



Columbia Housing Authority  
201 Switzler Street  
Columbia, MO 65203

# CHALIS

## CHA Low-Income Services

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

Board of Directors

*Bob Hutton, Chair*  
*Robin Wenneker, Vice-Chair*  
*Steve Calloway*  
*Rigel Oliver*  
*Jama Rahn*

Executive Director

Randy Cole

### Board of Directors Meeting Agenda

Date: Wednesday, August 10, 2022

Time: 5:30 p.m. \*

Place: Columbia Housing Authority, 201 Switzler Street

\* 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 July 13, 2022 Meeting Minutes
- V. **Resolution 129:** To Authorize the Submission of a Funding Request to the City of Columbia Department of Public Health and Human Services for the Moving Ahead Program.
- VI. **Report:** FY 2022 CHALIS Expenditure and Revenue Budget vs. Actuals
- VII. Commissioner Comment
- 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](mailto:www.columbiaha.info@gmail.com))

**Media Contact:** Randy Cole, CEO  
Phone: (573) 443-2556  
E-mail: [www.columbiaha.info@gmail.com](mailto: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](http://www.ColumbiaHA.com).





# CHALIS

## CHA Low-Income Services

*Bob Hutton, President*  
*Robin Wenneker, Vice President*  
*Steve Calloway*  
*Rigel Oliveri*  
*Jama Rahn*

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EXECUTIVE DIRECTOR  
*Randy Cole*

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

#### July 13, 2022 Open Meeting Minutes

**I. Call to Order:**

- II.** The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session via virtual meeting held through Zoom video conferencing application on July 13, 2022, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri, 65203. Bob Hutton, Chair, called the meeting to order at 7:00 p.m.

**III. Roll Call:**

Mr. Cole called the roll:

Present: Bob Hutton, President  
Robin Wenneker, Vice-President  
Steve Calloway, Treasurer  
Rigel Oliveri, Secretary

Absent: Jama Rahn, Commissioner

CHALIS Staff: Randy Cole, CEO  
Charline Johns, Executive Assistant to CEO  
Rick Hess, Director of Resident Services  
Tammy Matondo, Director of Housing Development and Compliance  
Debbi Simmons, Chief Financial Officer

**IV. Adoption of Agenda:**

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

**V. Approval June 8, 2022 CHA-Low Income Services Open Regular Meeting Minutes:**

Mr. Hutton called for a motion to approve the June 8, 2022 open meeting minutes as presented. A motion was made by Mr. Hutton. Second by Ms. Oliveri. All Board Members voted “aye” and Mr. Hutton declared the minutes adopted as presented.

**VI. Resolution 127: A Resolution to Authorize the Submission of a Funding Request the Columbia Public Schools Elementary and Secondary School Emergency Relief Funds (ESSER) for the Moving Ahead Program.**

Mr. Cole that CHA has submitted, for CPS review, requests for funding that would have the greatest positive impact on CHA's Moving Ahead After-School & Summer Program to the operation and expansion of the program.

- Teen Room Expansion, this would result in converting the current Teen Center into a 4<sup>th</sup>-5<sup>th</sup> grade classroom, the current 4<sup>th</sup>-5<sup>th</sup> grade classroom into a 3<sup>rd</sup>-grade classroom, the current 2<sup>nd</sup>-3<sup>rd</sup> grade classroom into a 1<sup>st</sup>-2<sup>nd</sup> grade classroom and the current K-1<sup>st</sup> grade into Kindergarten only.
  - Estimated investment for Teen Room Expansion: \$25,000.
- Enhanced Educational Opportunities, MAP has several lessons focused on STEM and staff would like to partner with The University of Missouri's MU Engineering Program to start a robotics club. MAP also desires to create a small computer lab for MAP High School students who often have research projects they need to complete. MAP has students that lack internet access and/or home computer, therefore having a computer lab at MAP will help ensure this access. MAP would also like to partner with the STEAM Bus through the Columbia Stem Alliance.
  - Estimated Investment for Enhanced Educational Opportunities: \$10,000
- Competitive Teacher Salaries, due to CHA's current salary ranges, most MAP employees are college students that often move out of town upon graduation. This results in a high turnover rate that creates instability for the students in the classrooms. Incentivizing the hiring and retention of qualified staff requires additional funding for increased salaries.
  - Estimated Investment for Competitive Teacher Salaries: \$53,460

