

**MINUTES OF THE REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON MARCH 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 March 28, 2022. Commissioner Walker called the meeting to order at 10:01 a.m. Ms. Bittner called for roll call; attendance was as follows:

PRESENT: Chair Leisa Walker, Vice-Chair Hanson Commissioner Mike Sammons  
ABSENT: Commissioner Edward Lewis, Commissioner Ann Youngman  
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 February 28, 2022; there were none. Vice-Chair Hanson made a motion to approve the minutes of the Regular Meeting held on February 28, 2022; Commissioner Sammons seconded the motion.

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

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

Ms. Cavkusic referred to the Public Housing (PH) Report for March; occupancy was reviewed, noting AMP#1 was at 91 percent; AMP#2 was at 94 percent; and AMP#3 was at 95 percent, Oak Terrace was at 92 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 March, stating that the utilization is at 67%. Ms. Cavkusic explained there are over 35 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 March. There were 35 routine work orders and 0 emergency work orders from February 15 through March 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/daily with ED to review ongoing maintenance related activities. Ms. Cavkusic mentioned that the Regular Annual inspection for all Ottumwa Housing Authority properties is scheduled for April 18 through April 22, 2022. Ms. Cavkusic also mentioned that the Maintenance Plan Policy is being work on. The front door at Camelot has been replaced. General vendors cost increase and labor charges increase sheet will be brought back to the Board for approval once all information has been collected. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for March 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 March 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 February 2022, as well as online payments for payroll withholdings and deductions. Vice-Chair Hanson seconded the motion.

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

Ms. Cavkusic referred to the Public Housing, Tindell, Housing Choice Voucher, and COCC Financial Statements for January 2022. Following discussion, Vice-Chair Hanson made a motion to approve the January 2022 Financial Statements; Commissioner Sammons seconded the motion.

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

Ms. Cavkusic referred to the Oak Terrace Property Financial Statements for January 2022. Following discussion, Commissioner Sammons made a motion to approve the January 2022 Financial Statements; Vice-Chair Hanson seconded the motion.

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

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

Ms. Cavkusic referred to the Past Debt Collections Receivables by FYE 3/31/2022: Ms. Cavkusic explained what was received from past tenants that owed a debt, through a collection process. The board of commissioners were pleased with collection efforts. There were no further questions.

NEW BUSINESS:

**RESOLUTION 8-22**

**Write Off Outstanding Checks Over 180 Days FYE 3/31/2022**

Ms. Cavkusic requested approval of Resolution 8-22 Write off Outstanding Checks over 180 Days FYE 3/31/2022. Following discussion, Vice-Chair Hanson made motion to approve Resolution 8-22 Write off Outstanding Checks over 180 Days FYE 3/31/2022; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

**RESOLUTION 9-22**

**Write-off Vacated Tenant Accounts Receivable FYE 3/31/2022**

Ms. Cavkusic requested approval of Resolution 9-22 Write-off Vacated Tenant Accounts Receivable FYE 3/31/22. Following discussion, Commissioner Sammons made a motion to approve Resolution 9-22 Write-off Vacated Tenant Accounts Receivable FYE 3/31/22; Vice-Chair Hanson seconded the motion. Roll call vote was taken:

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

**RESOLUTION 10-22**

**Public Housing Program Budget AMP #1 FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 10-22 Public Housing Program Budget AMP #1 FYE 3/31/2023. Following discussion, Vice-Chair Hanson made a motion to approve Resolution 10-22 Public Housing Program Budget AMP #1 FYE 3/31/2023; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

**RESOLUTION 11-22**

**Public Housing Program Budget AMP #2 FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 11-22 Public Housing Program Budget AMP #2 FYE 3/31/2023. Following discussion, Commissioner Sammons made a motion to approve Resolution 11-22 Public Housing Program Budget AMP #2 FYE 3/31/2023; Vice-Chair Hanson seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, and Commissioner Mike Sammons  
NAYES: None

ABSENT: Commissioner Edward Lewis and Commissioner Ann Youngman

**RESOLUTION 12-22**

**Public Housing Program Budget AMP #3 FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 12-22 Public Housing Program Budget AMP #3 FYE 3/31/2023. Following discussion, Vice-Chair Hanson made a motion to approve Resolution 12-22 Public Housing Program Budget AMP #3 FYE 3/31/2023; Commissioner Sammons seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, and Commissioner Mike Sammons

NAYES: None

ABSENT: Commissioner Edward Lewis and Commissioner Ann Youngman

**RESOLUTION 13-22**

**Central Office Cost Center Budget FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 13-22 Central Office Cost Center Budget FYE 3/31/2023. Following discussion, Commissioner Sammons made a motion to approve Resolution 13-22 Central Office Cost Center Budget FYE 3/31/2023; Vice-Chair Hanson seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, and Commissioner Mike Sammons

NAYES: None

ABSENT: Commissioner Edward Lewis and Commissioner Ann Youngman

**RESOLUTION 14-22**

**Housing Choice Voucher Program Budget FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 14-22 Housing Choice Voucher Program Budget FYE 3/31/2023. Following discussion, Vice-Chair Hanson made a motion to approve Resolution 14-22 Housing Choice Voucher Program Budget FYE 3/31/2023; Commissioner Sammons seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, and Commissioner Mike Sammons

NAYES: None

ABSENT: Commissioner Edward Lewis and Commissioner Ann Youngman

**RESOLUTION 15-22**

**Tindell Budget FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 15-22 Tindell Budget FYE 3/31/2023. Following discussion, Commissioner Sammons made a motion to approve Resolution 15-22 Tindell Budget FYE 3/31/2023; Vice-Chair Hanson seconded the motion. Roll call vote was taken:

AYES: Chair Leisa Walker, Vice-Chair Hanson, and Commissioner Mike Sammons

NAYES: None  
ABSENT: Commissioner Edward Lewis and Commissioner Ann Youngman

**RESOLUTION 16-22**  
**Oak Terrace Budget FYE 3/31/2023**

Ms. Cavkusic requested approval of Resolution 16-22 Oak Terrace Budget FYE 3/31/2022. Following discussion, Vice-Chair Hanson made a motion to approve Resolution 16-22 Oak Terrace Budget FYE 3/31/2023; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

**NEW BUSINESS CONTINUED:**

Ms. Cavkusic requested that each OHA employee receive a (5%) five-percent increase Cost of Living Adjustment (COLA) effective 04-01-2022. Following discussion, Vice-Chair Hanson made the motion to approve the COLA increase at five-percent; Commissioner Sammons seconded the motion.

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

Commissioner Sammons made a motion to adjourn the meeting at 10:55 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