



City of Gahanna
Meeting Minutes
Fair Housing Board

200 South Hamilton Road
Gahanna, Ohio 43230

Kylie Cooper Cyrus, Chair
Sheila Vitale, Vice Chair
Carrin Wester

Jeremy A. VanMeter, Clerk of Council

Thursday, January 30, 2025

6:30 PM

City Hall, Council Chambers

Organizational Meeting begins at 6:30 PM; Regular meeting immediately follows.

A. OATH OF OFFICE: Administered by Hon. Laurie A. Jadwin, Mayor

Carrin Wester, Seat 1, Term ending December 31, 2027

Sheila Vitale, Seat 3, Term ending December 31, 2027

B. CALL TO ORDER (Organizational): Pledge of Allegiance & Roll Call

The City of Gahanna Fair Housing Board met for an organizational meeting on January 30, 2025. The agenda for this meeting was published on January 27, 2025. Mayor Laurie A. Jadwin called the meeting to order at 6:33 p.m.

Present 3 - Kylie Cooper Cyrus, Carrin Wester, and Sheila Vitale

C. ELECTION OF CHAIR:

- 1. Open Nominations**
- 2. Close Nominations and Elect Chair**
- 3. Mayor Jadwin turns over meeting to Chair**

Mayor Jadwin stated that the first official order of business was the election of the Chair for 2025 and opened the floor for nominations. Board Member Vitale nominated Kylie Cooper Cyrus. Mayor Jadwin asked Ms. Cooper Cyrus if she accepted the nomination, and she stated that she did. With no further nominations, Mayor Jadwin closed nominations and requested a motion to elect Kylie Cooper Cyrus as Chair for the 2025 Fair Housing Board.

A motion was made by Vitale, seconded by Wester, to elect Ms. Cooper Cyrus as Chair for 2025. The motion carried by the following vote:

Yes: 3 - Cooper Cyrus, Wester and Vitale

D. ELECTION OF VICE CHAIR:

1. Open Nominations
2. Close Nominations and Elect Vice Chair

Chair Kylie Cooper Cyrus opened the floor for nominations for Vice Chair for 2025. Board Member Wester nominated Sheila Vitale. Chair Cooper Cyrus asked Ms. Vitale if she accepted the nomination. With no additional nominations, Chair Cooper Cyrus closed nominations and asked for a motion to elect Sheila Vitale as Vice Chair.

A motion was made by Wester, seconded by Cooper Cyrus, to elect Ms. Vitale as Vice Chair for 2025. The motion carried by the following vote:

Yes: 3 - Cooper Cyrus, Wester and Vitale

E. ADJOURNMENT OF ORGANIZATIONAL MEETING:

With no further organizational business before the board, Chair Cooper Cyrus stated that the organizational meeting was adjourned at 6:35 p.m.

A. CALL TO ORDER (Regular):

Chair Cooper Cyrus called the regular meeting to order at 6:35 p.m.

B. ADDITIONS OR CORRECTIONS TO THE AGENDA:

None.

C. APPROVAL OF MINUTES:

[2025-0017](#) Fair Housing Board Minutes 1.23.2024

A motion was made by Wester, seconded by Vitale, that the Minutes be Approved. The motion carried by the following vote:

Yes: 3 - Cooper Cyrus, Wester and Vitale

D. NEW BUSINESS:

1. Fair Housing Officer Update - Assistant City Attorney Matt Roth

Chair Cooper Cyrus moved to new business and introduced the Fair Housing Officer update by Assistant City Attorney Matt Roth. Mr. Roth introduced himself as the Assistant City Attorney and the City's Fair Housing Officer. He stated that the ordinance creating the Fair Housing Board required the Fair Housing Officer to provide training at the annual organizational meeting and noted that he did not believe this had occurred previously. Mr. Roth

explained that the Civil Service Commission and the Fair Housing Board had different functions and scopes of interest. He stated that the Civil Service Commission ensured compliance with state and local laws regarding hiring, firing, and discipline of civil servants, while the Fair Housing Board served a due process function. He explained that due process guaranteed a fair hearing before the government deprived someone of life, liberty, or property. He stated that many boards and commissions acted as a first level of appeal and that actions by the City could also be appealed to the courts under Chapter 2506 of the Ohio Revised Code, which typically required an attorney and filing fees. He stated that boards and commissions existed to provide due process and local review.

Mr. Roth explained that when the Fair Housing Ordinance, also referred to as the Housing Non-Discrimination Ordinance, was created, the intent was not to duplicate or conflict with state or federal agencies that regulated fair housing. He stated that the ordinance addressed gaps not covered by other agencies, including protections related to sexual orientation, gender identity, and source of income. He explained that the ordinance aimed to prevent discrimination against individuals who used housing vouchers compared to cash-paying tenants. He stated that the ordinance originated in 2022.

Mr. Roth outlined the complaint process under the ordinance. He stated that the process began with a complaint submitted to him as Fair Housing Officer, which could be informal. He explained that he assessed whether the complaint alleged a violation of the ordinance and, if so, sent a formal complaint letter to the landlord requesting a response within 20 days. He stated that after receiving the landlord's response, he investigated the tenant's complaint and the response. He explained that the next step typically involved inviting the parties to mediation. He stated that if the matter fell under the jurisdiction of a state or federal agency, he referred it to that agency. He explained that if the issue involved only the local ordinance, he pursued mediation. If mediation failed or the landlord contested the matter, the case proceeded to a hearing before the Fair Housing Board.

Mr. Roth stated that if the Board found a violation, the ordinance authorized a \$1,500 civil penalty against the landlord, with the funds deposited into the general fund to promote fair housing within the City. He stated that the Board had not yet received any complaints for a hearing but noted that he had one complaint pending in the early stages.

Chair Cooper Cyrus asked how many complaints typically reached the Board. Mr. Roth stated that this was the first complaint since the ordinance's creation. He stated that one call occurred the previous year but did not result in a formal complaint. He stated that the current matter appeared valid based

on emails received but that he had not yet sent it to the landlord.

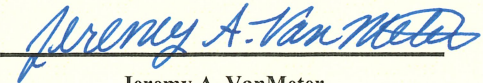
Chair Cooper Cyrus asked if any additional questions existed. Hearing none, Chair Cooper Cyrus concluded by thanking Mr. Roth for the update.

E. POLL MEMBERS FOR COMMENT:

None.

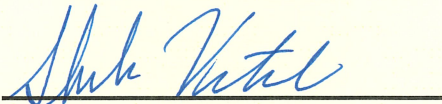
F. ADJOURNMENT:

With no further business before the Board, Chair Cooper Cyrus adjourned the meeting at 6:43 p.m.



Jeremy A. VanMeter
Clerk of Council

APPROVED by the Fair Housing Board, this
9th day of April 2026.



Chair