

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON FEBRUARY 27, 2023
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 February 27, 2023. Commissioner Walker called the meeting to order at 10:03 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 January 30, 2023; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on January 30, 2023; 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 February; occupancy was reviewed, noting AMP#1 was at 97 percent; AMP#2 was at 98 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 eight 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 February; stating that the utilization is at 65%. Ms. Cavkusic explained there are over 54 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 February. There were 60 routine work orders, 0 emergency work orders, and 83 follow-up inspection work orders from January 26 through February 17, 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 that unit pest management prevention and treatment continues. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for February. 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 continues making contact with new tenants and delivers gift baskets. Works with the JB Sax Charity Fund Loan with applications, research, and distributes funds. The hi-rise newsletter for the month of February 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 January 2023, 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 January 2023. Following discussion, Commissioner Youngman made a motion to approve the January 2023 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 January 2023. Following discussion, Commissioner Youngman made a motion to approve the January 2023 Financial Statements; Commissioner Sammons seconded the motion.

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

NEW BUSINESS:

RESOLUTION 6-23

Approving Health Insurance Renewal with Iowa Community Trust Insurance

Ms. Cavkusic requested approval of Resolution 6-23 Approving Health Insurance renewal with Iowa Community Trust. Ms. Cavkusic stated that there will be 5.5% (five-point five percent) increase for health insurance cost due to Wellmark raising their rate effective July 1, 2023. Following discussion, Commissioner Sammons made motion to approve Resolution 6-23 Authorizing the C.E.O to renew Health Insurance with Iowa Community Trust Insurance with Wellmark; 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 7-23

Approving 2023 Lawn Mowing Season Contractor Bid

Ms. Cavkusic requested approval of Resolution 7-23 Approving Lawn Mowing Season Contractor Bid. Ms. Cavkusic stated that we have received two different bids. Following discussion, Commissioner Sammons made a motion to approve Resolution 7-23 to Approve Bid for Lawn Mowing Season Contractor Bid authorizing the C.E.O to enter into contact with Ron's Lawn Care for the 2023 Lawn Mowing Season for all OHA Properties; 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 8-23

Public Housing Program Budget AMP #1 FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 8-23 Public Housing Program Budget AMP #1 FYE 3/31/2024. Following discussion, Commissioner Youngman made a motion to approve Resolution 8-23 Public Housing Program Budget AMP #1 FYE 3/31/2024; 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 9-23

Public Housing Program Budget AMP #2 FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 9-23 Public Housing Program Budget AMP #2 FYE 3/31/2024. Following discussion, Commissioner Sammons made a motion to approve Resolution 9-23 Public Housing Program Budget AMP #2 FYE 3/31/2024; 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 10-23

Public Housing Program Budget AMP #3 FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 10-23 Public Housing Program Budget AMP #3 FYE 3/31/2024. Following discussion, Commissioner Sammons made a motion to approve Resolution 10-23 Public Housing Program Budget AMP #3 FYE 3/31/2024; 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 11-23

Central Office Cost Center Budget FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 11-23 Central Office Cost Center Budget FYE 3/31/2024. Following discussion, Commissioner Youngman made a motion to approve Resolution 11-23 Central Office Cost Center Budget FYE 3/31/2024; 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 12-23

Housing Choice Voucher Program Budget FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 12-23 Housing Choice Voucher Program Budget FYE 3/31/2024. Following discussion, Commissioner Sammons made a motion to approve Resolution 12-23 Housing Choice Voucher Program Budget FYE 3/31/2024; 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 13-23
Tindell Budget FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 13-23 Tindell Budget FYE 3/31/2024. Following discussion, Commissioner Sammons made a motion to approve Resolution 13-23 Tindell Budget FYE 3/31/2024; 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 14-23
Oak Terrace Budget FYE 3/31/2024

Ms. Cavkusic requested approval of Resolution 14-23 Oak Terrace Budget FYE 3/31/2024. Following discussion, Commissioner Youngman made a motion to approve Resolution 14-23 Oak Terrace Budget FYE 3/31/2024; 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

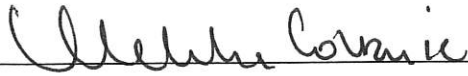
Commissioner Youngman made a motion to adjourn the meeting at 10:46 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.