

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON MARCH 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 March 27, 2023. Commissioner Walker called the meeting to order at 10:01 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 February 27, 2023; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on February 27, 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 March; occupancy was reviewed, noting AMP#1 was at 94 percent; AMP#2 was at 99 percent; and AMP#3 was at 100 percent, Tindell was at 100 percent, and Oak Terrace was at 100 percent. Ms. Cavkusic stated that there are ten 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 March; stating that the utilization is at 67%. 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 March. There were 85 routine work orders, 0 emergency work orders, and no closed follow-up inspection work orders at this time from February 18 through March 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 March. 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. Works with Food Bank of Iowa to distribute senior Food Boxes twice a month. The hi-rise newsletter for the month of March was presented to the OHA Board of Commissioners. There were no further questions.

FINANCIAL REPORT:

Ms. Cavkusic referred to the Check Signer Verifications for February and at this time are not prepared. No motion was made

Ms. Cavkusic referred to the financial statements for February and at this time financials are not prepared. No motion was made

Ms. Cavkusic referred to the Past Debt Collections Receivables by FYE 3/31/2023: Ms. Cavkusic explained what was received from past tenants that owed a debt, through a collection process. The board of commissioners were pleased with collection efforts. There were no further questions.

NEW BUSINESS:

RESOLUTION 15-23

Write-off Vacated Tenant Accounts Receivable FYE 3/31/2023

Ms. Cavkusic requested approval of Resolution 15-23 Write-off Vacated Tenant Accounts Receivable FYE 3/31/23. Following discussion, Commissioner Sammons made a motion to approve Resolution 15-23 Write-off Vacated Tenant Accounts Receivable FYE 3/31/23; 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 Sammons made a motion to adjourn the meeting at 10:22 a.m.; Commissioner Youngman seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.