



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, October 12, 2022

Time: 5:30 p.m. *

Place: This will be a virtual meeting held through the Zoom video conferencing application. To receive an invitation to participate in the meeting, send an email request to: mbetz@columbiaha.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 August 10, 2022 Meeting Minutes
- V. **Resolution 130:** To Amend the FY 2022 Columbia Housing Authority Low-Income Serviced (CHALIS) Budget.
- VI. **Resolution 131:** To ratify the submission of a grant application for the Community Food and Nutrition Assistance, Child and Adult Care Food Program through the Missouri Department of Health and Senior Services
- 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. Michelle Betz, Executive Assistant at (573) 443-2556, extension 1122, at least one working day prior to the meeting.

(Email: info@columbiaha.com)

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: info@columbiaha.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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Department Source: Finance

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

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Board Resolution 130, approving an amendment to the FY 2022 CHALIS Budget

Executive Summary

Approval of the attached resolution will authorize a budget amendment for the FY 2022 CHA Low-Income Services Budget. This amendment includes a net increase in \$104,540 for CHALIS.

Discussion

Acronyms

21st Century CCLC – 21st Century Community Learning Center

CACFP – Child and Adult Care Food Program

MAP – Moving Ahead Program

HHC – Healthy Home Connections

HMUW – Heart of Missouri United Way

ILP (City) – City Independent Living Program

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

LIHTC – Low-income Housing Tax Credit

Major changes from the original approved 2022 budget:

- Added grants received after approval of the original budget as follows –
 - a. 21st Century ESSER III \$84,076 (year 1 \$168,151/2)
Grant fiscal year began July 1, 2022
 - b. Columbia Public Schools ESSER \$52,784 (\$3,600 for hotspots, \$600 for computer monitors, \$2,200 for a projector screen, \$25,000 for the Teen Room expansion and \$21,384 (40%) of increased salary/benefits)
 - c. No Kid Hungry \$4,580 – funds to purchase a new dishwasher for the Moving Ahead program
 - d. Utility assistance funds received in 2021 was fully expended in 2022 - \$3,905
- Revised existing 21st Century CCLC grant to reflect actual results – reduced revenue and expenditures by \$33,356. Grant ended in June 2022.
- Revised the following grants based on final grant awards for 2022 –
 - a. HHC program reduced by \$44,647
 - b. Heart of Missouri United Way increased by \$6,797



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c. City Independent Living increased by \$13,533

- Adjusted Veterans United based on receipt of \$50,000 donation in July 2022 – increased by \$12,866
- Adjusted MAP Misc income to actual received to date – increased \$6,114

Total impact: \$104,540 increase in funding and expenditures as follows –

- Federal funds increased by \$106,738
- City grant funds increased by \$12,768
- County grants decreased by \$44,648
- Local grants increased by \$6,797
- Contributions and other income increased by \$22,885

Total 2022 estimated CHALIS funding is now \$986,640.

Suggested Commission Action

Adopt the Resolution amending the FY 2022 CHA Low-Income Services Budget.



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CHALIS – CHA Low-Income Services, Inc.

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RESOLUTION #130

To Adopt Revisions to the FY 2022 CHA Low-Income Services (CHALIS) Budget.

WHEREAS, On November 13, 2021 the CHA Board of Commissioners adopted Resolution 2885 approving the CHA’s agency-wide budget for FY 2022 including the FY 2022 annual budgets for CHA Low-Income Services, Inc. (CHALIS); and

WEREEAS, The Board of Commissioners desires to approve budget adjustments to the CHA Annual Budget when significant anticipated changes in assumptions for revenues, expenses and programming have been identified; and

WHEREAS, CHA anticipates a net increase in revenue and expenses in FY 2022 due to changes in budget assumptions and additional grant awards for FY 2022; and

WHEREAS, As a result of a 21st Century ESSER III grant award, CHA will receive a \$84,076 increase in revenue for FY 2022; and

