

**MINUTES OF THE REGULAR MEETING  
OF OTTUMWA HOUSING AUTHORITY  
OF OTTUMWA, IOWA  
HELD ON JULY 31, 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 July 31, 2023. Commissioner Walker called the meeting to order at 10:04 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

GUESTS: Justin – Left the meeting at 10:09  
Tiffany Brown from TWG Development (Washington Apartments)  
on Conference Call  
April Rockford from TWG Development (Washington Apartments)  
on Conference Call

Chair Walker asked for additions or corrections to the Regular Meeting minutes held on June 26, 2023; there were none. Commissioner Sammons made a motion to approve the minutes of the Regular Meeting held on June 26, 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 July; occupancy was reviewed, noting AMP#1 was at 93 percent; AMP#2 was at 96 percent; and AMP#3 was at 95 percent, Tindell was at 100 percent, and Oak Terrace was at 100 percent. Ms. Cavkusic stated that there are eleven 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 July; stating that the utilization is at 67%. Ms. Cavkusic explained there are over 53 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 July. There were 34 routine work orders, 0 emergency work orders from June 17 through July 15, 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 it was held on, June 29 and June 30. Also, there are contractors are on sites executing work on various projects previously approved. Ms. Cavkusic stated the City of Ottumwa Inspector was on all Public Housing properties per OHA Request regarding properties occupancy certificate, the new housing occupancy certificate was issued to the OHA by the City Inspector after walk through; Ms. Cavkusic stated that OHA has partnered with Energy Group (Alliant Energy and Mid-American) to participate in energy savings grant. The Energy group was on sites for a few weeks accompanied by maintenance employee. All lightbulbs within entire agency portfolio has been replaced more energy efficient lightbulbs by Energy Group; Ms. Cavkusic stated that AHRMA insurance was on site for property assessment and inspection, this type of visit is done by insurance every 2 to 3 years; Buena Veritas contractor is on all Public Housing sites to conducting Energy Audit and Physical Need Assessment. There were no further questions.

Ms. Cavkusic referred to the Tenant Services Coordinator report and newsletter for July. 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. The hi-rise newsletter for the month of July was presented to the OHA Board of Commissioners. There were no further questions.

Ms. Cavkusic referred to previously approved contractor ESCO Group Contractor report regarding Fire Alarms System Installation at Southoak and Westgate Towers: Ms. Cavkusic stated that the State Fire Marshal spoke with the contractor and informed him that in 2021 there were a new building safety codes requiring OHA to install those new updates. These updates would be in addition to what was already approved to be replaced. The updated are needed due to the age of the buildings. Ms. Cavkusic has contacted State Fire Marshal and spoke with him to confirm this additional work. The contractor ESCO has provided the estimate for additional work that needed to be done. The additional work would include: Westgate Towers low frequency sounder in each apartment with 75db at the pillow and Fireman phone jacks in the stairwells. For Southoak building the additional work would include Low frequency sounder in each apartment with 75d. Ms. Cavkusic informed the Board of Commissioners that she has contacted HUD and asked for guidance if a new RFP needs to be posted for this additional work or can the Commissioners approve estimate received from the current contractor that was

approved for the project. Ms. Cavkusic will follow up with the Board of Commissioners on the next meeting of HUD instructions. 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 June 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 June 2023. Following discussion, Commissioner Youngman made a motion to approve the June 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 June 2023. Following discussion, Commissioner Sammons made a motion to approve the June 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:

Ms. Cavkusic referred to the Structural Evaluation Report for Camelot, Westgate, Southoak: Ms. Cavkusic stated TE Forensics did building inspections for Camelot, Westgate, and Southoak Towers and explained what repairs need to be done. There were no further questions.

Ms. Cavkusic referred to the SEMAP (Section 8 Management Assessment Program) scoring Notification Deficiencies: Ms. Cavkusic stated that each year HUD scores us on the HCV Program. This year HUD scores was "0" Zero for leasing component and changed HCV Program to go from High to Standard Performer. Ms. Cavkusic stated that she has contacted HUD for an explanation of zero points regarding leasing. Ms. Cavkusic will be sending action letter response to the HUDs letter and list what has been done to improve housing choice voucher recipients as

renters. There were no further questions.

Ms. Cavkusic referred to the Approving No Rent Increase for Oak Terrace from August 1, 2023, through August 31, 2024: Ms. Cavkusic stated that the current rent for Oak Terrace for a 3 bedroom is \$610 and the current rent for a 4 bedroom is \$530. Following discussion Commissioner Sammons made a motion not to increase the rent at Oak Terrace at this time; Commissioner Youngman seconded the motion.

AYES: Chair Leisa Walker, Commissioner Mike Sammons, and Commissioner Ann Youngman

NAYES: None

ABSENT: None

#### CONTINUED NEW BUSINESS:

Ms. Cavkusic referred to the Partnership with Alliant Energy and Mid-American Energy Saving Devices Installation Completed on all Properties: Ms. Cavkusic stated that having a partnership with Alliant Energy and Mid-American will get a reduction in cost in utilities. Ms. Cavkusic referred to the report received from Energy Group showing the cost savings in energy consumption and installation by participating in this program There were no further questions.

Ms. Cavkusic referred to the Wapello County PIT STOP on July 26, 2023 for homeless individuals or those that might be facing homelessness: Ms. Cavkusic stated this is a 3rd year that Ottumwa Housing Authority participated alongside with other local agencies and vendors. There were no further questions.

Commissioner Youngman made a motion to adjourn the meeting at 10:43 a.m.; Commissioner Sammons seconded the motion.

OTTUMWA HOUSING AUTHORITY

ATTEST



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Leisa Walker, Chair



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Meliha Cavkusic, C.E.O.