

**MINUTES OF THE SPECIAL REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON JANUARY 30, 2023
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 January 30, 2023. 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: 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 Special Regular Meeting minutes held on December 19, 2022; there were none. Commissioner Youngman made a motion to approve the minutes of the Special Regular Meeting held on December 19, 2022; Commissioner Sammons seconded the motion.

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

Chair Walker asked for additions or corrections to the Special Meeting minutes held on January 3, 2023; there were none. Commissioner Sammons made a motion to approve the minutes of the Special Meeting held on January 3, 2023; Commissioner Youngman 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 January; occupancy was reviewed, noting AMP#1 was at 99 percent; AMP#2 was at 99 percent; and AMP#3 was at 99 percent, Tindell was at 100 percent, and Oak Terrace was at 100 percent. Ms. Cavkusic stated that there are five units 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 January; stating that the utilization is at 66%. Ms. Cavkusic explained there are over 47 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 January. There were 95 routine work orders and 0 emergency work orders from December 13, 2022 through January 25, 2023. 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. Ms. Cavkusic mentioned the REAC Mock Inspections scores were; AMP 1 – 95.8; AMP 2, Camelot had 90.19 and Westgate had 88.31; AMP 3, Elm Court 56.31; Hedrick Heights 66.14; Jay & North Fellows 89.47; Fairview 82.2; Taft Circle & Avenue 67.41. Also, inspection work orders are being completed. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for January. 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 makes contact with new tenants and delivers gift baskets. The hi-rise newsletter for the month of January 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 December 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 December 2022. Following discussion, Commissioner Sammons made a motion to approve the December 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 December 2022. Following discussion, Commissioner Sammons made a motion to approve the December 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 3-23

Resolution Approving Bid Proposal for Floors at Camelot Towers 213

Ms. Cavkusic requested approval of Resolution 3-23 Approving Bid Proposal for Floors at Camelot Towers 213. Ms. Cavkusic stated that we have received two bids presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 3-23 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Dixon's Floors & More for Floors at Camelot Towers 213; 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 4-23

Resolution to Approve Bid Proposal for Paint at Camelot Towers 213

Ms. Cavkusic requested approval of Resolution 4-23 to Approve Bid Proposal for Paint at Camelot Towers 213. Ms. Cavkusic stated that we have received two bids presented in board packets. Following discussion Commissioner Youngman made a motion to approve Resolution 4-23 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Premier Painting & Wall Covering for Paint at Camelot Towers 213; 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 5-23

Resolution to Approve Bid Proposal for Roof at Oak Terrace

Ms. Cavkusic requested approval of Resolution 5-23 to Approve Bid Proposal for Roof at Oak Terrace. Ms. Cavkusic stated that we have received one bid presented in board packets. Following discussion Commissioner Sammons made a motion to approve Resolution 5-23 to Approve Bid Proposal authorizing the C.E.O to enter into contract with Rubel Roofing for Roof at Oak Terrace;

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

CONTINUED
NEW BUSINESS:

Ms. Cavkusic referred to the Additional Funding for HCV Set-Aside Portables: Ms. Cavkusic stated that the Ottumwa Housing Authority received \$54,931 in additional funding for set-aside portables for the Housing Choice Voucher Program. There were no further questions.


Commissioner Sammons made a motion to adjourn the meeting at 10:18 a.m.; Commissioner Youngman seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.