

**MINUTES OF THE SPECIAL REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON JULY 18, 2022  
ADMINISTRATIVE OFFICE  
935 WEST MAIN STREET, OTTUMWA  
HELD BY IN PERSON AND CONFERENCE CALL**

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 July 18, 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: 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 Regular Meeting minutes held on June 27, 2022; there were none. Commissioner Lewis made a motion to approve the minutes of the Regular Meeting held on June 27, 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 July; occupancy was reviewed, noting AMP#1 was at 93 percent; AMP#2 was at 89 percent; and AMP#3 was at 90 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 July, stating that the utilization is at 66%. 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 July. There are no work orders from June 23 through July 14, 2022 to report due the Lindsey Program still 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, safety coordinators monthly, by- weekly/daily and 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 July. Ms. Cavkusic stated that Tracy continues to assist tenants in addressing the needs and Public Housing Management with various assignment. Ms. Cavkusic mentioned that Tracy is collaborating with OPD for an emergency dog at the towers. 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 Sammons made a motion to approve the Check Signing Verifications for Public Housing, Tindell and Housing Choice Voucher accounts for the month of June 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, COCC, Housing Choice Voucher, and Tindell Financial Statements for April 2022. Following discussion, Commissioner Youngman made a motion to approve the April 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 Oak Terrace Property Financial Statements for April 2022. Following discussion, Commissioner Lewis made a motion to approve the April 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: None

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

NEW BUSINESS:

**Resolution 24-22**

**Resolution to Review and Approve Revisions for Public Housing Maintenance Charges**

Ms. Cavkusic requested approval of Resolution 24-22 to Review and Approve Revisions for Public Housing Maintenance Charges effective September 1, 2022. Ms. Cavkusic requested to have the charges adjusted due to material and labor cost increase. Following discussion Commissioner Lewis made a motion to approve Resolution 24-22 to Review and Approve Revisions for Public Housing Maintenance Charges; 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: None

NEW BUSINESS CONTINUED:

Ms. Cavkusic referred to the Approving No Rent Increase for Oak Terrace from June 1, 2022, through May 31, 2023: Ms. Cavkusic stated that the current rent for Oak Terrace for a 3 bedroom is \$610 and the current rent for a 4 bedroom is \$530. Following discussion Commissioner Sammons made a motion not to increase the rent at Oak Terrace at this time; Commissioner Lewis seconded the motion.

AYES: Chair Leisa Walker, Commissioner Mike Sammons, Commissioner Edward Lewis, and Commissioner Ann Youngman

NAYES: None

ABSENT: None

Commissioner Lewis made a motion to adjourn the meeting at 10:35 a.m.; Commissioner Youngman seconded the motion.

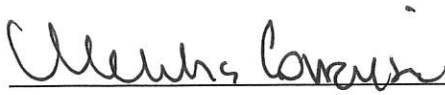
OTTUMWA HOUSING AUTHORITY

ATTEST



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Leisa Walker, Chair



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Meliha Cavkusic, C.E.O.