



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

CHALIS Board of Directors Meeting Agenda

Date: Wednesday, April 12, 2023

Time: 4:00 p.m. *

* The meeting will begin immediately following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners which begins at 4:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Meeting Minutes
- V. **Resolution 133:** To Approve an Amendment to the FY 2023 Columbia Housing Authority Low-Income Serviced (CHALIS) Budget.
- VI. Commissioner Comment
- VII. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Michelle Betz, 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: Randy Cole, 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.



Housing Authority of the City of Columbia, Missouri

CHALIS – CHA Low-Income Services, Inc.

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

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

November 9, 2022, Open Meeting Minutes

I. Call to Order:

II. The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on November 9, 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 7:02 p.m.

III. Roll Call:

Mr. Cole called the roll:

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

CHALIS Staff: Randy Cole, CEO
 Michelle Betz, Executive Assistant to CEO
 Debbi Simmons, Chief Financial Officer
 Dana Harris, HR Manager
 Tawnty Larkin, Grant Accountant

Guests:

IV. Adoption of Agenda:

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

V. Approval October 12, 2022, and August 10, 2022, 2022 CHA-Low Income Services Open Regular Meeting Minutes:

Mr. Hutton called for a motion to approve the October 12, 2022, and August 10, 2022, regular open meeting minutes as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. All Board Members voted “aye” and Mr. Hutton declared the minutes adopted as presented.

I. **Resolution 132: To Approve the FY 2023 Columbia Housing Authority Low-Income Services (CHALIS) Budget.**

Mr. Hutton asked if there were any questions. All board members indicated they approved of Resolution #132. Mr. Hutton called for a motion to approve Resolution #132 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: Hutton, Oliveri, Wenneker, Callaway

No: None

VI. **Commissioner Comment:**

There was no commissioner comment.

VII. **Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Mr. Calloway. Mr. Hutton declared the meeting adjourned at 7:06 p.m.

Bob Hutton, President

Date

Randy Cole, Executive Director

Date

Certification of Public Notice

I, Randy Cole, Executive Director of CHA Low-Income Services, do hereby certify that on November 7, 2022, I posted public notice of the November 9, 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.

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: Human Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: 2023 CHALIS Amended Budget for Calendar Year January 1, 2023 – December 31, 2023

Executive Summary

The proposed amendment to the 2023 CHALIS Budget for Fiscal Year January 1, 2023-December 31, 2023, presented here reflects changes since the original budget was approved.

Acronyms

CPS – Columbia Public Schools

CACFP – Child and Adult Care Food Program

ESSER – Elementary and Secondary School Emergency Relief Fund (ARP)

FSS – Family Self Sufficiency

HHC – Healthy Home Connections

HMUW – Heart of Missouri United Way

ILP (City) – City Independent Living Program

LIHTC – Low-income Housing Tax Credit

MAP – Moving Ahead Program

ROSS – Resident Opportunity and Self Sufficiency

RS – Resident Services

SFSP – Summer Food Service Program

Veterans United – Donations from Veterans United

Discussion

The major changes are as follows:

Revenues:

- 21st Century ESSER III and CPS ESSER – Revenue and expenditures for these carry-over grants from 2022 have been updated based on the actual financial results of the 2022 calendar year.
- MAP County Development – the award amount received was \$9,750 less than the requested amount.
- HHC grant revenue has decreased due to changes in the County billing method and rate/unit for this program. While our approved agreement is still in the amount of \$185,648, we do not believe we can reach this billing amount in 2023 and plan to negotiate a reduction.

Revenues (continued):



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

- Veterans United – the amount awarded for 2023 is \$10,000 less than anticipated.
- The Housing Ambassador grant has been added back in the amount of \$12,025. This amount was remaining of the original 2021-2022 grant when our Housing Ambassador transferred to a different position in November 2022. In March, CHA received a grant extension from the City to use these funds through 12/31/2023. CHA is therefore proposing to add back this part-time position paid through these City funds.

Expenditures:

- Moving Ahead Program – CHA staff is proposing to add a position to provide the training originally budgeted as Contracted Services with outside organizations and to assist in achieving our goals for the various programs that comprise this program.
- The County funding policy allows 15% of salaries and payroll taxes to be covered for indirect costs related to their programs. For the County MAP and HHC programs, the amended budget moves the indirect costs that exceed this amount to the City and other local funding sources. Indirect costs include paid time off, insurance and other employee benefits, and administrative costs.
- HHC - One position has been removed from this program starting in April 2023 to compensate for the reduction in anticipated revenue.
- City Housing Ambassador grant - We are proposing to add back this part-time position paid through these City funds.
- The cost of the CHALIS accountant was reduced to ½ year because the position has not been filled yet.
- Contracted Services decreased by \$30,871 based on moving costs for the proposed MAP employee to the salaries and benefits area.
- Program supplies – additional reductions in the salaries/ benefits area allowed an increase of \$47,892 to support various events and activities.

