



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

Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Wednesday, April 10, 2024

Time: 5:30 p.m.

Place: Columbia Housing Authority, 201 Switzler St.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Minutes
- V. **Special Item:** Mayor, Barbara Buffaloe, Proclamation: Fair Housing Month and CHA Family Self-Sufficiency (FSS) Program
- VI. Commissioner Comment
- VII. Public Comment (Limited to 5 minutes per speaker)

SPECIAL ITEM

- VIII. Annual Agency Audit and Single Audit Overview: Rubin Brown

PUBLIC HEARINGS

RESOLUTIONS

- IX. **Resolution 2949:** Approval of Annual Certification of MHACPI Member Compliance with the Requirements for Liability Coverage for Directors and Officers
- X. **Resolution 2950:** Approving an Update to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

REPORTS

- XI. Finance Report Administration Account(s) Analysis
- XII. Affordable Housing Development and Compliance: Dev. Update and Compliance Overview
- XIII. CHA LIHTC FY 2023 Operating Expense Analysis-CHA Intern Genevieve Harline
- XIV. **Department Reports:** Maintenance, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Resident Services, Safety, and Human Resources
- XV. Current Events

PUBLIC AND COMMISSIONER COMMENT

XVI. Public Comment (Limited to 5 minutes per speaker)

XVII. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Randy Cole, CEO at (573) 443-2556, extension 1100 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Mr. Cole by email at the following address: rcole@columbiaha.com.

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: rcole@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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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING March 6, 2024, BOARD MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on March 6, 2024, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:33 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner
Rigel Oliveri, Commissioner
Steve Calloway, Commissioner
Jama Rahn, Commissioner – Via Zoom, Late Arrival

CHA Staff: Randy Cole, CEO
Charline Johns, Special Programs Specialist
Jeanette Nelson, HR Manager
Tawanda Edwards, Director of Housing Programs
Justin Anthony, Director of Resident Services
Tim Koske, Chief Financial Officer
Tammy Matondo, Director of Affordable Housing Development and Compliance
Caitlin Hammons, ROSS Coordinator
Genevieve Harline

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Mr. Calloway and a second by Ms. Oliveri. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. Approval of February 7, 2024 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of February 7, 2024. A motion was made by Mr. Calloway. A second motion was made by Ms. Oliveri. Ms. Wenneker abstained. All other Commissioners voted “aye” and Mr. Hutton declared the motion approved.

SPECIAL ITEM

V. Family Self-Sufficiency Program Graduate Recognition:

Mr. Cole shared that the Family Self-Sufficiency Program had two graduates with one graduating with over \$20,000.

VI. Public Comment.

There was no public comment.

VII. Commissioner Comment.

There was no commissioner comment.

PUBLIC HEARINGS

RESOLUTIONS

VII. Resolution 2945: A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Speedy Services LLC for Mowing Services for the Columbia Housing Authority.

Mr. Cole shared that two mowing bids were received, with one being pretty high. Mr. Cole explained that Speedy Services would cost \$69,930 for the year to include eighteen(18) mows but does not include the Kinney Point Lot due to Columbia Land Care handling that properties mowing services.

Mr. Hutton inquired about the price comparison to last years. Mr. Cole stated that it is more. Mr. Calloway inquired about the difference in prices of the two vendors and stated that it would make them worry if they were actually getting what they paid for. Mr. Cole shared that they would like to try the new vendor to see how this would go.

Mr. Anthony shared that Speedy Services plans to mow three (3) days with three (3) men for ten (10) hour days. Ms. Wenneker inquired as to why Kinney Point would not be included in the mowing service. Mr. Anthony stated that CHA's vacant sites are under contract with Columbia Land Care to spread it out.

Mr. Calloway inquired about the Contract and whether or not it included a clause to state how early or late the mowers could work. Mr. Cole stated that he doesn't know if anything is in the contract but would look into this. All Commissioners shared that the City has an ordinance that should be followed and referred to.

Mr. Cole explained that the Report assessed 14 indicators of performance designed to show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by Federal Housing Legislation.

Mr. Cole shared that CHA was seeking the Boards approval to submit the report.

Mr. Hutton inquired whether or not there were any areas of concern. Mr. Cole stated that there were not.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2945 as presented. A motion was made by Ms. Oliveri. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Wenneker, Hutton, Calloway, Rahn

No: None

VIII. Resolution 2946: A Resolution to Appoint a CHA Assisted Housing Resident to the CHA Formal Hearing Panel, Representing CHA Assisted Housing Residents.

Mr. Cole explained that this resolution would appoint Anthony Allen, Oak Towers, who has a good repour with both tenants and staff. Mr. Cole shared that the Formal Panel oversees terminations on behalf of the Board of Commissioners, so they review documentation and terminations regarding their housing. Mr. Cole stated that the application was sent out to all residents with about eight (8) responses and Mr. Allen was the one that stood out the most.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2946 as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Wenneker, Hutton, Calloway

No: None

IX. Resolution 2947: A Resolution to Authorize Changes to the Job Description for the Director of Maintenance.

Mr. Cole stated that the changes would align more with the duties and responsibilities of the role in the Housing Development efforts. The Columbia Housing Authority is undergoing significant capital projects including new construction and investment in existing housing needs over the next 5 years. The Maintenance Department currently includes 13.5 FTE dedicated to maintenance, unit turns, grounds, facility service contracts and other facility needs. CHA is undergoing approximately \$50 million in new renovations through RAD Conversion and LIHTC

funded projects. CHA staff have also identified a significant level of planned maintenance and capital improvements to its existing facilities. Mr. Cole recommends approval of the updated job description, to further define this position's roles and responsibilities as CHA proceeds through several years of increased investments and capital projects.

Discussion was had regarding the Pro forma for new projects and maintenance budgets needed to maintain staffing levels.

Mr. Cole thanked Mr. Anthony for all his hard work, essentially working two positions during the interim.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2947 as presented. A motion was made by Ms. Wenneker. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Wenneker, Hutton, Calloway, Rahn

No: None

VIII. REPORTS

Monthly Management Reports:

FY 2023 Year-End Report: Accomplishments

Mr. Cole reviewed highlights from the report noting that there was an increase in the number of households and individuals served compared to the past year, an increase in FSS, Independent Living Program, ROSS and Moving Ahead participation.

Mr. Cole shared the stabilization of the Finance Department regarding allocation improvements, weekly cash flow reports and annual audits.

Mr. Cole reviewed areas of on-going focus such as Downtown Property performance regarding Bryant Walkway I & II and redevelopment and relocation taking place, further refinement of staffing plans.

Mr. Hutton shared that he had heard news of legislation outlawing the City's Ordinance regarding voucher leasing here in Columbia. Ms. Oliveri shared that this is the downside of Municipalities, when making these decisions and the State Legislators don't agree.

Credit Card Expense Report:

Mr. Cole reported that credit card expenses have increased each year gradually from 2020 to 2023 with 27 current employees issued credit cards. Mr. Cole shared those policies such as financial management, delegation of procurement and personnel policies will be updated to decrease the usage.

Discussion was had regarding options on purchases that can be made in bulk rather than being purchased in the stores with credit cards.

Mr. Cole stated that staff short-term actions will be to review current card holders and reduce based upon need/usage, review current credit limits, audit monthly credit card expenses by card holder/department and monthly reports by card holder for all Department Directors, CEO and the Board.

Mr. Cole stated that the long-term actions could be to potentially change to a new card vendor with additional internal control mechanisms, additional implementation of blanket POs and vendor invoicing that doesn't result in a reduction in tracking by employees or internal control.

Director Reports: Affordable Housing Development and Compliance, Affordable Housing Programs, Resident Services, Safety, Human Resources, Finance

Finance:

Mr. Cole reported that Year to Date (YTD) revenues are \$18 million and YTD expenditures are \$19 million, considerations of these factors are depreciation, Housing Assistance Payments (HAP) and seller financing. Mr. Cole stated that with continued increases in voucher utilization, LIHTC operation revenues and AMP 1 excess operating revenue over expenses. Mr. Cole explained that the bad debts on CHA properties are higher than budgeted. Mr. Koske stated that as rent grows, and tenants move out these debts become hard to collect.

Maintenance:

Mr. Cole reported that he plans to work with Mr. Anthony to complete regular monthly reports, refine metrics, and anticipates being down to ten (10) days or less on unit turns within two (2) weeks. Mr. Cole shared that after attending an Oak Chat meeting with residents and staff, residents mentioned that they would like for the floors and windows of the building to be cleaned, so Mr. Anthony and staff worked to make that happen and the residents were very please.

Mr. Anthony discussed the process of working on Bryant Walkway II & Bear Creek foundation issues that can be addressed within the next five (5) years if CHA was to receive CDBG funding to make repairs. Mr. Hutton suggested that they look into hiring a surveying agency to do inspections that are not invested in the property.

Public Housing/Affordable Housing Properties:

Mr. Cole reported Ms. Lewis was not able to attend but shared that the LIHTC/PBV properties have 32 vacancies, Public Housing units have 30 vacancies which is helpful for relocation purposes. Mr. Hutton inquired whether this was due to the fact that CHA was not currently leasing these units. Mr. Cole agreed stating that this was the case for both Park Avenue and Providence Walkway. Mr. Cole noted that Missouri Housing Development Commission (MHDC) would be onsite at Bryant Walkway on March 14, 2024.

Mr. Cole reviewed highlights regarding move ins and move outs from the past three (3) months and stated that CHA is still working to improve the numbers.

Affordable Housing Development/Compliance:**Kinney Point:**

Mr. Cole shared that the Subsidy layering review packet was submitted to the Field Office and then HQ, stating that there were five (5) questions received with responses to HUD anticipated on or before the end of the week. Mr. Cole reported that the Board Resolution draft for authorizing the sale of Kinney Point land to partnership was received this past Friday with CHA's attorney reviewing this prior to the next meeting.

Providence Walkway:

Mr. Cole reported that the \$2.5 million application has been submitted to Boone County for the ARPA process and CHA is planning to hit the July 5, 2024 4% LIHTC application deadline.

Bear Creek:

Mr. Cole reported that a \$693,000 application was submitted to Boone County for the ARPA process as well to assist with fifteen (15) building foundation repairs, renovation of two (2) units and community facility as well as upgrades to security cameras.

Park Avenue:

Mr. Cole shared that the HUD Part 58 Review Request for Release of Funds was submitted by the City of Columbia to HUD on February 23, 2024 and requires a two (2) week notice by HUD and internal signatures. Mr. Cole reported that HUD Subsidy Layering Review is required prior to submission of the RAD Financing Plan, with anticipation of HUD reviewing this by April 8, 2024. Mr. Cole noted that CHA staff plans to meet with Fulson, EM Harris and Architect by March 14, 2024 and anticipates conducting the bid process sometime in April. Mr. Cole shared that MHDC has approved the Firm Submission deadline to May 31, 2024.

Ms. Wenneker inquired as to which of these steps CHA felt would be the most complicated. Mr. Cole stated that financing the RAD Financing Plan would be the most intricate as it requires a lot of entry and before this can be done coordination of all other entities has to be completed.

Mr. Cole reported that he is planning to attend a Tour of "Beyond Housing" in St. Louis, which is an Affordable Housing Organization that has LIHTC Developments, Land Trusts, a Bank, a Grocery Store and a Movie Theatre that they own and operate for all of their residents.

Housing Choice Voucher Programs:

Mr. Cole reported that nineteen (19) newly leased, seven (7) attrition with a gain of twelve (12). Mr. Cole stated that several of CHA HCV staff attended the Homeless Connect and assisted the homeless population with getting access to application for CHA.

Mr. Calloway inquired about what Port Absorbed means. Ms. Edwards' shared that HCV Participants have the option to port their vouchers, which means transfer them to another

jurisdiction and in doing so that receiving agency then has the option to absorb that voucher (receiving PHA accepts financial responsibility) or Bill (initial PHA continues to pay HAP).

Resident Services:

Mr. Cole reviewed highlights from the Resident Services Moving Ahead Report, noting that the Fire Safety Inspection passed and Food Bank Annual review was successfully completed. Mr. Cole stated that CPR/1st Aid Recertifications process has started, student files are now in compliance for state licensing and funders.

Mr. Calloway inquired whether the files were paper files or were they fully paperless. Ms. Hammons' stated that the files were paper files. Mr. Cole shared that there is a mix of paper and paperless files in use across CHA. Mr. Calloway asked how much money was raised by the COMO Gives fundraising efforts. Ms. Hammons' reported that a little over \$2,000 was raised. Mr. Hutton shared that he believed it wasn't pushed as hard as it had been in the past.

Mr. Cole shared that the lightbulbs had been replaced around Moving Ahead as well. Ms. Wenneker asked Ms. Hammons what she was most excited about moving forward with Moving Ahead. Ms. Hammons' stated that the work is day to day and working along all the processes such as grant compliance will be exciting to work through.

Mr. Hutton inquired about the application process of hiring a new Director for Resident Services and MAP Coordinator. Mr. Cole shared that he is working with Ms. Nelson to put the final pieces of the job description together before posting the positions, once the Directors position is filled they plan to look for a MAP Coordinator.