Mr. Hutton asked if there were any questions. All board members indicated they approved of Resolution 127. Mr. Hutton called for a motion to approve Resolution 127 as presented. A motion was made by Ms. Wenneker. Second made by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Calloway, Wenneker, Hutton

No: None

**VII. Resolution 128: A Resolution to Authorize the Submission of a Grant to the Missouri Department of Elementary and Secondary Education 21<sup>st</sup> Century Community Learning Center Program for the Moving Ahead Program.**

Mr. Cole reported that this resolution would extend 21<sup>st</sup> Century Funding for 2-years through June 30, 2024, \$168,151 per year for 2-years and Moving Ahead Program's primary funding source.

Mr. Hutton asked if there were any questions. All board members indicated they approved of Resolution 128. Mr. Hutton called for a motion to approve Resolution 128 as presented. A motion was made by Ms. Oliveri. Second made by Mr. Hutton. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Calloway, Wenneker, Hutton

No: None

**VIII. Commissioner Comment:**

There was no commissioner comment.

**IX. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Mr. Hutton. Second by Ms. Wenneker. Mr. Hutton declared the meeting adjourned at 7:15 p.m.

\_\_\_\_\_  
Bob Hutton, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Randy Cole, Executive Director

\_\_\_\_\_  
Date

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**Certification of Public Notice**

I, Randy Cole, Executive Director of CHA Low-Income Services, do hereby certify that on July 11, 2022, I posted public notice of the July 13, 2022, 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](http://www.ColumbiaHA.com).

\_\_\_\_\_  
Randy Cole, Executive Director

\_\_\_\_\_  
Date



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Resident Services

To: CHA Low-Income Service, Inc. Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 10, 2022

Re: Board Resolution 129, to approve submitting a funding proposal for the Moving Ahead Program.

## Executive Summary

Approval of the attached resolution authorizes the submission of a proposal to the City of Columbia for FY2023 Social Services Funding for the Moving Ahead Program.

## Discussion

On July 18, 2022, the City of Columbia released a Request for Proposal for funding available through the City's Social Services "Opportunity Services". The term of this funding is January 1 - December 31, 2023 (FY2023) with the option to renew for one additional year (FY2024). Proposals for this funding are due by August 30, 2022 at 5:00 p.m. CT.

CHA staff is requesting approval to submit a proposal through CHA's CHA Low-Income Services, Inc. (CHALIS) entity to the City of Columbia for the Moving Ahead Program (MAP) for an amount not exceed \$75,000. The intent of this funding proposal is to supplement other funding sources that together enable effective operation of this program such as homework assistance, academic enrichments, meals, and active play.

In operation since 2003, MAP is a high-quality, state-licensed, after-school program offering an effective mix of one-on-one tutoring and fun cultural and physical activities for low-income children in Kindergarten through 12th grade. Moving Ahead relies entirely on grants and local donations for curriculum, supplies, and compensation for our dedicated staff.

With additional funding over the years, MAP has been able to successfully expand services to include family education and family development. This expansion incorporates staff, volunteers, vendors, etc., to assist with the family's mental and physical health and helps to educate the family towards self-resiliency.

## Suggested Commission Action

Adopt Resolution 129 approving the submission of a proposal to the City of Columbia for FY2023 Social Services funding in support of the Moving Ahead Program.



Housing Authority of the City of Columbia, Missouri

**CHALIS**

**CHA Low-Income Services, Inc.**

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**RESOLUTION #129**

**A Resolution to Approve the Submission of a Proposal to the City of Columbia for FY2023 Social Services Funding in Support of the Moving Ahead Program**

WHEREAS, On July 18, 2022, the City of Columbia released a Request for Proposal for funding available through the City’s Social Services “Opportunity Services”. The term of this funding is January 1 - December 31, 2023 (FY2023) with the option to renew for one additional year (FY2024). Proposals for this funding are due by August 30, 2022 at 5:00 p.m. CT; and

WHEREAS CHA Low-Income Services, Inc. wishes to submit a proposal to the City of Columbia in support of our Moving Ahead Program (MAP) for an amount not exceed \$75,000; and

