



# 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, Mark Wagner, Eugene R. Guskowski, Ald. Khalif  
Rainey, Atty. Kimberly Hurtado, Eugene Manzanet, and Joan  
Zepecki*

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Thursday, November 10, 2022

3:00 PM

Virtual Call-in: 1-866-899-4679

Access Code: 786-416-501#

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To view the meeting materials electronically, please go to: <https://milwaukee.legistar.com/MeetingDetail.aspx?ID=1053467&GUID=560CFB43-60C3-4018-8C89-AF5A1810E2C2&Options=info|&Search=>

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#### Call to Order

*Meeting called to order at 3:11 p.m.*

#### Roll Call

**Present:** 6 - McCarthy, Wagner, Hines, Jr., Manzanet, Rainey, Zepecki

**Excused:** 3 - Crosby, Hurtado, Guskowski

1. [T294](#) Approval of the minutes of the regular meeting held on September 16, 2022

**Sponsors:** THE CHAIR

**Attachments:** [Travaux September 2022 Minutes](#)

**A motion was made Eugene Manzanet, seconded by Dan McCarthy, that this Motion be APPROVED This motion PREVAILED by Voice Vote**

2. [T295](#) Resolution approving Travaux Inc.'s Employee Referral Program

**Sponsors:** THE CHAIR

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

*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 Travaux in hiring hard-to-fill positions.*

*Directors asked questions about what positions were hard to fill and what research had been done to show the program would be an effective practice. Ms. Reed-Hardy answered that Maintenance Technicians, Carpenters and Painters are currently positions challenging to fill and that the referral program is used commonly in Human Resources when recruiting and hiring is a challenge.*

**A motion was made by Joan Zepecki, seconded by Eugene Manzanet, that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye** 5 - Zepecki McCarthy Hines, Jr. Manzanet Rainey

**No** 0

**Absent** 1 - Wagner

**Excused** 3 - Crosby Hurtado Guskowski

3. [T296](#) Resolution approving Travaux Inc.'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 Travaux recognizes their milestones and value to the organization. Directors offered suggestions for best practices.*

**A motion was made by Dan McCarthy, seconded by Willie Hines, Jr., that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye** 5 - Zepecki McCarthy Hines, Jr. Manzanet Rainey

**No** 0

**Absent** 1 - Wagner

**Excused** 3 - Crosby Hurtado Guskowski

4. [T297](#) Resolution approving Travaux Inc.'s Employee Suggestion Policy

**Sponsors:** THE CHAIR

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

*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 Eugene Manzanet, seconded by Joan Zepecki, that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye** 5 - Zepecki McCarthy Hines, Jr. Manzanet Rainey

**No** 0

**Absent** 1 - Wagner

**Excused** 3 - Crosby Hurtado Guskowski

5. [T298](#) Report from the President

**Sponsors:** THE CHAIR

**Attachments:** [Section 3 High Level Summary](#)  
[Carver Park and Westlawn EBE and Section 3 Contract Totals](#)  
[Section 3 Hours Worked Report](#)

*Kent Britton, HACM's Procurement and Contract Director introduced Konita Jude, HACM's Contract Compliance Officer, 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. Mr. Swiney summarized the Hours Worked document and the Section 3 High Level Summary that was included on the agenda.*

6. **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.**

*Director Wagner made a motion to convene in closed session. Director Manzanet seconded the motion. There being no objections, the motion carried.*

## Roll Call

## Adjournment

*There being no further business, Director Wagner made a motion to adjourn the meeting at 4:54 p.m. President Hines seconded the motion. There being no objections, the motion carried.*

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