



Columbia Housing Authority  
201 Switzler Street  
Columbia, MO 65203

# CHALIS

## CHA Low-Income Services

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

### Board of Directors

*Bob Hutton, Chair*  
*Robin Wenneker, Vice-Chair*  
*John French*  
*Max Lewis*  
*Rigel Oliveri*

### Executive Director

Phil Steinhaus

## Board of Directors Meeting Agenda

Date: Monday, May 13, 2019

Time: 6:30 p.m. \*

Place: CHA Administration Building, 201 Switzler Street

\* The meeting will begin immediately following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners which begins at 5:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval March 19, 2019 Meeting Minutes
- V. **Resolution 108:** A Resolution to Approve a Memorandum of Understanding with the Youth Community Coalition and the Submission of a Mini Grant Application to ACT Missouri to Prevent and Reduce Underage Alcohol and Tobacco Use in Boone County.
- VI. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122, at least one working day prior to the meeting. (Email: [www.columbiaha.info@gmail.com](mailto:www.columbiaha.info@gmail.com))

**Media Contact:** Phil Steinhaus, Executive Director  
Phone: (573) 443-2556  
E-mail: [www.columbiaha.info@gmail.com](mailto:www.columbiaha.info@gmail.com)

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: [www.ColumbiaHA.com](http://www.ColumbiaHA.com).

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

#### March 19, 2019 Open Meeting Minutes

**I. Call to Order:**

II. The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on March 19, 2019 at the Columbia Housing Authority Administration Building at 201 Switzler St., Columbia, Missouri 65203. Bob Hutton, Chair, called the meeting to order at 6:59 p.m.

**III. Roll Call:**

Mr. Steinhaus called the roll:

Present: Bob Hutton, Chair  
Max Lewis, Board Member  
John French, Board Member  
Rigel Oliveri, Board Member

Excused: Robin Wenneker

CHALIS Staff: Phil Steinhaus, CEO  
Charline Johns, Executive Assistant to CEO  
Becky Markt, Director of Resident Services

**IV. Adoption of Agenda:**

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

**V. Approval February 26, 2019 CHA-Low Income Services Open Regular Meeting Minutes**

Mr. Hutton called for a motion to approve the February 26, 2019 regular open meeting minutes as presented. A motion was made by Mr. Hutton. Second by Mr. Lewis. All Board Members voted "aye" and Mr. Hutton declared the minutes adopted as presented.

**VI. Resolution 106:** A Resolution to Approve the Submission of a Sober Truth on Preventing (STOP) Underage Drinking Grant Application to the Substance Abuse and Mental Health Services Administration for Evidence-Based Programs Designed to Reduce Underage Drinking in Boone County, Missouri.

Mr. Steinhaus stated that CHALIS' grant request will be approximately \$50,000 per year for a grant period of up to 4 years. The Youth Community Coalition shall operate under CHALIS to coordinate the services and activities outlined in the grant application and conduct grant activities in accordance with the strategic plan of the coalition. The Youth Community Coalition is experienced in evidence-based programming and prevention. Additionally, the Coalition has a successful history of capacity building in the community and a network of partners and resources to fully complete the strategies of the grant application.

Mr. Hutton called for a motion to approve Resolution 106 as presented. A motion was made by Mr. Lewis. Second made by Mr. French. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, French, Hutton, Oliveri

No: None

**VII. Resolution 107:** A Resolution to Approve the Submission of a Strategic Prevention Framework-Partnerships for Success Grant Application to the Substance Abuse and Mental Health Services Administration to Address Underage Drinking Among Persons Aged 9 to 20 in Boone, County, Missouri.

Mr. Steinhaus stated the purpose of the grant program is to prevent the onset and reduce the progression of substance abuse and its related problems while strengthening prevention capacity and infrastructure at the community level. Communities may also address up to two additional, data-driven substance abuse prevention priorities, such as the use of marijuana, cocaine, opioids or methamphetamine. This again would go to Youth Community Coalition with approximately \$300,000 per year for a grant period of up to 5 years.

