

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON JUNE 27, 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 June 27, 2022. Commissioner Walker called the meeting to order at 10:02 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: None
STAFF PRESENT: Meliha Cavkusic, C.E.O
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant

Chair Walker asked for additions or corrections to the Special Regular Meeting minutes held on May 23, 2022; there were none. Commissioner Lewis made a motion to approve the minutes of the Special Regular Meeting held on May 23, 2022; Commissioner Youngman seconded the motion.

AYES: Chair Leisa Walker, 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 June; occupancy was reviewed, noting AMP#1 was at 95 percent; AMP#2 was at 91 percent; and AMP#3 was at 93 percent, Oak Terrace was at 92 percent, and Tindell was at 100 percent. Ms. Cavkusic stated that is one unit in MOD status 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 June, stating that the utilization is at 65%. Ms. Cavkusic explained there are over 38 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 June. There are no work orders from May 20 through June 23, 2022 to report due the Lindsey Program not being able to sync to produce a report. 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 vacant units are being rehabbed. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for June 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 have been hanged for all OHA properties. The hi-rise newsletter for the month of June 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 May 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: None

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

AYES: Chair Leisa Walker, 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 March 2022. Following discussion, Commissioner Youngman made a motion to approve the March 2022 Financial Statements; Commissioner Lewis seconded the motion.

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

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

NEW BUSINESS:

The Board of Commissioners requested to have a Special Regular Meeting to be held on July 18, 2022, instead of on July 25, 2022. The Board Commissioners agreed. There were no further questions.

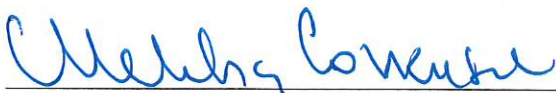
Commissioner Lewis made a motion to adjourn the meeting at 10:47 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.