



Housing Authority of the City of Fort Wayne Board Meeting Minutes and Memoranda June 11, 2024

Call to Order: Donna Hanks called the meeting of the Fort Wayne Housing Authority to order at approximately 8:01 a.m. on June 11, 2024, at 7315 Hanna Street, Fort Wayne, IN 46816 and on Zoom.

Present (In Person): Commissioners: Donna Hanks, Wil Smith, Fernando Zapari, and Marlon Wardlow

Present (Virtually): N/A

Excused: DeLois McKinley-Eldridge, Debra Faye Williams-Robbins, and Helen Pace

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 Wil Smith and Fernando Zapari 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 April. Discussed the presentation of financials.

Motion to approve the financials by Marlon Wardlow and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.



Budget Presentations

- a. Brian Butcher and Amy Jacobowitz provided an overview of the Asset Management Budget that was provided in the board packet.
- b. Brian Butcher and Angia Dukes provided an overview of the Housing Choice Voucher Programs Budget that was provided in the board packet.
- c. Brian Butcher and George Guy provided an overview of the Central Office Cost Center Budget that was provided in the board packet

Resolutions

- a. Resolution 2024-06 - Resolution Approving Asset Management Budget
Motion to approve Resolution 2024-06 made by Wil Smith and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.
- b. Resolution 2024-07 - Resolution Approving HCVP Budget
Motion to approve Resolution 2024-07 made by Marlon Wardlow and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.
- c. Resolution 2024-08 - Resolution Approving COCC Budget
Motion to approve Resolution 2024-08 made by Fernando Zapari and Marlon Wardlow seconded the motion. Unanimously approved by the Commissioners.
- d. Resolution 2024-09 - Resolution Approving Write-Offs
Motion to approve Resolution 2024-09 made by Wil Smith and Marlon Wardlow seconded the motion. Unanimously approved by the Commissioners.
- e. Resolution 2024-10 - Resolution Approving Performance Bonus Awards
Motion to approve Resolution 2024-10 made by Fernando Zapari and Wil Smith seconded the motion. Unanimously approved by the Commissioners.
- f. Resolution 2024-11 - Resolution Approving Audit
Motion to approve Resolution 2024-11 made by Marlon Wardlow and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.
- g. Resolution 2024-12 - Resolution Approving Beacon Heights to Apply for IHEDA Tax Credits
Motion to approve Resolution 2024-12 made by Wil Smith and Fernando Zapari seconded the motion. Unanimously approved by the Commissioners.

Old Business – N/A

New Business

The following items were discussed by George Guy

- h. No Meeting on July 9, 2024
- i. Summer Symposium
- j. CNI Visit to Atlanta Housing Authority
- k. Department of Labor Grant
- l. Family Reunion - June 20th 4pm-7pm at Adams Elementary School
- m. HOP and HOFW Board Meetings – June 18th at 3pm

Quarterly Development Meeting

Dana Christian and George Guy provided an update on all development projects listed below

- a. Pre-Closing Phase
 - 1. Hillcrest Commons
 - 2. Scattered Sites
- b. Pre-Development Phase
 - 1. Brookmill
 - 2. Victoria Acres
 - 3. Beacon Heights
 - 4. Tall Oaks/CNI
 - 5. Brooklyn Manor
- c. Private Project Based Voucher Projects
 - 1. YWCA
 - 2. The Michaels Organization
 - 3. Village Premiere
 - 4. Carriage House
- d. Property Management Phase
 - 1. River's Edge
 - 2. McCormick

Executive Session

No actions taken or decisions made.

Adjournment

Meeting adjourned at approximately 9:35 a.m.