Mr. Hutton called for a motion to approve Resolution 107 as presented. A motion was made by Mr. Lewis. Second made by Mr. Hutton. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, French, Hutton, Oliveri

No: None

**VIII. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Mr. Lewis. Second by Ms. Oliveri. Mr. Hutton declared the meeting adjourned at 7:03 p.m.

\_\_\_\_\_  
Bob Hutton, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phil Steinhaus, Executive Director

\_\_\_\_\_  
Date

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**Certification of Public Notice**

I, Phil Steinhaus, Executive Director of CHA Low-Income Services, do hereby certify that on March 15, 2019, I posted public notice of the March 19, 2019, CHA Low-Income Services, Inc. Meeting and distributed copies of the notice and agenda to the Board of Directors and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all CHA offices during regular business hours and posted on the CHA web site at: [www.ColumbiaHA.com](http://www.ColumbiaHA.com).

\_\_\_\_\_  
Phil Steinhaus, Executive Director

\_\_\_\_\_  
Date



## Housing Authority of the City of Columbia, Missouri

### CHALIS Board Resolution Staff Memo

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To: CHALIS Board of Directors

From: Phil Steinhaus, Executive Director

Date: 5/13/2019

RE: **Resolution 108:** A Resolution to Approve a Memorandum of Understanding with the Youth Community Coalition and the Submission of a Mini Grant Application to ACT Missouri to Prevent and Reduce Underage Alcohol and Tobacco Use in Boone County.

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#### **Background Information:**

The mission of ACT Missouri is to serve as the statewide prevention catalyst, empowering individuals and fostering partnerships to promote safe, healthy, and drug-free communities. The ACT Missouri mini-grants are intended for registered, community coalitions that collaborate with other health and human service providers, schools, faith-based organizations and others who work to strengthen children, families and communities as a part of a comprehensive and long-lasting approach to prevent alcohol use, drug use and risky behaviors in youth ages 10 – 24.

The Youth Community Coalition will submit a proposal to ACT Missouri to seek funding for the development of youth prevention activities throughout Boone County. This will work towards the Coalition's goal of using evidence-based practices to reduce youth risk behaviors and promote healthy choices.

CHA Low-Income Service's grant request will be for approximately \$5,000 for a grant period of 1 year. The Youth Community Coalition shall operate through a signed Memorandum with CHA Low-Income Service, Inc. to coordinate the services and activities outlined in the grant application and conduct grant activities in accordance with the strategic plan of the coalition. The Youth Community Coalition is experienced in evidenced based programming and prevention. Additionally, the Coalition has a successful history of capacity building in the community and a network of partners and resources to fully complete the strategies of the grant application.

**Staff Recommendation:** Adopt Resolution #108 approving a Memorandum of Understanding with the Youth Community Coalition and authorizing the submission of a grant application to ACT Missouri to prevent and reduce underage alcohol and tobacco use and authorizing the execution of the contract award agreement and implementation of the program as described in the funding application.



Housing Authority of the City of Columbia, Missouri

**CHALIS**

CHA Low-Income Services, Inc.

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**RESOLUTION #108**

**A Resolution to Approve a Memorandum of Understanding with the Youth Community Coalition and the Submission of a Mini Grant Application to ACT Missouri to Prevent and Reduce Underage Alcohol and Tobacco Use in Boone County.**

WHEREAS, the ACT Missouri offers mini grants to support programs that prevent and reduce risky behaviors among youth in communities throughout Missouri; and

WHEREAS, CHA Low-Income Services, Inc. will be the applicant, sub-contractual agency, or organizational partner for the ACT Missouri mini grant to replicate evidence-based programs among the target population in Boone County, MO; and

