

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON FEBRUARY 28, 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 February 28, 2022. Commissioner Walker called the meeting to order at 10:06 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 Regular Meeting minutes held on January 31, 2022; there were none. Vice-Chair Hanson made a motion to approve the minutes of the Regular Meeting held on January 31, 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 February; occupancy was reviewed, noting AMP#1 was at 95 percent; AMP#2 was at 93 percent; and AMP#3 was at 92 percent, Oak Terrace was at 75 percent, and Tindell was at 100 percent. Ms. Cavkusic stated that there continues to be 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 February, stating that the utilization is at 67%. 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. Ms. Cavkusic mentioned that the HCV staff sent out flyers to landlords to see if they would be interested in becoming a Landlord with the Housing Choice Voucher Program. There were no further questions.

Ms. Cavkusic referred to the Maintenance report for February. There were 10 routine work orders and 4 emergency work orders from January 15 through February 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 Camelot and Westgate was held on January 26, 2022 and scored a 76/100. Ms. Cavkusic also mentioned that the Family Sites was held on February 22, 2022 and scored a 55/100, and the Annual inspection for all Ottumwa Housing Authority properties are scheduled for March 7 through March 11, 2022. The Fire Safety and Infestation Prevention is completed. There were no further questions.

Ms. Cavkusic referred to the Services Coordinator report and newsletter for February 2022. 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 February was presented to the OHA Board of Commissioners. There were no further questions.

FINANCIAL REPORT:

Ms. Cavkusic reviewed the Check Signer Verifications. Commissioner Lewis made a motion to approve the Check Signing Verifications for Public Housing, Tindell and Housing Choice Voucher accounts for the month of January 2022, 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 Public Housing, Tindell, Housing Choice Voucher, and COCC Financial Statements for November 2021. Following discussion, Vice-Chair Hanson made a motion to approve the November 2021 Financial Statements; Commissioner Youngman 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 Oak Terrace Property Financial Statements for November 2021. Following discussion, Commissioner Lewis made a motion to approve the November 2021 Financial Statements; Vice-Chair Hanson 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 Public Housing, Tindell, Housing Choice Voucher, and COCC Financial Statements for December 2021. Following discussion, Commissioner Lewis made a motion to approve the December 2021 Financial Statements; Commissioner Youngman 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 Oak Terrace Property Financial Statements for December 2021. Following discussion, Vice-Chair Hanson made a motion to approve the December 2021 Financial Statements; 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

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

NEW BUSINESS:

RESOLUTION 3-22

Approving 2022 Lawn Mowing Season Contractor Bid

Ms. Cavkusic requested approval of Resolution 3-22 Approving Lawn Mowing Season Contractor Bid. Ms. Cavkusic stated that we have received two different bids. Following discussion Commissioner Youngman made a motion to approve Resolution 3-22 to Approve Bid for Lawn Mowing Season Contractor Bid authorizing the Executive Director to enter into contact with Ron's Lawn Care for the 2022 Lawn Mowing Season for all OHA Properties; Commissioner Sammons 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

RESOLUTION 4-22

Approving U.S.I.G. (U.S. Inspection Group) Renewal Contract for All OHA Properties

Ms. Cavkusic requested approval of Resolution 4-22 Approving U.S.I.G. (U.S. Inspection Group) for All OHA Properties. Ms. Cavkusic stated that HUD requires all PHA's to perform Annual Inspections. Following discussion Commissioner Youngman made a motion to approve Resolution 4-22 Approving U.S.I.G. (U.S. Inspection Group) for All OHA Properties and authorizing the Executive Director to enter into contract with U.S.I.G. (U.S. Inspection Group) to do Annual Inspections for two-years; Commissioner Sammons 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

RESOLUTION 5-22

Approving Bid to Install Additional Cameras

Ms. Cavkusic requested approval of Resolution 5-22 Approving Bid to Install Additional Cameras. Ms. Cavkusic stated that OHA received one bid from Wingers in the amount of \$27,105 to install additional cameras located at Southoak and Westgate buildings. Following discussion, Commissioner Lewis made motion to approve Resolution 5-22 to Approve Bid to Install Additional Cameras at Southoak and Westgate buildings authorizing the Executive Director to enter into contact with Wingers; 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

RESOLUTION 6-22

Approving Health, Dental and Vision Insurance Renewal with Iowa Community Trust Insurance with Wellmark

Ms. Cavkusic requested approval of Resolution 6-22 Approving Health, Dental and Vision Insurance renewal with Iowa Community Trust. Ms. Cavkusic stated that there will be 8% (eight percent) increase for health insurance cost due to Wellmark raising their rate and there will decrease of 5% (five percent) for dental and vision effective July 1, 2022. This decrease is due to new group provider that joined to ICT- MET LIFE offering the same coverage for lesser rate. Following discussion, Commissioner Lewis made motion to approve Resolution 6-22 Authorizing Executive Director to renew Health, Dental and Vision Insurance with Iowa Community Trust Insurance with Wellmark; 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

RESOLUTION 7-22

Approving Cable Increase for All Hi-Rises

Ms. Cavkusic requested approval of Resolution 7-22 Approving Cable Increase for All Hi-Rises. Ms. Cavkusic stated that the cost for Mediacom service for cable has increased by 21% (twenty-one percent). Ms. Cavkusic asked for the board's approval to raise the cost for tenants from \$30.00 to \$35.00 effective May 1, 2022. Following discussion, Commissioner Lewis made a motion to approve Resolution 7-22 Approving Cable Increase for All Hi-Rises; 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

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

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, Executive Director