

**MINUTES OF THE SPECIAL REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON MAY 23, 2022  
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 May 23, 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, Commissioner Mike Sammons,  
Commissioner Edward Lewis, Commissioner Ann Youngman  
ABSENT: Vice-Chair Mark Hanson  
STAFF PRESENT: Meliha Cavkusic, Executive Director  
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant

No meeting in April due to no quorum.

Chair Walker asked for additions or corrections to the Regular Meeting minutes held on March 28, 2022; there were none. Commissioner Lewis made a motion to approve the minutes of the Regular Meeting held on March 28, 2022; Commissioner Sammons seconded the motion.

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

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

Ms. Cavkusic referred to the Public Housing (PH) Report for April; occupancy was reviewed, noting AMP#1 was at 94 percent; AMP#2 was at 93 percent; and AMP#3 was at 97 percent, Oak Terrace was at 83 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 Public Housing (PH) Report for May; occupancy was reviewed, noting AMP#1 was at 95 percent; AMP#2 was at 93 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 April, stating that the utilization is at 67%. Ms. Cavkusic explained there are over 30 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 Housing Choice Voucher (HCV) report for May, stating that the utilization is at 64%. Ms. Cavkusic explained there are over 30 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 April. There were 45 routine work orders and 0 emergency work orders from March 15 through April 20, 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 the week of April 18, 2022. Ms. Cavkusic also mentioned that the Maintenance Plan Policy continues to be worked on. The continuation of vacant rehab unit and work orders are being worked on. There were no further questions.

Ms. Cavkusic referred to the Maintenance report for May. There were 45 routine work orders and 0 emergency work orders from April 20 through May 20, 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 as needed. Ms. Cavkusic stated that the Regular Annual inspection completed work orders are being completed. Ms. Cavkusic also mentioned that the Maintenance Plan Policy continues to be worked on, and all vacant units are done with rehab. There were no further questions.

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

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for May 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 new metal signs for all OHA properties have been ordered. The hi-rise newsletter for the month of May 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 March 2022, as well as online payments for payroll

withholdings and deductions. Commissioner Lewis seconded the motion.

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

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 April 2022, as well as online payments for payroll withholdings and deductions. Commissioner Sammons seconded the motion.

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

Ms. Cavkusic referred to the Public Housing, Tindell, Housing Choice Voucher, and COCC Financial Statements for February 2022. Following discussion, Commissioner Lewis made a motion to approve the February 2022 Financial Statements; Commissioner Youngman seconded the motion.

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

Ms. Cavkusic referred to the Oak Terrace Property Financial Statements for February 2022. Following discussion, Commissioner Lewis made a motion to approve the February 2022 Financial Statements; Commissioner Youngman seconded the motion.

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

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

NEW BUSINESS:

Ms. Cavkusic referred to the Audit Report – Conference Call with the Auditor: The conference call with the Auditor, Sedrick Blake started at 10:09 a.m. Mr. Blake went over audit report with the Board of Commissioners in a great detail. Mr. Blake stated that OHA is performing well and has a strong financial report. Mr. Blake stated that it is common business practice with other



PIAs and housing industry to have Executive Director title changed to C. E. O. Mr. Blake stated that now OHA has developed LLC as well. Mr. Blake answered all Board of Commissioners questions and conference concluded at 10:40 am.

**RESOLUTION 18-22**

**Resolution to Approve Utility Study Schedule for the Housing Choice Voucher Program  
Effective May 1, 2022**

Ms. Cavkusic requested approval of Resolution 18-22 Adopting Utility Study Schedule for the Housing Choice Voucher Program effective May 1, 2022. Following discussion Commissioner Lewis made motion to approve Resolution 18-22 Adopting Utility Study Schedule for the Housing Choice Voucher Program effective May 1, 2022; Commissioner Sammons seconded the motion Roll call vote was taken:

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

**RESOLUTION 19-22**

**Resolution to Approve Utility Study Schedule for the Public Housing Program Effective  
May 1, 2022**

Ms. Cavkusic requested approval of Resolution 19-22 Adopting Utility Study Schedule for the Public Housing Program effective May 1, 2022. Following discussion Commissioner Sammons made motion to approve Resolution 19-22 Adopting Utility Study Schedule for the Public Housing Program effective May 1, 2022; Commissioner Youngman seconded the motion Roll call vote was taken:

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

**Resolution 20-22**

**Resolution Approving Income Limits**

Ms. Cavkusic requested approval of Resolution 20-22 Approving Income Limits. Ms. Cavkusic stated that the income limits effective May 1, 2021. Following discussion Commissioner Youngman made a motion to approve Resolution 20-22 Approving Income Limits; 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 21-22**

**Approving Bid Proposal for Concrete Replacement for OHA Properties**

Ms. Cavkusic requested approval of Resolution 21-22 Approving Bid Proposal for Concrete Replacement for OHA Properties. Ms. Cavkusic stated that we have received one bid. Following discussion Commissioner Sammons made a motion to approve Resolution 21-22 to Approve Bid Proposal authorizing the C.E.O to enter into contact with Parker Tree Service for the Concrete Replacement for all OHA Properties; Commissioner Lewis 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 Lewis made a motion to adjourn the meeting at 11:22 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