson, Travaux's Vice President of Asset Management, summarized the Recovery Plan Monthly Update included with the agenda. In response to Commissioner questions about evictions, staff said they will gather the information for a future meeting.*

*Jamie Vander Loop-Taylor, HACM's Section 8 Assistant Program Director, presented a status report on the Section 8 / Rental Assistance Program's (RAP) goals, metrics, and the waitlists for the Housing Choice Voucher (HCV), the Project Based Voucher (PBV) and Veterans Affairs Supportive Housing (VASH) Voucher programs. Based on Commissioner questions, staff will provide Commissioners with information on the process for applicants who have difficulty finding a unit.*

*Konita Jude, HACM's Contract Compliance Officer, introduced Kent Britton, HACM's Procurement and Contract Director and J. Keith Swiney, CEO of Motivation Compliance and Training, Inc., who is HACM's Section 3 Consultant. Ms. Jude summarized the EBE and Section 3 handout and Mr. Britton distributed the Hours Worked handout to the Board. Mr. Swiney summarized that document and the Section 3 High Level Summary that was included on the agenda.*

## Adjournment

*There being no further business, Commissioner Yépez-Klassen made a motion to adjourn the meeting at 3:28 p.m. Commissioner Luckett seconded the motion. There being no objections, the motion carried.*

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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.