



Meeting Minutes

TRAVAUX INC. BOARD OF DIRECTORS

*Ken Barbeau, Acting President, Atty. Grady L. Crosby, Daniel
McCarthy, Eugene R. Guskowski, Atty. Kimberly Hurtado,
Joan Zepecki, and Karen Gotzler*

Thursday, May 29, 2025

3:00 PM

VIRTUAL

This is a virtual meeting that will be conducted via Microsoft Teams.

Link: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 241 666 149 845 9 Passcode: iu9Es2wF

Call-in Number: 414-251-0392 Phone ID: 287 642 190#

Call to Order

Roll Call

Present: 6 - McCarthy, Gotzler, Crosby, Hurtado, Zepecki, Barbeau

Excused: 1 - Guskowski

- 1. [T379](#) Approval of the minutes from the regular meeting held on April 24, 2025

Sponsors: THE CHAIR

Attachments: [April 24, 2025 Meeting Minutes](#)

A motion was made Karen Gotzler, seconded by Grady Crosby, that this Motion be APPROVED This motion PREVAILED by Voice Vote

Aye 5 - McCarthy Gotzler Crosby Zepecki Barbeau

No 0

Excused 2 - Hurtado Guskowski

- 2. [T380](#) Update on Amendments to the Travaux Bylaws

Sponsors: THE CHAIR

Ken Barbeau, Travaux’s Acting President, thanked Director McCarthy and Director Gotzler for their guidance in reviewing the Travaux Bylaws with counsel. The HACM 2025 Sustainability Plan issued by the U.S. Department of Housing and Urban Development requires changes to the bylaws of HACM and those of its instrumentalities, including Travaux. Several items were added or amended, such as

the responsibilities the HACM Board has delegated to the instrumentality, the instrumentality's responsibility to report to the HACM Board of Commissioners, how the instrumentality's Board Members are appointed, their terms, and how the Board Members can be removed. The language in the Travaux Bylaws mentions "Members" throughout the document and this was amended to the Housing Authority, clarifying that the HACM Board of Commissioners exercises certain duties. Also, the minimum number of Directors was changed from three to seven.

3. [T381](#)

Report from the President

Sponsors: THE CHAIR

Attachments: [Travaux Project Summary as of May 16, 2025](#)
[Highland Buyout & Change Order Tracking](#)
[Section 8 Project Based Voucher Update](#)
[Public Housing Days Vacant & Move Ins / Move Outs](#)
[Public Housing 12MO Occupancy & 2MO Work Order Report](#)
[Affordable Housing 12MO Occupancy & 2MO Work Order Report](#)
[Market Rate Housing 12MO Occupancy & 2MO Work Order Report](#)

Alison Woznicki, Travaux's Vice President of Construction, provided an overview of the Travaux Project Summary included with the agenda and stated that the Travaux Executive team has a weekly meeting to review the work listed. Travaux is assisting Scattered Sites in making corrections to properties ahead of two sets of inspections of the U.S. Department of Housing and Urban Development (HUD) – the Real Estate Assessment Center (REAC) and the National Standards for the Physical Inspection of Real Estate (NSPIRE). Regarding the College Court elevator modernization, Otis Elevator is working to resolve some issues from the previous elevator contractor, and is hoping to expedite the project so that it can be completed by the scheduled end-date. Bureau Veritas has begun the Physical Needs Assessments at the Public Housing developments and will be reporting the results to Travaux and to HUD. Travaux will be monitoring the fire alarm replacements at Mitchell Court and College Court and is currently working with a designer for those projects. The Fair Housing Act non-compliance issues at Westlawn V and VII are being remedied with electrical work for the rocker switches and with carpentry to lower the cabinets.

Ms. Woznicki provided an update on the Highland Gardens Remodel. She stated that the window replacement for the occupied units will begin soon and that over the 18-month project, staff have been diligent in communicating with residents to maintain a good rapport. Currently, the project is in its third phase of work, which is the vacant third floor, and that portion of the project will be completed in the next several weeks.

Dena Hunt, HACM's Chief Operation Officer – Real Estate, in her Section 8 update, noted that a key component of increasing occupancy is site management receiving referrals from the waitlist, but there seems to have been a disconnect in this area. CVR has assigned more staff to review applicant eligibility to increase the number of referrals sent to the sites. She also noted that across the entirety of HACM's Project-Based Voucher portfolio, CVR has identified 126 units that have Project-Based Voucher residents in HACM properties with an incomplete Housing Assistance Payment calculation and has been working to determine the total subsidy amount not received for those units.

Ms. Hunt provided an update on the HACM Recovery Agreement/Sustainability Plan. She reported that many of the items due at the end of May are under the Physical portion of the plan. One item is a Preventative Maintenance Schedule. HACM has an existing document detailing weekly, monthly, quarterly, and annual items to be checked by site management, but the schedule has not always been followed. The existing HACM preventative maintenance schedule has been updated, a standard operating procedure created, and recurring maintenance items added, per the schedule, into Yardi to remind site management to assign work orders. She stated that the unit turn time is listed in both the Physical and Management portions of the Sustainability Plan – in the former, to develop a Unit Turn Policy and accompanying Standard Operating Procedure with a 45-day turn time as the goal, and in the latter, as part of the Occupancy Action Plan to increase leased units, across all developments, to 96 percent. Last week, a turn time training was conducted with property management and maintenance regarding procedures for inputting move-out dates and submitting work orders in Yardi.

Director McCarthy asked Ms. Hunt to give a brief description of the Monthly Property Managers' Meeting. Ms. Hunt stated that it is a two-hour meeting, with an agenda, which is used as an opportunity to make positive changes to workplace culture, to set expectations, to communicate standards, to discuss customer service tips and to provide trainings. There are guest speakers from Public Safety and other departments, depending on the topics being discussed. Director McCarthy shared that he had an opportunity to attend last month's Property Managers' Meeting and was very impressed with the energy in the room. He communicated three things at the meeting: one, thank you for what you do; two, you didn't create this situation, but you're on the point to fix it; and three, change is hard, but it is really important. He encouraged the other Directors to schedule a visit to one of the meetings.

Brad Leak, HACM's Chief Financial Officer, provided an update on the Limited Liability Corporations' (LLC) audits. He stated that SVA Certified Public Accountants has completed all of the 2023 LLC audits and will begin the 2024 audits. HACM is continuing to look at trainings for the current financial staff and has also been looking for new talent, in order to meet the requirement in the Sustainability Plan.

Adjournment

There being no further business, Director Zepecki made a motion to adjourn the meeting at 4:25 p.m. Director McCarthy seconded the motion. There being no objections, the motion carried.

Meeting minutes prepared by: Patricia Dee and T. Larson

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