Total impact: \$22,882 reduction in 2023 estimated CHALIS funding as follows:

- Federal funds increased by \$112,127 (CPS ESSER funding - \$105,504 - was originally presented as Local grant funding but it is Federal ESSER funds)
- City grant funding increased by \$12,025 based on the addition of the Ambassador Housing grant
- County grant funding decreased by 73,543
- Local grants decreased by \$66,276 (see note on Federal funds line above)
- Other Income decreased by 7,214 based on reduction of indirect costs that can be reimbursed

Total 2023 estimated CHALIS funding is now \$925,770.



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

Suggested Commission Action

Approve the FY 2023 Amended CHALIS Budget.

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	F	G	H	I	J	K	L	M	N
1	Account Description	21st Century ESSER III	CPS ESSER (9/12/22- 06/30/23)	MAP County Development	HMUW	City MAP	Veterans United	MAP Misc	Child Care Food Program
2	Federal Grants	202,803	105,504						61,119
3	City Grants					58,660			
4	Other Governmental Grants			130,660					
5	Local Grants				56,797				
6	Rental Income								
7	Contributions								
8	Transfer of Cash from COCC								
9	Other Income						45,000	2,786	
10	Total Revenues	\$ 202,803	\$ 105,504	\$ 130,660	\$ 56,797	\$ 58,660	\$ 45,000	\$ 2,786	\$ 61,119
12	Salaries, Director	3,325	1,995		3,325				3,325
13	Salaries, HR								
14	Salaries, Prog. Coordinator-MAP-JB	23,976	12,787	9,963	-	1,066			5,328
15	Salaries, Prog. Coordinator								
16	Salaries, Case Managers								
17	Salaries, Data Entry/Support Coordinators	19,943		6,365	24				
18	Salaries, Assist. Prog. Coordinators-MF	2,184		41,496					
19	Salaries, Program Assistants PT MAP	61,263	51,461	34,307	26,956	44,109	26,956	-	
20	Salaries, Kitchen Staff								9,330
21	Salaries, Accounting								
22	Salaries, MAP TBD	13,478		1,498	562	936	749		1,498
24	FICA -Director	254	153	-	254	-	-	-	254
25	FICA- HR	-	-	-	-	-	-	-	-
26	FICA/MEDICARE-MAP-JB	1,834	978	762	-	82	-	-	408
27	FICA/MEDICARE-Program Coordinator	-	-	-	-	-	-	-	-
28	FICA/MEDICARE-Case Managers	-	-	-	-	-	-	-	-
29	FICA/MEDICARE-Data Entry/Support Coordinators	1,526	-	487	2	-	-	-	-
30	FICA/MEDICARE - Asst Prog. Coordinator	167	-	3,174	-	-	-	-	-
31	FICA/MEDICARE Prog Assistants PT MAP	4,687	3,937	2,625	2,062	3,374	2,062	-	-
32	FICA/MEDICARE, Kitchen Staff	-	-	-	-	-	-	-	714
33	FICA/MEDICARE-Accounting	-	-	-	-	-	-	-	-
34	FICA/MEDICARE-MAP TBD	1,031	-	115	43	72	57	-	115
35	Health Insurance - Director	401	240		401				401
36	Health Insurance - HR								
37	Health Insurance, Prog. Coordinator-MAP-JB	3,718	1,983		1,545	165			826
38	Health Insurance-Program Coordinator	-			-				
39	Health Insurance-Case Managers	-							
41	Health Insurance-Data Entry/Support Coordinator	2,731			2,341				
42	Health Insurance- Asst Prog. Coordinator	389			7,391				
44	Health Insurance-Accounting						-		
45	Health Insurance-MAP TBD	2,809			429	195	156		312
47	Retirement Benefits- Director	200	120		200	-	-	-	200

