

Board of Directors Meeting Agenda

Date: May 19, 2020

Time: 5:30 p.m. *

Place: Due to the COVID-19 pandemic, this will be a virtual meeting held through the Zoom video conferencing application. Those with computers with cameras may join with video and audio. Those without video access may listen in using computer audio or telephone. To receive an invitation to participate in the meeting send an email request to: columbiaha.info@gmail.com at least four (4) hours prior to the start of the meeting.

* The meeting will begin immediately following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners which begins at 5:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval April 10, 2020 Meeting Minutes
- V. **Resolution 116:** To Authorize the Submission of an Application to the Veterans United Foundation to support the activities of the Moving Ahead After-School and Summer Program 2020-2021 in the amount of \$30,000.
- VI. Commissioner Comment
- VII. Adjournment
- VIII. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122, at least one working day prior to the meeting.
(Email: www.columbiaha.info@gmail.com)

Media Contact: Phil Steinhaus, CEO
Phone: (573) 443-2556
E-mail: www.columbiaha.info@gmail.com

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

CHA Low-Income Services, Inc. Board of Directors Meeting

April 10, 2020 Open Meeting Minutes

I. Call to Order:

- II. The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on April 10, 2020 at the Columbia Housing Authority Administration Building at 201 Switzler St., Columbia, Missouri 65203. Bob Hutton, Chair, called the meeting to order at 2:30 p.m.

*This meeting was held via conference call.

III. Roll Call:

Mr. Steinhaus called the roll:

Present: Bob Hutton, Chair
Robin Wenneker, Board Member
Max Lewis, Board Member
Rigel Oliveri, Board Member
John French, Board Member

CHALIS Staff: Phil Steinhaus, CEO
Charline Johns, Executive Assistant to CEO
Becky Markt, Director of Human Services

IV. Adoption of Agenda:

Mr. Hutton called for a motion to adopt the agenda as presented. A motion was made by Mr. Lewis. Second by Ms. Wenneker. All Board Members voted "aye" and Mr. Hutton declared the agenda adopted as presented.

V. Approval January 21, 2020 CHA-Low Income Services Open Regular Meeting Minutes:

Mr. Hutton called for a motion to approve the January 21, 2020 regular open meeting minutes as presented. A motion was made by Ms. Wenneker. Second by Mr. Lewis. All Board Members voted "aye" and Mr. Hutton declared the minutes adopted as presented.

- VI. Resolution 115:** A Resolution to Authorize the Submission of a Loan Application in the Amount of \$126,308 to Central Bank of Columbia through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Paycheck Protection Program.

Mr. Steinhaus started off by thanking all of the members for taking the time out of their schedules

to attend the special meeting. Mr. Steinhaus reported that the CARES Act Paycheck Protection Program provides forgivable loans to enable businesses with less than 500 employees that will enable employers to keep their employees employed. Mr. Steinhaus stated that several of CHA's non-profit CHA Low-Income Services (CHALIS) employees are grant funded that staff the Moving Ahead Program (MAP) which depend on funding through grant contracts for services delivered. Mr. Steinhaus explained that with MAP and other program closed due to the COVID-19 virus, this forgivable loan would allow CHA to continue to employ CHALIS employees for an 8-week period and during this time employees would be involved in the following work activities: maintaining grant oversight, planning, reporting and other administrative, accounting duties, take part in online training, provide program services remotely to participants via internet and telephone, provide porch delivery of supplies and information to program participants as needed, and delivering meals to students enrolled in the MAP.

Ms. Markt reported that her staff has adjusted to having to deliver services remotely to participants to maintain contact and make sure they are receiving the resources that they need and keeping them informed of what is going on. Ms. Markt explained that anything they can do to get the families and kids involved in doing some academic enrichment and academic practice. Ms. Markt reported that she is unsure that they will be able to deliver at the same number of units that can be provided using those methods of service and also be accepted as billable by our contracted funders will be sufficient to cover the true cost of providing such services, the Paycheck Protection Program is suggested as a means to cover any deficit in payroll cost vs. invoice for services.

Mr. Steinhaus noted that this would also cover Healthy Home Connections, Moving Ahead, Youth Community Coalition, a portion of Ms. Markt's salary as well as a portion of the CHALIS Accountant as well. Ms. Wenneker stated that Ms. McCollum was excited about the CHA possibly being able to use this. Mr. Hutton asked would there be enough income from the grant to not be able to make the loan become unforgivable. Mr. Steinhaus stated that at long as CHA keeps their employees employed, they will be able to keep the loan forgivable. Mr. Steinhaus noted that there are funds in the Business Activities Account to back this loan up if something was to go awry. Mr. French asked what is the number of individuals that would use this program. Ms. Markt stated that this loan would cover all CHALIS staff full and part-time and includes grant funded positions which is about sixteen employees. Mr. Steinhaus reported that the Moving Ahead Program has started delivering meals to families and have really worked hard developing alternative ways to stay connected with the families.

