



# 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, July 11, 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 June 6, 2013 Meeting Minutes
- IV. Presentation of Proposed Administrative Plan Changes – Gay Litteken, HCV Director
- V. Other
- VI. Schedule of Next Meeting – Thursday, October 3, 2013 @ 5:00 p.m.
- VII. Adjournment

**\* RAB Members needing transportation assistance should call EITonya at (573) 443-2556 ext. 1122 before 12:00 Noon on Wednesday, July 10, 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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## June 6, 2013 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, June 6, 2013, in the Paquin Tower Community Room beginning at 5:00 p.m.

RAB Members Present: H. Carolyn King, Shari Bauer, Sheila Shaffer, Robert Moses, Maymie Carter, Wilma Blair, Michael Pryor, Elsie Privette, Stephanie Scott and Stephanie Hursey

Visitors included: Michelle Adams, Mike Bishop, Gregory Gardner, Jacquelyn Hopkins, Crystalyn Henson, Phyllis Ward and Marjorie Miller

Present from CHA: Phil Steinhaus, Lee Radtke and Lisa McDonald

- I. **Call to Order and Introductions:** Phil Steinhaus, Chief Executive Officer for the Columbia Housing Authority (CHA), opened the meeting with a welcome.
- II. **Approval of Meeting Agenda:** Mr. Steinhaus called for a motion to approve the agenda as presented. Motion to approve the agenda was made by Ms. Privette. Second by Ms. Carter. Everyone voted "Aye" and the agenda was adopted as presented.
- III. **Approval of May 2, 2013 Meeting Minutes:** The RAB reviewed the minutes of the previous meeting held on May 2, 2013. Motion to approve the minutes was made by Ms. Bauer. Second by Ms. Shaffer. Everyone voted "Aye" and the minutes were approved as presented.
- IV. **Overview of PHA 5 Year and Annual Plan:** Mr. Steinhaus asked for comments to the PHA Plan. No comments were made. Mr. Steinhaus highlighted some of the main points of the FYE 2014 Budget Report. To develop the budget we have to work with budget assumptions.
  - The Assumptions are:
    - ♦ Public Housing Developments Revenue-HUD pays us an operating subsidy for occupied units. We have a 15 day goal for turning a unit when someone moves out (cleaning, etc.) before we can get new tenants in. Most of the Public Housing Developments Revenue is grant funded. It comes from:
      - FSS Rental Reductions- FSS has a 5 Year Plan where your money is put into an escrow account after you get a job. We match what you put in. At the end of the 5 years, we write you a check to help you pay your mortgage. (Section 8 also has a home ownership program.)
      - Excess Utility Income-air conditioning charge at Oak Towers
      - Laundry Income-price increases will take effect October 1, 2013
      - Work Order Income-an increase for standardized charges will take effect October 1, 2013

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- Total Tenant Revenue-based on the total revenue collected from tenants divided by the number of unit months
  - Capital Grants Income
  - Investment Income- all of our programs show a reduced budget income. We keep some money in reserve for unexpected costs. The money draws interest. HUD told us we had to reduce the money that we had in reserve.
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- ◆ Administrative Expenses- salaries, office supplies, office furniture, legal expenses, training, etc.
  - ◆ Residential Services Expenses- salaries, tv's/computers (Resident participation funds and Tenant Association's RP funds are under this category).
  - ◆ Utility Expenses- Excess Utility Income- We do a utility allowance with PH. The PH units were not built with air conditioning. It was added about 10 years ago. Tenants at Oak Towers pay an extra \$25 a month for their air conditioning.
  - ◆ Maintenance Expenses- Maintenance costs are based on what they were in the past. These include salaries, materials, tools, gasoline and contracted expenses of trash, heating/cooling, snow removal, elevators, landscaping, etc.
  - ◆ Protective Services Expenses- salaries (we are looking at adding an additional part time safety officer for the summer months) and supplies.
  - ◆ Other Operating Expenses--insurance, workman's compensation, bad debts, extraordinary expenses ( ex: replacement of larger items such as sewer or floor)
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- Capital Fund
    - new kitchen cabinets for downtown, plumbing repairs for Bear Creek, boiler system enhancements for Oak Towers, elevator repairs for Paquin Towers
    - updated security cameras due to changes in technology
    - new vehicles for the maintenance department
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- ◆ Housing Choice Voucher Rental Assistance Programs-we want to reduce our inspection costs (we are doing 17,000 inspections a year). The inspectors are looking for health and safety problems. We want to make sure that a unit has passed inspection before someone moves in. If something is minor we don't necessarily need to go back out to check if we can verify the repair has been done. Random samplings of Quality Assurance Inspections are done once a month by a non-inspector staff member. Landlords do not have to take Section 8. We try to build positive working relationships with landlords so they will want to work with us.
  - ◆ Shelter Plus Care Rental Assistance Program-budgeted for 6 hours a week
  - ◆ Tenant Based Rental Assistance Program- budgeted for 1 ½ hours a week
  - ◆ Central Office Cost Center- We get paid a management fee for every unit that is occupied.

Motion to approve the 5 Year Plan was made by Ms. King. Second by Ms. Carter. Everyone voted "Aye" and the minutes were approved as presented.

