



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

Board of Directors

Bob Hutton, Chair
Robin Wenneker, Vice-Chair
Steve Calloway
Rigel Oliver
Jama Rahn

Executive Director

Randy Cole

Board of Directors Meeting Agenda

Date: Tuesday, November 16, 2021

Time: 5:30 p.m. *

Place: Columbia Housing Authority, 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 October 13, 2021 Meeting Minutes
- V. **Resolution 123:** To Review and Approve the IRS 990 Form Submission for FYE2020.
- VI. Commissioner Comment
- VII. 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)

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: 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.

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

October 13, 2021 Open Meeting Minutes

I. Call to Order:

II. The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on October 13, 2021, in the Oak Room of the Oak Towers, 700 N. Garth Ave., Columbia, Missouri, 65203. Bob Hutton, Chair, called the meeting to order at 7:24 p.m.

III. Roll Call:

Mr. Cole called the roll:

Present: Bob Hutton, President
Robin Wenneker, Vice-President
Steve Calloway, Treasurer
Rigel Oliveri, Secretary

Excused: Jama Rahn

CHALIS Staff: Randy Cole, CEO
Charline Johns, Executive Assistant to CEO
Erin Friesz, Director of Human Services
Jeanette Nelson, Human Resources Manager

IV. Adoption of Agenda:

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

V. Approval August 25, 2021 CHA-Low Income Services Open Regular Meeting Minutes:

Mr. Hutton called for a motion to approve the August 25, 2021 regular open meeting minutes as presented. A motion was made by Ms. Oliveri. Second by Mr. Calloway. All Board Members voted “aye” and Mr. Hutton declared the minutes adopted as presented.

VI. Healthy Home Connections Program Update

Mr. Cole reported that he had spoken with Ms. Friesz and the County regarding concerns with the per unit cost rate provided of service. Mr. Cole explained that the cost rate was determined under CHALIS’ previous director so Ms. Friesz had jumped into this and had been trying to make this work. Mr. Cole indicated that the per unit cost rate is off, so there is excess revenue and this has been a problem for the past few years. Mr. Cole reported that last year \$60,000 had been paid off by a letter of credit and the year before that



Housing Authority of the City of Columbia, Missouri

CHALIS Board Resolution Staff Memo

To: CHALIS Board of Directors

From: Randy Cole, Executive Director

Date: November 16, 2021

RE: **Resolution 123:** To Review and Approve the IRS 990 Form Submission for FYE2020.

CHA Low-Income Services, Inc., as a 501(c)3 non-profit corporation, is required to file a 990 Form with the Internal Revenue Service (IRS) on an annual basis. As part of the filing process the form asks if the Board of Directors has reviewed the 990 Form to be submitted.

Enclosed for your review and approval is the FYE2020 990 Form CHA Low-Income Services, Inc.

During FYE2020 CHALIS had had the following revenues, expenses and total net assets or fund balances:

| | |
|-----------------------------------|-------------|
| Revenues | \$908,657 |
| Expenses | \$1,036,974 |
| Revenues Less Expenses | (\$128,317) |
| Total Net Assets or Fund Balances | (\$230,589) |

Executive Director Recommendation: Adopt Resolution 123 acknowledging that the Board of Directors has reviewed and approved the IRS 990 Form submission for FYE2020 for CHA Low-Income Services, Inc.

Form **8453-EO**

Exempt Organization Declaration and Signature for Electronic Filing

OMB No. 1545-0047

For calendar year 2020, or tax year beginning 01/01, 2020, and ending 12/31, 20 **20**

2020

Department of the Treasury
Internal Revenue Service

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, and 8868

► Go to www.irs.gov/Form8453EO for the latest information.

| | |
|--|---|
| Name of exempt organization or person subject to tax CHA LOW INCOME SERVICES INC | Taxpayer identification number 77-0601167 |
|--|---|

