



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

*Sherri L. Daniels, Vice Chair
Darlan Luckett, Brooke VandeBerg, and Irma Yopez Klassen*

Wednesday, September 13, 2023

3:00 PM

City Hall, Room 301-A

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 3:09 p.m.

Willie L. Hines, Jr., HACM's Secretary-Executive Director, took a moment to honor HACM Board Chair Mark Wagner, who passed away last month. Chair Wagner joined the HACM Board of Commissioners in 1998 and was elected as Chair of the Board in January 2014. Mr. Hines provided highlights of Chair Wagner's service stating he was a tremendous addition to the organization and will be missed.

Roll Call

Present: 4 - Reed Daniels, VandeBerg, Yopez Klassen, Luckett

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. [R13413](#) Approval of the minutes of the regular meeting held on July 12, 2023

Sponsors: THE CHAIR

Attachments: [July 12, 2023 Meeting Minutes](#)

A motion was made Irma C. Yopez Klassen, seconded by Brooke VandeBerg, that this Motion be APPROVED This motion PREVAILED by Voice Vote

B. REPORTS AND DISCUSSION ITEMS

1. [R13417](#) Public Hearing for the Housing Authority of the City of Milwaukee's 2024 Agency Plan

Sponsors: THE CHAIR

Attachments: [2024 Agency Plan Plus Little Docs Minus ACOP & Admin Plan](#)
[2024 ACOP Draft - All Changes Accepted](#)
[2024 ACOP Draft - Redline](#)
[2024 Admin Plan Draft - All Changes Accepted](#)
[2024 Admin Plan Draft - Redline](#)

Commissioner VandeBerg made a motion to open the public hearing for the purpose of receiving comments as required by the U.S. Department of Housing and Urban Development (HUD) on the 2024 Housing Authority of the City of Milwaukee Agency Plan. Commissioner Lockett seconded the motion, and it carried.

Ken Barbeau, HACM's Chief Operating Officer of Program Services, thanked the Resident Advisory Board (RAB) for going through all of the documents. He stated the RAB had five meetings to talk through all of the changes to the Agency Plan and the major policy documents. The RAB had questions and suggestions that are detailed in an attachment to the 2024 Agency Plan.

Mr. Barbeau summarized some of the changes made to the 2024 Agency Plan such as HUD's change to the Violence Against Women Act (VAWA) regarding human trafficking, the changes to Interim re-examinations, the addition of the Enterprise Income Verification (EIV) Systems for staff and a change in policy on how background checks would be administered.

Mr. Barbeau answered Commissioner questions regarding the Housing Opportunity Through Modernization Act (HOTMA), annual versus interim re-examinations of income, and background screenings for eligibility for Public Housing and the Section 8 program.

Cornelius Sawyer, President of the Highland Gardens Resident Organization and a member of the Resident Advisory Board, submitted a written comment that was received by the Board of Commissioners. Commissioner VandeBerg asked Mr. Sawyer if there were any highlights he would like to speak to the Board about from his written submission. Mr. Sawyer focused on the switch over to paying rent via Rent Café and the 48 Hour notice of entry.

After questions and comments, Commissioner Lockett moved to close the public hearing on the 2024 Housing Authority of the City of Milwaukee Agency Plan. Commissioner VandeBerg seconded the motion, and it carried.

2. [R13414](#) Resolution approving an award of contract to Clifton Larson & Allen LLC (Wauwatosa, WI) for accounting services in an amount not exceed \$600,000.00

Sponsors: THE CHAIR

Ken Barbeau, HACM's Chief Operating Officer – Program Services, stated the proposed award of contract to Clifton Larson & Allen, LLC (Wauwatosa, WI) for accounting services is for the 100% review of all transactions for the Rent Assistance Program from 2017 to 2022, as required by the U.S. Department of Housing and Urban Development as a result of the Quality Assurance Division review done in 2022.

A motion was made by Brooke VandeBerg, seconded by Darian Lockett, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 4 - Reed Daniels, VandeBerg, Yopez Klassen, and Lockett

No: 0

3. [R13415](#) Presentation of the Second Quarter Financial Reports for the period ending June 30, 2023.

Sponsors: THE CHAIR

Attachments: [Discussion Points](#)
[Second Quarter 2023 Financial Report](#)

Rick Koffarnus, HACM's Finance Director, presented the financial reports for the Second Quarter of 2023, summarizing the documents included with the agenda and answered Commissioners' questions. Kazoua Xiong, HACM's Financial System Analyst, summarized the Section 8 Housing Supplemental Financial Statements included in the report.

