



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, October 10, 2024

3:00 PM

Convent Hill, Community Room
455 East Ogden, Milwaukee, WI

Call to Order

Meeting called to order at 3:00 p.m.

Roll Call

Present: 6 - McCarthy, Hines, Jr., Crosby, Hurtado, Guskowski, Zepecki

Excused: 1 - Manzanet

1. [T353](#) Approval of the minutes of the regular meeting held on August 15, 2024

Sponsors: THE CHAIR

Attachments: [Meeting Minutes for August 15, 2024](#)

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

Aye 6 - McCarthy Hines, Jr. Crosby Hurtado Guskowski Zepecki

No 0

Excused 1 - Manzanet

2. [T354](#) Resolution authorizing the execution and delivery of an Owner's Representation Agreement with Kinship MKE, Inc. for the construction of a Community Food Center at 421 East Locust Street

Sponsors: THE CHAIR

Attachments: [421 E. Locust Owner's Rep Agreement Final](#)
[Kinship Presentation for Travaux Proposal](#)

Scott Simon, Travaux's Vice President of Business Development, stated that the documents provided with the agenda were drafts and not yet completed but will be for the November meeting. Staff suggested continuing with the presentation and holding the resolution until the final document can be brought to the Board. Vincent Noth, Executive Director at Kinship Community Food Center, gave a presentation on the organization, formerly known as Riverwest Food Pantry, and explained the proposed use for 421 East Locust Street as a food pantry, kitchen, training and community

center. Mr. Simon added that other proposals were considered for the purchase of the vacant lot, however, Kinship was the participant chosen who Travaux will be working with. HACM's Board approved the sale of the lot to Kinship MKE, Inc. at their October 9th meeting. Directors discussed the financing for the development, the structure of the organization, other food distribution locations in Wisconsin, and how long the organization has been operating.

Director Crosby made a motion to hold over T354, seconded by Director Guskowski, there being no objections, this motion carried.

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

Aye 6 - McCarthy Hines, Jr. Crosby Hurtado Guskowski Zepecki

No 0

Excused 1 - Manzanet

3. [T355](#) Report from the President

Sponsors: THE CHAIR

Attachments: [Summary of Roof Inspections - Scope of Services at Various Sites](#)
[HACM Roof Inventory](#)
[Summary of DNS Violations Status & Data](#)
[Section 8 Voucher Utilization Update](#)
[Public Housing - 12Mo & 2 Mth Work Order Reports Sep 2024](#)
[Affordable LLC - 12Mo & 2 Mth Work Order Reports - Sep 2024](#)
[Market Rate - 12Mo & 2 Mth Work Order Reports - Sep 2024](#)

Warren Jones, Vice President of Construction, updated the Board on the current roof inventory, providing the scope of services at various sites as an attachment with the agenda. Mr. Jones stated that Travaux has put out a Request for Proposal (RFP) for roof inspections that will also provide direction on what needs to be done and how. The awardee would consult on the roof repairs based on priority throughout HACM's properties. That consultant would not be able to bid on any work, however they would be able to help create specific scopes of work and monitor the activity. Directors discussed timelines for a vendor to be on board.

President Hines gave a brief comment regarding the DNS inspections of HACM properties. He elaborated on how DNS inspects properties. It begins when DNS receives a call from a HACM resident to inspect a unit or an Inspector may see something while on site. Once inspected, if a violation is found, it is assigned a priority level by the Inspector and sent to the Property Manager who generates a work order for correction with a completion deadline. President Hines noted many violations are now corrected and that DNS has recently extended its inspections to HACM's vacant lots. Greg Anderson, Travaux's Vice President of Asset Management, summarized the DNS Violations documents provided with the agenda. He noted that the documents outlined the total number of opened, still open, and completed work orders for Public, Affordable, Market Rate and Unassigned properties. Based on those numbers, the Directors discussed the fees for the open violations, the timeline of the repairs, and

open work orders generated due to DNS inspections versus HACM managers.

Mr. Anderson also gave a summary of the Recovery Plan Monthly Update included with the agenda, along with the metrics for the Public, Affordable, and Market Rate Housing Occupancy and Work Order reports. Directors mentioned that the reports provided to the Board are informative, well-formatted, and easy to read.

Mr. Anderson continued with updates about Victory Manor stating that staff is providing ongoing resident training for the thermostat use. The staff has also included the instructions in the site's newsletter and the TV monitors in the lobby. He added that if a resident continues to have difficulty understanding how to properly operate the thermostat in their units, the maintenance staff will provide hands-on, one-on-one training. Directors requested feedback at the November meeting on whether there have been fewer challenges than in the past with the thermostat usage. Directors also mentioned the staff's noticeable increased progress on the roof and thermostat issues. In addition, the Board pointed out how Mr. Anderson is using the systems that are in place to help manage a difficult portfolio.

Ken Barbeau, Chief Operation Officer – Program Services, reported on the Section 8 Utilization metrics summarizing the documents provided with the agenda. He noted that RAP continues to have challenges at some of the project-based voucher developments. One effort of RAP is ensuring that both property management and the voucher program are working hand in hand in sharing information. Mr. Barbeau pointed out that the organization is below the utilization goal of 98%, and in an effort to increase the percentage, Mr. Anderson and RAP have been meeting weekly to understand where the applications are needed and where eligible applicants have applied. He stated that Westlawn is an area of focus given that it is the largest development with this issue. Mr. Barbeau indicated that he foresees improvement by the next Board meeting. There is also going to be a potential change in the management operation of the Section 8 Rent Assistance Voucher Program with the goal to bring their system to bear to increase the utilization percentages of the program. President Hines made a few additional remarks regarding the Housing Choice Voucher (HCV) Program, and the selection of a third-party vendor, CVR Associates, Inc. They are expected to run the HCV program as part of the U.S. Department and Housing and Urban Development's Corrective Action Plan recommendation. HACM anticipates having this selection completed by the end of the month, then there will be a thirty to sixty day conversion schedule, onboarding the new vendor. HACM's ability to stay in alignment with that schedule will allow the organization to position itself to work with the selected vendor to address another major component of HUD's Corrective Action plan, which is a 100% Participant File Review to ensure that resources and activities are executed in compliance with rules and regulations.

- 4. The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session, however, it is expected that the Board will adjourn the meeting in the Closed Session.**

President Hines made a motion to convene into closed session at 3:40 p.m. Director Crosby seconded the motion. There being no objections, the motion carried.

President Hines convened the Travaux Board in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved. The Board may then reconvene in open session concerning any such item following the Closed Session, however, it is expected that the Board will adjourn the meeting in the Closed Session

Adjournment

There being no further business, Director Guszowski made a motion to adjourn the 4:48 p.m. Director Crosby seconded the motion. There being no objections, the motion carried.

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