Safety:

Mr. Cole shared that he does not believe there are any current safety concerns across the property. Mr. Cole noted that due to insurance changes the safety pull cords at Paquin Towers have to be removed and the tenants are being referred to Ms. Christian to get set up with Life Alert Services. Mr. Cole stated that tenants of both Paquin and Oak Towers have expressed concerns about homeless individuals gaining access to the properties when CHA staff were not present, and staff are working to come up with a resolution.

Human Resources:

Mr. Cole reported that the LIHTC Compliance Specialist Position has been posted, Grants Coordinator, Residents Services is being interviewed. Mr. Cole shared that Kendra Jackson has been hired for the Housing Ambassador position and Katrina Colon has been hired for the Affordable Housing Manager I at Paquin Tower.

Mr. Cole reviewed upcoming training and administration updates, noting the updating, and streamlining evaluation forms, reviewing Personnel Policy and making updates as necessary as well as forming a Staff Events Committee.

Mr. Calloway inquired as to whether CHA had a team of staff members that volunteer for Clean Up Columbia Event. Mr. Anthony noted that there is staff that volunteers For Columbia. Mr. Cole shared that he would ask staff if they would be willing to volunteer.

Current Events:

Mr. Cole reviewed highlights of current events such as the Housing and Community Development Commission Meeting, Reallocation of CDBG/HOME, Quarterly Senior Staff Meeting, Black History Month Trivia Night that was attended by CHA staff and Mr. Calloway. Mr. Cole reported that he attended the Unity in the Community hosted by Powerhouse and shared that he would be giving a tour of CHA operations with the City of Columbia Public Engagement Position.

Mr. Calloway inquired had CHA been advised by any of the municipal election candidates. Mr. Cole reported that they had not. Mr. Cole reported that CHA staff plan to attend the HUD Field office training in May.

IX. Public Comment.

There was no public comment.

X. Commissioner Comment.

Mr. Hutton shared that he will not be able to attend the April 3, 2024 Board Meeting and suggested that it be moved to April 10, 2024. All Commissioners stated that they would be open to the Board Meeting being moved to April 10, 2024.

Ms. Rahn shared that she would no longer be a Commissioner following this meeting as she will be graduating from the Program effective March 31, 2024. All Commissioners thanked Ms. Rahn for her service on the Board.

Ms. Wenneker asked if there will be any other hurdles that CHA will have impacting Bryant Walkway. Mr. Cole shared that he believed everything should be fine but if nothing is heard from the County by the next meeting then discussion may need to be made regarding the funding requests.

XI. Adjournment.

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Rahn. Mr. Hutton called the meeting adjourned at 7:36 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on March 1, 2024, I posted public notice of the March 6, 2024, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners 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, Chief Executive Officer

Date



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING March 15, 2024, BOARD MEETING MINUTES

I. Call to Order/Introductions:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session, via Zoom on March 15, 2024, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 2:35 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner – Via Zoom
Rigel Oliveri, Commissioner – Via Zoom
Steve Calloway, Commissioner – Via Zoom
Robin Wenneker, Vice Chair Commissioner – Via Zoom, Late Arrival

Excused: Jama Rahn, Commissioner

CHA Staff: Randy Cole, CEO
Tim Koske, Chief Financial Officer
Darcie Hamilton, Housing Development Coordinator

III. Adoption of Agenda:

Mr. Hutton made a motion to approve the agenda. A second was made by Ms. Oliveri. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. Approval of Minutes:

None.

V. Commissioner Comment:

None.

VI. Public Comment:

None.

PUBLIC HEARINGS

RESOLUTIONS

VII. Resolution 2948: Authorizing the Chief Executive Officer and Chairman of the Board of Commissioners to Execute the Appropriate Documents and Agreements with First Mid Bank for a Line of Credit for the Columbia Housing Authority.

Mr. Cole shares that the resolution is to authorize a line of credit in the amount of \$210,000.00 at an interest rate of 8%. Mr. Cole discusses that the new developments at Kinney Point, Park Avenue and Providence Walkway have resulted in increased costs. Discussion is had about Business Activities funding arriving in April, and this line of credit, while not an emergency need, would allow more flexibility as CHA goes through growth and continues to maintain cashflow throughout the year.

Mr. Hutton asks about the possibility of “borrowing from ourselves”. Mr. Cole explains that in the past CHA has done that, with an example from December and explained that those funds have requirements such as being paid back at the end of the year. Cole further explains the waterfall distributions that occur in April and July and the funds that CHA will receive at the closing of its Kinney Point Development. The closing is expected in 90 days or less.

Mr. Hutton asks if the line of credit is revolving or a one-time line of credit with a maturation date in February 9, 2025. Mr. Koske explains that the line of credit is revolving and should remain that way if CHA continues to make monthly interest payments. Mr. Cole shares that at the time of renewal, CHA staff will look to have board review or approve the line of credit again at that time. Mr. Koske shares that there will likely need to be a renewal at the time of the maturity date, but not a full closing.

Mr. Calloway asks if the interest rate is competitive or if CHA was given a special rate. Mr. Cole and Mr. Koske explain the rate and share that the rate is competitive for the market, but not a special rate. Mr. Cole does share that banking rates through First Mid were very competitive and staff feels positively about those.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2948 as presented. A motion was made by Mr. Calloway. Seconded by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Oliveri, Calloway, Wenneker
No: None

Resolution 2948 passes.

REPORTS

PUBLIC AND COMMISSIONER COMMENT

VIII. Public Comment.

There were no public comments.

Mr. Cole shares that CHA staff met with the developer, General Contractor and architects for Kinney Point and Park Avenue developments and felt that good progress was made. Kinney Point has an anticipated closing of April; however staff is waiting on MHDC to schedule a closing date.

Mr. Calloway asks for details about the Chamber of Commerce Event. Mr. Cole shares that the event is June 13, 2024. CHA is a sponsor and will have a table that commissioners are welcome at if they would like to join. The reception is at 4:00pm at Columbia College, with the event beginning at 4:45pm. The event will continue at Log Boat from 6:00-9:00pm.

Ms. Oliveri asks about the payment of the City of Columbia Utility bills and confirms that CHA receives those invoices in mailed paper form. Mr. Koske confirmed this and shares that the city is making some changes with their payment system and hopes that will save some staff time when processing payments.

Mr. Cole shares that CHA had an all staff meeting on Trauma Informed Approaches to Property Management that went well.

IX. Adjournment.

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Ms. Wenneker. Mr. Hutton called the meeting adjourned at 2:57 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on March 14, 2024, I posted public notice of the March 15, 2024, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners 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, Chief Executive Officer

Date



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Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: **Resolution 2949:** Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI) Annual Fiduciary Duties and Ethics for Public Housing Authority Officials

Executive Summary

This resolution provides certification of annual review of Fiduciary Duties and Ethics for Public Housing Authority Board Members and Officials, as required by the Columbia Housing Authority's (CHA) insurance provider.

Discussion

CHA's insurance provider, Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI) requires PHAs to verify an annual review of Fiduciary Duties and Ethics for Public Housing Authority Officials. The attached packet includes all required fiduciary topics, laws and authorities for Commissioner and CHA staff review. The CHA Director of Human Resources provided the attached packet to all CHA staff and is requiring signature verification of receipt for all staff. The CHA CEO also provided training to 20 Senior Level CHA staff at the monthly March Senior Staff meeting. Topics more specifically highlighted with staff included the following:

Fiduciary Basics

- Duty of Care
 - Exercising good judgment that any reasonably prudent person would take in a like position under similar circumstances.
- Duty of Loyalty
 - A board and its members must consider and act in good faith to advance the interest of the organization, rather than personal interests of the individual or others, or other entities to which the board member may also have certain fiduciary responsibilities.
- Duty of Obedience
 - A fiduciary is required to act with fidelity within the bounds of law, honoring the entity's mission and purpose, and complying with organizational documents, by-laws, and agreements. It requires fiduciaries to know the state and federal laws and regulations that apply to the entity, and to ensure that the Board and the entity operate within those parameters.

Statutory Requirements

- Missouri Statutes
 - Section 105.452. Prohibited acts by elected and appointed public officials and employees;
 - Section 105.454. Additional prohibited acts by certain elected and appointed public officials and employees, and
 - Chapter 99: The Housing Authorities Law (selected sections)



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Conflict of Interest

- Prohibition from Financial Gain
- Employment
- Providing Services
- Nepotism

CHA staff recommends the board review the attached Fiduciary Duties and Ethics for Public Housing Authority Officials packet and consider approval of the resolution certifying board review.

Recommended Commission Action

Review the Fiduciary Duties and Ethics for Public Housing Authority's packet and approve the resolution.



Housing Authority of the City of Columbia, Missouri Administration

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To: All CHA Employees
From: Randy Cole, CEO
Date: March 1, 2024
RE: Fiduciary Duties and Ethics for Public Housing Authority Officials.

The Columbia Housing Authority (CHA) is a member of the Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI), which provides liability and other insurance for the CHA and our remaining public housing units.

Pursuant to policy adopted by the Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI), every MHAPCI Member is required to: review MHAPCI's Board Policy entitled "Requirements for Liability Coverage for Directors and Officers and for Employment Practices;" review the MHAPCI Fiduciary Duties and Ethics for Public Housing Authority pamphlet; adopt a Code of Ethics; and **require each Commissioner and Employee of the Authority to complete and sign a statement acknowledging having read and understood the ethics policy and agreeing to comply with the policy.**

Attached to this memo is a copy of the document, Fiduciary Duties and Ethics for Public Housing Authority Officials.

The MHAPCI Board believes that training and awareness can significantly reduce the potential for costly lawsuits. Consequently, compliance with ethics and employer liability prevention training requirements shall be prerequisite to eligibility for placement, renewal, and continuation of MHAPCI's Directors and Officers and Employment Practices claims made coverage.

All CHA employees are required to read the Fiduciary Duties and Ethics for Public Housing Authority Officials and sign and return this statement to CHA Director of Human Resources.

My signature hereunder signifies that I have received a copy of The Fiduciary Duties and Ethics for Public Housing Authority. I agree it is my responsibility to read the policy and to ask questions of my supervisor, the Director of Human Resource, or the Chief Executive Officer if I do not understand any part thereof.

Employee's Name – Printed

Employee's Signature

Date

Fiduciary Duties and Ethics
for Public Housing Authority Officials

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- 17. Certification**

Fiduciary Duties and Ethics **for Public Housing Authority Officials**

Creating a Culture of Honesty and High Ethics

FIDUCIARY BASICS

- **What is a Fiduciary?**

A fiduciary is an organization or person acting on behalf of another based on an expectation of trust, confidence or responsibility. Fiduciary duty is the highest legal duty of one party to another, and requires the fiduciary to act ethically in the other party's best interest.

A fiduciary's duties are both ethical and legal. When a party accepts fiduciary responsibility to another party (the "principal"), the fiduciary is required to act in the best interests of the principal, and cannot personally benefit from the fiduciary relationship unless explicit consent is granted at the time the relationship is created. An agreement for the fiduciary to be paid for acting as a fiduciary is an example.

A fiduciary is judged by the "prudent person" standard of care, and a person acting as a fiduciary is required to act in a manner that would be expected of an ordinary, reasonable and prudent person in the same circumstances.

- **What are my responsibilities as a Fiduciary?**

The general duties of a fiduciary are a duty of care, a duty of loyalty, and a duty of obedience. These are further defined as follows:

- a) **Duty of Care.** A duty of care is taking care and exercising good judgment that any reasonably prudent person would take in a like position under similar circumstances
- b) **Duty of Loyalty.** A board and its members must consider and act in good faith to advance the interest of the organization, rather than personal interests of the individual or others, or other entities to which the board member may also have certain fiduciary responsibilities.

If a fiduciary finds himself or herself in a situation with conflicting loyalties, where the interests of one entity or individual may conflict with the interest of another entity to whom fiduciary duty is owed, such real or perceived conflicts of interest on part of the fiduciary can lead to situations in which the individual has breached his or her fiduciary duty. **It is important, therefore, for the fiduciary in such a situation to disclose a potential conflict and either withdraw from consideration of the matter in which**

the conflicts arise or obtain approval of a transaction upon informed consent of disinterested directors/fiduciaries.

- c) Duty of Obedience. A fiduciary is required to act with fidelity within the bounds of law, honoring the entity's mission and purpose, and complying with organizational documents, by-laws, and agreements. It requires fiduciaries to know the state and federal laws and regulations that apply to the entity, and to ensure that the Board and the entity operate within those parameters.

- **What if a fiduciary breaches the duties?**

Fiduciaries, including officers and directors of an entity, can face substantial civil penalties and fines for a breach of fiduciary duty, even if the breach does not result in financial loss to the entity.

Example: The Delaware Supreme Court determined that a lawsuit filed against the board of directors of Blue Bell Creameries could move forward where the board failed to “exercise oversight”. The Delaware Supreme Court reiterated that directors have a duty “to exercise oversight” and to monitor the corporation’s operational viability, legal compliance, and financial performance. The board’s “utter failure” to create a reasonable information and reporting system was an act of bad faith in breach of the duty of loyalty.

The failure to make a good faith effort to oversee the company’s operations “breaches the duty of loyalty” and can expose a director to liability. The Court’s opinion stated that, although “directors have great discretion to design context- and industry-specific approaches tailored to their companies’ businesses and resources, the board must make a good faith effort— *i.e.* try—to put in place a reasonable board-level system of monitoring and reporting.”