WHEREAS the intent of this funding proposal is to supplement other funding sources that together enable effective operation of this program such as homework assistance, academic enrichments, meals, and active play; and

WHEREAS, in operation since 2003, MAP is a high-quality, state-licensed, after-school program offering an effective mix of one-on-one tutoring and fun cultural and physical activities for low-income children in Kindergarten through 12th grade. Moving Ahead relies entirely on grants and local donations for curriculum, supplies, and compensation for our dedicated staff; and

WHEREAS, with additional funding over the years, MAP has been able to successfully expand services to include family education and family development. This expansion incorporates staff, volunteers, vendors, etc., to assist with the family’s mental and physical health and helps to educate the family towards self-resiliency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the CHA Low-Income Services, Inc., hereby Adopts Resolution 129 approving the submission of a proposal to the City of Columbia for FY2023 Social Services funding in support of the Moving Ahead Program.

BE IT FURTHER RESOLVED that if this proposal is awarded, Resolution 129 also authorizes the execution of all applicable grant contract agreements and the implementation of the program as described in the grant application.

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Bob Hutton, Chair

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Randy Cole, Secretary

Adopted August 10, 2022







**Columbia**

**Housing Authority**

# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Finance

To: CHA Low-Income, Inc. Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 10, 2022

Re: June 2022 Unaudited Financial Reports

## Executive Summary

### Financial Highlights for YTD June 2022

- Total YTD revenues are \$414,123
- Total YTD expenditures are \$435,548
- Overall budget to actual results reflects a YTD net loss of \$21,425. This should be resolved as we are able to begin billing additional units for the County Healthy Homes Connections grant.

## Discussion

### Revenues

- Federal grant revenue is \$36,539 above budget YTD. This is due mainly to the 21<sup>st</sup> Century grant, which supports the Moving Ahead afterschool program. Revenues were greater than originally anticipated in 2022 as the funding period ended in June and the full amount of approved funding was earned.
- County grant revenue is \$47,047 below budget YTD. The Healthy Homes Connections grant is \$70,619 below budget YTD as there were open positions in this program for much of the first part of the year. These positions have now been filled and we should be on track to receive the remainder of the 2022 funding. The County MAP program is \$23,571 above budget YTD as there have been many events organized and implemented in 2022 towards achieving the goals of this program.

### Expenses

- Salary costs are under budget YTD by \$39,915 and benefits costs are \$18,536 under budget YTD because there were open positions during the first part of the year.
- Program activities/supplies are \$32,969 over budget YTD based on the events and activities held by the County MAP program and the increased summer activities of the Moving Ahead program.

## Suggested Commission Action

Read and review this report.



**Housing Authority of the City of Columbia, Missouri**  
**CHA Low-Income Services Budget / Fiscal Year January 1 - December 31, 2022**  
**Unaudited Budget to Actual Comparison through 06/30/2022**

