

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON APRIL 24, 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 April 24, 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 Regular Meeting minutes held on March 27, 2023; there were none. Commissioner Youngman made a motion to approve the minutes of the Regular Meeting held on March 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 April; occupancy was reviewed, noting AMP#1 was at 97 percent; AMP#2 was at 98 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 continues to be 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 April; stating that the utilization is at 67%. Ms. Cavkusic explained there are over 60 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 April. There were 52 routine work orders, 0 emergency work orders from March 18 through April 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. Ms. Cavkusic mentioned that the Annual inspections will be completed by a third party for all OHA Properties the week of April 3, 2023. Also, National Standards For The Physical Inspection Of Real Estate (NSPIRE) HUD inspection training for all maintenance and PH management is scheduled for two days, June 29 and June 30. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for April. 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 April 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 February 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 Check Signer Verifications for March and at this time are not prepared. No motion was made

Ms. Cavkusic referred to the Public Housing, COCC, Housing Choice Voucher, and Tindell Financial Statements for February 2023. Following discussion, Commissioner Youngman made a motion to approve the February 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 February 2023. Following discussion, Commissioner Sammons made a motion to approve the February 2023 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 financial statements for March and at this time financials are not completed per Lindsey. No motion was made

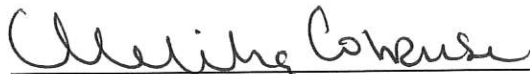
Commissioner Youngman made a motion to adjourn the meeting at 10:17 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.