

**MINUTES OF THE SPECIAL REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON DECEMBER 19, 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 December 19, 2022. Commissioner Walker called the meeting to order at 10:06 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 November 28, 2022; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on November 28, 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 December; occupancy was reviewed, noting AMP#1 was at 100 percent; AMP#2 was at 97 percent; and AMP#3 was at 95 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 December; 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 December. There were 44 routine work orders and 35 emergency work orders from November 19 through December 12, 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 preparation for the REAC Mock Inspections is scheduled for the week of December 26<sup>th</sup>. Also, various contractor estimates are being obtained. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for December. 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 volunteers for the annual Thanksgiving community dinner. The hi-rise newsletter for the month of December was presented to the OHA Board of Commissioners. There were no further questions.

#### FINANCIAL REPORT:

Ms. Cavkusic reviewed the Check Signer Verifications. Commissioner Youngman made a motion to approve the Check Signing Verifications for Public Housing, Tindell and Housing Choice Voucher accounts for the month of November 2022, as well as online payments for payroll withholdings and deductions. 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 Public Housing, COCC, Housing Choice Voucher, and Tindell Financial Statements for November 2022. Following discussion, Commissioner Sammons made a motion to approve the November 2022 Financial Statements; 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 Oak Terrace Property Financial Statements for November 2022. Following discussion, Commissioner Sammons made a motion to approve the November 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 37-22**

**Resolution Approving Bid Proposal for Tuck Pointing at Westgate Towers**

Ms. Cavkusic requested approval of Resolution 37-22 Approving Bid Proposal for Tuck Pointing at Westgate Towers. Ms. Cavkusic stated that we have received two bids presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 37-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Huggins Concrete for Tuck Pointing at Westgate Towers; 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 38-22**

**Resolution to Approve Bid Proposal for Showers at the Family Sites**

Ms. Cavkusic requested approval of Resolution 38-22 to Approve Bid Proposal for Showers 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 38-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Maher Plumbing and heating for Showers 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 39-22**

**Resolution to Approve Bid Proposal for Louvered Closet Doors at All Towers**

Ms. Cavkusic requested approval of Resolution 39-22 to Approve Bid Proposal for Louvered Closet Doors at All Towers. Ms. Cavkusic stated that we have received one bid presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 39-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Jeffrey Construction for Louvered Closet Doors at All Towers; 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 40-22**

**Resolution to Approve Bid Proposal for Vouchers for the Project Based Voucher Program**

Ms. Cavkusic requested approval of Resolution 40-22 to Approve Bid Proposal for Vouchers for the Project Based Voucher Program. Ms. Cavkusic stated that we have received one bid presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 40-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract 15 Vouchers with CBC Financial Corporation for Ashbury Heights Townhomes for the Project Based Voucher Program; 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 41-22**

**Resolution to Approve Bid Proposal for Concrete at Camelot Towers and at the Family Sites**

Ms. Cavkusic requested approval of Resolution 41-22 to Approve Bid Proposal for Concrete at Camelot Towers and 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 41-22 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Parker Tree Service for Concrete at Camelot Towers and 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

Commissioner Youngman made a motion to adjourn the meeting at 10:45 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



---

Leisa Walker, Chair



---

Meliha Cavkusic, C.E.O.