

**MINUTES OF THE SPECIAL REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON DECEMBER 20, 2021  
ADMINISTRATIVE OFFICE**

The Special 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 December 20, 2021. Commissioner Walker called the meeting to order at 10:05 a.m. Ms. Bittner called for roll call; attendance was as follows:

PRESENT: Chair Leisa Walker, Commissioner Mike Sammons,  
Commissioner Ann Youngman  
ABSENT: Vice-Chair Mark Hanson and Commissioner Edward Lewis  
  
STAFF PRESENT: Meliha Cavkusic, Executive Director  
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant

Chair Walker asked for additions or corrections to the Regular Meeting minutes held on November 30, 2021; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on November 30, 2021; Commissioner Sammons seconded the motion.

AYES: Chair Leisa Walker, Commissioner Mike Sammons, and Commissioner Ann Youngman  
NAYES: None  
ABSENT: Vice-Chair Mark Hanson and Commissioner Edward Lewis

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

Ms. Cavkusic referred to the Public Housing (PH) Report for December; occupancy was reviewed, noting AMP#1 was at 96 percent; AMP#2 was at 97 percent; and AMP#3 was at 93 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 December, stating that the utilization is at 67%. Ms. Cavkusic explained there are over 19 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 December. There were 26 routine work orders and 16 emergency work orders from November 15 through December 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 all Public Housing staff attend “Role of a Maintenance Worker”, training on December 14, 2021 and training continues to be provided on an ongoing basis for various topics. Ms. Cavkusic also mentioned that the REAC inspections for Southoak are scheduled for January 13, 2022. The Capital Needs Assessment at Camelot building was performed by consulting company “Due Diligence, 3D” on December 15, 2021. There were no further questions.

Ms. Cavkusic referred to the Services Coordinator report and newsletter for December 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 December was presented to the OHA Board of Commissioners. There were no further questions.

#### FINANCIAL REPORT:

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

AYES: Chair Leisa Walker, Commissioner Mike Sammons, and Commissioner Ann Youngman  
NAYES: None  
ABSENT: Vice-Chair Mark Hanson and Commissioner Edward Lewis

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

AYES: Chair Leisa Walker, Commissioner Mike Sammons, and Commissioner Ann Youngman  
NAYES: None  
ABSENT: Vice-Chair Mark Hanson and Commissioner Edward Lewis

Ms. Cavkusic referred to the Oak Terrace Property Financial Statements for October 2021. Following discussion, Commissioner Youngman made a motion to approve the October 2021 Financial Statements; Commissioner Sammons seconded the motion.

AYES: Chair Leisa Walker, Commissioner Mike Sammons, and Commissioner Ann Youngman  
NAYES: None  
ABSENT: Vice-Chair Mark Hanson and Commissioner Edward Lewis

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

NEW BUSINESS:

None

Commissioner Youngman made a motion to adjourn the meeting at 10:28 a.m.; Commissioner Sammons seconded the motion.

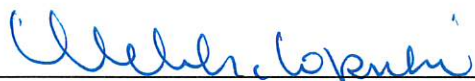
OTTUMWA HOUSING AUTHORITY

ATTEST



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Leisa Walker, Chair



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Meliha Cavkusic, Executive Director