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the type of return being filed with Form 8453-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line of the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

| | | |
|--|--|-------------------|
| 1a Form 990 check here ► <input checked="" type="checkbox"/> | b Total revenue, if any (Form 990, Part VIII, column (A), line 12) | 1b <u>908,657</u> |
| 2a Form 990-EZ check here ► <input type="checkbox"/> | b Total revenue, if any (Form 990-EZ, line 9) | 2b _____ |
| 3a Form 1120-POL check here ► <input type="checkbox"/> | b Total tax (Form 1120-POL, line 22) | 3b _____ |
| 4a Form 990-PF check here ► <input type="checkbox"/> | b Tax based on investment income (Form 990-PF, Part VI, line 5) | 4b _____ |
| 5a Form 8868 check here ► <input type="checkbox"/> | b Balance due (Form 8868, line 3c) | 5b _____ |
| 6a Form 990-T check here ► <input type="checkbox"/> | b Total tax (Form 990-T, Part III, line 4) | 6b _____ |
| 7a Form 4720 check here ► <input type="checkbox"/> | b Total tax (Form 4720, Part III, line 1) | 7b _____ |

Part II Declaration of Officer or Person Subject to Tax


- 8 I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.
- If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that I am an officer of the above named organization or I am the person subject to tax with respect to (name of organization) _____, (EIN) _____, and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund.

Sign Here  1/10/21 **Randall Cole, Executive Director**
Signature of officer or person subject to tax Date Title, if applicable

Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-EO are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The organization officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

| | | | | |
|---|------------|--|---|-------------------------|
| ERO's signature  | Date _____ | Check if also paid preparer <input type="checkbox"/> | Check if self-employed <input type="checkbox"/> | ERO's SSN or PTIN _____ |
| Use Only Firm's name (or yours if self-employed), address, and ZIP code _____ | EIN _____ | Phone no. _____ | | |

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

| | | | | | |
|-------------------------------|----------------------------------|----------------------------|------------|---|-----------------|
| Paid Preparer Use Only | Print/Type preparer's name _____ | Preparer's signature _____ | Date _____ | Check if self-employed <input type="checkbox"/> | PTIN _____ |
| | Firm's name ► _____ | Firm's EIN ► _____ | | | Phone no. _____ |
| | Firm's address ► _____ | | | | |



e-file and print your Form 990 and state registration forms

Authentication Successful

CHA LOW INCOME SERVICES INC
77-0601167
2020 IRS Form 990
1/1/2020 - 12/31/2020

This filing has been authenticated.

Thank you.

As soon as we receive and process the Form 8453-EO signature form for your filing, we will transmit your filing to the IRS. The Electronic transmittal of your filing will happen within 1 business day of the receipt of your signature form.

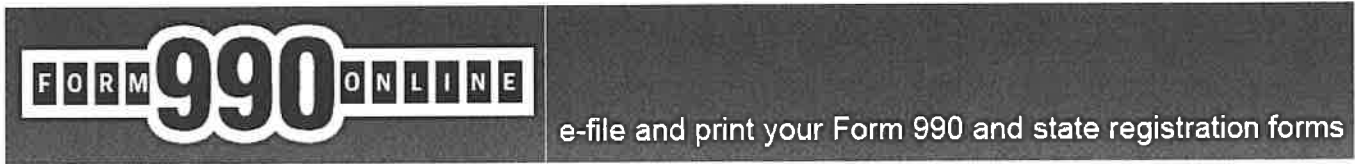
Once the IRS has received your filing, they will process it and send us back an acknowledgment. Our system will then send you an e-filing receipt, via email, stating whether the filing was accepted or rejected. If the filing was rejected, the e-filing receipt will contain information to help you make the appropriate corrections so you can resubmit the filing.

You can check the status of your filing at any time at the 990 Online Return Status page (Click below).

Please print this page for your records.

[Return to Control Panel](#)

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Request Login ID - Success

The following Login ID was successfully created:

Login ID: 77060116702
Name: Randall Cole
Title: Executive Director
Email: rcole@columbiaha.com

The system has sent an email to the email address above containing instructions on how to activate this Login ID. The Log before it can be used.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter is set up so that it can receive email address: **support@form990.org**

[Return to Manage Users Page](#)



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Current Web Page: Main - AddUser_Success
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e-file and print your Form 990 and state registration forms

- Home
- Support
- Links
- Log Out

Check Filing Status

CHA LOW INCOME SERVICES INC
 77-0601167
 2020 IRS Form 990
 1/1/2020 - 12/31/2020

Links

- [Control Panel](#)
- [E-file Steps](#)

View PDF images of this filing

- [Form 990 / Sch A / Statements](#)
- [Schedule B](#)

Current Status: **Awaiting Authentication**

The data entry for this return is complete. The filing must now be authenticated (electronically signed).

