



# City of Milwaukee

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

## Meeting Minutes

### HOUSING AUTHORITY

**MARK WAGNER, CHAIR**

**Ricardo Diaz , Vice Chair**

**Sherri L. Daniels, Hon. M. Joseph Donald, Lena Mitchell,  
Michael Van Alstine, and James N. Witkowiak**

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Wednesday, May 9, 2018

1:40 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.

#### Call to Order

*Meeting called to order at 1:30pm*

#### Roll Call

**Present:** 6 - Witkowiak, Diaz, Van Alstine, Wagner, Reed Daniels, Donald

**Excused:** 1 - Mitchell

#### 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. [R 12954](#) Approval of the regular meeting held on April 11, 2018

**Sponsors:** THE CHAIR

**Attachments:** [April 11, 2018 HACM Minutes.pdf](#)

**A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Motion be APPROVED. This motion PREVAILED by the following vote:**

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

2. [R 12955](#) Approval of the minutes of the special meeting held on April 25, 2018

**Sponsors:** THE CHAIR

**Attachments:** [April 25, 2018 HACM Minutes.pdf](#)

A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Motion be APPROVED. This motion PREVAILED by the following vote:

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

3. [R 12956](#) Resolution approving Amendment No. 2 to Contract No. 16-021 with Friends of Housing Corporation for property management services at Berryland, Northlawn and Southlawn Developments.

The Housing Authority has a contract with Friends of Housing Corporation for the management of Berryland, Northlawn, and Southlawn, and this contract includes four annual options for renewal. Staff would like to exercise this option for renewal for another year, April 1, 2018 through March 31, 2019, with the same terms and conditions of the original contract. This amendment #2 will increase the contract price by an amount not to exceed \$312,816 per year, for a total contract amount of \$938,448.

**Sponsors:** THE CHAIR

A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

4. [R 12957](#) Resolution approving an award of contract to Otis Elevator Company for elevator maintenance and repair services at various sites

**Sponsors:** THE CHAIR

**Attachments:** [Elevator Maint & Repair Otis award recommendation DRAFT.pdf](#)

A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

5. [R 12958](#)

Resolution approving the write-off of delinquent former resident accounts for various low rent public housing developments in the amount of \$106,787.66

This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2017 to September 30, 2017. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

**Sponsors:** THE CHAIR

**Attachments:** [Write-Off – Low Rent Public Hsg.pdf](#)

A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

6. [R 12959](#)

Resolution approving the write-off of delinquent former resident accounts for the Berryland, Northlawn and Southlawn middle-income developments in the amount of \$17,379.70

This resolution will authorize the write-off of delinquent former resident accounts for the period July 1, 2017 to September 30, 2017. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

**Sponsors:** THE CHAIR

**Attachments:** [Write-Off– BSL Mid-Income.pdf](#)

A motion was made by Ricardo Diaz, seconded by James N. Witkowiak, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

**Aye:** 5 - Witkowiak, Van Alstine, Wagner, Diaz, and Donald

**No:** 0

**Absent:** 1 - Reed Daniels

**Excused:** 1 - Mitchell

## **B. REPORTS AND DISCUSSION ITEMS**

1. [R 12960](#) Presentation of the First Quarter Financial Reports for the period ending March 31, 2018

**Sponsors:** THE CHAIR

**Attachments:** [Quarterly Financials Discussion Points.pdf](#)  
[Financial Reports 18Q1 03-31-18.pdf](#)

*Rick Koffarnus and Pam Watson gave a presentation of the First Quarter Financial Reports for the period ending March 31, 2018*

*Commissioners asked questions about the continued vacancy rates, which are higher than targeted. Staff discussed various internal and external factors contributing to the issue and the various efforts they have undertaken to address them.*

2. [R 12961](#) Resolution approving an amendment to HACM's Employee Handbook and Personnel Policy to update the Whistleblower Policy

**Sponsors:** THE CHAIR

**Attachments:** [Whistleblower Protection Policy.pdf](#)

**A motion was made by Ricardo Diaz, seconded by Michael T. Van Alstine, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 6 - Witkowiak, Van Alstine, Wagner, Diaz, Reed Daniels, and Donald

**No:** 0

**Excused:** 1 - Mitchell

3. [R 12962](#)

## Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [HUD letter re CNI Grant Application.pdf](#)  
[Housing Affairs Letter RAD Cleared to Double Capacity issue 04-06-2018.pdf](#)  
[Housing Affairs Letter GAO Outlines Shortcomings issue 03-30-2018.pdf](#)  
[Housing Affairs Letter Ben Carson Hunkers Down On Criticism issue 04-06-2018.pdf](#)

