

**MINUTES OF THE REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON JANUARY 31, 2022  
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 January 31, 2022. Commissioner Walker called the meeting to order at 10:00 a.m. Ms. Bittner called for roll call; attendance was as follows:

PRESENT: Chair Leisa Walker, Vice-Chair Hanson Commissioner Mike Sammons, Commissioner Edward Lewis, Commissioner Ann Youngman

ABSENT: None

STAFF PRESENT: Meliha Cavkusic, Executive Director  
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant

Chair Walker asked for additions or corrections to the Special Regular Meeting minutes held on December 20, 2021; there were none. Commissioner Youngman made a motion to approve the minutes of the Special Regular Meeting held on December 20, 2021; Commissioner Lewis seconded the motion.

AYES: Chair Leisa Walker, Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Ann Youngman

NAYES: None

ABSENT: None

Chair Walker asked for additions or corrections to the Special Meeting minutes held on January 3, 2022; there were none. Vice-Chair Hanson made a motion to approve the minutes of the Special Meeting held on January 3, 2022; Commissioner Lewis seconded the motion.

AYES: Chair Leisa Walker, Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Ann Youngman

NAYES: None

ABSENT: None

CONTINUED BUSINESS:  
REPORT FROM THE EXECUTIVE DIRECTOR:

Ms. Cavkusic referred to the Public Housing (PH) Report for January; occupancy was reviewed, noting AMP#1 was at 95 percent; AMP#2 was at 95 percent; and AMP#3 was at 90 percent, Oak Terrace was at 75 percent, and Tindell was at 100 percent. Ms. Cavkusic stated that there is one

unit in MOD status and another 3 are being requested for modernization purposes. 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 January, stating that the utilization is at 68%. Ms. Cavkusic explained there are over 22 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 January. There were 44 routine work orders and 18 emergency work orders from December 15 through January 15, 2022. 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 the REAC inspections for Southoak was held on January 13, 2022 and we were scored 83/100. Camelot and Westgate REAC inspections were held on January 26, 2022 and no scores has been issued at this time. Ms. Cavkusic also mentioned that the Family Sites are scheduled for REAC inspection on February 22, 2022, and the Annual inspection for all Ottumwa Housing Authority properties are scheduled for March 7 through March 11, 2022. There were no further questions.

Ms. Cavkusic referred to the Services Coordinator report and newsletter for January 2022. Ms. Cavkusic stated that Tracy continues to assist tenants in addressing the needs and Public Housing Management with various assignment. Ms. Cavkusic mentioned that Fire Safety & Infestation Prevention will be conducted by the Fire Department and the OHA Staff, on February 10, 17, 24, 2022, and there will be two sessions per Hi-Rise. The hi-rise newsletter for the month of January 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 December 2021, as well as online payments for payroll withholdings and deductions. Commissioner Sammons seconded the motion.

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

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

NEW BUSINESS:

**Resolution 2-22**

**Resolution Approving Income Limits**

Ms. Cavkusic requested approval of Resolution 2-22 Approving Income Limits. Ms. Cavkusic stated that the income limits effective April 1, 2021. Following discussion Commissioner Lewis made a motion to approve Resolution 2-22 Approving Income Limits; Vice-Chair Hanson seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Ann Youngman

NAYES: None

ABSENT: None

NEW BUSINESS CONTINUED:

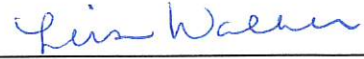
Ms. Cavkusic referred to the HCV Utility Study Schedule for 2022: Ms. Cavkusic stated that a review is done every year for the Housing Choice Voucher Program to update the utility allowance when there is more than a 10 percent increase. Ms. Cavkusic mentioned that after 60 days will bring back to the board for approval. The study will be posted with all pertaining information on our website for 60 days for Housing Choice Voucher participants for their input on our website and at Administrative Office located at 935 W. Main, Ottumwa, IA 52501. There were no further questions.

Ms. Cavkusic referred to the PH Utility Study Schedule for 2022: Ms. Cavkusic stated that a review is done for the Public Housing Program to update the utility allowance when there is more than a 10 percent increase. Ms. Cavkusic mentioned that after 60 days will bring back to the board for approval. The study will be posted with all pertaining information on our website for 60 days for for the Public Housing tenants for their input on our website and at Administrative Office located at 935 W. Main, Ottumwa, IA 52501. There were no further questions.

Commissioner Youngman made a motion to adjourn the meeting at 10:46 a.m.; Vice-Chair Hanson seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



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Leisa Walker, Chair



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Meliha Cavkusic, Executive Director