STATUTORY REQUIREMENTS

Missouri Statutes contain requirements and prohibitions for public officials, including employees and commissioners of public housing authorities, and include the following, which are included starting at page 8:

Section 105.452. Prohibited acts by elected and appointed public officials and employees;

Section 105.454. Additional prohibited acts by certain elected and appointed public officials and employees, and

Chapter 99: The Housing Authorities Law (selected sections)

CONFLICT OF INTEREST

Missouri law requires that public officials follow conflict of interest laws. These laws apply to actions by commissioners and employees of housing authorities. The holding of public office and public employment is intended to be a public trust. These individuals are delegated power as the public's trustees. They owe a duty of loyalty to the public interest. Actions which would tend to undermine that loyalty are destructive to the public's confidence in government and are prohibited by these laws

What Actions and Issues are Covered by Conflict of Interest Laws?

▪ **Prohibition of Financial Gain**

Missouri law prohibits a public officer or employee from:

- **Making Decisions** or engaging in activities which result in financial gain or receipt of monetary benefit for the officer, employee or family member.
- **Using their decision-making authority** to obtain financial gain which materially enriches them or their family members, or to coerce or extort anything of actual monetary value from another person or entity.
- **Exerting Influence** over a decision that affects transactions dealing with the official or employee, spouse, dependent child, or businesses with which they are associated. If public notice and competitive bidding are required, there are exceptions to the prohibition, if the official, employee, family member or family business is the low bidder
- **Using or disclosing confidential information** obtained in an official capacity or during employment with the intent of financial gain for themselves, spouse, dependent children, or related business.
- **Quid Pro Quo actions** in which a public official or employee acts or refrains from acting by reason of payment or receipt of value.

▪ **Employment**

In general, an elected or appointed public official cannot be employed in another capacity or position in the same political subdivision. For example, a Commissioner cannot also serve as the Executive Director of the Housing Authority. (However, Missouri law allows one commissioner of a Housing Authority to be an officer or employee of the city or county for which the Authority is created.) In addition, for a one-year period following termination of their role as a public official, they may not attempt to influence a decision of any agency or political subdivision of which they were an officer, employee, or over which they had supervisory authority, with limited exceptions.

- **Providing Services**

A public official may provide services or perform services for the political subdivision only if the amounts are under \$500 per transaction or \$5,000 annually, unless there is public notice and competitive bidding and the awarded bid is the lowest bid received.

- **Nepotism**

Nepotism is the practice of showing favoritism toward one's relatives to provide them with economic or employment benefits. Granting favors or jobs to relatives is a form of nepotism. The nepotism provision applies to both unpaid and volunteer positions.

Missouri law provides for an absolute ban on nepotism for public officials and public employees. Article VII, Section 6 of the Missouri Constitution specifically forbids the appointment or hiring of relatives. Section 6 provides:

Any public officer or employee in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree, by consanguinity or affinity, shall thereby forfeit his office or employment.

This definition of relative extends to include first cousins and grand nephews, and reaches to relationships created both by blood and by marriage. There is a Relationship Chart on the Missouri Ethics Commission website that provides further guidance on this definition:

Missouri Ethics Commission

Conflict of Interest Rules are enforced by the Missouri Ethics Commission, which also issues advisory opinions for questions which may occur, and provides a resource for any public official who may have questions about the statutory requirements. It can be reached at www.mec.mo.gov.

SUNSHINE LAW: TOP TEN THINGS TO KNOW

1. When in doubt, a meeting or record of a public body should be opened to the public.
2. The Sunshine Law applies to all records, regardless of what form they are kept in, and to all meetings, regardless of the manner in which they are held.
3. The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances, but it almost never requires a public body to do so.
4. Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.
5. Each public body must have a written Sunshine Law policy and a custodian of records whose name is available to the public upon request.
6. The Sunshine Law requires a custodian of records to respond to a record request as soon as possible but no later than three business days after the custodian receives it.
7. The Sunshine Law deals with whether a public body's records must be open to the public, but it generally does not state what records the body must keep or for how long. A body cannot, however, avoid a records request by destroying records after it receives a request for those records. For more information concerning records retention schedules, please visit the Missouri Secretary of State's Website – the Local Records Division for local public governmental bodies, and the Records Management Division for state agencies.
8. The Sunshine Law allows for public meetings to be both audio and video recorded by attendees. Each public governmental body may set up guidelines regarding the recording process. These guidelines can be found in the body's Sunshine Law Policy. No one is allowed to record a closed meeting, if they are not given permission to do so.
9. When responding to a request for copies of its records, the Sunshine Law limits how much a public body can charge – per page, and per hour – for copying and research costs.
10. There are specific provisions governing access to law enforcement and judicial records.

For more information, see the Missouri Sunshine Law Handbook at:

<https://ago.mo.gov/docs/default-source/publications/missourisunshinelaw.pdf?sfvrsn=20>

Missouri Attorney General Sunshine Law FAQs:

<https://ago.mo.gov/missouri-law/sunshine-law/sunshine-law-faqs>

WHISTLEBLOWING RIGHTS FOR PUBLIC EMPLOYEES

During the spring of 2018, the Missouri Legislature passed, and the governor signed legislation providing whistleblower protections for all public employees in Missouri. The legislation was intended to allow all public employees to report corruption, fraud, or waste of taxpayer dollars without fear of termination or discipline from their employers.

Background:

Prior Law: Under prior law, **state employees** had specific statutory protection from a retaliation for whistleblowing, and Missouri courts had upheld the right of all employees to be protected from retaliation for whistleblowing.

However, in 2017, the legislature passed an act making it more difficult for plaintiffs in litigation to prove discrimination. As a result of the 2017 *Whistleblowers Protection Act*, (i) only an employee of a private, non-public organization could make a claim under the Act, (ii) no independent protection from the courts was possible outside of the Act, and, (iii) public employees who were not directly employed by the state had no protection from retaliation for any whistleblowing activity.

2018 Act: The legislation enacted in 2018 was intended to cover this gap to specifically provide protection for whistleblowing for all public employees, including an employee, volunteer, intern or other individual performing work or services for a public employer, including any state agency or office, the general assembly, any legislative or governing body of the state, any unit or political subdivision of the state, or any other instrumentality of the state.

Now supervisors and appointing authorities cannot prohibit any public employee from

- discussing the operations of the public employer with any member of the legislature, state auditor, attorney general, a prosecuting attorney, a law enforcement agent, news media, the public, or any state office or body charged with investigation of alleged misconduct of a public employer; or
- disclosure of any alleged prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes evidences:
 - (1) a violation of any rule of law or regulation, or
 - (2) mismanagement, as long as the disclosure is not specifically prohibited by law.

In addition, the public employer cannot require that public employees give notice to a supervisor or the employer prior to disclosing that activity, and cannot prevent a public employee from testifying before a court, administrative body, or legislative body concerning the information.

The statute further provides that each public employer shall prominently post a copy of the statute in locations where it can reasonably come to the attention of all employees. (A copy of the statute is attached.)

A person may bring a civil action for damages against a public employer for alleged retaliation, and if the person shows by clear and convincing evidence that he has reported or was about to report a prohibited activity, the employer then has the burden of proving that any disciplinary action was not the result of such a report.

PERTINENT MISSOURI STATUTORY PROVISIONS

Conflict of Interest Provisions

1. 105.452. Prohibited acts by elected and appointed public officials and employees. —

1. No elected or appointed official or employee of the state or any political subdivision thereof shall:

(1) Act or refrain from acting in any capacity in which he is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to himself or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act, other than compensation to be paid by the state or political subdivision; or

(2) Use confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, or any business with which he is associated;

(3) Disclose confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself or any other person;

(4) Favorably act on any matter that is so specifically designed so as to provide a special monetary benefit to such official or his spouse or dependent children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, “**special monetary benefit**” means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting, except that such official may act on increases in compensation subject to the restrictions of Section 13 of Article VII of the Missouri Constitution; or

(5) Use his decision-making authority for the purpose of obtaining a financial gain which materially enriches himself, his spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.

2. No elected or appointed official or employee of any political subdivision shall offer, promote, or advocate for a political appointment in exchange for anything of value to any political subdivision.

2. 105.454. Additional prohibited acts by certain elected and appointed public officials and employees, exceptions. — 1. No elected or appointed official or employee of the state or any political subdivision thereof, serving in an executive or administrative capacity, shall:

(1) Perform any service for any agency of the state, or for any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, in excess of five hundred dollars per transaction or five thousand dollars per annum, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received;

(2) Sell, rent or lease any property to any agency of the state, or to any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power and received consideration therefor in excess of five hundred dollars per transaction or five thousand dollars per year, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(3) Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of any agency of the state, or political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to that agency for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(4) Perform any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to influence a decision of any agency of the state, or of any political subdivision in which he or she is an officer or employee or over which he or she has supervisory power;

(5) Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of any agency of the state, or a decision of any political subdivision in which he or she was an officer or employee or over which he or she had supervisory power, except that this provision shall not be construed to prohibit any person from performing such service and receiving compensation therefor, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the executive department from being employed by any other department, division or agency of the executive branch of state government. For purposes of this subdivision, within ninety days after assuming office, the governor shall by executive order designate those members of his or her staff who have supervisory authority over each department, division or agency of state government for purposes of application of this subdivision. The executive order shall be amended

within ninety days of any change in the supervisory assignments of the governor's staff. The governor shall designate not less than three staff members pursuant to this subdivision;

(6) Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or in which he or she personally participated during the period of his or her service or employment.

2. No elected or appointed official or employee of any school district shall perform a service or sell, rent, or lease any property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Housing Authority Commissioners

99.050. Commissioners — appointment — qualifications — term — compensation.

When the governing body of a city adopts a resolution or other declaration as aforesaid, it shall promptly notify the mayor of such adoption. Upon receiving such notice, the mayor shall appoint five persons who shall be taxpayers who have resided in said city for one year prior to such appointment as commissioners of the authority created for said city. When the governing body of a county adopts a resolution or other declaration as aforesaid, said body shall appoint five persons as commissioners of the authority created for said county. Three of the commissioners who are first appointed shall be designated to serve for terms of one, two, and three years, respectively, from the date of their appointment, and two shall be designated to serve for terms of four years from the date of their appointment. Thereafter commissioners shall be appointed as aforesaid for a term of office of four years except that all vacancies shall be filled for the unexpired term. No commissioner of an authority may be an officer or employee of the city or county for which the authority is created. A commissioner shall hold office until his successor has been appointed and has qualified, unless sooner removed according to sections [99.010 to 99.230](#). A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner. A commissioner shall receive no compensation for his services for the authority, in any capacity, but he shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. The powers of each authority shall be vested in the commissioners thereof in office from time to time. One more than one-half of all commissioners shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the authority upon a vote of a majority of a quorum, unless in any case the bylaws of the authority shall require a larger number. The mayor (or in the case of an authority for a county, the governing body of the county) shall designate which of the commissioners shall be the first chairman and he shall serve in the capacity of chairman until the expiration of his term of office as commissioner. When the office of the chairman of the authority thereafter becomes vacant, the authority shall select a chairman from among its commissioners. An authority shall select from among its commissioners a vice chairman, and it may employ a

secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. For such legal services as it may require, an authority may call upon the chief law officer of the city or the county or may employ its own counsel and legal staff. An authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper.

99.051. Additional provisions, additional commissioners, St. Louis City — to be tenants of housing authority — qualifications, vacancies. — 1. Notwithstanding any conflicting provisions of section [99.050](#), in cities not within a county the following provisions shall govern the composition of the housing authority commission and the selection of the members thereof:

(1) Appointive members of the housing authority commission shall be appointed by the mayor subject to the approval of the governing body of the city;

(2) Within one hundred days of the date the term of two appointed members is to expire, and every fourth year thereafter, an election shall be conducted by the housing authority commission, after ten days' written notice to each tenant of the housing authority, to elect from among the tenants in good standing of the housing authority two housing authority commissioners in addition to the five appointed members. The election shall be by written ballot and each tenant of the housing authority who has attained the age of eighteen years shall be entitled to one vote. The two persons, tenants of the housing authority, receiving the two highest numbers of votes cast at the election shall be elected to terms of four years and until their successors are elected and qualified. The elective members of the commission, in addition to being tenants in good standing of the housing authority, shall possess the other qualifications required for the office by the provisions of sections [99.010](#) to [99.230](#), and shall not be employed in any capacity by the authority.

2. Commissioners of the housing authority required by this section to be tenants of the housing authority shall not be construed, because of such tenancy, to have a direct or indirect interest in any housing authority project, or in any property included or planned to be included in any project, or in any proposed contract for materials or services within the meaning of section [99.060](#).

3. Any commissioner required by provisions of this section to be a tenant of the housing authority who ceases to be such shall thereby forfeit his office. In the event a tenant commissioner forfeits his office, a special election shall be held for the purpose of filling the vacancy. The election shall be conducted according to the procedures specified in subdivision (2) of subsection 1 of this section governing the conduct of regular elections of tenant commissioners. The successor elected at a special election shall serve only the remaining term of his predecessor.

