



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, November 1, 2023

Time: 5:30 p.m. *

* 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 of Meeting Minutes
- V. **Resolution 136:** To Approve the FY 2024 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.



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CHALIS – CHA Low-Income Services, Inc.

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

September 13, 2023, Open Meeting Minutes

I. Call to Order:

II. The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on September 13, 2023, 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 6:56 p.m.

III. Roll Call:

Mr. Cole called the roll:

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

CHALIS Staff: Randy Cole, CEO
Michelle Betz, Executive Assistant to CEO
Justin Anthony, Director of Resident Services
Tim Koske, Chief Financial Officer

IV. Adoption of Agenda:

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

V. Approval August 23, 2023, CHA-Low Income Services Open Regular Meeting Minutes:

Mr. Hutton called for a motion to approve the August 23, 2023; regular open meeting minutes as presented. A motion was made by Ms. Wenneker. Second by Ms. Rahn. All Board Members voted “aye” and Mr. Hutton declared the minutes adopted as presented.

VI. Resolution 135: Authorizing the Recension CHA Low-Income Services current 21st Century Grant, and Acceptance of a New Five-Year Funding Award from the Missouri Department of Elementary and Secondary Education to Implement and Expand Afterschool Programming Through the Moving Ahead Program.

Mr. Cole shared CHALIS received a grant of \$399,778 per year for 5 years with a total of \$1,998,890. With the acceptance of this grant CHA will have to terminate its current ARP 10 grant effective 08/31/2023.

Mr. Hutton asked if there were any questions. All board members indicated they approved of Resolution #135. Mr. Hutton called for a motion to approve Resolution #135 as presented. A motion was made by Ms. Wenneker. Second made by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Wenneker, Rahn, Calloway, Oliveri

No: None

VII. Commissioner Comment:

There was no commissioner comment.

VIII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Rahn. Mr. Hutton declared the meeting adjourned at 7:04 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 September 11, 2023, I posted public notice of the September 13, 2023, 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



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Department Source: Human Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: 2024 CHALIS Budget for Calendar Year January 1, 2024 – December 31, 2024

Executive Summary

The proposed 2024 CHALIS Budget for Fiscal Year January 1, 2024-December 31, 2024, presented here reflects an estimate for the 2024 budget year.

Acronyms

21st Century CCLC – 21st Century Community Learning Center

CPS ESSER III – Columbia Public Schools Elementary and Secondary School Emergency Relief Fund (ARP)

MAP – Moving Ahead Program

HMUW – Heart of Missouri United Way

CACFP – Child and Adult Care Food Program

SFSP – Summer Food Service Program

HHC – Healthy Home Connections

ILP (City) – City Independent Living Program

LIHTC – Low-income Housing Tax Credit

Discussion

Revenues:

- Federal Grants total \$623,633, County Grants total \$316,308, City Grants total \$90,193, Local Grants total \$56,797 and Rental and Other Income total \$84,597 for a full budget of \$1,171,528.
- In 2023, CHALIS was awarded a five-year 21st Century grant beginning September 1, 2023. The 21st Century ESSER funding award was completed in August 2023. The 21st Century budget is broken down into the two grant periods covered during 2024. The 2023 column includes what we estimate will remain at the end of this year for the first-year funding to be used through June 2024. The 2024 column is funding for the second half of 2024 and represents one half of the year 2 budget less a \$26,320 carryover to 2025.
- The Columbia Public Schools ESSER III funding grant period ends on June 30, 2024. The budget reflects an estimate of the amount remaining to carry over to 2024.
- County grants, City grants, and United Way grant funding amounts are unchanged from the current year.



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Expenditures:

- Salaries increases are budgeted for current staff and two full-time positions have been added.
- Health and dental Insurance costs are budgeted with an increase of 8 percent.
- Contracted Services provide educational speakers to bring programming in-house to the Moving Ahead Program.
- Professional development is required for the Moving Ahead staff to complete their annual clock hour requirements for teaching.
- Program expenses provide programming supplies, food, and supplies required for licensing.

