

**MINUTES OF THE REGULAR MEETING
OF OTTUMWA HOUSING AUTHORITY
OF OTTUMWA, IOWA
HELD ON JUNE 26, 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 May 22, 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 May 22, 2023; there were none. Commissioner Sammons made a motion to approve the minutes of the Special Regular Meeting held on May 22, 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 June; occupancy was reviewed, noting AMP#1 was at 93 percent; AMP#2 was at 98 percent; and AMP#3 was at 98 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 June; stating that the utilization is at 67%. Ms. Cavkusic explained there are over 55 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 June. There were 44 routine work orders, 4

emergency work orders from May 15 through June 16, 2023. Maintenance personnel continue to provide extermination services, rehab the apartments, and work orders. Ms. Cavkusic stated that the maintenance staff holds 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, contractors are on sites executing work on various projects that are previously approved. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for June. 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 purchased flowers and planted them at all towers. The hi-rise newsletter for the month of June 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 May 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 referred to the Public Housing, COCC, Housing Choice Voucher, and Tindell Financial Statements for March 2023. Following discussion, Commissioner Youngman made a motion to approve the March 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 March 2023. Following discussion, Commissioner Sammons made a motion to approve the March 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 Public Housing, COCC, Housing Choice Voucher, and Tindell Financial Statements for April 2023. Following discussion, Commissioner Youngman made a motion to approve the April 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 April 2023. Following discussion, Commissioner Sammons made a motion to approve the April 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 Public Housing, COCC, Housing Choice Voucher, and Tindell Financial Statements for May 2023. Following discussion, Commissioner Youngman made a motion to approve the May 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 May 2023. Following discussion, Commissioner Sammons made a motion to approve the May 2023 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 22-23

Write Off Outstanding Checks Over 180 Days FYE 3/31/2023

Ms. Cavkusic requested approval of Resolution 22-23 Write off Outstanding Checks over 180 Days FYE 3/31/2023. Following discussion, Commissioner Youngman made motion to approve Resolution 22-23 Write off Outstanding Checks over 180 Days FYE 3/31/2023; 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 23-23

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

Ms. Cavkusic requested approval of Resolution 23-23 Updated Write-off Vacated Tenant Accounts Receivable FYE 3/31/23. Following discussion, Commissioner Sammons made a motion to approve Resolution 23-23 Updated 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

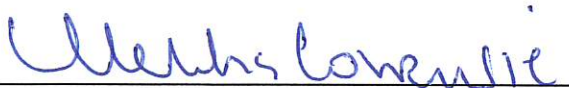
Commissioner Youngman made a motion to adjourn the meeting at 10:33 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



Leisa Walker, Chair



Meliha Cavkusic, C.E.O.