



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203  
Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## Resident Advisory Board

### Open Meeting Notice CHA Resident Advisory Board Meeting Agenda

**Date:** Thursday, April 4, 2013

**Time:** 5:00 p.m. \*

**Place:** Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Lee Radtke, Director of Public Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of March 7, 2013 Meeting Minutes
- IV. Discussion of CHA Capital Fund (Greg Willingham, Director of Modernization)
- V. Discussion of CHA Annual and Five Year Plan (Phil Steinhaus, CEO)
- VI. Discussion of Future Meeting Topics
- VII. Other
- VIII. Schedule of Next Meeting – Thursday, May 2, 2013 @ 5:00 p.m.
- IX. Adjournment

**\* RAB Members needing transportation assistance should call EITonya at (573) 443-2556 ext. 1122 before 12:00 Noon on Wednesday, April 3, 2013.**

***A light meal will be available for RAB members at 4:45 p.m.***

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. EITonya Rhoades, Executive Assistant at (573) 443-2556, extension 1122, or (573) 875-5161 (TTY) at least one working day prior to the meeting.

**Media Contact:** Phil Steinhaus, CEO  
Phone: (573) 443-2556 x1100; E-mail: [psteinhaus@columbiaha.com](mailto:psteinhaus@columbiaha.com)

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”



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## March 7, 2013 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, March 7, 2013, in the Paquin Tower Community Room beginning at 5:00 p.m.

RAB Members Present: Stephanie Scott, H. Carolyn King, Shelia Shaffer, Nancy Niemann, Shari Bauer, Robert Moses, Maymie Carter, David Dollens, Elsie Privette

Visitors included: Michelle Adams and Mike Bishop

Present from CHA: Lee Radtke, Crystal Skinner, Lisa McDonald, and Shannon Platero

- I. **Call to Order and Introductions:** Lee Radtke, Director of Public Housing Operations for the Columbia Housing Authority (CHA), opened the meeting with a welcome. Ms. Radtke also introduced Shannon Platero, Housing Choice Voucher Specialist/ Intake Coordinator.
- II. **Approval of Meeting Agenda:** Ms. Radtke called for a motion to approve the agenda as presented. Motion to approve the agenda was made by Ms. King. Second by Ms. Carter. Everyone voted "Aye" and the agenda was adopted as presented.
- III. **Approval of February 7, 2013 Meeting Minutes:** The RAB reviewed the minutes of the previous meeting held on February 7, 2013. Motion to approve the minutes was made by Mr. Moses. Second by Ms. Niemann. Everyone voted "Aye" and the minutes were approved as presented.
- IV. **Overview of Shelter Plus Care Program:** Ms. Radtke then turned the discussion over to Ms. Platero. Ms. Platero stated the purpose of the Shelter Plus Care (S+C) program was to provide "permanent housing in connection with supportive services to homeless people with disabilities (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome or similar diseases) and their families. The program provides rental assistance for a variety of housing choices, accompanied by a range of supportive services funded by other sources. The goal is to assist homeless individuals with disabilities and their families to increase their housing stability, increase their skills and/or income, and obtain greater self-sufficiency." To qualify for the program, participants must be homeless, have a recognized disability, and receive supportive services through another agency. Potential participants are typically only denied for the assistance if they currently owe a Housing Authority. Ms. Scott asked if those that have a criminal past of sexual assault would be qualified for the program and if those on the program are mixed with those with and without a criminal history. Ms. Platero said the clients work with the partnering agency's caseworker to find housing in the private sector and most likely a person would be denied assistance only if they owe a housing authority. Ms. Scott expressed concern that those who have a sexual assault history are able to receive assistance and if the program

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actually is successful in improving the quality of the participant's life. Ms. Platero answered that since the person is going through a supportive services agency, the client would be receiving help on controlling unhealthy behavior and there are success stories of those that have been on the program to achieve self-sufficiency. Ms. King asked if those that are homeless can obtain emergency housing or be placed on the S+C waitlist and in the meantime be placed in a Public Housing unit. Ms. Platero replied that Public Housing and S+C are two different programs that must be applied for separately and CHA does not currently have emergency housing. Ms. Platero asked if there were any additional questions; no new issues were raised.