Account Description	21st Century CCLC	Child Care Food Program	Summer Food Service Program	CACFP Emergency Program	MAP County Development	HHC	HMUW	ILP(city)	City MAP	Veterans United	MAP Misc	Ambassador Housing	LIHTC Resident Services	MCBaine	General CHALIS	Elimination Column	BUDGET TOTAL	YTD Actual	Variance
Federal Grants	69,390	15,568	8,417	3,786													97,161	133,700	36,539
City Grants								9,000	29,330			25,915					64,245	59,494	(4,751)
Other Governmental Grants					65,100	122,320											187,420	140,373	(47,047)
Local Grants							25,000										25,000	9,524	(15,476)
Rental Income														13,614			13,614	13,614	-
Contributions											1,835						1,835	2,898	1,063
Other Income										26,067	-		25,709		-	-	51,776	54,521	2,745
<b>Total Revenues</b>	<b>\$ 69,390</b>	<b>\$ 15,568</b>	<b>\$ 8,417</b>	<b>\$ 3,786</b>	<b>\$ 65,100</b>	<b>\$ 122,320</b>	<b>\$ 25,000</b>	<b>\$ 9,000</b>	<b>\$ 29,330</b>	<b>\$ 26,067</b>	<b>\$ 1,835</b>	<b>\$ 25,915</b>	<b>\$ 25,709</b>	<b>13,614</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 441,050</b>	<b>414,123</b>	<b>(26,926)</b>
Salaries, Director					6,274	-	1,569	-	2,196	1,601					909		12,548	26,547	(14,515)
Salaries, HR															2,394		2,394		
Salaries, Prog. Coordinator-MAP-JB	12,020				12,020												24,040	70,627	24,591
Salaries, Prog. Coordinator-JE	2,444	1,711	733			17,108											21,996		
Salaries, Case Managers						44,960							-				44,960	33,294	(24,168)
Salaries, Case Managers PT						12,502							-				12,502		
Salaries, Case Managers ILP								3,972					10,278				14,250	11,142	(3,108)
Salaries, Assist. Prog. Coordinators-MF					19,760												19,760	38,878	19,118
Salaries, Program Assistants PT MAP	13,571	3,948	1,692				15,169		17,949	18,665	1,674						72,668	35,970	(36,698)
Salaries, Accounting	2,612	2,090	2,090				2,612	2,612	2,612	2,612					8,881		26,120		
Salaries, LIHTC Resident Services													4,992				4,992		(4,992)
Salaries, Ambassador housing												18,564					18,564	18,421	(143)
FICA -Director	-	-	-		480	-	120	-	168	122	-	-	-	-	70	-	960	1,985	(1,156)
FICA- HR	-	-	-		-	-	-	-	-	-	-	-	-	-	183	-	183		
FICA/MEDICARE-MAP-JB	920	-	-		920	-	-	-	-	-	-	-	-	-	-	-	1,839	5,373	1,851
FICA/MEDICARE-JE	187	131	56		-	1,309	-	-	-	-	-	-	-	-	-	-	1,683		
FICA/MEDICARE-Case Managers	-	-	-		-	3,439	-	-	-	-	-	-	-	-	-	-	3,439	2,351	(2,045)
FICA/MEDICARE-Case Managers PT	-	-	-		-	956	-	-	-	-	-	-	-	-	-	-	956		
FICA/MEDICARE-Case Managers ILP	-	-	-		-	-	-	304	-	-	-	-	786	-	-	-	1,090	834	(256)
FICA/MEDICARE - Asst Coor	-	-	-		1,512	-	-	-	-	-	-	-	-	-	-	-	1,512	2,892	1,381
FICA/MEDICARE PT MAP	1,038	302	129		-	-	1,160	-	1,373	1,428	128	-	-	-	-	-	5,559	2,749	(2,810)
FICA/MEDICARE-Accounting	200	160	160		-	-	200	200	200	200	-	-	-	-	679	-	1,998		
FICA/MEDICARE-LIHTC Resident Services	-	-	-		-	-	-	-	-	-	-	-	382	-	-	-	382		(382)
FICA/MEDICARE-Ambassador Housing												1,420					1,420	1,344	(76)
Health Insurance - Director					1,186		297		415	303					172		2,372	(18)	(6,653)
Health Insurance - HR															13		13		
Health Insurance-MAP-JB	2,233				2,233												4,467	1,561	(6,646)
Health Insurance-JE	416	291	125			2,909									-		3,740		
Health Insurance-Case Managers						9,916							-				9,916	12,515	2,599
Health Insurance-Case Managers ILP								1,182					3,059				4,241	307	(3,934)
Health Insurance- Asst Coor					4,214												4,214	7,031	2,817
Health Insurance-Accounting	425	340	340				425	425	425	425					1,445		4,250		
Health Insurance-LIHTC Resident Services													444				444	4,756	4,312
Health Insurance-Ambassador Housing												4,445					4,445	4,082	(364)

**Housing Authority of the City of Columbia, Missouri**  
**CHA Low-Income Services Budget / Fiscal Year January 1 - December 31, 2022**  
**Unaudited Budget to Actual Comparison through 06/30/2022**

