

COMMISSIONERS

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Wil Smith

FAX

260.267.9305 Administration
260.267.9306 Housing Choice Voucher
260.267.9307 Public Housing
260.267.9308 Accounting

Housing Authority of the City of Fort Wayne Board Meeting Minutes and Memoranda May 9, 2023

Call to Order: Chairperson, Chris Payne, called the meeting of the Fort Wayne Housing Authority to order at approximately 8:05 a.m. on May 9, 2023, at 7315 Hanna Street, Fort Wayne, IN 46816 and on Zoom.

Present (In Person): Commissioners: Christopher Payne, Donna Harris, Jim Morlan, Wil Smith, Sandra Black, and George Guy (CEO/Executive Director).

Present (Virtually): N/A

Excused: DeLois McKinley-Eldridge and Debra Faye Williams-Robbins

Staff: Sarah Smith (COO), Amy Jacobowitz (VP of Asset Management), Dan Kuleff (Modernization and Construction Coordinator), Carolyn Nichter (Finance Manger), Jessica Matuska (Executive Assistant), Kyra Banks (HCV Administrator), and Dana Christian (Development Manager)

Open Forum

No one present

Presentation by The Benoit Group

Presentation to the board about the history and experience of The Benoit Group

Approval of Minutes from previous meeting

Motion to approve the amended minutes by Donna Harris and Wil Smith seconded the motion. Unanimously approved by the Commissioners.

Approval of Financials

Financials presented by BDO PHA Finance (Brian Alten and Jake Bastoni). They provided an overview the financial report for February and March. Discussed the presentation of financials.

Motion to approve the financials by Donna Harris and Wil Smith seconded the motion. Unanimously approved by the Commissioners.

Presentation by Brinshore Development, LLC

Presentation to the board about the history and experience of Brinshore Development, LLC

Department Updates

1. Asset Management – Amy Jacobowitz, VP of Asset Management provided an overview of her reports that were provided to the board
2. Modernization & Construction – Dan Kuleff, Modernization & Construction Coordinator provided a brief update on capital improvement projects
3. Development – Dana Christian, Development Consultant provided an overview of her reports that were provided to the board
4. Housing Choice Voucher Program – Kyra Banks, HCV Administrator provided an overview of her reports that were provided to the board
5. Enrichment and Career Services – Denita Washington, Director of Programs provided an overview of her reports that were provided to the board
6. Finance – Carolyn Nichter, Finance Manager provided a brief update on the finance team
7. Operations – Sarah Smith, COO provided a brief update on the operations of FWHA

Old Business

1. Scattered Sites – George and Dana provided a brief update on the status of the Section 18 Reposition of the Scattered Sites
2. CNI HUD Visit – George provided an update on the HUD visit for the Choice Neighborhoods Planning Grant

New Business

1. FCC Grant – Your Home Your Internet – Sarah provided an update on the FCC Grant that was awarded for internet access
2. VA Grant and Per diem Program – Sarah provided an update on the VA Grant and Per diem Program
3. Honor Roll – George discussed the selection of FWHA for the GCLR 2023 Honor Roll
4. Turnkey Developer – George and Dana discussed the Turnkey Developer RFP and the plan going forward
5. RAD at Brookmill Court – George and Dana discussed the plan for RAD at Brookmill

Resolutions

1. Resolution 2023-11 – Resolution Approving FWHA Staff to Proceed with a Public Comment Period for Modifications to the Administrative Plan Motion to approve resolution 2023-11 made by Wil Smith and Donna Harris seconded. Unanimously approved by the Commissioners.

2. Resolution 2023-12 – Resolution Approving FWHA Staff to Proceed with a Public Comment Period for Modifications to the Admissions and Continued Occupancy Plan (ACOP)
Motion to approve resolution 2023-12 made by Jim Morlan and Wil Smith seconded. Unanimously approved by the Commissioners.
3. Resolution 2023-13 – Resolution Approving Security Services Contract Award
Motion to approve resolution 2023-13 made by Donna Harris and Wil Smith seconded. Unanimously approved by the Commissioners.

Executive Session

No actions taken or decisions made

Adjournment

Motion to adjourn made by Wil Smith and Donna Harris. Regular Meeting adjourned at approximately 9:32 p.m.