



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*

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Thursday, November 9, 2023

3:00 PM

Virtual Call-in: 1-866-899-4679  
Access Code: 881-700-365#

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Call to Order

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

Roll Call

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

**Excused:** 1 - Manzanet

1. [T318](#) Approval of the minutes of the regular meeting held on October 12, 2023

**Sponsors:** THE CHAIR

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

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

2. [T319](#) Resolution approving a contract with Highland Gardens LLC to be the Construction Contractor for the rehabilitation of Highland Gardens project in an amount not-to-exceed \$8,838,593

**Sponsors:** THE CHAIR

**Attachments:** [HG Contractor Attachment](#)

*Warren Jones, Travaux's Vice President of Construction, provided a brief scope of work for the Highland Gardens rehabilitation and answered Directors' questions about the construction schedule and engineering. Fernando Aniban, HACM's Assistant Secretary, explained the documents included with the agenda reflected the initial Gross Maximum Price and Travaux, Inc. will be sending out invitations to bid and returning to the Board with proposed awards of contract.*

**A motion was made by Kimberly Hurtado, seconded by Grady Crosby, that this Travaux Resolution be ADOPTED. This motion PREVAILED by the following vote:**

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

**No** 0

Excused 1 - Manzanet

3. [T320](#) Resolution authorizing the adoption of the Pregnant Workers Fairness Act; and Pump Act as additional workplace laws by Travaux, Inc.

**Sponsors:** THE CHAIR

*Crystal Reed-Hardy, HACM's Chief Human Resources Officer, explained that the adoption of the Pregnant Workers Fairness Act and Pump Act is an effort to remain in compliance with state and federal law. The act was put into effect by the U.S. Department of Labor in June of 2023 and the Housing Authority of the City of Milwaukee approved implementation at its October 2023 Board Meeting. Director Crosby asked if there were any costs involved in implementing the act. Ms. Reed-Hardy replied there were no additional costs and that employees could use their accrued time-off balances.*

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

4. [T321](#) Report from the President

**Sponsors:** THE CHAIR

**Attachments:** [Section 8 Voucher Utilization Update](#)  
[Public Housing Occupancy Report](#)  
[Affordable Housing Occupancy Report](#)  
[Market Rate Housing Occupancy Report](#)  
[Work Order Process](#)  
[Customer Satisfaction Survey-pg 2](#)

*Warren Jones, Travaux’s Vice President of Construction, reported on the status of the Heating, Ventilation and Air Conditioning (HVAC) unit at Victory Manor. He stated that last season many repairs had been done on the HVAC unit, which is a Variable Refrigerant Flow (VRF) System, by the contractor. This past summer there were very few complaints. He explained when this heating season began, property management received only three complaints. Those complaints were traced back either to the thermostat having a small issue in the program, or to operator error, and when the contractor was on site they offered to provide a troubleshooting guide to staff so staff will be able to address similar future issues.*

*Jackie Martinez, HACM’s Section 8 Program Director, summarized the Voucher Utilization Update included with the agenda. She provided information to the Board on the difference between Project Based Vouchers and Rental Assistance Demonstration (RAD) Project Based Vouchers. She reported RAD Project Based Vouchers (PBV) were Public Housing units that had been converted to the Section 8 program and affect the Affordable Housing Occupancy Rate. She explained applicants from the waitlist must go through two application processes to qualify for PBV: an application with Section 8 and an application with the development.*

*Gregory Anderson, Travaux’s Vice President of Asset Management, presented metrics on the Housing Authority of the City of Milwaukee’s occupancy rates for Public-, Affordable- and Market Rate Housing. He stated the Turn Teams are now fully staffed and the number of days to make a unit rent ready has decreased, but, is not yet at the goal of 30 days. He explained that at the Locust Court, Mitchell Court and College Court locations, rent concessions are being offered to attract new tenants. He reported the Public Housing occupancy rate was now at 97% with the goal of reaching and maintaining 98% occupancy.*

*Willie L. Hines, Jr., President of Travaux, Inc., presented the Work Order Process to the Board. He informed the Board that a version of the document will be made available to residents, the U.S. Department of Housing and Urban Development and the Department of Neighborhood Services to show how the work order process operates within HACM’s properties. Mr. Hines stated that HACM will continue to encourage residents to contact the management office with items that need repair. Director McCarthy asked if there is more than one way for residents to make a maintenance request. Greg Anderson, Travaux’s Vice President of Asset Management, explained that residents could call the site manager to make a maintenance request or residents could use Yardi’s RentCafe to submit a request. Director McCarthy stated it would be interesting to see the metrics of how maintenance requests were submitted and he was also interested in assigning a reasonable response timeframe to each step*

*of the process.*

*Director Guskowski inquired about the Resident Contact Sheet mentioned in the October 12th Board Meeting. Patricia Dee, HACM's Administrative Services Supervisor, reported the contact sheet was at the printer and once it was finalized would be sent to the Directors and an update would be given at a future meeting regarding its distribution. Director Guskowski added that the information being compiled could lead to a small handbook of the most important information a resident would need.*

*Mr. Hines presented the Resident Exit Survey stating HACM encourages exiting residents to complete the survey. He stated it is necessary to understand why individuals are deciding to leave a HACM unit and the survey enables HACM to address items for the next resident to maintain occupancy.*

*President Hines concluded the meeting by informing the Board that HACM had a new Chief of Public Safety and that he would introduce the Chief, by mailer and then at a future Travaux, Inc. Board Meeting.*

## **Adjournment**

*There being no further business, Director McCarthy made a motion to adjourn the meeting at 4:26 p.m. Director Hurtado seconded the motion. There being no objections, the motion carried.*

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