99.052. Commissioner may be employee of city or county. — Notwithstanding any provision in section [99.050](#) to the contrary, one commissioner of an authority may be an officer or employee of the city or county for which the authority is created.

99.053. Appointment of additional housing commissioner authorized where necessary to comply with federal law. — 1. Notwithstanding any provision of section [99.050](#) to the contrary regarding the number of housing commissioners, in any political subdivision except those

described in subsection 2 of this section, a sixth housing commissioner may be appointed. Such a commissioner may be appointed, in the same manner as other appointees pursuant to section 99.050, if the housing authority determines that such a commissioner is needed to fulfill any federal requirement stating that at least one person who receives direct assistance from the housing authority shall serve as a commissioner. Any commissioner appointed to serve as a commissioner for the purposes of meeting the requirement of having a person who is directly assisted by the housing authority shall forfeit such appointment if that person:

(1) Ceases to meet the requirements of housing commissioners pursuant to section 99.050; or

(2) Ceases receiving direct assistance from the housing authority for which he or she is a commissioner.

2. The provisions of this section shall not apply to those housing authorities:

(1) Located within a city not within a county;

(2) Located within a city with a population of over four hundred thousand inhabitants;

(3) Which are exempted, pursuant to federal law or regulation, from any federal requirement stating that at least one person who receives direct assistance from the housing authority shall serve as a commissioner.

99.060. Commissioner or employee of authority to have no interest in any housing project.

— No commissioner or employee of an authority shall acquire any interest direct or indirect in any housing project or in any property included or planned to be included in any project, nor shall he have any interest direct or indirect in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project. If any commissioner or employee of an authority owns or controls an interest direct or indirect in any property included or planned to be included in any housing project, he immediately shall disclose the same in writing to the authority and such disclosure shall be entered upon the minutes of the authority. Failure so to disclose such interest shall constitute misconduct in office. Upon such disclosure such commissioner or employee shall not participate in any action by the authority affecting such property.

99.070. Commissioner, how removed. — For inefficiency or neglect of duty or misconduct in office, a commissioner of an authority may be removed by the mayor (or in the case of an authority for a county, by the governing body of said county), but a commissioner shall be removed only after he shall have been given a copy of the charges at least ten days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the clerk.

ADDENDUM

Title VIII PUBLIC OFFICERS AND EMPLOYEES, BONDS AND RECORDS

Chapter 105, Effective - 28 Aug 2018

105.055. Reporting of mismanagement or violations of agencies, discipline of employee prohibited — appeal by employee from disciplinary actions, procedure — violation, penalties — civil action, when — auditor to investigate, when. — 1. As used in this section, the following terms mean:

(1) **"Disciplinary action"**, any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work, regardless of whether the withholding of work has affected or will affect the employee's compensation;

(2) **"Public employee"**, any employee, volunteer, intern, or other individual performing work or services for a public employer;

(3) **"Public employer"**, any state agency or office, the general assembly, any legislative or governing body of the state, any unit or political subdivision of the state, or any other instrumentality of the state.

2. No supervisor or appointing authority of any public employer shall prohibit any employee of the public employer from discussing the operations of the public employer, either specifically or generally, with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public, or any state official or body charged with investigating any alleged misconduct described in this section.

3. No supervisor or appointing authority of any public employer shall:

(1) Prohibit a public employee from or take any disciplinary action whatsoever against a public employee for the disclosure of any alleged prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes evidences:

(a) A violation of any law, rule or regulation; or

(b) Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, alteration of technical findings or communication of scientific opinion, breaches of professional ethical canons, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law;

(2) Require a public employee to give notice to the supervisor or appointing authority prior to disclosing any activity described in subdivision (1) of this subsection; or

(3) Prevent a public employee from testifying before a court, administrative body, or legislative body regarding the alleged prohibited activity or disclosure of information.

4. This section shall not be construed as:

(1) Prohibiting a supervisor or appointing authority from requiring that a public employee inform the supervisor or appointing authority as to legislative requests for information to the public employer or the substance of testimony made, or to be made, by the public employee to legislators on behalf of the public employer;

(2) Permitting a public employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the public employee is requested by a legislator or legislative committee to appear before a legislative committee;

(3) Authorizing a public employee to represent his or her personal opinions as the opinions of a public employer; or

(4) Restricting or precluding disciplinary action taken against a public employee if: the employee knew that the information was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, gross waste of funds, abuse of authority or endangerment of the public health or safety.

5. In addition to any other remedies provided by law, any state employee may file an administrative appeal whenever the employee alleges that disciplinary action was taken against the employee in violation of this section. The appeal shall be filed with the administrative hearing commission. The appeal shall be filed within one year of the alleged disciplinary action. Procedures governing the appeal shall be in accordance with [chapter 536](#). If the commission finds that disciplinary action taken was taken for any reason that violates this section, the commission shall modify or reverse the agency's action and order such relief for the employee as the commission considers appropriate. If the commission finds a violation of this section, it may review and recommend to the appointing authority that the violator be suspended on leave without pay for not more than thirty days or, in cases of willful or repeated violations, may review and recommend to the appointing authority that the violator forfeit the violator's position as a state officer or employee and disqualify the violator for appointment to or employment as a state officer or employee for a period of not more than two years. The decision of the commission in such cases may be appealed by any party pursuant to law.

6. Each public employer shall prominently post a copy of this section in locations where it can reasonably be expected to come to the attention of all employees of the public employer.

7. (1) In addition to the remedies in subsection 5 of this section or any other remedies provided by law, a person who alleges a violation of this section may bring a civil action against the public employer for damages within one year after the occurrence of the alleged violation.

(2) A civil action commenced pursuant to this subsection may be brought in the circuit court for the county where the alleged violation occurred, the county where the complainant resides, or the county where the person against whom the civil complaint is filed resides. A person commencing such action may request a trial by jury.

(3) A public employee shall show by clear and convincing evidence that he or she or a person acting on his or her behalf has reported or was about to report, verbally or in writing, a prohibited activity or a suspected prohibited activity. Upon such a showing, the burden shall be on the public employer to demonstrate that the disciplinary action was not the result of such a report.

(4) A court, in rendering a judgment in an action brought pursuant to this section, shall order, as the court considers appropriate, actual damages and may also award the complainant all or a portion of the costs of litigation, including reasonable attorney fees.

8. If the alleged misconduct is related to the receipt and expenditures of public funds, a public employee alleging that disciplinary action was taken against the employee in violation of this section may request the state auditor to investigate the alleged misconduct and whether the disciplinary action was taken in violation of this section. If the state auditor uses his or her discretion to make such an investigation, the time to appeal such disciplinary action under subsections 5 and 7 of this section shall be the later of one year from the date of the alleged disciplinary action or ninety days following the release of the state auditor's report.

9. The provisions of this section shall apply to public employees, notwithstanding any provisions of sections* [213.070](#) and * [285.575](#) to the contrary.

(L. 1987 H.B. 659 § 1, A.L. 1993 S.B. 180, A.L. 2000 S.B. 788, A.L. 2004 H.B. 1548, A.L. 2010 H.B. 1868, A.L. 2018 S.B. 1007)



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2949

Annual Certification of MHAPCI Member Compliance with the Requirements for MHAPCI Liability Coverage for Directors and Officers

Purpose: Pursuant to policy adopted by the Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI), every MHAPCI Member is required to: review MHAPCI's Board Policy entitled "Requirements for Liability Coverage for Directors and Officers and for Employment Practices;" review the MHAPCI Fiduciary Duties and Ethics for Public Housing Authority pamphlet; adopt a Code of Ethics; and require each Commissioner and Employee of the Authority to complete and sign a statement acknowledging having read and understood the ethics policy and agreeing to comply with the policy.

Certification: We, the Chair and Chief Executive Officer of the Columbia Housing Authority ("the Authority") state as follows:

- a. The Board of Commissioners and Chief Executive Officer of the Authority have received a copy of:
 - I. the MHAPCI Board Policy Section entitled "Requirements for Liability Coverage for Directors and Officers and for Employment Practices", amended April 9, 2020; and
 - II. the pamphlet entitled "Fiduciary Duties and Ethics for Public Housing Authority Officials.
- b. The Board of Commissioners of the Authority has reviewed and discussed these documents in a meeting of the Board of Commissioners on April 10, 2024.
- c. Each employee and Commissioner of the Authority has (i) received a current copy of the Authority's ethics policy; (ii) signed a statement attesting that such person has read and understood the policy and agrees to comply with the policy.
- d. Current copies of the executed statements are on file with the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2949 certifying MHAPCI Member Compliance with the Requirements for MHAPCI Liability Coverage for Directors and Officers.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted April 10, 2024



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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Resolution 2950: Approving an Update to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

Executive Summary

Approval of this resolution authorizes updates to Appendix 3 -Range and Salary Plan to the Columbia Housing Authority (CHA) Personnel Policy.

Discussion

The proposed resolution includes updates to the minimum and maximum pay ranges outlined in Appendix 3 - Range and Salary Plan of the Columbia Housing Authority (CHA) Personnel Policy. Similar updates were previously approved by the CHA Board of Commissioners during its regular meeting on November 9, 2022, as part of the annual budget process.

During the FY 2024 budget process, no staff-recommended updates were provided due to a staffing transition in the Director of Human Resources position. Staff have subsequently conducted an analysis to recommend updates to CHA's salary plan.

Efforts have been made by CHA, including an annual cost-of-living adjustment and a mid-year adjustment in 2023, to maintain competitive salaries. This recommended board action seeks to update the minimum and maximum rates per grade to ensure current position pay rates fall within each grade. Additionally, it aims to ensure that these adjustments are reflected in job descriptions and advertisements moving forward.

The analysis conducted by CHA staff included an assessment of current position pay rates and how they align with minimum and maximum pay rates. Comparative information from Public Housing Authorities (PHAs) in St. Louis and Springfield was also analyzed. Recommended adjustments primarily align with the previously approved cost-of-living adjustment by the CHA Board of Commissioners.

Recommended Commission Action

Adopt the Resolution Approving Updates to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.



“Draft” FY 2024 Housing Authority of the City of Columbia, Missouri
Personnel Organization Plan
Appendix 3 - Range and Salary Plan

Range	Amount	Position	
A	Grant/HUD Based (\$16-\$20)	Part-Time, Temporary	Grant Employees
B	\$33,280 to \$45,760 (\$16-\$22)	Receptionist Clerk/Administrative Assistant I	
		Maintenance I	
		Grounds Keeper, Custodian	
C	\$35,360 to \$49,920 (\$17-\$24)	Maintenance II	
		Assistant Public Housing Manager	
D	\$37,440 to \$54,080 (\$18-\$26)	Executive Assistant	
		Financial Assistant I	Maintenance Mechanic I
		Affordable Housing Manager I	
		HCV/PBV Housing Intake Coordinator	
E	\$41,600 to \$58,240 (\$20-\$28)	Maintenance Mechanic II	Safety Officer
		Financial Assistant II	Affordable Housing Manager II
		Special Programs Specialist	LIHTC Specialist
		Systems Administrator	HCV Specialist
F	\$45,760 to \$70,720 (\$22-\$34)	Accountant	Housing Choice Voucher Case Manager/Portability Specialist
		LIHTC Compliance Manager	Affordable Housing Operations Manager
G	\$58,240 to \$90,000 (\$28.00-43.27)	Director of Affordable Housing Operations	Director of Modernization and Maintenance
		Director of Affordable Housing Development and Compliance	Director of Housing Programs
		Director of Resident Services	Director of Safety
		Director of Human Resources	
H	\$90,000 to \$115,000	Chief Financial Officer	
I	\$125,000 and up	Chief Executive Officer	



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2950

To Authorize changes to job descriptions, salary ranges, Appendix 3 - Range and Salary Plan to the CHA Personnel Policy.

WHEREAS, the Housing Authority of the City of Columbia maintains Appendix 3- Range and Salary Plan to the CHA Personnel Policy to help foster effective and efficient operations of CHA; and

WHEREAS, the Board of Commissioners has reviewed the proposed range of pay for all ranges and recognizes the need for updating ranges as recommended by the Chief Executive Officer to maximize efficiency in CHA-wide operations to achieve high performance results; and

WHEREAS, the Board of Commissioners has reviewed updates to Appendix 3-Range and Salary Plan to the CHA Personnel Policy as recommended by the Chief Executive Office; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts the corresponding revisions to the CHA Personnel Policy including Appendix 3 - Range and Salary Plan, effective April 10, 2024, as attached hereto and made a part hereof.

Bob Hutton, Chairman

Randy Cole, Secretary

Adopted April 10, 2024



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 Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Administrative Budget Review, YTD - 02-29-24 and 12-31-24 pro-forma

Executive Summary

This memo packet includes data analysis of the CHA Administrative Budget for the first two months of FY 2024 (Jan-Feb).

Discussion

This month's Finance Department report offers an overview of the status of CHA's administrative budgets covering the period from January 1, 2024, through February 28, 2024. The report focuses on three primary CHA administrative budgets:

1. CHA – Affordable Housing Development (AHD)
2. CHA – Business Activities (CHA-BA)
3. CHA – Central Office Cost Center (COCC)

The initial report, titled "Admin Budget 02-29-24," compares actual revenues and expenses against budgeted amounts.