**V. Other:**

- New units-there will be 40 across from the NE corner of Oak Towers that will be named Kinney Point after Marvin Kinney, the late Chairman of the CHA Board of Commissioners. West of Oak Towers there will be 10 lots that will be a mix of homeownership and rental; the rentals will be 2-3 bedrooms, the 40 units on the NE corner will be 1 bedroom.
- Community Housing Trust- We are working with the City of Columbia, the City Foundation, Job Point and the Columbia City Development Corporation to form a Community Housing Trust. The Community Housing Trust program would buy and old house, tear it down, build a new one, sell you the house and rent you the land on a 99 year lease. (This will make the price of the house less when you buy it.) You cannot rent it out to someone. When you get ready to sell the house it has to be to another income eligible person. All the money you paid on the principal you keep to use on your next house plus \$5000. We want to keep housing affordable to low income people. The city acquires properties that have been abandoned or vacated and places them in a land bank so that they can be redeveloped. From there we would like to develop a Housing Trust Fund.
- Robert Moses was recognized for his GED graduation. Way to go Robert!
- RAB Members were presented with certificates of appreciation for their hard work and dedication to the committee.

**Schedule of Next Meeting:** The next meeting of the Resident Advisory Board is Thursday, July 11, 2013 at 5:00 p.m. at Paquin Tower.

**VI. Adjournment:** Mr. Steinhaus called for a motion to adjourn the meeting. Motion made by Mr. Moses. Second by Ms. King. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Lisa McDonald, Receptionist/Clerk  
Columbia Housing Authority



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To: Resident Advisory Board

From: Phil Steinhaus, CEO

Date: July 11, 2013

RE: Proposed Changes to Housing Choice Voucher Section 8 Administrative Plan Effective August 20, 2013

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## ***Summary of Proposed Revisions***

The Columbia Housing Authority (CHA) have been charged with streamlining procedures and processes within our Section 8 Housing Choice Voucher Program in order to reduce administrative burdens and related expenses. The affected Administrative policies are listed below.

## **Inspection Results and Reinspections**

### **PHA Policy**

If any HQS violations are identified, the owner will be notified of the deficiencies and be given a time frame to correct them. If requested by the owner, the time frame for correcting the deficiencies may be extended by the PHA for good cause. The PHA will reinspect the unit within 5 days of the date the owner notifies the PHA that the required corrections have been made.

### **Proposed Changes**

**The Columbia Housing Authority will not conduct HQS re-inspections except for health and safety issues or where units have more than 5 but less than 10 failed items. For those units not being reinspected, the tenant and landlord will be required to certify that the items are corrected. A copy of the work order (s) used to correct the failed item(s) or photo verification may be required as well. The inspector will use his or her discretion to determine if the unit must be physically reinspected or not. If it is determined that at the next scheduled inspection that the failed items were not corrected as certified, the family's housing assistance may terminate and the landlord may be barred from participating in the program in the future.**

If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit. The PHA may agree to conduct a second reinspection, for good cause, at the request of the family and owner.

### **PHA Policy**

When life threatening conditions are identified, the PHA will immediately notify both parties by telephone, facsimile, or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the PHA's notice.

When failures that are not life threatening is are identified, the PHA will send the owner and the family a written notification of the inspection results within 5 days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not more than 30 days will be allowed for the correction.

### **Proposed Changes**

**The Columbia Housing Authority will not conduct HQS re-inspections except for health and safety issues or where units have more than 5 but less than 10 failed items. For those units not being reinspected, the tenant and landlord will be required to certify that the items are corrected. A copy of the work order (s) used to correct the failed item(s) or photo verification may be required as well. The inspector will use his or her discretion to determine if the unit must be physically reinspected or not. If it is determined that at the next scheduled inspection that the failed items were not corrected as certified, the family's housing assistance may terminate and the landlord may be barred from participating in the program in the future.**

If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit. The PHA may agree to conduct a second reinspection, for good cause, at the request of the family and owner.

Following a failed re-inspection, the family must submit a new Request for Tenancy Approval for a different unit.

### **PHA Policy**

The PHA will conduct interim reexaminations in each of the following instances:  
For families receiving the Earned Income Disallowance (EID), the PHA will conduct an interim reexamination at the start and conclusion of the second 12 month exclusion period (50 percent phase-in period).

### **Proposed Changes**

**If the family has reported zero income, the PHA will conduct an interim reexamination every month as long as the family continues to report that they have no income. (REMOVE THIS SECTION)**

If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income); the PHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

If at the time of the annual reexamination, tenant-provided documents were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the PHA will conduct an interim reexamination.

The PHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

**Current Version:**

***Optional Reporting***

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b) (2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

PHA Policy

If a family reports a change that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file and will conduct an interim reexamination only when the reported change results in a monthly increase of \$100 or more in the tenant's portion of the rent. .

When a family reports a change that would result in a decrease in the family share of rent, the PHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

Families may report changes in income or expenses at any time.

**Proposed Version:**

***Optional Reporting***

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b) (2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

PHA Policy

If a family reports a change in household income that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file and will include the new income upon the effective date of their annual reexamination. If the family participates in the Family Self Sufficiency Program and it benefits them to have an increase in their portion of monthly rent, an interim will be conducted.

When a family reports a in household income change that would result in a decrease in the family share of rent, the PHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

Families may report changes in income or expenses at any time.