Mr. Hutton asked if there were any questions. All board members approved of Resolution # 115. Mr. Hutton called for a motion to approve Resolution # 115 as presented. A motion was made by Mr. Lewis. Second made by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Wenneker, Oliveri, French, Lewis

No: None

VII. Commissioner Comment: Mr. Lewis stated that everyone should stay home and stay safe.

VIII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Mr. Lewis.

Second by Ms. Oliveri. Mr. Hutton declared the meeting adjourned at 2:47 p.m.

Bob Hutton, Chair

Date

Phil Steinhaus, Executive Director

Date

Certification of Public Notice

I, Phil Steinhaus, Executive Director of CHA Low-Income Services, do hereby certify that on April 8, 2020, I posted public notice of the April 10, 2020, CHA Low-Income Services, Inc. Meeting and distributed copies of the notice and agenda to the Board of Directors and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

Phil Steinhaus, Executive Director

Date



CHALIS Board Resolution Staff Memo

To: CHALIS Board of Directors

From: Phil Steinhaus, Executive Director

Date: May 19, 2020

RE: **Resolution 116:** To Authorize the Submission of an Application to the Veterans United Foundation to support the activities of the Moving Ahead After School and Summer Program 2020-2021 in the amount of \$30,000.

Veterans United Home Loans employees created Veterans United Foundation in 2011. The goal was to intensify and expand the impact of their giving initiatives by creating their own charitable arm, knowing that they would achieve more collectively than could be done individually.

Veterans United Foundation is well known for its willingness to partner with local and national nonprofit organizations who are on the ground making a difference. The passion and generosity of the employees at Veterans United Home Loans fuel their commitment. More than 90% of Veterans United employees donate at least 1% of their salary to fund Veterans United Foundation.

The Foundation is funded from employee contributions that are matched dollar-for-dollar by the company. More than \$1 million was raised in the first year alone. By 2015, that number exceeded \$50 million. Employees also take an active role in referring possible needs to the foundation and showing the community support through volunteer work.

As CHA Low-Income Services, Inc. is a local organization providing support to individuals living in the community, it is eligible to apply for funding through the Veterans United Foundation. The Moving Ahead Program has benefitted from a partnership with Veterans United Foundation receiving volunteer support and funding each year since 2014. Plans to expand the volunteer participation of Veterans United Staff in Moving Ahead Program activities are under discussion for the 2020-2021 period.

CHA Low-Income Services, Inc. seeks approval to make an application to the Veterans United Foundation for the amount of \$30,000 to support the activities of the Moving Ahead Program After School and Summer Program in 2020-2021.

Staff Recommendation: Adopt Resolution #116 to authorize the submission of an application to the Veterans United Foundation in the amount of \$30,000 to support the activities of the CHALIS Moving Ahead After School and Summer Program and authorizing the execution of the contract award agreement and implementation of the program as described in the application.



CHALIS

CHA Low-Income Services, Inc.

RESOLUTION #116

To Authorize the Submission of Grant Application to Veterans United Foundation in the amount of \$30,000 to support the Moving Ahead After School and Summer Program.

WHEREAS, Veterans United Foundation is a non-profit charitable organization created and driven by the employees of Veterans United Home Loans, to enhance lives in their local communities; and

WHEREAS, The Veterans United Foundation is located in Columbia, Missouri; and

WHEREAS, CHA Low-Income Services, Inc. operates the Moving Ahead Program in Columbia, Missouri to serve vulnerable families and children with the goal of academic success and family self-sufficiency; and

WHEREAS, CHA Low-Income Services, Inc. has partnered with Veterans United Foundation to receive volunteer and financial support for the Moving Ahead Program since 2014;

THEREFORE, CHA Low-Income Services, Inc. desires to submit a grant proposal in the amount of \$30,000 to the Veterans United Foundation to support activities of the Moving Ahead After School and Summer Program for 2020 - 2021;

BE IT RESOLVED that the Board of Directors of CHA Low-Income Services, Inc., hereby adopts Resolution #116 authorizing the submission of the application requesting \$30,000 from the Veterans United Foundation; and

BE IT FURTHER RESOLVED that if the grant application should be approved, Resolution #116 also authorizes the execution of all applicable agreements with the Veterans United Foundation.

Bob Hutton, President

Phil Steinhaus, Secretary

Adopted May 19, 2020