

**COMMISSIONERS**

George Guy  
*CEO/Executive Director*

Christopher Payne  
*Chairperson*

Donna Harris  
*Vice Chair*

Jim Morlan  
Sandra Black  
DeLois McKinley-Eldridge  
Debra Faye Williams-Robbins  
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 September 12, 2023

**Call to Order:** Chairperson, Chris Payne, called the meeting of the Fort Wayne Housing Authority to order at approximately 8:01 a.m. on September 12, 2023, at 7315 Hanna Street, Fort Wayne, IN 46816 and on Zoom.

**Present (In Person):** Commissioners: Donna Harris, Wil Smith, and George Guy (CEO/Executive Director).

**Present (Virtually):** DeLois McKinley-Eldridge

**Excused:** Sandra Black, Jim Morlan, 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), Larissa Williams (Programs Manager), Kelly Flanagan (Programs Manager), Angia Duke (Housing Programs Manager), Avery Rice (YouthBuild Director), and Dana Christian (Development Manager)

### Resolutions

- a. Resolution 2023-22 – Resolution Approving Updates to the FWHA Bylaws  
Motion to approve resolution 2023-22 made by Donna Harris and Wil Smith seconded. Unanimously approved by the Commissioners.
- b. Resolution 2023-23 – Resolution Approving Wage Study and New Scale  
Motion to approve resolution 2023-23 made by Wil Smith and DeLois McKinley-Eldridge seconded. Unanimously approved by the Commissioners.

### Open Forum

No one present

### Approval of Minutes from previous meetings

Minutes to be amended. Motion to approve the amended minutes by Wil Smith and Donna Harris 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 July. Discussed the presentation of financials.

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

## Staff Presentations

- a. Asset Management – Amy Jacobowitz, VP of Asset Management, provided a verbal presentation of her written report.
- b. Modernization & Construction – Dan Kuleff, Modernization & Construction Coordinator, provided an update on the water usage increase, the baseball diamond, and all modernization projects currently underway.
- c. Development – Dana Christian, Development Consultant, provided an update on Hillcrest and other development projects.
- d. Housing Choice Voucher Program – Kyra Banks, HCV Administrator, provided a verbal presentation of her written report.
- e. Enrichment and Career Services – Larissa Williams and Kelly Flanagan, Program Managers, provided a verbal presentation of their written report. Kelly spoke about the programs for residents and the trip to the Circle City Classic.
- f. Housing Programs – Angia Dukes, Housing Programs Manager, provided an overview of the housing programs and a verbal presentation of her written report.
- g. YouthBuild – Avery Rice, YouthBuild Program Director, provided an update on the YouthBuild Program.
- h. Finance – Carolyn Nichter, Finance Manager, provided an update on the audit and the EFT payments that have been implemented for all vendors.
- i. Operations – Sarah Smith, COO, provided an update on the new data management system, the new phone system, website updates, policy updates/SOPs, Hoosier Homes program, and other general operations updates.

## Old Business

- a. Amendments to FWHA Bylaws – Will Smith and Chris Bandemer discussed the recommended changes to the bylaws.
- b. RAD EPC Buydown – George Guy provided an update on the Energy Performance Contract Buy Downs including the cost and process.
  1. Brookmill Court
  2. Tall Oaks
  3. Beacon Heights
- c. Scattered Sites Buydown – George Guy provided an update on the Energy Performance Contract Buy Downs including the cost and process.
- d. Board Retreat and Training Discussion and Possible Dates – George Guy provided an update on his plans for Board Training with NAHRO. Board members should work to come up with dates for this training.

**New Business**

- a. DHA Allocation – George Guy informed the board that DHA was able to allocate funds to FWHA to cover admin costs.
- b. Over the Edge/Sports Week – George Guy informed the board the United Way is holding this annual charity event that FWHA is participating in.

**Executive Session**

No actions taken or decisions made.

**Adjournment**

Regular Meeting adjourned at approximately 10:18 a.m.