Additional efforts are planned to move operating expenses from the AHD account, however CHA BA and the COCC Administrative Accounts are in a strong position as of 4/1/24 and additional waterfall and sales proceeds of Kinney Point anticipated to be received in the first half of 2024. Current Administration Account balances and monthly expenses are as follows:

Account	4/1/24 Balance	Average Monthly Expenses Jan-Feb
CHA BA	\$223,784.40	\$43,317.50
COCC	\$386,415.13	\$48,789.00

The AHD budget currently indicates a YTD net loss of (\$29,818) as it lacks a monthly revenue source. This loss reflects (\$7,970) in expenses exceeding planned monthly expenditures. CHA staff anticipates additional development revenue from the Kinney Point and Park Avenue projects, expected upon project closing and milestone completions. CHA staff will continue to identify opportunities to reduce operating expenses and plan to incorporate potential changes in an upcoming mid-year budget amendment.

The CHA-BA budget has a net loss YTD of (\$23,397). However, CHA-BA is under budget by \$27,379. CHA's annual cash waterfall payments from Oak Towers, LP and Stuart Parker, LP for accrued interest on seller financing was received in early March and staff transferred \$226,785.74 to CHA BA. March data will show a significant gain from January through February for CHA-BA. The annual required revenue to cover expenses for CHA-BA annual is currently dependent upon the annual waterfall distribution, as monthly management fees alone do not currently cover CH-BA budgeted expenses.

The COCC budget currently maintains a net gain YTD (Jan-Feb) of \$23,246. The COCC is also under budget by \$36,741. The COCC will receive \$188,992.53 reimbursement from the LIHTC general partners for security services in March or April of 2024, except for Mid-Missouri Veterans, LP, as these security costs are paid out of operations. CHA staff continues to receive positive communication from Red Stone regarding working towards additional security expenses being paid out of LIHTC property operations.

The last report, "Admin Budget Review," evaluates administrative fund budgets, projecting estimated cash balances for December 31, 2024. It scrutinizes budget savings and forecasts non-budgeted cash items such as accrued interest on seller financing and security service reimbursements. Additionally, it provides estimates of cash balances across the three administrative funds for December 31, 2024. The estimated cash balances do **“not”** include the additional estimated \$500,000 that will be received into the CHA-BA and COCC account upon closing on Kinney Point in 2024. This action is not a regular occurrence, therefore staff provided data pertaining to regularly anticipated revenue, to help ensure clarity.

These reports indicate a need for CHA Board consideration of a mid-year budget amendment. This model can be used each month to help measure CHA’s performance against the budget and to project CHA’s cash balances.

Recommended Commission Action

Review and consider the report.

Columbia Housing Authority
Administration Revenue and Expense Summary

YTD February 2024

*****ACTUAL*****				
	CHA Affordable		CHA Central Office Cost	
	Housing Development	CHA Business Activities	Center	Total Adminstration
Management Fee	\$ -	\$ -	\$ 74,186	\$ 74,186
Asset Management Fee	-	-	3,600	3,600
Book Keeping Fee (S8)	-	-	39,053	39,053
Fee Revenue	-	-	116,839	116,839
Interest Income	575	504	3,985	5,064
Investment Income	-	-	-	-
Other Revenue	-	62,734	-	62,734
Total Revenue	\$ 575	\$ 63,239	\$ 120,824	\$ 184,638
Administrative Salaries	19,282	48,362	56,152	123,796
Compensated Absences	1,331	4,248	5,954	11,534
Auditing Fees	-	-	-	-
Advertising and Marketing	-	-	97	97
Employee Benefits - Admin.	5,012	12,633	12,345	29,990
Office Expenses	1,994	2,349	12,607	16,950
Legal Expense	-	-	1,245	1,245
Training & Travel	-	-	2,778	2,778
Other	79	621	1,826	2,525
Total Operating - Administration	27,698	68,213	93,004	188,915
Water	-	141	45	186
Electricity	-	633	370	1,004
Gas	-	1,051	299	1,350
Sewer	-	101	26	128
Total Utilities	-	1,926	741	2,667
Total Maintenance	-	801	826	1,627
Total Insurance Premiums	485	2,395	1,943	4,822
Other General Expenses	2,210	13,301	1,064	16,575
Total Operating Expenses	\$ 30,393	\$ 86,635	\$ 97,578	\$ 214,606
Excess of Operating Revenue over Operating Expenses	\$ (29,818)	\$ (23,397)	\$ 23,246	\$ (29,968)
Total Expenses	\$ 30,393	\$ 86,635	\$ 97,578	\$ 214,606
Net Gain (Loss)	\$ (29,818)	\$ (23,397)	\$ 23,246	\$ (29,968)

*****BUDGET*****				
	CHA Affordable		CHA Central Office Cost	
	Housing Development	CHA Business Activities	Center	Year to Date Budget
	\$ -	\$ -	\$ 58,850	\$ 58,850
	-	-	2,400	2,400
	-	-	28,810	28,810
	-	-	90,060	90,060
	1,326	-	1,446	2,772
	-	68,271	-	68,271
	\$ 1,326	\$ 68,271	\$ 91,506	\$ 161,103
	16,296	69,344	65,036	150,676
	-	-	-	-
	-	750	2,083	2,833
	-	33	13	46
	4,882	18,760	18,179	41,821
	543	7,983	9,250	17,777
	250	-	333	583
	667	1,667	3,750	6,083
	250	1,417	2,500	4,167
	22,888	99,954	101,144	223,986
	-	133	75	208
	-	600	383	983
	-	458	167	625
	-	83	33	117
	-	1,275	658	1,933
	-	3,550	1,950	5,500
	286	1,282	1,249	2,817
	-	12,986	-	12,986
	\$ 23,174	\$ 119,047	\$ 105,001	\$ 247,222
	\$ (21,848)	\$ (50,776)	\$ (13,495)	\$ (86,119)
	\$ 23,174	\$ 119,047	\$ 105,001	\$ 247,222
	\$ (21,848)	\$ (50,776)	\$ (13,495)	\$ (86,119)

*****VARIANCE*****				
	CHA Affordable		CHA Central Office Cost	
	Housing Development	CHA Business Activities	Center	Budget Variance \$
	\$ -	\$ -	\$ 15,336	\$ 15,336
	-	-	1,200	1,200
	-	-	10,243	10,243
	\$ -	\$ -	\$ 26,779	\$ 26,779
	(751)	504	2,539	2,292
	-	-	-	-
	-	(5,536)	-	(5,536)
	\$ (751)	\$ (5,032)	\$ 29,318	\$ 23,535
	2,986	(20,982)	(8,884)	(26,880)
	1,331	4,248	5,954	11,534
	-	(750)	(2,083)	(2,833)
	-	(33)	84	51
	130	(6,127)	(5,833)	(11,830)
	1,451	(5,634)	3,357	(827)
	(250)	-	912	662
	(667)	(1,667)	(972)	(3,305)
	(171)	(796)	(674)	(1,641)
	4,810	(31,741)	(8,140)	(35,070)
	-	7	(30)	(23)
	-	33	(13)	20
	-	593	133	725
	-	18	(7)	11
	-	651	82	734
	-	(2,749)	(1,124)	(3,873)
	199	1,113	694	2,005
	2,210	315	1,064	3,589
	\$ 7,219	\$ (32,411)	\$ (7,423)	\$ (32,616)
	\$ (7,970)	\$ 27,379	\$ 36,741	\$ 56,150
	\$ 7,219	\$ (32,411)	\$ (7,423)	\$ (32,616)
	\$ (7,970)	\$ 27,379	\$ 36,741	\$ 56,150

Budget Review for the COCC
2/29/2024

Acct#	Description	Annual
90-00-000-3610.000	Interest on Investments	-8,675.00
90-00-000-3692.100	Property Mgmt Fees-AMP 1	-62,804.00
90-00-000-3692.800	Management Fees-Section 8	-255,984.00
90-00-000-3693.100	Bookkeeping Fees-AMP 1	-9,720.00
90-00-000-3693.800	Bookkeeping Fees-Sec 8	-163,140.00
90-00-000-3694.100	Asset Mgmt Fees-AMP 1	-14,400.00
90-00-000-3695.100	CFP Mgmt Fees-AMP 1	-34,313.00
	Total Revenue	-549,036.00
90-00-000-4110.000	Salaries - Administrative	390,217.00
90-00-000-4130.000	Legal Expenses	2,000.00
90-00-000-4140.000	Staff Training	20,000.00
90-00-000-4150.000	Travel Expense	2,500.00
90-00-000-4171.000	Audit Costs	12,500.00
90-00-000-4190.000	Sundry, Miscellaneous	15,000.00
90-00-000-4190.010	Telephone	1,300.00
90-00-000-4190.020	Office Supplies	5,000.00
90-00-000-4190.030	Publications	200
90-00-000-4190.040	Postage	4,000.00
90-00-000-4190.050	Advertising & Marketing	75
90-00-000-4190.060	Computer/IT Expense	35,000.00
90-00-000-4190.070	Memberships & Dues	10,000.00
90-00-000-4310.000	Water	450
90-00-000-4310.500	Sewer	200
90-00-000-4320.000	Electricity	2,300.00
90-00-000-4330.000	Natural Gas	1,000.00
90-00-000-4420.000	Maint Matl - Miscellaneous	1,250.00
90-00-000-4420.900	Maint Matl - Gasoline	1,250.00
90-00-000-4430.000	Maint Contracts, Miscellaneous	500
90-00-000-4430.340	Maint Contracts-Landscape & Grounds	3,000.00
90-00-000-4430.390	Maint Contracts-Janitorial	4,200.00
90-00-000-4430.800	Maint Contracts-Equipment Repairs	1,500.00
90-00-000-4510.110	Insurance-Property	1,340.00
90-00-000-4510.130	Insurance-Workers Comp	5,853.00
90-00-000-4510.140	Insurance-Other	300
90-00-000-4540.110	FICA/MEDICARE, Admin	29,852.00
90-00-000-4540.120	Health Ins, Admin	60,102.00
90-00-000-4540.130	Retirement Benefits, Admin	19,117.00
	Total Expenses	630,006.00
	Budget (deficit)	-80,970.00
	Cash at beginning of the year	388,873.71
	Estimated budget savings	220,446.00
	Cash in from GP for security expenses	
	<i>Bear Creek (paid)</i>	20,132.37
	<i>Bryant Walkway (not yet paid)</i>	14,638.32
	<i>Bryant Walkway II (not yet paid)</i>	3,299.30
	<i>Oak Towers (paid)</i>	52,225.24
	<i>Stuart Parker (not yet paid)</i>	98,697.30
	Cash out for security services (estimated)	-253,992.53
	Repay of loan to CCHT	-250,000.00
	<i>Estimated ending cash balance @12-31-24</i>	213,349.71

Budget Review for CHA-Business Activities
2/29/2024

Acct#	Description	Annual
91-00-000-3190.000	Non-Dwelling Rentals	-106,780.00
91-00-000-3690.000	Other Income	-19,257.00
91-00-000-3692.900	Mgmt Fees-Non PH projects	-2,681.00
91-00-000-3810.201	Property Mgmt Fees-Mid-Mo Veterans	-10,596.00
91-00-000-3810.202	Property Mgmt Fees-Bear Creek	-37,437.00
91-00-000-3810.203	Property Mgmt Fees-Oak Towers	-69,306.00
91-00-000-3810.204	Property Mgmt Fees-Stuart Parker/Paquin	-126,376.00
91-00-000-3810.205	Property Mgmt Fees-Bryant Walkway	-23,111.00
91-00-000-3810.206	Property Mgmt Fees-Bryant WW II	-14,079.00
	Total Revenue	-409,623.00
91-00-000-4110.000	Salaries - Administrative	416,063.00
91-00-000-4130.000	Legal Expenses	0.00
91-00-000-4140.000	Staff Training	7,500.00
91-00-000-4150.000	Travel Expenses	2,500.00
91-00-000-4171.000	Audit Costs	4,500.00
91-00-000-4190.000	Sundry, Miscellaneous	8,500.00
91-00-000-4190.010	Telephone	2,500.00
91-00-000-4190.020	Office Supplies	5,000.00
91-00-000-4190.030	Publications	0.00
91-00-000-4190.040	Postage	100.00
91-00-000-4190.050	Advertising & Marketing	200.00
91-00-000-4190.060	Computer/IT Expense	40,000.00
91-00-000-4190.070	Memberships & Dues	300.00
91-00-000-4190.080	Office Furniture & Equipment	0.00
91-00-000-4190.090	Office Equipment	0.00
91-00-000-4190.091	Professional Services	0.00
91-00-000-4310.000	Water	800.00
91-00-000-4310.500	Sewer	500.00
91-00-000-4320.000	Electricity	3,600.00
91-00-000-4330.000	Natural Gas	2,750.00
91-00-000-4420.000	Maint Matl - Miscellaneous	4,000.00
91-00-000-4420.900	Maint Matl - Gasoline	50.00
91-00-000-4430.000	Maint Contracts, Miscellaneous	5,500.00
91-00-000-4430.300	Maint Contracts-Trash Removal	1,250.00
91-00-000-4430.340	Maint Contracts-Landscape & Grounds	5,000.00
91-00-000-4430.390	Maint Contracts-Janitorial	4,500.00
91-00-000-4430.800	Maint Contracts-Equipment Repairs	1,000.00
91-00-000-4510.110	Insurance-Property	1,340.00
91-00-000-4510.130	Insurance-Workers Comp	5,853.00
91-00-000-4510.140	Insurance-Other	500.00
91-00-000-4540.110	FICA/MEDICARE, Admin	31,829.00
91-00-000-4540.120	Health Ins, Admin	59,251.00
91-00-000-4540.130	Retirement Benefits, Admin	21,479.00
91-00-000-4590.000	Other General Expenses	77,914.00
	Total Expenses	714,279.00
	Budget (deficit)	-304,656.00
	Cash at beginning of the year	
	Estimated budget savings	164,274.00
	Cash in from LP for seller financing	
	<i>Bryant Walkway II (not yet paid)</i>	14,833.01
	<i>Oak Towers (paid)</i>	73,257.04
	<i>Stuart Parker (paid)</i>	153,528.70
	<i>Estimated ending cash balance @12-31-24</i>	101,236.75

