

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON NOVEMBER 28, 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 November 28, 2022. Commissioner Walker called the meeting to order at 10:05 a.m. Ms. Bittner called for roll call; attendance was as follows:

PRESENT: Chair Leisa Walker, 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 Regular Meeting minutes held on October 31, 2022; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on October 31, 2022; Commissioner Sammons seconded the motion.

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

**CONTINUED BUSINESS:
REPORT FROM THE C.E.O:**

Ms. Cavkusic referred to the Public Housing (PH) Report for November; occupancy was reviewed, noting AMP#1 was at 99 percent; AMP#2 was at 98 percent; and AMP#3 was at 94 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 November, stating that the utilization is at 67%. Ms. Cavkusic explained there are over 46 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 November. There were 35 routine work orders and 8 emergency work orders from October 27 through November 18, 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 CEO to review ongoing maintenance related activities as needed. Ms. Cavkusic stated that vacant units are continuing being rehabbed. Ms. Cavkusic mentioned that the OHA service vehicles were serviced, getting snow removal equipment prepared, and been working with multiple contractors on the properties. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for November. 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 Outlaw Rebel Riders for Thanksgiving Meals for the tenants. The hi-rise newsletter for the month of November 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 October 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: None

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

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

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

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

NEW BUSINESS:

RESOLUTION 34-22

Resolution Approving Bid Proposal for Electric Breaker Panels Replacement at the Family Sites

Ms. Cavkusic requested approval of Resolution 34-22 Approving Bid Proposal for Electric Breaker Panels Replacement at the Family Sites. Ms. Cavkusic stated that we have received three bids presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 34-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Ridgway Electric for Electric Breaker Panels Replacement at the Family Sites; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

RESOLUTION 35-22

Resolution to Approve Bid Proposal for Water Heaters Replacement at the Family Sites

Ms. Cavkusic requested approval of Resolution 35-22 to Approve Bid Proposal for Water Heaters Replacement at the Family Sites. Ms. Cavkusic stated that we have received one bid presented in board packets. Following discussion Commissioner Sammons made a motion to approve Resolution 35-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Maher Plumbing and heating for Water Heaters Replacement at the Family Sites; Commissioner Youngman seconded the motion. Roll call vote was taken:

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

RESOLUTION 36-22

Resolution Approving AHRMA Property Insurance Renewal for 2023

Ms. Cavkusic requested approval of Resolution 36-22 Approving AHRMA Property Insurance Renewal for 2023. Ms. Cavkusic stated that insurance increased twelve percent nationwide. Following discussion, Commissioner Youngman made a motion to approve Resolution 36-22 Approving AHRMA Property Insurance Renewal for 2023; Commissioner Sammons seconded the motion. Roll call vote was taken:

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

Ms. Cavkusic referred to the Board Meeting Schedule for 2023: Ms. Cavkusic explained that it was time for the next year's board meeting schedule. Following discussion Commissioner Sammons made a motion to approve the Board Meeting Schedule for 2023; Commissioner Youngman seconded the motion.

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

NAYES: None

ABSENT: None

Commissioner Sammons made a motion to adjourn the meeting at 10:26 a.m.; Commissioner Youngman seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.