



# SHAKER HEIGHTS

## Fair Housing Review Board Meeting Minutes December 11, 2025 - 6:00 p.m. Remotely Held Meeting – Via Zoom

**Members Present:** Council Member Carmella Williams, FHRB Chairperson  
Ifeolu Claytor, Council Member and FHRB Member  
Ann Millette, FHRB Member  
Earl Williams, FHRB Member  
Sacara Miller, FHRB Member

**Staff Present:** Matt Carroll, Chief Administrative Officer  
William M. Ondrey Gruber, Director of Law  
Lisa Gold-Scott, Assistant Director of Law/Housing Attorney

**Guest:** Tenille Kaus, Council Member

### I. Welcome

Chairperson Carmella Williams called the meeting to order at 6:03 p.m. and welcomed attendees. A quorum was established. Chair Williams also welcomed CAO Matt Carroll, and Councilwoman Tenille Kaus, who will serve as Council's appointee and Board Chair beginning January 2026.

### II. Approval of the Minutes

The minutes of the August 21, 2025 meeting were reviewed. Councilman Claytor moved to approve the minutes. Mr. Williams seconded the motion. The motion passed unanimously.

### III. Report on Fair Housing Program

- **Financial Report:** Director Gruber presented the financial report, which included the proposed 2026 budget. Staff anticipates ending 2025 with an approximate balance of \$57,500. No new HUD contract has been received to date, and HUD has been largely silent nationwide regarding FHAP contracts. Staff discussed the possibility of federal changes to the “substantial equivalency” standard and the potential impact on local ordinances and funding. There was some discussion on whether the City would have to amend its ordinance in order to retain substantial equivalency; that is a question for the Mayor and Council. If the City decides not to amend its ordinances in accordance with guidance from this current administration, the City could lose its status as a FHAP agency along with HUD fair housing funding.

The proposed 2026 budget reflects anticipated expenditures of approximately \$57,323, including allocations for personnel, advertising, contractual support services, partnerships, training, and incidentals.

Councilman Claytor moved to approve the 2026 budget as presented. Mr. Williams seconded the motion. The motion passed unanimously.

- **Complaint Update:** Ms. Gold-Scott reported that two aged cases were closed since the last meeting. As of December 11, 2025, there are 10 open jurisdictional complaints, four of which involve one property owner.

Staff has received several recent inquiries regarding lack of heat in rental properties. In those matters, staff provided education regarding landlord-tenant rights, applicable resources such as Legal Aid, and where appropriate, information on reasonable accommodation requests and the City’s fair housing complaint process.

- **Education & Outreach:** Based on recent no-heat complaints received last year and this year, Councilman Claytor suggested the City consider proactive outreach in Fall 2026 targeting landlords relating to heating systems (maintenance and upkeep). Council Member Kaus noted that Building Director Krewson had issued reminder letters to property owners earlier this year about heating systems.

The Board discussed other future education and outreach, including landlord trainings, tenant-focused sessions, real estate professional trainings, participation in National Night Out, neighborhood association outreach, school communications, and collaboration with community partners such as the League of Women Voters.

- **Statewide FHAP Training:** Ms. Gold-Scott reported on ongoing coordination among Ohio FHAP agencies to develop a statewide training for board and commission members, tentatively targeted for Spring 2026 in Columbus. Further details will be provided once HUD approvals and logistics are finalized.

#### **IV. Future Meetings & Scheduling**

The Board agreed to the following dates for its regular quarterly meetings, to be held virtually at 6:00 p.m.: February 19, May 21, August 20, and November 19. These dates are subject to change, and there may be additional dates to be added as needed.

#### **V. Board Membership**

Director Gruber acknowledged Councilman Claytor’s service on the Board, noting his term will conclude with his departure from Council. Sacara Miller will be reappointed, and Councilwoman Tenille Kaus will assume the role of Council’s appointee and Board Chair beginning January 2026.

#### **VI. Executive Session**

Upon motion by Councilman Claytor and seconded by Ms. Miller, the Board voted unanimously by roll call to enter executive session for the purpose of discussing imminent or pending litigation and matters required to be kept confidential by federal law.

#### **VII. Adjournment**

The regular meeting was adjourned prior to entering executive session.

Approved \_\_\_\_\_

Submitted By:

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William M. Ondrey Gruber, Fair Housing Administrator/Director of Law