4. [R13418](#) Discussion and Possible Action on Election of Officers and Related Governance Matters

Sponsors: THE CHAIR

Julie Wilson, Assistant City Attorney of the City of Milwaukee, and Patricia Dee, HACM's Administrative Services Supervisor, provided the Commissioners an overview of Robert's Rules and the Housing Authority of the City of Milwaukee's Bylaws regarding discussions and actions the Board could take with the sudden vacancy to the office of the Chair. Attorney Wilson and Ms. Dee answered Commissioners' questions and after a brief discussion the Board decided to hold elections for the offices of Chair and Vice Chair. See Motion R13419 and Motion R13420 for the elections.

[R13419](#)

Election of Chair

Sponsors: THE CHAIR

Chair Daniels stated she will do her best to fulfill the duties and responsibilities of the position and that she appreciates the Board, the staff and the residents for all of the support she will need.

Commissioner VandeBerg made a motion to open the nominations for the office of Chair and Commissioner Yépez Klassen seconded. Commissioner VandeBerg made a motion nominate Sherri Daniels for Chair and Commissioner Yépez Klassen seconded the motion. There being no further nominations, Commissioner Yépez Klassen made a motion to close the nominations for the office of Chair, and Commissioner Lockett seconded the motion. This nomination PREVAILED by the following vote:

Aye: 4 - Reed Daniels, VandeBerg, Yopez Klassen, and Lockett

No: 0

[R13420](#)

Election of Vice Chair

Sponsors: THE CHAIR

Vice Chair VandeBerg thanked the Board for their confidence.

Commissioner Lockett made a motion to open the nominations for the office of Vice Chair and Commissioner VandeBerg seconded. Commissioner Yépez Klassen nominated Brooke VandeBerg for Vice Chair and Commissioner Lockett seconded the motion. There being no further nominations, Commissioner Lockett made a motion to close the nominations for the office of Vice Chair, and Commissioner VandeBerg seconded the motion. This nomination PREVAILED by the following vote:

Aye: 4 - Reed Daniels, VandeBerg, Yopez Klassen, and Lockett

No: 0

5. [R13416](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Recovery Plan Monthly Update - August](#)
[Recovery Plan Monthly Update - September](#)
[Low-Income Public Housing July 2023 Occupancy Report](#)
[Affordable Housing LLC July 2023 Occupancy Report](#)
[Market Rate Housing July 2023 Occupancy report](#)
[Rent Assistance Update](#)
[HACM looking forward post-Westlawn](#)
[ERS Agency Letter- Act 2% sales tax increase](#)

Willie L. Hines, Jr., HACM's Secretary-Executive Director, introduced the Housing Authority of the City of Milwaukee's new Chief of Public Safety, Marlon Davis. Mr. Davis was a resident of Westlawn in his youth and served in the City of Milwaukee Police Department (MPD) for more than 26 years. Mr. Hines concluded the introduction by stating HACM is honored and privileged to have Mr. Davis as our new Chief of Public Safety.

Chief Davis thanked Mr. Hines for the introduction and HACM for the opportunity to be a part of what it means to provide a safe and secure environment for the residents.

Gregory Anderson, Travaux's Vice President of Asset Management, summarized the Recovery Plan Monthly Update included with the agenda. Mr. Anderson answered Commissioner questions regarding the occupancy rates and the relocation process when a development is being rehabilitated.

Jackie Martinez, HACM's Section 8 – Program Director, summarized the Rent Assistance Voucher Program Overview included with the agenda. Ms. Martinez answered Commissioner questions about emergency vouchers and their utilization.

Scott Simon, Travaux's Vice President of Business Development, presented preliminary concepts for refreshing Hillside Terrace. The process had just started and then was put on pause when the COVID-19 pandemic began.

Paul Williams, HACM's Choice Neighborhood Initiative Coordinator, presented recent events at Westlawn Gardens that included its' receipt of the Mayor's Design Award and the Local Initiatives Support Corporation (LISC) Milwaukee Awards for Neighborhood Development (MANDI) Husch Blackwell Building Blocks Award. Mr. Williams highlighted community events that were hosted by the Milwaukee Public Library in the Westlawn Community Gardens and the Summer Community Jam hosted by the Silver Spring Neighborhood Center.

Adjournment

There being no further business, Commissioner Yopez Klassen made a motion to adjourn the meeting at 5:02 p.m. Vice Chair VandeBerg seconded the motion. There being no objections, the motion carried.

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