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	F	G	H	I	J	K	L	M	N
1	Account Description	21st Century ESSER III	CPS ESSER (9/12/22- 06/30/23)	MAP County Development	HMUW	City MAP	Veterans United	MAP Misc	Child Care Food Program
48	Retirement Benefits- HR	-	-		-	-	-	-	-
49	Retirement Benefits, Prog Coord MAP-JB	1,439	767		598	64	-	-	320
50	Retirement Benefits-Program Coor	-	-		-	-	-	-	-
51	Retirement Benefits-Case Managers	-	-		-	-	-	-	-
53	Retirement Benefits-Data Entry/Support Coordinators	1,197	-		383	-	-	-	-
54	Retirement Benefits Asst Prog. Coordinator	131	-		2,490	-	-	-	-
55	Retirement Benefits-Accounting	-	-		-	-	-	-	-
56	Retirement Benefits-MAP TBD								
58	Workers Comp Insurance-Director	67	40		67	-	-	-	67
59	Workers Comp Insurance-HR	-	-		-	-	-	-	-
60	Workers Comp Insurance,Prog Coord-MAP-JB	480	256		199	21	-	-	107
61	Workers Comp Insurance-Program Coor	-	-		-	-	-	-	-
62	Workers Comp Insurance-Case Managers	-	-		-	-	-	-	-
63	Workers Comp Insurance-Data Entry/Support Coord	399	-		128	-	-	-	-
64	Workers Comp Insurance Asst Prog Coordinator	44	-		830	-	-	-	-
65	Workers Comp Insurance,Prog Assistants-PT MAP	1,225	1,029		1,225	882	539	-	-
66	Workers Comp Insurance- Kitchen Staff	-	-		-	-	-	-	187
67	Workers Comp Insurance-Accounting	-	-		-	-	-	-	-
68	Workers Comp Insurance-MAP TBD	270	-		41	19	15	-	30
69	Property Mgmt Fees to CHA Bus. Act.								
70	Accounting Fees								
71	Audit Fees								
76	Sundries			1,130		1,000		2,000.00	
77	Office Supplies					1,802			
78	Telephone			1,000					
79	Computer/IT Expenses		9,225	900					
84	advertising / marketing							100	
85	Travel Expense								
86	Staff Training	5,085		4,000					
87	Coalition Building								
88	Media Campaigns/FUNDRAISING								
89	Credit Checks								
90	Contracted Services for Individuals	17,172		8,916					
91	Program Activities/Supplies	17,523	20,534	13,922	1,802		10,784	686	37,301
94	Memberships & Dues								
95	Property & Liability Insurance								
96	Unemployment Insurance								
97	Vehicle Insurance								
98	Vehicle Maintenance								
99	Vehicle Fuel	2,398							

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	F	G	H	I	J	K	L	M	N
1	Account Description	21st Century ESSER III	CPS ESSER (9/12/22- 06/30/23)	MAP County Development	HMUW	City MAP	Veterans United	MAP Misc	Child Care Food Program
102	McBaine - Maint. Materials								
103	McBaine - Trash								
104	McBaine - Snow Removal								
105	McBaine - Grounds Maint.								
109	PILOT								
112	Admin Fees / Chalis Expenses	11,461			3,500	4,873	3,682		400
113	Total Expenditures	202,803	105,504	130,660	56,797	58,660	45,000	2,786	61,119
115	Excess (Deficiency) of Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	O	P	Q	R	S	T	U	V	W
1	Summer Food Service Program	HHC	ILP(city)	LIHTC	Ambassador Housing (City)	MCBaine	General CHALIS	Elimination Column	CHALIS TOTAL
2	16,834								386,261
3			31,533		12,025				102,218
4		121,856							252,516
5									56,797
6						27,228			27,228
7									-
8									-
9				52,965			42,841	(42,841)	100,751
10	\$ 16,834	\$ 121,856	\$ 31,533	\$ 52,965	\$ 12,025	27,228	\$ 42,841	\$ (42,841)	\$ 925,770
12			2,328	3,325			2,328		19,950
13							5,236		5,236
14	160								53,280
15					9,360				9,360
16		92,811	4,124	-					96,936
17			16,100	-					42,432
18									43,680
19			-						245,051
20	3,998								13,328
21							29,520		29,520
22									18,720
24	-		178	254	-	-	178	-	1,526
25	-	-	-	-	-	-	401	-	401
26	12	-	-	-	-	-	-	-	4,076
27	-	-	-	-	716	-	-	-	716
28	-	7,100	316	-	-	-	-	-	7,416
29	-	-	1,232	-	-	-	-	-	3,246
30	-	-	-	-	-	-	-	-	3,342
31	-	-	-	-	-	-	-	-	18,746
32	306	-	-	-	-	-	-	-	1,020
33	-	-	-	-	-	-	2,258	-	2,258
34	-	-	-	-	-	-	-	-	1,432
35			280	401			280		2,403
36							780		780
37	25						-		8,263
38					1,762		-		1,762
39		1,952	1,084	6,726					9,762
41			390	2,341					7,803
42									7,780
44			-				5,206		5,206
45									3,902
47	-		140	200	-	-	140	-	1,197

