



# Housing Authority of the City of Fort Wayne Board Meeting Minutes and Memoranda August 13, 2024

**Call to Order:** Donna Hanks called the meeting of the Fort Wayne Housing Authority to order at approximately 8:01 a.m. on August 13, 2024, at 7315 Hanna Street, Fort Wayne, IN 46816 and on Zoom.

**Present (In Person):** Commissioners: Donna Hanks, Wil Smith, Debra Faye Williams-Robbins, Fernando Zapari, and Helen Pace

**Present (Virtually):** DeLois McKinley-Eldridge and Marlon Wardlow

**Excused:** N/A

**Staff:** Amy Jacobowitz (Director of Asset Management) Dan Kuleff (Modernization and Construction Manager), Carolyn Nichter (Director of Accounting), Brian Butcher (Financial Planning & Analysis Manager), Angia Dukes (Director of Assisted Housing Programs), Jessica Matuska (Executive Assistant), and Dana Christian (Development Manager)

## Open Forum

No one present

## Approval of Minutes from previous meetings

Motion to approve the minutes by DeLois McKinley-Eldridge and Wil Smith seconded the motion. Unanimously approved by the Commissioners.

## Approval of Financials

Financials presented by BDO PHA Finance (Jake Bastoni). He provided an overview of the financial report for May and June. Discussed the presentation of financials.

Motion to approve the financials by Fernando Zapari and Wil Smith seconded the motion. Unanimously approved by the Commissioners.



## Resolutions

- a. Resolution 2024-13 - Resolution Approving Capitalization Policy  
Motion to approve Resolution 2024-013 made by DeLois McKinley-Eldridge and Wil Smith seconded the motion. Unanimously approved by the Commissioners.
- b. Resolution 2024-14 - Resolution Approving a Contract for Case Management  
Motion to approve Resolution 2024-07 made by Wil Smith and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.

## Staff Presentations

- a. Asset Management – Amy Jacobowitz, Director of Asset Management, provided a verbal update based on the written reports.
- b. Modernization & Construction – Dan Kuleff, Modernization & Construction Coordinator, provided a verbal update based on the written reports.
- c. Development – Dana Christian, Development Consultant, provided a verbal update based on the written reports.
- d. Housing Assistance Programs – Angia Dukes, Director of Housing Assistance Programs, provided a verbal update based on the written reports.
- e. Enrichment and Career Services – Avery Rice, Director of Programs, provided verbal updates based on the written reports.
- g. YouthBuild – Derrick Smith, YouthBuild Program Director, provided a verbal update based on the written reports.
- h. Finance – Carolyn Nichter, Finance Manager, and Brian Butcher, Financial Planning & Analysis Manager, provided a verbal update based on the written reports.
- i. Operations – Sarah Smith, Deputy Director, provided a verbal update based on the written reports.

## Old Business – N/A

## New Business

The following items were discussed by George Guy

- c. Jobs Plus Grant
- d. YouthBuild Grant
- e. TANF Grant
- f. Hillcrest Groundbreaking Ceremony
- g. Steering Committee for the 10-year Roadmap for Public Housing Sustainability
- h. Carolyn Nichter to travel to Elkhart, IN to assist with onboarding of new Finance Director

**Executive Session**

No actions taken or decisions made.

**Adjournment**

Meeting adjourned at approximately 9:59 a.m.