Budget Review for Affordable Housing Development
2/29/2024

Acct#	Description	Annual
99-00-000-3610.000	Interest on Investments	-7,958.00
	Total Revenue	-7,958.00
99-00-000-4110.000	Salaries - Administrative	97,775.00
99-00-000-4130.000	Legal Expenses	1,500.00
99-00-000-4140.000	Staff Training	2,000.00
99-00-000-4150.000	Travel Expenses	2,000.00
99-00-000-4190.000	Sundry, Miscellaneous	1,500.00
99-00-000-4190.010	Telephone	60
99-00-000-4190.020	Office Supplies	500
99-00-000-4190.040	Postage	200
99-00-000-4190.060	Computer/IT Expense	2,500.00
99-00-000-4430.390	Maint Contracts-Janitorial	0
99-00-000-4510.130	Insurance-Workers Comp	1,467.00
99-00-000-4510.140	Insurance-Other	250
99-00-000-4540.110	FICA/MEDICARE, Admin	7,480.00
99-00-000-4540.120	Health Ins, Admin	16,758.00
99-00-000-4540.130	Retirement Benefits, Admin	5,055.00
	Total Expenses	139,045.00
	Budget (deficit)	-131,087.00
	Cash at beginning of the year	70,316.01
	Estimated budget savings (loss)	-47,820.00
	Cash in from LP for deferred developer fees	
	<i>Bear Creek</i>	18,474.13
	<i>Bryant Walkway</i>	22,040.68
	Developer Fee for Kinney Point at closing	50,000.00
	Reimbursement of pre-development costs	87,925.15
	<i>Estimated ending cash balance @12-31-24</i>	69,848.97



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203
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Department Source: Affordable Housing Development and Compliance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Affordable Housing Development and Compliance Report

Executive Summary

This report provides an update of CHA's Affordable Housing Development activities and on-going compliance activities.

Discussion

Affordable Housing Development

Kinney Point:

- HUD HQ requested more information regarding the Subsidy Layering Review. CHA staff provided all requested information on March 13th. HUD provided positive indication of approval the week of April 8th.
- MHDC Firm Submission is still under review with MHDC underwriting. All requests for more information or clarifications have been submitted. On April 4th, MHDC staff indicated completion of review and a forthcoming Firm Commitment to be issued within days.
- CHA staff met with Fulson Housing Group, EM Harris and Wallace Architects on March 13 to discuss value engineering items. Addendums have been submitted to the City of Columbia for comments or approval.
- Received Bond issuing and limited partnership agreement documents. CHA staff are reviewing with the appropriate third parties.

Park Avenue:

- CHA staff met with Fulson Housing Group, EM Harris and Design Alliance on March 13th to discuss specifications of materials used and value engineering to provide time to include within the bid packets.
- CHA staff submitted the Subsidy Layering Review for Park Avenue on March 19, 2024. Request for follow up information was received on March 28th by HUD HQ and CHA staff provided the information on April 3rd.
- EM Harris will have a Pre-Bid Meeting on April 11, 2024. Bids are due to EM Harris by April 25, 2024. This will allow for the preparation of the Firm Submission to MHDC which is due May 31, 2024.

Providence Walkway:

- The City of Columbia awarded \$3,000,000 towards Providence Walkway on April 1, 2024.
- CHA Staff and Fulson Housing Group are continuing to work towards submitting a 4% LIHTC Application to MHDC. This application is due July 5, 2024, to allow time for the County to have made their decision on the ARPA application awards.



Housing Authority of the City of Columbia, Missouri

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On-going Compliance

CHA staff plan to include on-going compliance reporting as part of this report to ensure the board is aware of meeting on-going compliance requirements with the Missouri Housing Development Commission (MHDC) investors, bond reporting requirements, the IRS and related entities and requirements.

A summary of typical on-going reports are as follows:

Vacancy Report:

Provides a monthly list of all LIHTC vacant units by bedroom configuration, set-asides and property to MHDC. The data is collected by the Director of Affordable Housing Development and Compliance from CHA HAB software system vacancy report and submitted through MHDC's Asset Management Reporting System (AMRS).

Violence Against Women Act (VAWA):

Applicable CHA Residents complete a VAWA certification or requested action and the associated Property Manager provides a list of these requests to the Director of Affordable Housing and Compliance. VAWA data is submitted through MHDC's AMRS system reporting a requested action and actions to be or have been taken. It is important to note, all information reported to MHDC is done so without identifying information as set forth in 34 U.S.C. 1249 1(c)(4) that all records shall be maintained in confidence by the public housing agency or owner or manager and may not be entered into any shared database or disclosed to any other entity or individual.

Quarterly Investor Occupancy Report:

This is a quarterly report of occupancy data and household demographic data that is submitted to CHA's investors. The Director of Affordable Housing and Compliance runs a report out of CHA's HAB software system for submission to the investors.

Quarterly Bond Project Report:

This is a quarterly report primarily consisting of occupancy and income information identified on each occupied unit's MHDC Tenant Income Certification (TIC). Each Housing Manager moves tenant TIC documents into a shared CHA folder and the Director of Affordable Housing and Compliance compiles information from the TIC's into a spreadsheet to submit to CHA's Bond Trustee along with all supporting TICs. The compilation of quarterly TICs averages approximately 250 and can vary significantly depending on the schedule of income recertifications, as well as move-ins and move-outs by property.

Owners Certificate of Continuing Program Compliance (COL) Report:

Annual Occupancy Certification (AOC) report submitted to MHDC for each LIHTC property based upon the date initially placed in service. The LIHTC Manager compiles data and uploads information into MHDC COL system. Includes move-ins, move-outs, certification and recertifications of household income and demographic data. Director of Affordable Housing Development and Compliance completes AOC and enters along with the COL report into MHDC's AMRS and submits to Red Stone.

MHDC Quarterly Utility Allowance Schedule:



Housing Authority of the City of Columbia, Missouri

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Provides the amount of utility allowances provided by unit on a quarterly basis by property, by bedroom size and by unit configuration. The Director of Housing Programs (Tawanda Edwards) coordinates working with a third party to complete this on an annual basis in the 4th quarter to complete updates prior to a new fiscal year.

Federal Home Loan Bank (FHLB) Annual Certification:

This is an annual certification completed and submitted by the Director of Affordable Housing Development and Compliance for properties that received FHLB funding (Patriot Place, Stuart Parker w/Paquin Tower, Bear Creek, Oak Tower).

PIC Certification of Units:

HUD required reports certifying the number of units in CHA's public housing portfolio. This is a requirement to receive annual public housing capital fund resources. This annual action will cease upon RAD conversion of remaining public housing units.

MHDC Property Management Certification:

Annual certification submitted to MHDC regarding compliance with meeting MHDC property management corporation requirements. This allows CHA to remain in good standing with MHDC and continue to apply for additional LIHTC funding. The report includes several attachments such as documentation of annual staff training, Affirmative Fair Housing Marketing Plan, and other on-going agency compliance metrics.

DED Quarterly Progress Report:

A quarterly report to the Department of Economic Development (DED) reporting all DED ARPA grant activity occurring within the time of the previous report to the 1st of the last month of the quarter (for example December 1 through March 1; March 1 through June 1, etc.).

DED ARPA Federal Expenditures Reporting:

An annual end of the fiscal year report to DED reporting all federal expenditures for the year of the DED ARPA grant. This report will determine if a Single Audit Report is required or not. If total expenditures are over \$750,000 an audit will be required.

Year to date monthly compliance reporting is as follows:

Month	Compliance Reports Due Year-to Date	Status
January	1/10 MHDC Vacancy Report all LIHTC properties	Complete
	1/10 MHDC VAWA report all LIHTC properties	Complete
	1/15 Dec. Redstone occupancy report	Complete
	1/15 Sugar Creek/Gard. 4th quarter occupancy report	Complete
	1/20 Bond projects 4th quarter reports	Complete
	Insurance certificates out to investors	Complete
	1/31 MHDC Bear Creek-Stuart Parker/Paquin COL/AOC	Complete
	1/31 DED ARPA Federal Expenditures Reporting	Complete
February	MMVH – FHLB annual certification	Complete
	2/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	2/10 MHDC VAWA Report all LIHTC Prop.	Complete
	2/15 Red Stone Jan Occup. Rep.	Complete



Housing Authority of the City of Columbia, Missouri

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March	3/1 DED Quarterly Report 3/10 MHDC Vacancy Report all LIHTC Prop. 3/10 MHDC VAWA Report to all LIHTC Prop. 3/15 Red Stone Feb Occup. Rep. 3/31 IRS 8703 Certification for bond projects. 3/31 MHDC Quarterly Utility Allowance Rep.	Complete Complete Complete Complete Complete Complete
April	4/10 MHDC Vacancy Report all LIHTC Prop. 4/10 MHDC VAWA Report all LIHTC Prop. 4/15 Red Stone March Occupancy Rep. 4/15 Sugar Creek/Gard 1st Quarter Occupancy Rep. 4/20 Bond projects 1st Qtr Rep. 4/30 BWW II and Oak COL/AOC due	
May	5/10 MHDC Vacancy Report all LIHTC Prop. 5/10 MHDC VAWA Report all LIHTC Properties 5/15 Red Stone April Occupancy Report Cap. Fund Action Plan with ACC Amendment	
June	Oak Tower – FHLB annual certification 6/1 DED Quarterly Report 6/10 MHDC Vacancy Report all LIHTC Prop. 6/10 MHDC VAWA Report all LIHTC Prop. 6/15 Red Stone May Occupancy Report	
July	7/10 MHDC Vacancy Rep all LIHTC Prop. 7/10 MHDC VAWA Report all LIHTC Prop. 7/15 Red Stone June Occupancy Report 7/15 Sugar Creek/Gard. 2nd Quarter Occupancy Report 1/20 Bond projects 2nd Qtr Rep. 7/5-8/25 PIC Cert of Units 7/31 BWW COL/AOC	
August	SPPT – FHLB annual certification 8/10 MHDC Vacancy Report all LIHTC Prop. 8/10 MHDC VAWA Report all LIHTC Prop. 8/15 Red Stone July Occupancy Report	
September	BC – FHLB annual certification 9/1 DED Quarterly Report 9/10 MHDC Vacancy Report all LIHTC Prop. 9/10 MHDC VAWA Report all LIHTC Prop. 9/15 Red Stone August Occupancy Report 9/30 MHDC Quarterly Utility Allowance Rep.	
October	10/10 MHDC Vacancy Report all LIHTC Prop. 10/10 MHDC VAWA Report all LIHTC Prop. 10/15 Red Stone Sept. Occupancy Report 10/15 Sugar Creek/Gard 3rd Qtr. Occup. 10/20 Bond project 3rd Qtr. Report 10/31 Patriot COL/AOC	
November	11/10 MHDC Vacancy Report all LIHTC Prop 11/10 MHDC VAWA Report all LIHTC Prop. 11/15 Red Stone Oct. Occupancy Report	
December	12/1 DED Quarterly Report 12/10 MHDC Vacancy Report all LIHTC Prop. 12/10 MHDC VAWA Report all LIHTC Prop. 12/15 Red Stone Nov. Occupancy Report	



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	12/31 MHDC Quarterly Utility Allow. Report	
	12/31 MHDC Prop. Mgt. Certification	

Recommended Commission Action

Review and consider the report.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: FY 2023 Expense Analysis Presentation

Executive Summary

This memo details the financial analysis performed on the FY 2023 Expense Report during Genevieve Harline's internship at Columbia Housing Authority during the Spring 2024 semester.

Discussion

This expense analysis reviews the unaudited revenues and expenses reported at the December 2023 CHA Board meeting. The report first covers baseline statistics about each property, the proportion of total revenue per property, and then dives into total expenses by category with special attention to administrative, utility, and maintenance expenses. The expenses were analyzed by taking the total expense and dividing it by the number of units per property and the total property square footage to identify comparable values of expense per unit and expense per square foot.

Property Statistics

The following property statistics were compiled to analyze cost per unit, cost per square foot, and contextualize trends.

