

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON OCTOBER 25, 2021
ADMINISTRATIVE OFFICE**

The Regular meeting of Ottumwa Housing Authority was held at the Administrative Office, 935 West Main Street and via conference call, Ottumwa, Iowa, in the City of Ottumwa, Iowa on October 25, 2021. Commissioner Walker called the meeting to order at 10:03 a.m. Ms. Bittner called for roll call; attendance was as follows:

PRESENT: Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, Commissioner Leisa Walker
ABSENT: Chair Aistrope
STAFF PRESENT: Meliha Cavkusic, Executive Director
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant
GUEST PRESENT: Tom Lazio, Mayor
Sharon & Robert Parcell, Tenants of Westgate

Commissioner Walker asked for additions or corrections to the Regular Meeting minutes held on September 27, 2021; there were none. Vice-Chair Hanson made a motion to approve the minutes of the Regular Meeting held on September 27, 2021; Commissioner Lewis seconded the motion.

AYES: Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Leisa Walker
NAYES: None
ABSENT: Chair Gordan Aistrope

**CONTINUED BUSINESS:
REPORT FROM THE EXECUTIVE DIRECTOR:**

Ms. Cavkusic referred to the Public Housing (PH) Report for August; occupancy was reviewed, noting AMP#1 was at 94 percent; AMP#2 was at 95 percent; and AMP#3 was at 88 percent, Oak Terrace was at 75 percent, and Tindell was at 100 percent. Ms. Cavkusic stated no units in MOD status. The staff continues to process applicants on the waiting list and is getting units ready to be leased up. There were no further questions.

Ms. Cavkusic referred to the Housing Choice Voucher (HCV) report for September, stating that the utilization is at 70%. Ms. Cavkusic explained there are over 21 outstanding Housing Choice Vouchers where applicants are looking for a place to rent. Also, there are no outstanding Project Based Vouchers at this time. There were no further questions.

Ms. Cavkusic referred to the Maintenance report for September. There were 47 routine work orders and 11 emergency work orders from September 15 through October 15, 2021. Maintenance personnel continue to provide extermination services, rehab the apartments, and work orders. Ms. Cavkusic stated that the maintenance staff holds weekly meetings with their supervisor, Public Housing Manager, and safety coordinators and monthly with ED to review ongoing maintenance related activities. Ms. Cavkusic mentioned that training continues to be provided on an ongoing basis for various topics. Ms. Cavkusic also mentioned that the annual inspections work orders is being completed. There were no further questions.

Ms. Cavkusic referred to the Services Coordinator report and newsletter for October 2021 Ms. Cavkusic stated that Tracy continues to assist tenants in addressing the needs and Public Housing Management with various assignment. The hi-rise newsletter for the month of October was presented to the OHA Board of Commissioners. There were no further questions.

FINANCIAL REPORT:

Ms. Cavkusic reviewed the Check Signer Verifications. Commissioner Sammons made a motion to approve the Check Signing Verifications for Public Housing, Tindell and Housing Choice Voucher accounts for the month of September 2021, as well as online payments for payroll withholdings and deductions. Commissioner Lewis seconded the motion.

AYES: Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Leisa Walker
NAYES: None
ABSENT: Chair Gordan Aistrope

Ms. Cavkusic referred to the Public Housing, Tindell, Housing Choice Voucher, and COCC Financial Statements for August 2021. Following discussion, Vice-Chair Hanson made a motion to approve the August 2021 Financial Statements; Commissioner Sammons seconded the motion.

AYES: Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Leisa Walker
NAYES: None
ABSENT: Chair Gordan Aistrope

Ms. Cavkusic referred to the Oak Terrace Property Financial Statements for August 2021. Following discussion, Vice-Chair Hanson made a motion to approve the August 2021 Financial Statements; Commissioner Sammons seconded the motion.

AYES: Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Leisa Walker
NAYES: None
ABSENT: Chair Gordan Aistrope

Ms. Cavkusic referred to the financial statements for September and at this time financials are not completed per Lindsey. No motion was made

NEW BUSINESS:

None

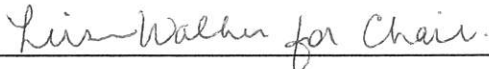
Mayor wanted to recognized Chair Gordon Aistrope dedicating his service of six years to the Ottumwa Housing Authority Board. Mayor stated that he is going to present Chair Aistrope with a plaque. Mayor also thanked the commissioners of the board for their hard work and service. There were no further questions.

Mayor left the meeting at 10:25 a.m.

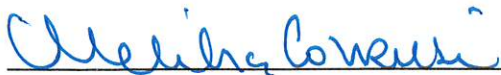
Commissioner Sammons made a motion to adjourn the meeting at 10:26 a.m.; Vice-Chair Hanson seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Gordon Aistrope, Chair



Meliha Cavkusic, Executive Director