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	O	P	Q	R	S	T	U	V	W
1	Summer Food Service Program	HHC	ILP(city)	LIHTC	Ambassador Housing (City)	MCBaine	General CHALIS	Elimination Column	CHALIS TOTAL
48	-	-	-	-	-	-	314	-	314
49	10	-	-	-	-	-	-	-	3,197
50	-	-	-	-	-	-	-	-	-
51	-	-	247	5,569	-	-	-	-	5,816
53	-	-	966	-	-	-	-	-	2,546
54	-	-	-	-	-	-	-	-	2,621
55	-	-	-	-	-	-	-	-	-
56	-	-	-	-	-	-	-	-	-
58	-	-	47	67	-	-	47	-	399
59	-	-	-	-	-	-	105	-	105
60	3	-	-	-	-	-	-	-	1,066
61	-	-	-	-	187	-	-	-	187
62	-	-	82	1,856	-	-	-	-	1,939
63	-	-	322	-	-	-	-	-	849
64	-	-	-	-	-	-	-	-	874
65	-	-	-	-	-	-	-	-	4,901
66	80	-	-	-	-	-	-	-	267
67	-	-	-	-	-	-	590	-	590
68	-	-	-	-	-	-	-	-	374
69	-	-	-	-	-	1,500	-	-	1,500
70	-	-	-	-	-	-	-	-	-
71	-	-	-	-	-	-	3,000	-	3,000
76	-	-	-	-	-	-	1,677	-	5,807
77	-	1,200	-	-	-	-	500	-	3,502
78	-	922	-	-	-	-	-	-	1,922
79	-	1,875	-	-	-	-	3,018	-	15,018
84	-	-	-	-	-	-	500	-	600
85	-	-	-	-	-	-	-	-	-
86	-	-	-	-	-	-	1,000	-	10,085
87	-	-	-	-	-	-	-	-	-
88	-	-	-	-	-	-	500	-	500
89	-	-	-	-	-	-	-	-	-
90	-	-	-	-	-	-	-	-	26,088
91	11,840	10,000	1,492	-	-	-	-	-	125,883
94	-	-	-	-	-	-	100	-	100
95	-	-	-	-	-	2,368	4,683	-	7,051
96	-	-	-	-	-	-	-	-	-
97	-	-	-	-	-	-	3,675	-	3,675
98	-	-	-	-	-	-	2,500	-	2,500
99	-	-	-	-	-	-	1,198	-	3,596

Housing Authority of the City of Columbia
CHA Low-Income Services Inc. Budget/Calendar Year ended December 31, 2023

	O	P	Q	R	S	T	U	V	W
1	Summer Food Service Program	HHC	ILP(city)	LIHTC	Ambassador Housing (City)	MCBaine	General CHALIS	Elimination Column	CHALIS TOTAL
102						1,400			1,400
103									-
104						206			206
105						1,889			1,889
109						2,800			2,800
112	400	5,995	2,206	10,325				(42,841)	-
113	16,834	121,856	31,533	31,063	12,025	10,163	69,733	(42,841)	913,694
115	\$ -	\$ -	\$ -	\$ 21,902	\$ -	\$ 17,065	\$ (26,892)	\$ -	\$ 12,076



Housing Authority of the City of Columbia, Missouri
CHALIS – CHA Low-Income Services, Inc.

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

RESOLUTION #133

To Adopt and Amendment to the FY 2023 CHA Low-Income Services (CHALIS) Budget.

WHEREAS, On November 9, 2022 the CHA Board of Commissioners adopted Resolution 2915 approving the CHA’s agency-wide budget for FY 2023 including the FY 2023 annual budgets for CHA Low-Income Services, Inc. (CHALIS); and

WEREEAS, The Board of Commissioners formally approved the FY 2023 CHALIS budget at the November 9, 2022 CHALIS Board of Commissioners meeting; and

WHEREAS, the Board of Commissioners is considering an amendment to the FY 2023 CHALIS budget to ensure anticipated revenues and expenses are aligned with the most current grant awards.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the CHA Low-Income Services Inc., hereby adopts resolution #133 and approves an amendment to the FY 2023 CHA Low-Income Services Inc. budget as attached hereto and made a part hereof and making these revisions effective April 12, 2023.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted April 12, 2023

