

**MINUTES OF THE SPECIAL REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON MAY 22, 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 May 22, 2023. Commissioner Walker called the meeting to order at 10:08 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 April 24, 2023; there were none. Commissioner Sammons made a motion to approve the minutes of the Regular Meeting held on April 27, 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 May; occupancy was reviewed, noting AMP#1 was at 93 percent; AMP#2 was at 97 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 May; stating that the utilization is at 69%. Ms. Cavkusic explained there are over 51 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 May. There were 43 routine work orders, 0 emergency work orders from April 18 through May 15, 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 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. Also, staff attended a training provided by Employee Family Resources "Civility in Today's Workplace" on May 4,2023. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for May. Ms. Cavkusic stated that Tracy continues to assist tenants in addressing the needs and Public Housing Management with various assignments. 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. Tracy attended the annual mandatory tenant meeting with The Ottumwa Fire Department. The hi-rise and family site newsletter for the month of May 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 March 2023, 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 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 April 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 financial statements for March and April, and at this time financials are not completed per Lindsey. No motion was made

NEW BUSINESS:

Ms. Cavkusic referred to the Audit Report – Conference Call with the Auditor: The conference call with the Auditor, Sedrick Blake started at 10:16 a.m. Mr. Blake went over audit report with the Board of Commissioners in a great detail. Mr. Blake stated that OHA is performing well and has a strong financial report. Mr. Blake answered all Board of Commissioners questions and conference concluded at 10:40 am.

RESOLUTION 16-23

Approving Bid Proposal to Replace Fire Alarms at Southoak Towers

Ms. Cavkusic requested approval of Resolution 16-23 Approving Bid Proposal to Replace Fire Alarms at Southoak Towers. Ms. Cavkusic stated that we have received four bids. Following discussion Commissioner Sammons made a motion to approve Resolution 16-23 to Approve Bid Proposal authorizing the C.E.O to enter into contact with ESCO Electric to Replace Fire Alarms at Southoak 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 17-23

Approving Bid Proposal to Replace Fire Alarms at Westgate Towers

Ms. Cavkusic requested approval of Resolution 17-23 Approving Bid Proposal to Replace Fire Alarms at Westgate Towers. Ms. Cavkusic stated that we have received three bids. Following discussion Commissioner Youngman made a motion to approve Resolution 17-23 to Approve Bid Proposal authorizing the C.E.O to enter into contact with ESCO Electric to Replace Fire Alarms 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 18-23

Resolution to Approve Utility Study Schedule for the Housing Choice Voucher Program Effective June 1, 2023

Ms. Cavkusic requested approval of Resolution 18-23 Adopting Utility Study Schedule for the Housing Choice Voucher Program effective June 1, 2023. Following discussion Commissioner Youngman made motion to approve Resolution 18-23 Adopting Utility Study Schedule for the Housing Choice Voucher Program effective June 1, 2023; 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 19-23

Resolution to Approve Utility Study Schedule for the Public Housing Program Effective June 1, 2023

Ms. Cavkusic requested approval of Resolution 19-23 Adopting Utility Study Schedule for the Public Housing Program effective June 1, 2023. Following discussion Commissioner Youngman made motion to approve Resolution 19-23 Adopting Utility Study Schedule for the Public Housing Program effective June 1, 2023; 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 20-22

Resolution Approving Income Limits

Ms. Cavkusic requested approval of Resolution 20-22 Approving Income Limits. Ms. Cavkusic stated that the income limits effective May 1, 2021. Following discussion Commissioner Youngman made a motion to approve Resolution 20-22 Approving Income Limits; 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 21-23

Resolution Approving Income Limits

Ms. Cavkusic requested approval of Resolution 21-23 Approving Income Limits. Ms. Cavkusic stated that the income limits effective May 15, 2023. Following discussion Commissioner Sammons made a motion to approve Resolution 21-23 Approving Income Limits; 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

NEW BUSINESS CONTINUED:

Ms. Cavkusic requested that each OHA employee (excluding C.E.O with this request) receive a (10%) ten-percent increase Cost of Living Adjustment (COLA) effective 04-01-2023. Following discussion, Commissioner Sammons made the motion to approve the COLA increase at ten-percent; Commissioner Youngman seconded the motion.

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 11:04 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.