

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON SEPTEMBER 26, 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 September 26, 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

ABSENT: Commissioner Ann Youngman

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

AYES: Chair Leisa Walker, Vice-Chair Edward Lewis, and Commissioner Mike Sammons

NAYES: None

ABSENT: Commissioner Ann Youngman

CONTINUED BUSINESS:

REPORT FROM THE EXECUTIVE DIRECTOR:

Ms. Cavkusic referred to the Public Housing (PH) Report for September; occupancy was reviewed, noting AMP#1 was at 93 percent; AMP#2 was at 96 percent; and AMP#3 was at 93 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 September, stating that the utilization is at 65%. 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 August. There were 15 routine work orders and 5 emergency work orders from August 22 through September 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 September. 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 the Sheriff's Office, OPD, K-9 Unit, and Southeast Iowa Task Force for an emergency dog and had been to Camelot twice. The hi-rise newsletter for the month of September 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 August 2022, as well as online payments for payroll withholdings and deductions. Commissioner Sammons seconded the motion.

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

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

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

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

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

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

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

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

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

NEW BUSINESS:

RESOLUTION 27-22

Resolution to Review and Approve Maintenance Plan

Ms. Cavkusic requested approval of Resolution 27-22 to Review and Approve Maintenance Plan. The maintenance plan template was bought from Nelrod company; however the plan was worked on internally with Maintenance Department, Public Housing Management and CEO. The maintenance Plan was reviewed by OHA attorney ensure all legal matters are covered. Following discussion Vice-Chair Lewis made a motion to approve Resolution 27-22 to Review and Approve Maintenance Plan.; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

RESOLUTION 28-22

Resolution to Adopt 2023 Payment Standards for the Housing Choice Voucher Program

Ms. Cavkusic requested approval of Resolution 28-22 to Adopt 2023 Payment Standards for HCV Program 110% of Fair Market Rent published by U.S. Department of Housing and Urban Development for upcoming year 2023. Ms. Cavkusic explained how payment standard is calculated for four- and five-bedroom units. The new payment standard would be effective 01/01/2023. Following discussion, the Vice-Chair Lewis made a motion to approve Resolution 28-22 to Adopt 2023 Payment Standards for the Housing Choice Voucher Program; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

RESOLUTION 29-22

Resolution to Adopt 2022-2023 Payment Standards for the Project Based Voucher Program at Washington Apartment Complex

Ms. Cavkusic requested approval of Resolution 29-22 to Adopt 2022-2023 Payment Standards for the Project Based Voucher Program at Washington Apartment Complex. Ms. Cavkusic stated that the current Fair Market Rents are effective January 1, 2022; Payment Standards at 110% of 2022 FMR for Washington Apartments are effective October 1, 2022 through October 1, 2023. Following discussion Commissioner Sammons made a motion to approve Resolution 29-22 to Adopt 2022-2023 Payment Standards for the Project Based Voucher Program at Washington Apartment Complex; Vice-Chair Lewis seconded the motion. Roll call vote was taken:

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

RESOLUTION 30-22

Approving Bid Proposal for Water Heater at Camelot Towers

Ms. Cavkusic requested approval of Resolution 30-22 Approving Bid Proposal for Water Heater at Camelot Towers. Ms. Cavkusic stated that we have received two bids presented in board pockets. Following discussion Vice-Chair Lewis made a motion to approve Resolution 30-22 to Approve Bid Proposal authorizing the C.E.O to enter into contact with Maher Plumbing and Heating for Water Heater at Camelot Towers; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

RESOLUTION 31-22

Resolution to Approve Landlord New Lease Incentives, HCV Participant Water Utility Deposit Assistance and Landlord Move Out Apartment Damage Incentives.

Ms. Cavkusic requested approval of Resolution 31-22 to Approve Landlord New Lease Incentives starting October 1, 2022 Menards gift card in amount of a \$100; HCV Participant Water Utility Deposit Assistance in amount of \$100 and Landlord apartment damage incentives up to \$500 after HCV participant security deposit has been applied to their account. This incentive would be applicable to participants entered in a new lease on October 1, 2022. Ms. Cavkusic stated that additional HUD funding in amount of \$20,687.23 was awarded to help landlords and HCV participants with ongoing expenses. Following discussion Vice-Chair Lewis made a motion to approve Resolution 31-22 to Approve Landlord New Lease Incentives, HCV Participant Water Utility Deposit Assistance and Landlord Move Out Apartment Damage Incentives; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

ABSENT: Commissioner Ann Youngman

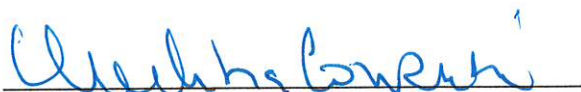
Vice-Chair Lewis made a motion to adjourn the meeting at 10:49 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.