PDF Generation in Progress
 Please refresh this page in a few minutes

Next Step: Each of the people listed in the *Authentication Step* in the Filing Checklist (below) must authenticate this return. To begin the process, each person must log into the system, come to this page and then click the *Click here to Authenticate this Filing* link next to their name in the Filing Checklist.

Filing Checklist

| <u>No. Step</u> | <u>Status</u> | <u>Description</u> | <u>Delivery Actions</u> |
|--|---|---|-------------------------|
| 1 Edit IRS Form 990: | <input checked="" type="checkbox"/> OK | Completed by Maria Rosenee Barrantes, Accountant on 11/10/2021 10:07:14 AM | E-file |
| 2 990 Online Usage Fee: | <input checked="" type="checkbox"/> OK | Payment of \$47 was received by PayPal on 11/10/2021 10:12:15 AM | |
| 3 Authentication (electronic signature): | | | |
| » Randall Cole, Executive Director | <input checked="" type="checkbox"/> To Do | This officer must login using his/her Login ID to Authenticate this filing. | |
| 4 Signature Form: | <input checked="" type="checkbox"/> To Do | Please fax or email us the signed and dated Form 8453-EO Signature Form. Note: The form should be dated on (or after) the date the return was marked as complete. -> email: signatureforms@form990.org -> Fax: 866-699-3916 | |

NOTE: Contact Tech Support if you want to edit a completed form above

47.0

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e-file and print your Form 990 and state registration forms

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990 Online Fee Payment

CHA LOW INCOME SERVICES INC
 77-0601167
 2020 IRS Form 990
 1/1/2020 - 12/31/2020

990 Online Usage Fee Structure

Gross Receipts: \$908,657

| Usage Fee | Gross Receipts |
|-----------|-----------------------------|
| FREE | \$0 - \$100,000 |
| \$41 | \$100,001 - \$500,000 |
| \$47 | \$500,001 - \$1,000,000 |
| \$86 | \$1,000,001 - \$5,000,000 |
| \$118 | \$5,000,001 - \$10,000,000 |
| \$145 | \$10,000,001 - \$25,000,000 |
| \$172 | \$25,000,001 - \$50,000,000 |
| \$205 | Greater than 50,000,000 |

This page allows you to specify how you would like to pay the 990 Online Usage Fee. The Usage fee is based on the Gross Receipts in your return. See the chart above for the Fee schedule. The system will not generate the final pdf for your return or allow you to electronically file your return until the fees have been paid. Your choices for payment are Paypal, Credit Card or Check.

| Charges | |
|----------------------|----------------|
| 990 Online Usage Fee | \$47.00 |
| Total: | \$47.00 |

IMPORTANT:

If you select the **PayPal/Credit Card** option, the system will allow you to proceed with electronic filing as soon as you return from the payment process.

Payment Type

-
-

Click the appropriate payment button above.

If you elect to pay by **check or money order**, you will **not** be able to proceed (or view the final pdf of your return) until we have received your check or money order.

[Return to Filing Status Page.](#)
[Return to Contol Panel](#)

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990 Online (Civic Leadership Project)

You paid \$47.00 USD

to 990 Online (Civic Leadership Project)
Details

Paid with

Visa x-3460

\$47.00 USD

This transaction will appear on your statement as PAYPAL *990 ONLINE

Purchase details

Receipt number: 9AJ31984NJ936811W

We'll send confirmation to:

rbarrantes@columbiaha.com

Merchant details

990 Online (Civic Leadership Project)

Return to Merchant



Quick Jump | Form 990 Forms | Form 990 | Part II - Signature Section | Log Out

Verification Errors

[Return](#)

Organization: CHA LOW INCOME SERVICES INC **EIN:** 77-0601167 **Tax Year:** 2020

No errors exist for this verification process. You may proceed with entering more information or if all information has been entered proceed to mark the filing as complete.