Property	# of Units					# of Maintenance/ Facilities	# Maintenance FTE	Total Property Sq. Ft. (including facilities/maintenance)	Residents
	1 bd	2 bd	3 bd	4 bd	Total Res. Units				
AMP 1	27	53	26	16	122	1	5	103,365	Family
Bear Creek	12	18	36	10	76	6	0.75	77,414	Family
Bryant Walkway	11	27	14	2	54	1	0.75	48,926	Family
Bryant Walkway II	26	6	4	0	36	0	0.25	25,570	Family
MMV (Patriot Place)	25	0	0	0	25	0	0.25	14,029	Veterans
Oak Towers	147	0	0	0	147	0	2.5	113,465	55+
Stuart Parker (Paquin)	200	0	0	0	200	0		127,920	55+ and Disabled
Stuart Parker (Lincoln & Unity)	32	36	16	0	84	2	4	67,316	Family

Total Revenue and Total Expense

The proportion of total revenue for each CHA property was graphed in a pie chart along with the proportions of total square footage and total units per property. This preliminary analysis contextualizes how much revenue each property is bringing in relative to that property's share of units and square footage. The total expenses, total operating expenses, and total revenue were graphed to show the relationship between number of units, property square footage and revenue. Due to AMP 1 receiving two years' worth of funding during the FY 2023, the revenue for AMP 1 shown is disproportionately high.

Expenses By Category

For this report, special attention was paid to direct operating expenses as those are within greatest control.

1. Administration

Patriot Place had the greatest administration expenses per unit and per square foot at \$2,030.20 and \$3.62, respectively. The administration expenses like bookkeeping and auditing fees tend to be more flat rate than proportional to rental units, which will cause smaller developments to have proportionally

higher expenses. The bundling of Stuart Parker Apartments and Paquin Tower into the Stuart Parker Development serve keep this proportion lower. Patriot Place has the highest office expenses per unit and per square foot, which could be offset by entering into a rental agreement with the Truman VA.

2. Utilities

The highest utility expense per unit and per square foot were held by Patriot Place, Oak Towers, and Paquin Tower. Compared to the detached properties, the electricity expense is over 3 times greater per unit for these larger apartments.

3. Maintenance

AMP 1 had the highest maintenance expenses largely due to the higher ratio of FTE to units. As, mentioned last meeting during the Facilities and Modernization report, as the remaining LIHTC conversion progresses, the higher maintenance staffing levels should be budgeted for to maintain current staffing levels.

Recommended Commission Action

Review and consider the report.



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Department Source: Modernization

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Modernization Monthly Report

Executive Summary

This report provides a summary of work orders, unit turns and total labor hours for February 2024. CHA staff will continue to identify monthly reporting metrics.

Discussion

Property	Work Orders	Unit Turns	Labor Hours
AMP 1	36		
Bear Creek	32	1	
Bryant WWII	18	1	
Bryant WWI	20	2	—
Oak Towers	60	2	
Paquin Tower	78		
Patriot Place	10		
Stuart Parker	31		
Total all Properties	286	6	709.87

- Working on establishing standardized RFPs and RFQs.

Recommended Commission Action

Review and consider the report.



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Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Affordable Housing Report – CHA Public Housing, Project Based Vouchers and LIHTC

Executive Summary

This report provides a summary of statistics for CHA Public Housing, Project Based Vouchers and LIHTC units for the month of February 2024.

Discussion

In February, ten (10) families moved in or transferred units, and nine (9) families moved out or transferred units. Of the nine (9) families that moved out or transferred units, three (3) households transferred, one (1) household was terminated, three (3) households moved to the private sector, and two (2) tenants passed away. Out of 622 LIHTC/PBV units there were thirty-three (33) vacant as of February 29, 2024, which is an overall occupancy rate of 94.70%. This is a slight decrease from 94.90% occupancy on January 31, 2024. Of the 33 vacant LIHTC/PBV units, fourteen (14) were vacant over 60 days. As of 2/29/2024 Amp. 1 had thirty-one (31) vacant units, which is an occupancy rate of 74.2%. Nine (9) intents to vacate were submitted by participants. Eleven (11) terminations were issued for reasons other than non-payment.

Recommended Commission Action

Review and consider the report.

Property Management Report for February 2024

Property	Total units	Occupancy for February 28, 2023	Occupancy for February 29, 2024	YTD Occupancy as of 4/1/2024	#Vacant units under 0-60 days as of 2/29/24	#Vacant units over 61 days as of 2/29/24	Move-in February	Move-outs February	Rent unpaid for February	Rents delinquent 31-60	Rents delinquent 61-90	Rents delinquent 90+
Amp 1 - PH	120	93.30%	74.20%	74.87%	5	26	0	0	\$196.57	\$1,115.39	\$3,079.34	\$4,381.01
Bear Creek	76	92.10%	92.10%	96.05%	3	3	2	1	\$4,389.26	\$821.60	\$15.00	\$2,651.22
Oak Tower	147	97.30%	96.60%	96.68%	3	2	1	1	\$1,435.05	\$546.61	\$1,573.28	\$2,709.02
Paquin Tower	200	97.00%	96.00%	96.17%	6	2	2	4	\$5,829.27	\$1,171.64	\$647.50	\$2,102.53
Stuart Parker	84	100.00%	94.00%	93.25%	2	3	3	1	\$4,882.34	\$2,138.39	\$1,108.00	\$8,147.26
BWW	54	96.30%	92.60%	93.31%	2	2	2	1	\$4,417.18	\$1,296.00	\$2,108.38	\$5,808.01
BWWII	36	94.40%	94.40%	95.22%	1	1	0	0	\$309.43	\$254.80	\$46.73	\$428.12
Patriot Place	25	100.00%	88.00%	92.34%	2	1	0	1	\$1,713.09	\$710.65	\$0.00	\$7.26



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Department Source: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Housing Choice Vouchers & Special Programs

Executive Summary

This memo provides a monthly report of Housing Choice Voucher (HCV) and Special Program activities.

Discussion

Housing Choice Voucher (HCV) Program

This memo provides a report of the Housing Choice Voucher (HCV) and Special Program activities. The attached HCV Program Report is contingent on the number of vouchers leased, which is the primary measurement of this program's success. According to HUD field office, CHA has a leasing potential of 40 vouchers as of February 2024. CHA added new 13 HCV lease ups for the month. There were 13 attritions for a gain of 0 new participants for the month of February. As of February 29, 2024, CHA had 116 voucher holders searching for homes.

HCV EOP Reasons:

Port Absorbed – 1

Took Self Off Program – 2

Zero HAP – 3

Terminated/ Non-Compliance - 3

Veteran Affairs Supportive Housing (VASH) Program

The VA has shown an increase in providing chronically homeless Veterans within our community the opportunity to receive program subsidy. The VA continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of February 29, 2024, there are 126 households receiving VASH program assistance - 103 HCV + 23 PBV (Patriot Place). CHA currently has 17 new HCV VASH voucher holders searching for homes.

HUD VASH EOP Reasons:

Termination/Non Compliance – 2

Took Self Off - 1

Purchased Home - 1

Mainstream Vouchers

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 49 Mainstream Vouchers. As of February 29, 2024, CHA has 36 vouchers leased with 0 voucher holders searching for a home.

Mainstream EOP Reasons:



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N/A

Continuum of Care (CoC) Program

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. Each year CHA experiences an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of February 29, 2024, CHA had 56 households receiving COC program assistance. As with all CHA voucher programs, a lack of affordable housing remains the most significant barrier.

The applicants must be added to the waitlist through the BCCEH via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the applicants are homeless, there are often additional barriers such as locating individuals for processing. There are currently 29 voucher holders searching for homes. The Special Programs Specialist requested an additional 10 referrals from the coordinated entry team. Voucher issuance is pending completed referral information from coordinated Entry team.

Continuum of Care (CoC) EOP Reasons:

Termination Non-Compliance - 1

Emergency Housing Vouchers (EHV) Program

CHA currently has 51 Emergency Housing Vouchers with 53 leased and 2 others with vouchers looking for housing. Just as required with the CoC program, the applicants must be added to the waitlist through the Boone County Coalition to End Homelessness (BCCEH) via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. The BCCEH has made significant progress to assist in connecting these vouchers with families that better meet the criteria for the EHV voucher program. CHA’s new Homeless Services Coordinator has worked extremely hard to connect with referred clients to provide housing search assistance, deposit assistance and case management.

Emergency Housing Vouchers (EHV) Program EOP Reasons:

Ported Voucher, Terminated by other PHA -1

Tenant-Based Rental Assistance (TBRA) Program

CHA currently has 18 participants leased on this program. The “Target Number of Vouchers” can be misleading due to the factors in the “target” calculation: (1) remaining funding available (2) remaining number of months, and (3) the current month’s HAP payment.

CHA has requested and was approved for an extension for its current TBRA funding through June 2024 from the City of Columbia. Much like CoC and EHV, TBRA applicants must be referred to CHA from local agencies and receive supportive services to be eligible for assistance.

Move Out Reasons:

N/A



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Recommended Commission Action

Review and consider the report

Section 8 - Housing Choice Voucher (HCV) Program - Monthly Management Report

February 29, 2024

HOUSING CHOICE VOUCHER = HCV + VASH + MAINSTREAM + PORT-INS																			ATTRITION RATE			
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/Under Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased
															Utilization		YTD Utilization					
Jan-24	\$ 7,909,344	\$ 659,112	\$ 224.49	\$ 643	\$ 696,643	\$ 37,531	1,083	1,212	1,083	1,019	64	64	19	151	89%	106%	89%	106%	7	0.6%	7	0.6%
Feb-24	\$ 7,212,701	\$ 655,700	\$ 216.18	\$ 656	\$ 713,293	\$ 95,124	1,087	1,212	2,170	990	97	160	13	112	90%	109%	90%	107%	13	1.2%	10	0.9%

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - RAD Project Based Voucher (RAD-PBV) Program - Monthly Management Report

February 29, 2024

RAD PROJECT BASED VOUCHER (RAD-PBV)																		ATTRITION RATE				
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased
Jan-24	\$ 2,300,000	\$ 191,667	\$ 237.01	\$ 324	\$ 193,579	\$ 1,912	564	597	564	597	(33)	(33)	9	-	Utilization		YTD Utilization		2	0.4%	2	0.4%
Feb-24	\$ 2,106,421	\$ 191,493	\$ 231.30	\$ 325	\$ 193,771	\$ 2,279	565	597	1,129	597	(32)	(65)	7	-	94.5%	101.0%	94.5%	101.0%	6	1.1%	4	0.7%

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

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Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - Continuum of Care Program - Monthly Management Report

February 29, 2024

[illegible]

Section 8 - Tenant Based Rental Assistance - Monthly Management Report

February 29, 2024

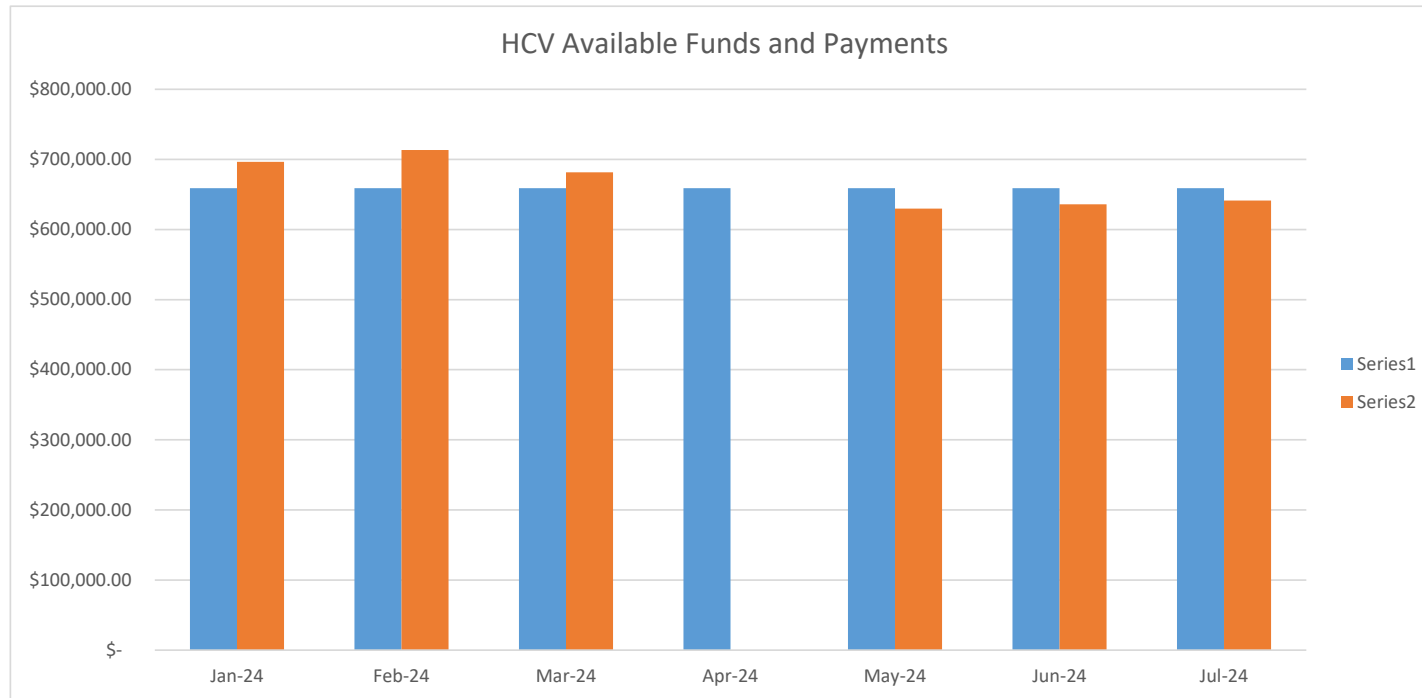
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In May 2023, one grant period funding was completed and another began. A \$100,000 grant authorized by the City is now being utilized through December 31, 2023.