**V. Discussion of Repayment Agreement Policy Revision:** Ms. Radtke began by reiterating some suggestions presented in last month's meeting for the repayment agreement. She also stated that the proposed changes memo to the ACOP have been presented to the public for a 45-day comment. Currently the ACOP permits head of household members to be absent from their unit for 180 days but if changed, the days would be reduced to 90 to prevent holding an unoccupied unit or leaving an adolescent in the home unsupervised. She also requested RAB members dismiss revision #4 as it was still under construction. She then moved onto item 5; presently a tenant is obligated to let pest control inspectors in their Public Housing units but do not have to let them complete and treat the residence. CHA has proposed incorporating compliance with pest control into the tenant's lease; otherwise a termination may follow. Ms. Radtke went on to #2; in last month's meeting, it was suggested to implement a late fee of \$10 for rent and require the tenant to attend a budgeting class. Instead, it is now proposed that the number of late payments accepted would be reduced to three in a 12-month period. A pattern of chronic late payments would result in a 30-day termination of housing. Also, as the tenant contacts the site manager regarding a late rent payment, the manager will offer and encourage the resident to attend Money Smart or another budgeting class. After the tenant is late one or two times, the manager will also contact Resident Services who can follow up with the resident. Ms. Radtke moved onto recommended modifications to the repayment agreement. Changes to the repayment agreements would be: residents would be allowed one agreement per year; resident must be faced with and document extraordinary financial circumstances; the resident must pay 30% of debt up front; the resident would be required to attend Money Smart or a budgeting class and create a budget to insure the debt is paid; and the resident may only enter an agreement for the amount of one month's rent or one month's maintenance charges. Ms. Radtke asked members for an Aye on the changes if acceptable. Everyone voted "Aye" and Ms. Radtke stated the changes would be presented at the Board of Commissioners meeting next month.

**VI. Review of CHA Annual and Five Year Plan:** Ms. Radtke turned the discussion to the Five Year Plan and briefly reviewed CHA's goals to promote self-sufficiency and ensure equal opportunity in housing. She mentioned the Resident Empowered: Working and Reaching Dreams (REWARD) program - which helps clients develop marketable skills and work history to obtain employment - the Moving Ahead and Homeownership programs. Ms. Radtke skimmed through the goal of ensuring affirmative and equal opportunity for housing, providing Fair Housing training to CHA staff, and ensuring accessible housing to those with disabilities. She also mentioned CHA Low-Income Services (CHALIS), which provides activities and supportive services to CHA participants. Ms. Radtke stated if any members have any recommendations for changes to the plan, the opportunity to do so would be at the April RAB meeting.

- VII. Discussion of Future Meeting Topics:** Ms. Radtke said Phil Steinhaus will be attending April's RAB meeting to present some changes to the PHA 5-Year and Annual Plan. Also, if there are any suggestions for the Capital Funds Planning to bring them to next month's meeting. Ms. King asked for Gary Anspach to attend another meeting. Also, Ms. Carter requested that a program be created to plan and train HCV clients on emergency preparedness in their home. Ms. Platero responded that the tenant would be responsible for talking to their landlord about a plan, but HCV inspectors do check units to ensure that they are safe to live in. She also mentioned that landlords do attend Housing 101 that explains the program to them and what they can do to serve HCV clients and the unit. Ms. Carter asked that a plan be suggested in the Housing 101 briefing. Mr. Moses shared that even if a landlord is unwilling to create a plan with the tenant, the tenants should take it upon themselves to create an emergency strategy for their own safety. Ms. Platero did take the recommendation into consideration.
- VIII. Other:** Ms. Radtke introduced Lisa McDonald as CHA's new front desk receptionist/clerk and RAB secretary.
- IX. Schedule of Next Meeting:** The next meeting of the Resident Advisory Board is Thursday, April 4, 2013 at 5:00 p.m. at Paquin Tower.
- X. Adjournment:** Ms. Radtke called for a motion to adjourn the meeting. Motion made by Mr. Moses. Second by Ms. Niemann. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Crystal Skinner, HCV Specialist/ Intake Coordinator  
Columbia Housing Authority

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA**  
**AND**  
**SERVICES FOR INDEPENDENT LIVING**  
**MEMORANDUM OF UNDERSTANDING**

**1. Purpose and Basis for Memorandum of Understanding**

This Memorandum of Understanding (MOU) establishes a partnership between the Housing Authority of the City of Columbia (CHA) Shelter Plus Care program and **Name of Agency**. The partnership promotes and supports a rental housing assistance program for homeless persons with disabilities who are served by supportive services from sources other than this program, and their families.

