

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON OCTOBER 31, 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 October 31, 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 Ann Youngman
ABSENT: Vice-Chair Edward Lewis

STAFF PRESENT: Meliha Cavkusic, C.E.O
Dana Bittner, Eligibility Specialist/Acct. Clerk/Admin. Assistant

Guest Speaker was not present

Chair Walker asked for additions or corrections to the Regular Meeting minutes held on September 26, 2022; there were none. Commissioner Sammons made a motion to approve the minutes of the Regular Meeting held on September 26, 2022; Commissioner Youngman seconded the motion.

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

CONTINUED BUSINESS:
REPORT FROM THE EXECUTIVE DIRECTOR:

Ms. Cavkusic referred to the Public Housing (PH) Report for October; occupancy was reviewed, noting AMP#1 was at 94 percent; AMP#2 was at 98 percent; and AMP#3 was at 85 percent, Tindell was at 100 percent, and Oak Terrace was at 92 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 October, 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 October. There were 30 routine work orders and 16 emergency work orders from September 22 through October 27, 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 October. 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 was collaborating with the tenants of all Hi-Rises on Halloween decorating door and voting. The hi-rise newsletter for the month of October 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 September 2022, as well as online payments for payroll withholdings and deductions. Commissioner Youngman seconded the motion.

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

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

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

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

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

NEW BUSINESS:

RESOLUTION 32-22

Resolution Approving Flat Rents for the Public Housing Programs

Ms. Cavkusic requested approval of Resolution 32-22 Approving Flat Rents for the Public Housing Programs. Ms. Cavkusic stated that the flat rents are 80% of the Fair Market Rent amounts published annually by the U.S. Department of Housing and Urban Development for the year 2023. Following discussion, Commissioner Youngman made a motion to approve Resolution 32-22 Approving Flat Rents for the Public Housing Programs; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

RESOLUTION 33-22

Resolution to Approve Agreement Contract with HCV Inspection Services, LLC from January 1, 2023 through December 31, 2023

Ms. Cavkusic requested approval of Resolution 33-22 to Approve Agreement Contract with HCV Inspection Services, LLC from January 1, 2023 through December 31, 2023. Ms. Cavkusic stated that HCV Inspection Services, LLC will increase to \$50 per hour instead of \$45. Following discussion Commissioner Sammons made a motion to approve Resolution 33-22 to Approve Agreement Contract with HCV Inspection Services, LLC from January 1, 2023 through December 31, 2023; Commissioner Youngman seconded the motion. Roll call vote was taken:

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

Request for PBV from Developer CBC Financial Corporation: Ms. Cavkusic stated that President, Jim Danaher from CBC Financial Corporation reached out asking for 20 Project-Based Vouchers for the new development in Ottumwa. The Board of Commissioner has agreed that Ottumwa Housing Authority issue a public solicitation announcement and an opportunity to all investors wanting to build affordable housing in Ottumwa. Once all bids and documentation are received the Ottumwa Housing Authority Board of Commissioners will review and award 15 voucher to qualifying investor. Following discussion Commissioner Youngman made a motion to approve posting of announcement; Commissioner Sammons seconded the motion. Roll Call vote was taken:

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

ABSENT: Vice-Chair Edward Lewis

Commissioner Youngman made a motion to adjourn the meeting at 10:31 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.