When you are ready to mark the filing as complete, click the "Mark Filing as Complete" button below

Warning: [Form 990 - Statements: Reasonable Cause](#)

The current date is after the date on which your organization's filer filed an extension, please ignore this warning. If you have not filed would like to provide a "Reasonable Cause" as to why this filing is link to the left to proceed to the Reasonable Cause Statement.

[Mark Filing as Complete](#)

[Return](#)



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e-file and print your Form 990 and state registration forms IRS E-filing Steps

The following lists the steps required to enter and electronically file your Form 990, Form 990-EZ, Form 8868 (request for Extension) and/or State Registration Forms with the IRS and participating States:

| Step | Description |
|----------------------|---|
| ✓ 1) Create a Filing | The <i>Create New Filing Wizard</i> allows you to specify the types of returns you want to include in a filing. The system first asks you for the period that the filing covers (your organizations fiscal year). The system then asks the type of IRS form you want to file (Form 990, 990-EZ or 8868 - Request for Extension). Once you have selected the IRS form you wish to file, the system asks you which, if any, State Registration forms you want to include (please see the list of <u>participating</u> States). You are then asked to specify information about your organization so we can determine whether you can electronically file the return. Once you have entered the information into the wizard, the system will create your filing and allow you to begin the data entry process. |
| ✓ 2) Data Entry | During this step you enter the information for your return. While you are doing this, you can also generate a pdf of your return to view and print. When you are done with the data entry, please select the 'Verify Return' option from the Quick Jump Menu. |
| ✓ 3) Verification | This step is initiated by selecting the 'Verify Return' option from the 990 Online 'Quick Jump' Menu. During this step, the system verifies that you have entered the required information into your return. It also cross checks various totals to make sure that the form 'Adds Up'. If the system finds any problems with your return during verification, it will display the errors so that you can correct them. |
| 4) Mark As Complete | This step is performed after your return has verified with no errors. Once the return verifies cleanly, you will have the option to mark the return as complete. Please do this. We cannot transmit your return to the IRS until you have marked your return as complete and then performed the remaining steps described below. (Note: When you mark your IRS Return as complete, the system may also ask you if you want to send a copy of the IRS return to any of the States for which you have specified you wish to file a State Registration form. We recommend that you do this). Once you mark the return as complete, the system will automatically generate the final PDF of the return. The system will also 'Lock' the return at that time. You will no longer be able to edit the return once it has been marked as complete (note: you can, however, request that we put the return back into edit mode if you find you need to make additional changes). |
| 5) State Reg. Forms | This step is optional. This step is performed after your Form 990/990-EZ return has been marked as complete. If you selected State forms in the <i>Create New Filing Wizard</i> , you will be able to edit the State forms upon completion of your IRS form. You can also add State Forms to your filing from the Control Panel at any point prior to your return being transmitted to the IRS. If you elected to enter State Registration forms, you will be sent to the Online State Registration System. From there you can enter State Registration forms for <u>participating</u> states. Once you have entered your data, you can view PDF's of your State forms, verify the State forms and mark the State Forms as complete. Once you mark the State forms as complete, the system 'Locks' the State forms. You will no longer be able to edit the State Registration forms once they have been marked as complete (note: you can, however, request that we put the return |

back into edit mode if you find you need to make additional changes).