WHEREAS, As a result of a Columbia Public Schools ESSER III funding award, CHA will receive a \$52,784 increase in revenue for FY 2022; and

WHEREAS, As a result of a No Kid Hungry funding award, CHA will receive \$4,580 in increased revenue for FY 2022; and

WHEREAS, revising CHA’s annual 21st Century grant to reflect actual revenues and expenses will reduce the FY 2022 budget by \$33,356; and

WHEREAS, the Health Homes Connections Program funded by the Boone County Children Services Fund was reduced by \$44,647; and

WHEREAS, the City of Columbia’s Independent Living Program funding will receive an increase by \$13,533; and

WHEREAS, the receipt of a Veterans United donation in July 2022 has resulted in an increase in the annual CHALIS budget by \$12,866; and

WHEREAS, the receipt of Moving Ahead Program (MAP) income actuals will result in an increase by \$6,114; and

WHEREAS, the net change in FY 2022 budget for CHALIS will result in a \$104,540 increase in revenues and expenses; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the CHA Low-Income Services Inc., hereby adopts resolution #130 and approves revisions to the FY 2022 CHA Low-Income Services Inc. budget as attached hereto and made a part hereof and making these revisions effective October 12, 2022.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted October 12, 2022

Housing Authority of the City of Columbia, Missouri
CHA Low-Income Services Budget / Fiscal Year January 1 - December 31, 2022
Amended 10/12/2022

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	21st Century ESSER III	CPS ESSER	No Kid Hungry	Utility Assistance	LIHTC Resident Services	MCBaine	General CHALIS	Elimination Column	TOTAL
Federal Grants	105,424	31,136	15,489	7,572									84,076	52,784	4,580						301,060
City Grants								31,533	58,660			51,065									141,258
Other Governmental Grants					130,198	199,992															330,191
Local Grants							56,797														56,797
Rental Income																		27,228			27,228
Contributions											9,784										9,784
Other Income										65,000	-					3,905	51,417		23,918		144,240
Total Revenues	\$ 105,424	\$ 31,136	\$ 15,489	\$ 7,572	\$ 130,198	\$ 199,992	\$ 56,797	\$ 31,533	\$ 58,660	\$ 65,000	\$ 9,784	\$ 51,065	\$ 84,076	\$ 52,784	\$ 4,580	\$ 3,905	\$ 51,417	27,228	\$ 23,918	\$ -	\$ 1,010,558

Salaries, Director					4,302	12,906		3,097					1,975						12,136		34,416
Salaries, HR																			5,028		5,028
Salaries, Prog. Coordinator-MAP	22,880		2,478		48,758				12,800				12,740								99,656
Salaries, Prog. Coordinator	-	800	-			6,542															7,342
Salaries, Case Managers						86,514															86,514
Salaries, Case Managers PT																					-
Salaries, Case Managers ILP								14,046													14,046
Salaries, Assist. Prog. Coordinators					2,000			4,682					1,976	18,682							27,340
Salaries, Program Assistants PT MAP	42,717	13,473	2,348		1,251		46,971		30,795	8,831	2,903		29,204								178,491
Salaries, Accounting	-	608	-						1,014				-						28,798		30,420
Salaries, LIHTC Resident Services																	24,960				24,960
Salaries, Ambassador housing												37,128									37,128
FICA -Director	-	-	-		329	987	-	237	-	-	-	-							928	-	2,482
FICA- HR	-	-	-		-	-	-	-	-	-	-	-							385	-	385
FICA/MEDICARE-MAP	1,720	-	190		3,730	-	-	-	979	-	-	-	975								7,593
FICA/MEDICARE	-	61	-		-	500	-	-	-	-	-	-									562
FICA/MEDICARE-Case Managers	-	-	-		-	6,618	-	-	-	-	-	-									6,618
FICA/MEDICARE-Case Managers PT	-	-	-		-	-	-	-	-	-	-	-									-
FICA/MEDICARE-Case Managers ILP	-	-	-		-	-	-	1,075	-	-	-	-									1,075
FICA/MEDICARE - Asst Coor	-	-	-		153	-	-	358	-	-	-	-	151								662
FICA/MEDICARE PT MAP	3,653	1,031	180		96	-	1,925	-	2,356	676	222	-	2,530	2,593							15,261
FICA/MEDICARE-Accounting	-	47	-		-	-	-	-	78	-	-	-	-						2,196	-	2,320
FICA/MEDICARE-LIHTC Resident Services	-	-	-		-	-	-	-	-	-	-	-					1,920				1,920
FICA/MEDICARE-Ambassador Housing												2,840									2,840
Health Insurance - Director					398	1,195		287												1,404	3,284
Health Insurance - HR																				777	777
Health Insurance-MAP	1,336	130	402		7,850				4,886				1,945								16,549
Health Insurance	-		-			1,153															1,153
Health Insurance-Case Managers						18,181															18,181
Health Insurance-Case Managers ILP								2,762													2,762
Health Insurance- Asst Coor					350			479					48								877
Health Insurance-Accounting	-	173							289				289						7,923		8,675
Health Insurance-LIHTC Resident Services																	5,270				5,270
Health Insurance-Ambassador Housing												8,163									8,163