The \$100,000 grant period was extended and all funds were spent as of March 2024.

Section 8 - Housing Choice Voucher (HCV) Program - Monthly Management Report

February 2024





Housing Authority of the City of Columbia, Missouri

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Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10th, 2024

Re: Monthly Resident Services Report

Executive Summary

This report summarizes the Resident Services Department's activities for February 2024.

Discussion

The CHA Resident Services Department continued to provide supportive services in each of the separate programs, corresponding properties, and populations served. Updated data on services provided and populations served is provided in the tables below:

ROSS Service Coordinator Program (ROSS) – Serving Active ROSS Participants in Public Housing

- The number of ROSS participants remains stable. This position is currently vacant due to interim staffing changes.

Total Households that Qualify for ROSS	88
Total ROSS Participants	57

Family Self Sufficiency Program (FSS) – Serving Active FSS Participants from all CHA Housing Programs

In the month of February, there was one new program enrollment and two program graduations with a combined escrow take home totaling almost \$2,000. One graduate reached the end of her contract term and the other graduated early due to zero HAP phase out. Each of the coordinators completed FSS training certifications through the Quadel Training Center. Coordinators continued to work with clients to obtain employment and other supportive services.

	Participants						
	Current Participants	Escrowing	Employed	New Enrolls	Trans	Exits	Grads
Housing Choice Vouchers	71	30	47	1	0	1	2
Public Housing / Project-Based Vouchers	59	13	21	0	0	1	0



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Healthy Home Connections Program (HHC) - Serving Families with Children 19 and Under, PBV & HCV

In the month of February, Family Support Specialists held a self-care event for tenants. Specialists worked with parents and children in attendance on what it means to take care of yourself, and how this can positively impact other areas in your life. Staff worked to connect with other community resources to provide family development opportunities for tenants, such as True North for a healthy relationships class. Family Support Specialists worked with ILP tenants to complete and distribute rent rebate forms. Tenants with utility shut off notices received assistance from specialists in applying for financial aid. Family Support Specialists also worked with tenants and property managers to create a list of needs for each property to provide to For Columbia, the volunteer event taking place in April.

February HHC Breakdown by Description -		Units		
Description	Tennille Chiles	Hattie Haerr	Hannah Elliott	Totals
CM Address Food Barrier	16	8	5	29
CM Address Personal/Household Supply Needs	216	121	172	509
CM Assist with Financial Concerns/Budgeting/Employment	74	90	87	251
CM Develop/Follow Up Family Service Pledge-Needs Assessm	77	17	41	135
CM Assist with Obtaining Documentation	22	15	0	37
CM Assist with Housing Sanitary Conditions	0	34	10	44
CM Follow Up/Prep Checking in on Clients	16	32	121	169
CM Program Coordination/Preparation	33	75	77	185
CM Flyer Distribution	0	8	12	20

Independent Living Program (ILP) – Serving 55 & Over and Persons with Disabilities, All sites

ILP coordinators continued to assist residents with rent rebates, which included transportation to the Impact Center, where residents are allowed to file for free. Coordinators facilitated Valentine's Day resident engagement events, craft groups, pancake breakfasts, and bingo. The ILP coordinators partnered with Aging Best to assist residents with their food stamp applications.

Coordinators also continued to help residents with obtaining the paperwork, financial documents, and mental health resources necessary to maintain housing compliance.

Date	People		# of Individuals Receiving Each Service			
	Units of Service	Total # of Contacts	Basic Needs	Removing Barriers	Health & Wellness	Household Development
02/2024						
Paquin Tower	1,198	893	343	112	41	106
Oak Tower	591	488	221	158	23	189

Food Distribution

CHA continues to help address food insecurities through the Annie Fisher food pantry, senior boxes, veteran boxes, and monthly food trucks at the towers. The Moving Ahead Program also picks up food weekly from the food bank to assist with meals during programming.

Location	Individuals Served	Households Served	Pounds of Food
Annie Fisher	269	118	3,393
Paquin Tower	92	85	3,571
Oak Towers	71	66	3,267

Moving Ahead Program (MAP) - Afterschool and Summer Program for Students and their Parents

March has been a great month for Moving Ahead. The families and students participated in a community job resource fair where participants were able to get resources from local organizations to help with financial stability and employment opportunities.

Two new part-time program assistants were hired, and one current employee was promoted to the lead staff assistant position. The facility obtained director licensure approval from the Missouri Department of Elementary and Secondary Education Office of Childhood Compliance.

Total Units of Service	Total Attendance	Family Development	Family Education
13,835	104 unduplicated students	15	20





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

Recommended Commission Action

Review and consider the report.



Housing Authority of the City of Columbia, Missouri

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Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Safety Report

Executive Summary

This report provides a summary of February, Safety Department reports and calls.

Discussion

Yearly Totals for CHA Safety Reports:

	January	February	March	April	May	June	July	August	September	October	November	December
	2024	2024	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Bear Creek	4	8	7		6	6	4	2	4	7	3	1
Bryant Walk	3	4	4		3	6	5	4	1	3	3	0
Downtown	13	6	5		5	5	8	6	3	10	10	9
Oak Towers	10	8	10		14	9	7	6	4	10	3	5
Patriot Place	1	4	4		2	8	9	1	2	1	5	5
Paquin Towers	21	18	15		15	19	14	9	17	17	19	24
Stuart Parker	1	2	0		1	7	5	2	6	3	0	1
misc										0	0	
Total	53	50	45		46	60	52	30	33	51	43	45

Bear Creek numbers were higher, mainly one resident and parking violations. All problems have been addressed.

Oak Towers numbers lower.

Downtown numbers for February are back to normal.

CHA Safety most notable reports:

- 2 Animal Complaint (1 serious) Resident in termination.
 - 1 Arrest resident (Assault on another resident)
 - 8 Check Welfare
 - 5 Disturbance involving persons (no arrest made)
 - 7 Lease Violations
 - 6 Trespass person reports
 - 3 Resident Lock outs
- 32 of the 50 total reports.

Joint Communications log:

	January	February	March	April	May	June	July	August	September	October	November	December
	2024	2024	2023	2023	2023	2023	2023	2023	2022	2023	2023	2023
Columbia Police Response	106	133	82		129	121	122	129	122	134	122	111
Columbia Police Reports	12	13	13		16	16	12	12	16	19	14	5
Fire/Ems	85	96	106		67	97	115	100	103	87	98	86

Higher number than usual Police response/about same average Police reports taken. No concerns

Safety Department New Resident Move

2 New resident move in meetings by S.O. Forck

Safety Department other activities:

Safety Officer Kevin Keith has returned.

Recommended Commission Action

Review and consider the report



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Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 10, 2024

Re: Human Resources Monthly Report

Executive Summary

This report provides a monthly account of Human Resources and I.T. functions.

Discussion

HR Activities:

Current Openings:

- Director of Resident Services
- MAP Assistants
- MAP Van Driver

Trainings:

- Trauma Informed Property Management Training- All CHA staff completed March 15, 2024
- May 2024 – MO Employment Conference
- May 2024 – HUD Regional Training in St. Louis

Projects:

- Continue working on Personnel Policy updates
- Continue working on Performance Evaluation updates
- Market comparison of Pay Ranges: F-I

April Staff Anniversary's:

- James Belmore – 11 years
- Tennille Chiles – 2 years
- Linda Edwards – 2 years
- Shay Johnson – 3 years
- Tim Koske – 1 year

I.T. Activities:

- Adding new “dashboard” page to CHA website – showing department performance metrics.
- Working with 43TC provider: rebuilding remote server, increasing connection speed.
- Adding 5G to Admin building to act as backup to primary to reduce downtime.
- Continue replacing outdated desktop computers.



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Recommended Commission Action

Review and consider the report.





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Columbia City Council approves \$3 million affordable housing project

By Mitchell Kaminski [FOLLOW](#)



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COLUMBIA, Mo. (KMIZ)

The Columbia City Council on Monday night authorized [an agreement with the Housing Authority](#) for the Providence Walkway project.

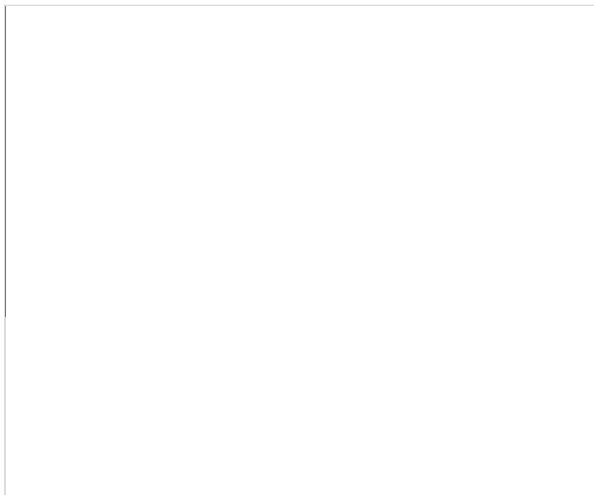
The project looks to address affordable housing which was listed as a priority area for the city when they were accepting applications for [American Rescue Plan Act funds](#). If approved the city will use \$3 million of the \$25.2 million it received in ARPA funds to cover the project.

The Providence Walkway Project will include tearing down outdated housing units on the west side of Providence Road and replacing them with 25-52 new units. The Housing Authority estimates more than 300 people will be living on the property each year once the project is completed. Housing Authority CEO Randy Cole said the project will help address an important need in Columbia.

"Affordable housing is a vital need in our community. It stabilizes households. it stabilizes families," Cole said. "It helps people be in a good position to increase their education, their employment, and be ready for school. Bringing that household stability brings that stability needed for people to thrive."

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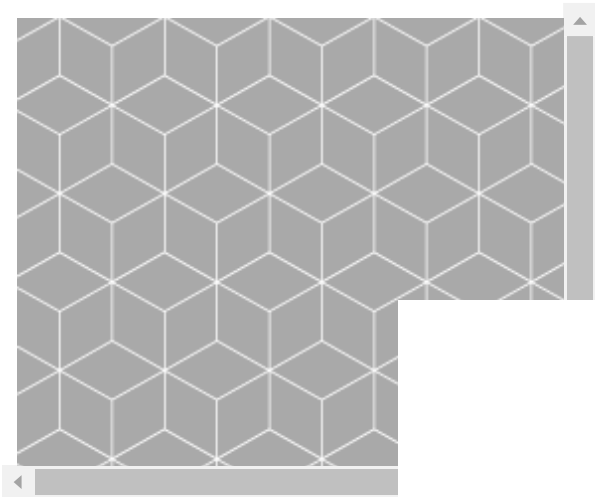
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According to Cole, the selection process for housing will be determined by affordable housing wait lists, which had 1,436 people on it at the beginning of March. Applications are based on yearly income and voucher programs.

The project is estimated to be completed by late 2026.

"We see success as a very attractive high-quality, energy-efficient affordable housing unit right in our downtown along our corridor, providing affordable housing for people in the community and people accessing our services and moving on and ahead in life," Cole said. "A big part of this project that I'm excited for is that we have had united support from the county and the city."



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Mitchell Kaminski

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Mitchell Kaminski is from Wheaton, Illinois. He earned a degree in sports communication and journalism from Bradley University. He

https://www.komu.com/news/midmissourinews/heres-what-you-need-to-know-monday-april-1/article_5fe31892-efc8-11ee-a6db-5b7acb7f5c35.html

Here's what you need to know: Monday, April 1

KOMU 8 Digital Staff

Apr 1, 2024

Columbia City Council to vote on \$3 million in ARPA funds for new affordable housing

Columbia City Council is set to authorize \$3 million in federal funds to help pay for new affordable housing Monday. The money will go towards the demolition and construction of at least 25 new housing units at the Providence Walkway project, according to a council memo.

The Columbia Housing Authority (CHA) and Providence Walkway Housing Development Group plans to convert the property from public housing to affordable housing. The development group is a private, for-profit partnership created to qualify for low-income housing tax credits, according to CHA CEO Randy Cole.

CHA is a part-owner in the group and will have full control over the property, according to Cole.

California R-1 middle schooler receives 'timeless' gift after writing to Texas business

Kelli Williams, who teaches 7th grade reading at California R-1 Middle School, has been incorporating a personalized project in her classroom for about 20 years now.

The project was for each of her students to write a letter to a small business. One of her students, Irelyn Moseley, chose to write her letter to a small business in North Texas.

North Texas Vinyl is a family-owned record store, and Irelyn said she chose to write to this location not only because the business coincided with her project but because she liked its 'family-owned' appeal.

Report: Dallas police seeking Chiefs wide receiver Rashee Rice after 6-vehicle crash