The purpose of this partnership is to provide housing assistance to homeless persons with mental health problems who are receiving substance abuse and/or psychiatric rehabilitation services from one of the participating agencies. The goal of this program is to obtain permanent housing and provide independence for the individual participants through the provision of services and integration into the greater Columbia community.

**2. Services for **Agency Name****

**Agency name and mission**

**3. Housing Authority of the City of Columbia**

The Housing Authority of the City of Columbia is a municipal corporation governed by a five-member Board of Commissioners, appointed by the Mayor of the City of Columbia. The Housing Authority of the City of Columbia administers the Shelter Plus Care Program under the direction of the Chief Executive Officer and designees.

**4. Description of the Shelter Plus Care Program**

The Shelter Plus Care Program is authorized under an amendment to the Stewart B. McKinney Homeless Act by the National Affordable Housing Act to provide rental housing assistance, in conjunction with supportive services funded from sources other than this program, to homeless persons with disabilities and their families. Federal regulations governing the administration of the program are contained in 24 CFR Part 582.

The Shelter Plus Care Program will be administered utilizing the following process:

- 1) Based upon the eligibility criteria, as established elsewhere in this document, the participating agencies determine an initial case finding.
- 2) The participating agency making the initial case finding conducts an initial screening. The screening will include obtaining demographic information from the participating individual, obtaining a signed Agreement to Participate, and providing a brief orientation to the program.

- 3) Referrals will be made to CHA based upon the date of entry into the participating agency programs, and after approval by a clinician that the individual is capable of treatment on an outpatient basis.
- 4) The housing assistance component is offered to the referred clients dependent upon Federal appropriations and approval of renewal funding.

## 5. Duties and Responsibilities

- CHA is not a participant in the selection process, which is solely a function of the participating agencies. CHA will not use the admissions guidelines for the Shelter Plus Care Program that it normally utilizes for the Section Housing Choice Voucher Program.
- Agencies will offer supportive services to the applicant throughout the leasing process, including assistance with locating a unit, negotiating with landlords on a participant's behalf, and attending appointments with the participant to complete the leasing process.
- CHA will not screen the potential applicant, with the exception of income verification. The placement of individuals within the program is based solely on minimum eligibility requirements and the established criteria/recommendations of the participating agencies.
- The participating agencies will provide documentation to CHA in order to certify the **disability** and **homeless status** of the potential participant.

In order to document that clients referred by each participating agency are disabled, the participating agency will provide a signed and dated statement from a certified professional on letterhead stating that the individual to be served has a disability.

Documentation of the homeless status of a referred client is the responsibility of the participating agency, to the best of their ability.

For the purposes of the Shelter Plus Care Program, a person is considered **homeless** if he/she resides:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, (on the street);
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places, but most recently spent less than 30 days in a jail or any other institution

## 6. Liability

Each party to this MOU shall be liable for the acts and omission of its own employees.

This MOU does not confer rights on any third party.

## 7. Amendment

The MOU will be reviewed annually, and may be amended as agreed to in writing by both parties.

## **8. Effective Date and Termination**

The MOU shall become effective upon the signature of the authorized officials of the respective parties. It shall remain in effect until terminated by mutual agreement or 60 days advance written notice by either party.

## **9. Limitation**

This document is a Memorandum of Understanding only. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment of any part or parties hereto either individually or collectively. This MOU does not create any rights either on the part of any party hereto or any third party. Any provision of this MOU that conflicts with federal law will be null and void.

## **10. Points of Contact**

Housing Authority of the City of Columbia  
Telephone: 573.443.2556, ext. 1100  
Fax: 573.443.0051

Telephone: 573.874.1646  
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E-mail: [awehmeier@silcolumbia.org](mailto:awehmeier@silcolumbia.org)

## **11. Signatures**

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Housing Authority of the City of Columbia

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