

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON AUGUST 29, 2022
ADMINISTRATIVE OFFICE
935 WEST MAIN STREET, OTTUMWA
HELD BY IN PERSON AND CONFERENCE CALL**

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 August 29, 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 Edward Lewis, Commissioner Mike Sammons, 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 July 18, 2022; there were none. Vice-Chair Lewis made a motion to approve the minutes of the Special Regular Meeting held on July 18, 2022; Commissioner Sammons seconded the motion.

AYES: Chair Leisa Walker, Vice-Chair Edward Lewis, Commissioner Mike Sammons, 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 August; occupancy was reviewed, noting AMP#1 was at 97 percent; AMP#2 was at 92 percent; and AMP#3 was at 92 percent, Tindell was at 100 percent, and Oak Terrace was at 100 percent. Ms. Cavkusic stated that there continues to be 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 August, stating that the utilization is at 65%. Ms. Cavkusic explained there are over 33 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 August. There were 4(May), 2(June), 15(July) routine work orders and 4(May), 13(June), 16(July) emergency work orders from July 14 through August 22, 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, safety coordinators monthly, by-weekly/daily and with ED to review ongoing maintenance related activities as needed. Ms. Cavkusic stated that vacant units are continuing being rehabbed. There were no further questions.

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

FINANCIAL REPORT:

Ms. Cavkusic reviewed the Check Signer Verifications. Vice-Chair Lewis made a motion to approve the Check Signing Verifications for Public Housing, Tindell and Housing Choice Voucher accounts for the month of July 2022, as well as online payments for payroll withholdings and deductions. Commissioner Youngman seconded the motion.

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

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

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

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

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

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

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

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

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

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

NEW BUSINESS:

RESOLUTION 25-22

Resolution to Review and Approve Revisions for the Ottumwa Housing Authority Pet Lease

Ms. Cavkusic requested approval of Resolution 25-22 to Review and Approve Revisions for the Ottumwa Housing Authority Pet Lease. The updated pet lease has been reviewed by OHA attorney. Following discussion Commissioner Youngman made a motion to approve Resolution 25-22 to Review and Approve Revisions for the Ottumwa Housing Authority Pet Lease.; Vice-Chair Lewis seconded the motion. Roll call vote was taken:

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

RESOLUTION 26-22

Approving Bid Proposal for Valve Replacement at Westgate Towers

Ms. Cavkusic requested approval of Resolution 26-22 Approving Bid Proposal for Valve Replacement at Westgate Towers. Ms. Cavkusic stated that we have received two bids. Following discussion Commissioner Sammons made a motion to approve Resolution 26-22 to Approve Bid Proposal authorizing the C.E.O to enter into contact with Wingers for Valve Replacement at Westgate Towers; Commissioner Youngman seconded the motion. Roll call vote was taken:

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

NEW BUSINESS CONTINUED:

Ms. Cavkusic referred to the Maintenance Plan: Ms. Cavkusic stated that the Maintenance Plan has been reviews and approved by attorney; All maintenance department staff, Maintenance Supervisor and Public Housing Manager worked on the policy prior attorney's review. The board of commissioner asked that this information be tabled until next board meeting. Vice-Chair Lewis made a motion to have the Maintenance Plan be tabled until next meeting; Commissioner Youngman seconded the motion:

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

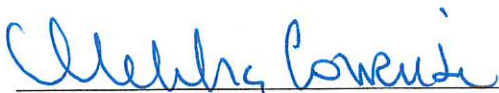
Vice-Chair Lewis made a motion to adjourn the meeting at 10:44 a.m.; Commissioner Youngman seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.