

**COLUMBIA CITY HOUSING AUTHORITY MEETING MINUTES**  
**Regular Session**  
**Common Council Chambers of City Hall, Columbia City, Indiana**  
**December 19, 2023**  
**5:00p.m.**

**Members Present:** Bryan Graham, Chair  
Latricia Banuelos  
Jennifer Duff  
Steffanie Powers

**Members Absent:** Matt Curry, Vice Chair  
Jennifer O'Connor

**Also in Attendance:** Chip Hill, Community Development Director  
Jennifer Reiff, WCCS Director of Innovation and Technology  
Lori Heuer, WCCS Director of Talent Development

**Call to order/Roll call/Minutes**

Chair Bryan Graham called the meeting to order. Attendance was as listed above. Bryan Graham asked for a motion to approve the November minutes. Jennifer Duff made a motion to approve the minutes, seconded by Latricia Banuelos. A voice vote was taken; passed unanimously.

**WCCS Trades Program presentation**

Jennifer Reiff and Lori Heuer of Whitley County Consolidated Schools (WCCS) spoke to the board about the Construction Trades pathway at Columbia City High School. Beginning in January 2024, the Construction Trades program, which has previously taken place in Wawasee, will be moved to Columbia City High School. There are eight students currently enrolled in the Construction Trades pathway who are being placed with local contractors for hands-on construction experience. WCCS is looking to hire a Construction Trades instructor. The ideal candidate would be a retired contractor with construction experience. Ideally, for this spring semester, the position would be full-time with the instructor providing basic construction training to students in the mornings and working on construction projects in the district schools in the afternoon; however, WCCS is willing to consider a part-time position for this spring. Starting in Fall 2024, the position would entail full-time teaching and supervising the students on hands-on projects. The WCCS representatives asked the CCHA board to notify them of any potential candidates.

WCCS sees potential for the Construction Trades program to partner with the CCHA in the future by providing labor on CCHA projects. The scope and limit to the projects that the Construction Trades program would be able to take on would depend heavily on the instructor's discretion and the capabilities of the students at that time. The WCCS representatives are not yet sure what the Construction Trades program's labor charges would be and also do not yet have any specifics about insurance coverage since this program is just being implemented. The WCCS representatives told the board that their program emphasizes service back to the community.

### **Van Buren home**

An update on the process of selling the Van Buren home will be given at the next meeting in January 2024. The board will also discuss other potential properties for CCHA activity.

### **Landlord Registration List, Assignment of committee**

Steffanie Powers will join the Landlord Registration List Committee. She and Jennifer Duff will meet to discuss the landlord registration list before the next regular meeting in January 2024.

### **Voting on officers**

The board will elect a chair, vice chair, and secretary in January 2024. Jennifer Duff moved to nominate Matt Curry for vice chair, seconded by Latricia Banuelos. Voting will take place next at the next regular meeting.

### **Other**

Bryan Graham will try to find the owner of the Oak Street trailer park.

### **Adjournment**

Bryan Graham asked for a motion to adjourn. Jennifer Duff moved to adjourn, seconded by Latricia Banuelos. The meeting was adjourned at 5:54 p.m.

*Submitted by Steffanie Powers, Board Member*