Moving Ahead Program (MAP)

- The MAP program includes several funding sources: 21st Century, CPS ESSER, MAP County, City MAP, and Heart of Missouri United Way – total estimated funding from all sources is \$795,475.
- The budget includes salary increases for current full-time and part-time staff.
- The budget includes the addition of two full-time positions to function as program support coordinators.
- The budget includes increasing two part-time positions to 28 hours per week and changes their position title to Lead Teacher.
- One part-time staff member included in the budget splits their time between the roles of kitchen assistant and van driver for the MAP program.
- The budget also includes 10 part-time teachers working 17 hours per week. There is no health insurance or retirement budgeted for these staff, apart from two active staff currently enrolled in the retirement plan.
- The Data Coordinator position is allocated as a .5 FTE to the Moving Ahead Program.
- There is \$145,978 allocated for program supplies and \$30,216 for Contracted Services in 2024. This is a 14% increase from the 2023 budget and is available because of the increased 21st Century funding awarded.



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Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)

- Includes one PT staff – Kitchen Manager
- The budget allows for about \$1,000/week for food and food supplies purchases.
- The CACFP program provides a healthy after-school snack and dinner each day for each MAP student attending the program during the school-year months. The SFSP program provides breakfast and dinner each day for the students who attend the summer MAP program.

Healthy Home Connections (HHC) Program

- Three FT resident services coordinators are split between HHC, City Independent Living Program and LIHTC funding = 2.55 FTE is allocated to HHC.
- .25 FTE of the Data Coordinator position is allocated to grant.
- About ½ of health insurance benefits are allocated to the LIHTC funding based on grant funding restrictions.
- Program expenses are budgeted to assist tenants with their basic needs.

City Independent Living (ILP) Program

- Three FT resident services coordinators are split between HHC, City ILP and LIHTC funding = .45 FTE is allocated to City ILP.
- .25 FTE of the Data Coordinator position is allocated to grant.

LIHTC funding

- This revenue is unchanged from the 2023 funding.
- Funding is received from Stuart Parker (84 units), Bear Creek (76 units), Bryant Walkway (54 units), and Bryant Walkway II (36 units) to cover the time spent by the three FT resident services coordinators serving these tenants.



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CHALIS General

- Includes 30% of the Director of Resident Services, 40% of the CHALIS Accountant, and 10% of the HR Manager and IT Coordinator.
- Vehicle maintenance and insurance not covered by grant funding is allocated here.
- Liability insurance and audit costs will be charged to CHALIS General and allocated to the various grants where allowable as an indirect cost.

Recommended Commission Action

Approve the FY 2024 CHALIS Budget.



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RESOLUTION 136

To Adopt the FY 2024 CHA Low-Income Services (CHALIS) Budget.

WHEREAS, On November 1, 2023, the CHA Board of Commissioners adopted Resolution #2934 approving the CHA’s agency-wide budget for FY 2024 including the FY 2024 annual budgets for CHA Low-Income Services, Inc. (CHALIS); and

WHEREAS, The Board of Commissioners desires to formally approve the FY 2024 CHALIS budget within a CHALIS Board of Commissioners meeting and ensure ongoing reporting of revenues, expenses, and programming throughout 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the CHA Low-Income Services Inc. hereby adopts Resolution 136 and approves the FY 2024 CHA Low-Income Services Inc. budget as attached hereto and made a part hereof and making these revisions effective January 1, 2024.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023

CHA Low-Income Services, Inc.
 Calendar Year Budget January 01,2024 - December 31, 2024
 First Draft 11-01-2023