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Retirement Benefits- Director					376	-	94		132	96				-	55	-	753	1,593	(871)	
Retirement Benefits- HR															144		144			
Retirement Benefits, Coord MAP-JB	203				203												405	647	(1,077)	
Retirement Benefits-JE	147	103	44		-	1,026	-	-	-	-	-	-	-	-	-	-	1,320			
Retirement Benefits-Case Managers	-	-	-		-	2,698	-	-	-	-	-	-	-	-	-	-	2,698	695	(2,003)	
Retirement Benefits Asst Coor					1,186												1,186	479	(706)	
Retirement Benefits-Accounting	157	125	125		-	-	157	157	157	157	-	-	-	-	533	-	1,567			
Retirement Benefits-LIHTC Resident Services													300				300		(300)	
Retirement Benefits-Ambassador Housing												1,114					1,114	58	(1,056)	
Workers Comp Ins.-Director	-	-	-		125	-	31		44	32	-			-	18	-	251	505	(317)	
Workers Comp Ins.-HR	-	-	-		-	-	-	-	-	-	-			-	48	-	48			
Workers Comp Ins.-MAP-JB	240	-	-		240	-	-		-	-	-			-	-	-	481	1,342	421	
Workers Comp Ins.-JE	49	34	15		-	342	-	-	-	-	-			-	-	-	440			
Workers Comp Ins.-Case Manager	-	-	-		-	899	-	-	-	-	-			-	-	-	899	560	(590)	
Workers Comp Ins.-Case Manager PT						250	-	-									250			
Workers Comp Ins.-Case Manager ILP								79					206				285	47	(238)	
Workers Comp Ins. Asst Coor	-	-	-		395	-	-		-	-	-			-	-	-	395	685	289	
Workers Comp Ins.- PT MAP	271	79	34		-	-	303	-	359	373	33			-	-	-	1,453	848	(606)	
Workers Comp Ins.-Accounting	52	42	42		-	-	52	52	52	52	-			-	178	-	522			
Workers Comp Ins.-LIHTC Resident Services													100				100		(100)	
Workers Comp Ins.-Ambassador Housing												371					371	350	(21)	
Property Mgmt Fees to CHA Bus. Act.														750			750	750	-	
Audit Fees															2,250		2,250	2,175	(75)	
Sundries					1,280										2,789		4,069	7,392	3,323	
Office Supplies															250		250	1,965	1,715	
Telephone					1,000	1,500											2,500	980	(1,520)	
Computer/IT Expenses					1,537	1,666									759		3,962	3,691	(272)	
advertising / marketing															250		250		(250)	
Travel Expense	720																720	177	(543)	
Staff Training	708				1,500	1,750								500			4,458		(4,458)	
Media Campaigns/FUNDRAISING															250		250	503	253	
Contracted Services for Individuals	23,460																23,460	36,256	12,797	
Program Activities/Supplies	4,014	6,213	2,833	3,786	6,331	10,214	2,812	17	3,249	-							39,466	72,434	32,969	
Memberships & Dues															50		50	63	13	
Property & Liability Insurance														1,010	2,017		3,027	2,982	(45)	
Vehicle Insurance															1,518		1,518	1,634	116	
Vehicle Maintenance															1,250		1,250	5,183	3,933	
Vehicle Fuel															599		599	1,136	537	
McBaine - Maint. Materials														870			870	800	(70)	
McBaine - Snow Removal														103			103	319	216	
McBaine - Grounds Maint.														950			950	1,824	874	
Maintenance Contracts - Other																	-	4,402	4,402	
PILOT														1,400			1,400	1,361	(39)	
Admin Fees / Chalis Expenses	3,305				2,327	8,875							5,163			(19,670)	-	(926)	(926)	
<b>Total Expenditures</b>	<b>69,390</b>	<b>15,568</b>	<b>8,417</b>	<b>3,786</b>	<b>65,100</b>	<b>122,319</b>	<b>25,000</b>	<b>9,000</b>	<b>29,330</b>	<b>26,067</b>	<b>1,835</b>	<b>25,915</b>	<b>25,709</b>	<b>5,583</b>	<b>27,701</b>	<b>(19,670)</b>	<b>441,050</b>	<b>435,548</b>	<b>(5,502)</b>	
<b>Excess (Deficiency) of Revenue Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,031</b>	<b>\$ (27,701)</b>	<b>\$ 19,670</b>	<b>\$ -</b>	<b>\$ (21,425)</b>	<b>\$ (21,425)</b>

