



City of Elyria

FAIR HOUSING BOARD MEETING

June 10, 2025

5:00 pm

The meeting was called to order at 5:05 PM by Clifton Oliver

Present: Clifton Oliver, Karen Wu, Brenda Warren, John Koleski, Ashley Scott, Mark Craig and Alisa Edwards

Absent: Mone't Roberts

Regular Meeting

Discussion was held about the Analysis of Impediments to Fair Housing Choice. Ashley informed the board it was passed by council in December of 2024 and will be submitted to HUD when the City of Elyria submits the 5-Year Consolidated Plan in the 2025 CDBG Action Plan. Ashley Scott also explained to the committee what the CDBG program involves.

1. Approval of April 1, 2025 Meeting Minutes

Brenda Warren motioned to approve the April 1, 2025 minutes

Karen Wu 2nd the motion

All were in favor and the motion carried

2. Old Business

a. Complaint Form

Karen Wu presented changes to the complaint form which included updating categories of discrimination to align with the local ordinance language and adding options for reasonable accommodation and modification. She suggested using the term "sex" with "sexual orientation" following in parenthesis and removing marital status due to an uncertainty of the legal status. Also, Ms. Wu recommended where the "date" of the act was requested, the phrase "most recent date" should be used for better clarity and legal accuracy. Furthermore, Ms. Wu asked that boxes for who did the discrimination be added; such as owner, management company or both.

Ms. Wu also suggested adding a resource list at the end of the application to provide applicants with the name, address and phone number of places that may be able to assist.

More discussion was had amongst the committee. With new changes presented the board took a vote as follows:

John Koleski motion to have changes made to the complaint form and approve the revised form.

Brenda Warren 2nd the motion

All were in favor and the motion carries

3. New Business

a. 310 Oberlin Rd- Complaint received by email

Discussion was had with the board requesting the applicant submitted a formal complaint on the revised complaint form. The Board would like addition information and documentation from the applicant concerning the emotional support animal.

Ashley Scott explained to the board what actions they could take should they find the complaint valid. The board could provide informational documents, write a letter to the landlord on the behalf of the applicant or connect the applicant to other resources.

4. Staff and Board Comments

a. Fair Housing Initiatives

The board discussed participating in upcoming community events like the Special Olympics, The Taste of South and the Apple Festival. Promotional Items will be ordered by the Office of Community Development as well as updated Fair Housing Brochure.

Ashley Scott also shared that the Office of Community Development would provide the table, tent and promotional items for each event.

b. Next meetings are scheduled for August 12, 2025 and November 18, 2025 both at 5:00 p.m.

Ashley informed the board that the dated will be added to the City website with comprehensive Fair Housing information.

Mark Craig shared with the board the Mayor's appreciation for the board and its willingness to take ownership of the committee and making it a working project for the city. He also suggested the next step should include strategic planning towards the next plan of action as a committee.

5. Adjournment

Karen Wu motioned to adjourn

John Koleski 2nd the motion

All were in favor and the motion carries

Meeting was adjourned at 5:25 PM

Respectfully,

Alisa Edwards