*Mr. Pérez discussed the following items and made note of particular areas of interest for the Board:*

- *A letter from HUD stating that the Choice Neighborhood Grant application was not selected*
- *An article from the Housing Affairs Letter entitled “RAD Cleared to Double Capacity”*
- *An article from the Housing Affairs Letter entitled “GAO Outlines Shortcomings”*
- *An article from the Housing Affairs Letter entitled “Ben Carson Hunkers Down on Criticism”*

*Mr. Pérez mentioned a document from the Council of Large Public Housing Authorities (CLPHA) entitled “Legislative Priorities”. The document outlined CLPHA’s efforts to secure adequate funding, expand public and affordable housing, insure program and funding flexibility and reduce isolated funding for programs and services.*

*Mr. Pérez commented that Jewish Family Services is hosting a lunch with keynote Dr. Matthew Desmond, author of the book Evicted on May 16th. Staff and Commissioners are attending. His return brings a focus to the issues of poverty and inequity and what is being done to alleviate them.*

*Mr. Pérez asked Ms. Crystal Reed-Hardy, HACM Human Resources Director, to comment on the Promise program. The Promise Program trains Housing Authority residents 17 through 21 in informational technology, property management and maintenance operations. In addition, a younger group of 14-16 will be added who will work part time with the Housing Authority in clerical and maintenance areas.*

*Mr. Pérez informed the board of a publication from the Brookings Institute, Housing As a Hub for Health, Community Services and Upward Mobility. He explained this was discussed at the “Housing Is” conference which Mr. Barbeau and Mr. Williams attended with Shaneé Jenkins, Vice President of YMCA of Metro Milwaukee and Dr. Kim Litwack, Dean and Professor of UWM College of Nursing. Ken Barbeau, HACM Director of Community Programs and Services, further explained that the “Housing Is” conference had 300 participants, building off the premise that stable housing provides a platform to impact education and health. The discussions were geared toward how housing providers can partner and implement programs with educational institutions and healthcare providers to improve the lives of their families.*

*Mr. Pérez introduced Paul Williams, HACM Choice Neighborhood Initiative Coordinator for brief highlights on the Westlawn neighborhood. Mr. Williams discussed the following activities:*

- *A technical assistance consultant from HUD evaluated the retail environment around Westlawn and provided recommendations for commercial development.*

- A Creative Placemaking consultant conducted community engagement to develop a 3-year plan for enhancing existing amenities in the neighborhood and building new attractions. The plan was endorsed by a group of resident leaders who will serve as a stewardship team to provide guidance as the projects move forward.
- The Westlawn neighborhood is now part of the Best Babies Zone Initiative through collaboration between the United Way, Choice Neighborhood and the Milwaukee Health Department. The local team is receiving technical assistance from a team of researchers at University of California - Berkeley to improve healthy birth outcomes and reduce racial disparity in infant mortality.
- The Choice Neighborhood team has coordinated focus groups for inclusion in the City's Pedestrian Plan, and work is underway to develop pedestrian plans for each of the CNI schools.
- HACM is exploring an expanded health and wellness partnership with the health colleges at UWM. The Masters of Sustainable Peacebuilding program in the College of Nursing is preparing a presentation on a neighborhood wellness assessment and models for wellness centers across the country.
- An Earth Day cleanup was held at Havenwoods State Forest on April 21 and community garden prep was held at Westlawn Gardens on April 28.

Warren Jones, Vice President of Construction for Travaux, Inc. noted that HACM received the prestigious "HUD Secretary's Opportunity & Empowerment Award", presented by HUD and the American Planning Association (APA). This national award recognizes a plan, program, or project that improves the quality of life for low- and moderate-income community residents with a goal of creating a healthy and sustainable living environment for families.

Mr. Pérez stated that HUD completed a site visit in which they spoke with staff and Chair Wagner. The report of the visit included both accolades and suggestions to be addressed. HACM is developing a response that will be shared with the Commissioners.

## Adjournment

*There being no further business, Commissioner Diaz made a motion to adjourn the meeting at 3:13pm. Commissioner Van Alstine 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, Patricia Schmidtknecht at 286-5100, (FAX) 286-3456, (TDD) 286-3504 or by writing to the Coordinator at 650 West Reservoir, Milwaukee, WI 53212.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.