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Retirement Benefits- Director					258	774	-	186	-	-			119					-	728	-	2,065	
Retirement Benefits- HR																			302		302	
Retirement Benefits, Coord MAP	398		149		2,925				768				964								5,204	
Retirement Benefits	-	48	-	-	-	393	-	-	-	-	-	-					-	-	-	-	441	
Retirement Benefits-Case Managers	-	-	-	-	-	5,636	-	1,023	-	-	-	-					-	-	-	-	6,659	
Retirement Benefits Asst Coor					120			281													401	
Retirement Benefits-Accounting	-	37	-	-	-	-	-	-	-	-	-	-							1,728	-	1,764	
Retirement Benefits-LIHTC Resident Services																	1,498				1,498	
Retirement Benefits-Ambassador Housing												2,229									2,229	
Workers Comp Ins.-Director	-	-	-	-	82	245	-	59	-	-	-	-							231	-	616	
Workers Comp Ins.-HR	-	-	-	-	-	-	-	-	-	-	-	-							96	-	96	
Workers Comp Ins.-MAP	435	-	47		926	-	-	-	243	-	-	-	242								1,893	
Workers Comp Ins.	-	15	-	-	-	124	-	-	-	-	-	-									139	
Workers Comp Ins.-Case Manager	-	-	-	-	-	1,644	-	-	-	-	-	-									1,644	
Workers Comp Ins.-Case Manager PT																					-	
Workers Comp Ins.-Case Manager ILP								267													267	
Workers Comp Ins. Asst Coor	-	-	-	-	38	-	-	89	-	-	-	-	3								130	
Workers Comp Ins. - PT MAP	908	256	45		24	-	364	-	585	168	55	-	555	860							3,819	
Workers Comp Ins.-Accounting	-	12	-	-	-	-	-	-	19	-	-	-							547	-	578	
Workers Comp Ins.-LIHTC Resident Services																	474				474	
Workers Comp Ins.-Ambassador Housing												705									705	
Property Mgmt Fees to CHA Bus. Act.																		1,500			1,500	
Audit Fees																			4,500		4,500	
Sundries	834		86						1,861		2,180								2,795		7,755	
Office Supplies									398										650		1,048	
Telephone	67				1,000	2,500	50		20		8										3,645	
Computer/IT Expenses	131				1,504	2,387	81		20		4								2,863		6,990	
advertising / marketing																			500		500	
Travel Expense	94																				94	
Staff Training	-				3,420	3,500				3,724			2,176					1,000	500		14,320	
Media Campaigns/FUNDRAISING																			500		500	
Contracted Services for Individuals	21,920				10,000					1,300			19,944								53,164	
Program Activities/Supplies	4,344	13,308	9,068	7,572	31,591	31,083	6,980	1,157		50,302	3,945		3,516	30,649	4,580	3,905					201,999	
Memberships & Dues																			100		100	
Property & Liability Insurance																		2,023	3,943		5,966	
Vehicle Insurance																			3,269		3,269	
Vehicle Maintenance											466								6,000		6,466	
Vehicle Fuel													720						200		920	
McBaine - Maint. Materials																		1,740			1,740	
McBaine - Snow Removal																		479			479	
McBaine - Grounds Maint.																		9,209			9,209	
PILOT																		2,722			2,722	
Admin Fees / Chalis Expenses	3,988	1,139	498		9,093	17,110	426	1,448	1,549				4,004							(39,255)	-	
Total Expenditures	105,425	31,136	15,489	7,572	130,198	199,992	56,797	31,533	58,660	65,000	9,784	51,065	84,075	52,784	4,580	3,905	34,122	18,672	89,023	(39,255)	1,010,558	
Excess (Deficiency) of Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,295	\$ 8,556	\$ (65,105)	\$ 39,255	\$ -