- 6) Authentication During this step, authorized officer(s) of the organization certify that they are authorized to sign the return. During the process, the system will send an email to the officer. The officer must click on the link in the email and finish the certification. **We cannot transmit the return to the IRS until this has been done.** This step is performed from the Filing Status Page. If your filing contains only an IRS Return (i.e. no State Registration Forms), then one officer of the organization (or the paid preparer, if the return was created by a paid preparer) must authenticate the return. If the filing contains State Registration Forms, it is quite possible that two (or more) officers of your organization will have to authenticate the filing. Authentication is not required for Form 8868 (Request for Extension) filings.
- 7) Signature Form During this step, the filer downloads, signs and faxes back the IRS Form 8453 Signature Form. When you marked the return as complete in step 2, the system generated a PDF of the Form 8453-EO Signature Form with the appropriate fields filled in. This form needs to be printed, signed and faxed back to us. **We cannot transmit the return to the IRS until we have attached the signed Form 8453 Signature Form to your return.** The form is available on the Filing Status Page. The Form 8453-EO Signature form is not required for Form 8868 (Request for Extension).
- 8) Transmit IRS Returns Once the preceding steps are complete, we will build your return and transmit it to the IRS. During the build process, it is possible we may discover errors that you need to correct. If that happens, we will notify you, via email, and move your return back into 'Edit Mode' so you can correct the problem. Once the return has built cleanly, we will transmit your return to the IRS.
- 9) IRS Response Once the IRS receives your return, they will process it against their master database. During the processing they will check to make sure that the return passes their 'Business Rules'. When the processing is done, the IRS will send us an Acknowledgement file containing the results. If there were errors in the return, the IRS will include those errors in the Acknowledgement file. As soon as we receive the Acknowledgement file from the IRS we will send a copy to the person who authenticated the return (in Step 6). If there were errors in the return, we will move your return back into edit mode so you can correct it.
- 10) Transmit State Data If you elected to enter State Registration forms in Step 1, and your Form 990/990-EZ return was accepted by the IRS, the State Registration Information will be transmitted to the states in which you elected to file. Please note that the data cannot be transmitted to the States until the electronically filed 990 return has been transmitted to, and accepted by, the IRS.
- 11) State Fees Most states require that you submit fees along with your State Registration Forms. Each State handles these fees in their own way. With some state, you must print out the voucher generated by our system, and send it to the State along with your payment. Other States allow you to pay your State Registration fees by credit card once the return has been accepted. In those states, the e-filing Receipt our system sends you will contain a link to the appropriate State web page for making your payment. (Note: The 990 online does not currently charge any fees to use the system. The fees discussed here are the fees required by the states in which you file.)

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Last modified: March 1, 2021.



CHALIS

CHA Low-Income Services, Inc.

RESOLUTION #123

To Review and Approve the IRS 990 Form Submission for FYE2020.

WHEREAS, CHA Low-Income Services, Inc., as a 501(c)3 non-profit corporation, is required to file a 990 Form with the Internal Revenue Service (IRS) on an annual basis, and

WHEREAS, As part of the filing process the form asks if the Board of Directors has reviewed the 990 Form to be submitted, and

WHEREAS, During FYE2019 CHA Low-Income Services, Inc. had revenues of \$908,657 and expenses of \$1,036,974 resulting in revenues less expenses of \$(128,317) and total net assets or fund balances of (\$230,589).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of CHA Low-Income Services, Inc. hereby adopts Resolution #123 acknowledging that it has reviewed and approved the IRS 990 form submission for CHA Low-Income Services, Inc. for FYE2020, as attached hereto and made a part hereof.

Bob Hutton, President

Randy Cole, executive Director

Adopted November 16, 2021

\$20,000. Mr. Cole shared that currently there is \$81,000 in excess revenue that is extra after paying all of costs for funding the program. Mr. Hutton asked for clarification of the concern. Mr. Cole stated that CHALIS is being paid too much for the service essentially. Mr. Cole indicated that he wanted to make the Board aware of this issue and hope to start including a quarterly budget of CHALIS during the CHA Board of Commissioners Meetings. Mr. Cole reported that they may also want to rethink how they view some of the expenses of CHALIS after looking back at the beginning of the organization looks like about 2008-2010 started spending into the negative and owing the Housing Authority. Mr. Cole requested approval from the Board to pay the \$81,000 to the County.

Mr. Hutton asked if there were any questions. All board members indicated they approved of paying back \$81,000. Mr. Hutton made a motion to approve CHA to pay back \$81,000 to the County. Second made by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Wenneker, Oliveri, Hutton

No: None

VII. Commissioner Comment:

There was no commissioner comment.

VIII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Mr. Hutton declared the meeting adjourned at 7:33 p.m.

Bob Hutton, President

Date

Randy Cole, Executive Director

Date

Certification of Public Notice

I, Randy Cole, Executive Director of CHA Low-Income Services, do hereby certify that on October 8, 2021, I posted public notice of the October 13, 2021, 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.

Randy Cole, Executive Director

Date