	21st CCLC (2023-2024)		MAP-CPS ESSER III (2023-2024)	MAP County	City MAP	Heart of MO United Way	Child & Adult Care Food Program CACFP	Summer Food Service Program SFSP	Healthy Home Connections HHC	City Independent Living Program	LIHTC	McBaine	CHALIS General	Elimination	Totals
	40-23-412	40-24-412	40-24-413	40-24-130	40-24-051	40-24-201	40-24-415	40-24-425	40-24-120	40-24-061	40-00-000-42%%	40-00-090	40-00-000		
Income Summary															
Federal Grants	287,339	176,119	85,900				56,275	18,000							623,633
County Grants				130,660						185,648					316,308
City Grants					58,660					31,533					90,193
Local Grants						56,797									56,797
Rental Income												31,632			31,632
Other Income											52,965		55,896	(55,896)	52,965
Total Revenues	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	52,965	31,632	55,896	(55,896)	1,171,528
Expense Summary															
Salaries, FT	74,402	49,221	21,985	45,401	10,913	6,528	3,876	554	134,776	23,784	-	-	59,474	-	430,914
Salaries, PT	103,072	28,033	22,748	28,951	22,748	16,544	12,882	4,294							239,272
Payroll Taxes, FT	5,692	3,765	1,682	3,473	835	499	297	42	10,310	1,819			4,550		32,964
Payroll Taxes, PT	7,885	2,148	1,740	2,215	1,740	1,266	985	328	-	-					18,307
Benefits, FT	16,089	16,871	8,123	5,206	3,087	2,427	937	134	18,683	5,109	10,266	-	14,004		100,938
Benefits, PT	2,061	1,093	455	769	3,614	1,515	1,031	344							10,881
Indirect Cost	9,519	9,519	7,500	-	6,372	10,746	1,200	625	-	-	10,416	-		(55,896)	-
Contracted Services	8,350	8,350	-	13,516	-	-	-	-	-	-	-	-	-	-	30,216
Telephone	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
Computer/IT Expense	-	-	8,300	3,900	2,000	7,000	-	816	1,501	821	13,158	-	3,354	-	40,850
Travel Expense	6,778	5,778	-	-	-	-	-	-	-	-	-	-	-	-	12,556
Professional Development	-	5,100	-	2,041	-	-	-	-	-	-	-	-	1,500	-	8,641
Office Supplies	-	-	-	-	1,802	-	-	-	500	-	-	-	500	-	2,802
Sundry, Miscellaneous	-	-	-	1,130	1,000	5,000	200	100	1,079	-	-	500	1,000	-	10,009
Program Expenses	53,491	46,242	13,367	23,058	4,549	5,272	34,867	10,763	18,799	-	-	-	-	-	210,408
Program Expenses															
Management fees												1,500			1,500
Vehicle Fuel/Maintenance													1,270		1,270
Maintenace exp												4,100			4,100
PILOT												3,162			3,162
Audit expense													3,500		3,500
Property Insurance												2,440			2,440
Liability Insurance												265	4,902		5,167
TOTAL	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	33,840	11,967	94,054	(55,896)	1,170,896
Excess (Deficiency) of Revenue over Expenditures	-	-	-	-	-	-	-	-	-	-	19,125	19,665	(38,158)	-	632

CHA Low-Income Services, Inc.
CY2024 Budget January 1, 2024-December 31, 2024
Staff Listing

Program	CHALIS EMPLOYEE	Status
CHALIS General	HR Manager	FT
CHALIS General	Director of Resident Services	FT
CHALIS General	CHALIS Accountant	FT
CHALIS General	IT Coordinator	FT
CHALIS	Data Coordinator	FT
MAP	Program Coordinator	FT
MAP	Assistant Program Coordinator	FT
MAP	Program Support Coordinator (open position)	PT
MAP	Program Support Coordinator (open position)	PT
MAP	PT1 - Lead Teacher	PT
MAP	PT2 - Lead Teacher	PT
MAP	PT 3	PT
MAP	PT4	PT
MAP	PT 5	PT
MAP	PT 6	PT
MAP	PT 7	PT
MAP	PT 8	PT
MAP	PT 9	PT
MAP	PT 10	PT
MAP	PT11	PT
MAP	PT12	PT
CACFP/SFSP	Kitchen Manager	PT
MAP	Kitchen Assistant/ Van Driver	PT
HHC/ILP	Resident Services Coordinator	FT
HHC/ILP	Resident Services Coordinator	FT
HHC/ILP	Resident Services Coordinator	FT