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Department Source: Resident Services

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

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Board Resolution 131, to approve submitting a grant application for the Moving Ahead Afterschool Food Program.

Executive Summary

Approval of the attached resolution ratifies the submission of an application and grant award of from the MO Department of Health and Senior Services for the FY2023 Child and Adult Care Food Program (CACFP) for the Moving Ahead Afterschool Food Program.

Discussion

The Missouri Department of Health and Senior Services' Child and Adult Care Food Program (CACFP) offers funding for snacks and supper meals for organized afterschool programs. Afterschool programs may serve and claim reimbursement for one snack and/or one supper, per child, per day. Children are eligible to participate through age 18. If a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that child throughout the remainder of the school year.

Each year, CHALIS must reapply for this program, which covers meals throughout the school year, and this application was submitted on September 23, 2022. As this is reimbursable funding, the application is not for a dollar amount, rather an estimated number of students and an anticipated operational schedule.

For the 2022-2023 school year, snacks are reimbursed at \$1.18 per, and suppers are reimbursed at \$4.33. It is estimated that the reimbursement revenue will be over \$60,000 and the reimbursements are generally sufficient to cover all food plus the salaries and fringes of the kitchen workers.

Suggested Commission Action

Adopt the Resolution ratifying the submission of an application and grant award from the MO Department of Health and Senior Services for FY2023 Child and Adult Care Food Program (CACFP) for the Moving Ahead Afterschool Food Program.



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RESOLUTION #131

A Resolution to Ratify the Submission of a Grant Application to the MO Department of Health and Senior Services for FY2023 Child and Adult Care Food Program (CACFP) for the Moving Ahead Afterschool Food Program

WHEREAS, the Missouri Department of Health and Senior Services' Child and Adult Care Food Program (CACFP) offers funding for snacks and supper meals for organized afterschool programs. Afterschool programs may serve and claim reimbursement for one snack and/or one supper, per child, per day. Children are eligible to participate through age 18. If a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that child throughout the remainder of the school year.; and

WHEREAS each year, CHALIS must reapply for this program, which covers meals throughout the school year and this application was submitted on September 23, 2022; and

WHEREAS as this is reimbursable funding, the application is not for a dollar amount, rather an estimated number of students and an anticipated operational schedule; and

WHEREAS, For the 2022-2023 school year, snacks are reimbursed at \$1.18 per, and suppers are reimbursed at \$4.33; and

WHEREAS, it is estimated that the reimbursement revenue will be over \$60,000 and the reimbursements are generally sufficient to cover all food plus the salaries and fringes of the kitchen workers,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the CHA Low-Income Services, Inc., hereby adopts Resolution 131 ratifying the submission of a grant application to the MO Department of Health and Senior Services for FY2023 Child and Adult Care Food Program (CACFP) for the Moving Ahead Afterschool Food Program.

BE IT FURTHER RESOLVED that Resolution 131 also authorizes the execution of all applicable contract agreements and the implementation of the program as described in the application.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted October 12, 2022