WHEREAS, the Youth Community Coalition is a community-based coalition of youth and adults, designed to prevent substance abuse, underage drinking, teen pregnancy, and teen homelessness, and seeks to build capacity among community organizations to address these issues; and

WHEREAS, the Youth Community Coalition shall operate under CHA Low-Income Service, Inc. to coordinate the services and activities outlined in the grant application, sub-contract, or partnership and conduct those activities in accordance with the strategic plan of the coalition; and

WHEREAS, the Board of Directors of CHA Low-Income Services, Inc. desires to submit an ACT Missouri mini grant, sub-contractual agreement, or organizational partnership that will provide important funding to reduce the risk factors surrounding youth alcohol and tobacco use.

BE IT RESOLVED that the Board of Directors of CHA Low-Income Services, Inc., hereby adopts Resolution #108 approving a Memorandum of Understanding with the Youth Community Coalition and authorizing the submission of an ACT Missouri mini grant application up to \$5,000 to ACT Missouri; and

BE IT FURTHER RESOLVED that if the ACT Missouri mini grant application should be approved, sub-contract received, or partnership formed, Resolution #108 also authorizes the execution of all applicable grant contract award agreements. and the implementation of the programs and projects as described in the grant application.

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Bob Hutton, Chair

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Phil Steinhaus, Secretary

Adopted 5/13/2019

**Columbia Youth Community Coalition  
AND  
CHA Low-Income Services, Inc.**

**MEMORANDUM OF UNDERSTANDING**

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

This Memorandum of Understanding (MOU) establishes a partnership between Columbia Youth Community Coalition, and CHA Low-Income Services, Inc. The partnership establishes CHA Low-Income Services, Inc. as the Fiscal Agent for the Youth Community Coalition to promote and support program that assist Columbia's at-risk youth as they develop into productive and self-sufficient citizens.

**2. CHA Low-Income Services, Inc.**

**CHA Low-Income Services, Inc.** (CHALIS) is the 501(c)3 not-for-profit division of Columbia Housing Authority (CHA). CHALIS provides educational, economic, employment, and recreational opportunities for low- and moderate-income persons residing in Boone County.

CHA and CHALIS offer numerous other programs, both housing and non-housing, to improve the quality of life for CHA's public housing residents and Section 8 tenants, as well as Boone County's low- and moderate-income citizens.

**3. Columbia Youth Community Coalition**

The Columbia Youth Community Coalition (formerly Youth Prevention Policy Board) is a coalition of organizations, agencies, parents, and youth working together to support programs that assist Columbia's at-risk youth as they develop into productive and self-sufficient citizens. The Coalition's priorities focus on issues concerning healthy choices, substance abuse, education, and employment through community collaboration around effective programs with measurable outcomes.

**5. Duties and Responsibilities**

- **CHA Low-Income Services, Inc.** shall provide office space, phone, meeting space, day-to-day supervision of one full-time coalition coordinator, grant writing services and grants management support to the Youth Community Coalition at an estimated value of 20% of the Coalition's Annual Budget.
- **The Youth Community Coalition** shall recruit individuals and organizations in community collaboration to support programs which help at-risk youth develop into productive and self-sufficient citizens and which focus on issues concerning healthy choices, substance abuse, education and employment.

## 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 by either party giving 60 days written notice to terminate.

## 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 party 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

Phil Steinhaus, Executive Director  
CHA Low Income Services  
Telephone: 573.443.2556, ext. 1110  
Fax: 573.443.0051  
E-mail: [psteinhaus@columbiaha.com](mailto:psteinhaus@columbiaha.com)

Ron Rowe, Coalition Coordinator  
Columbia Youth Community Coalition  
Telephone: 573.554.7041  
Fax:  
Email: ron@yc2.org

## 11. Signatures

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Philip Steinhaus  
Executive Director  
Columbia Housing Authority

Date

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Ron Rowe  
Coalition Coordinator  
Columbia Youth Community Coalition

Date