



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
John French
Max Lewis
Rigel Oliveri

Executive Director

Phil Steinhaus

Board of Directors Meeting Agenda

*Rescheduled from
Tuesday, February 19, 2019*

Date: Tuesday, February 26, 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 December 4, 2018 Meeting Minutes
- V. **Resolution 105:** To Authorize the Submission of an Application to the Heart of Missouri United Way 2019 Financial Stability Funding Priority; and the Execution of the Contract Award Agreement and Implementation of the Programs as Described in the Application.
- 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, or TTY Relay at 800-735-2966 at least one working day prior to the meeting.

Media Contact: Phil Steinhaus, Executive Director Phone: (573) 443-2556

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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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EXECUTIVE DIRECTOR
Phil Steinhaus

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

December 4, 2018 Open Meeting Minutes

I. Call to Order:

The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on December 4, 2018, at the Columbia Housing Authority Administration Building at 201 Switzler St., Columbia, Missouri 65203. Bob Hutton, Chair, called the meeting to order at 6:54 p.m.

II. Roll Call:

Mr. Steinhaus called the roll:

Present: Bob Hutton, Chair
Robin Wenneker, Vice Chair
Phone in Max Lewis, Board Member
John French, Board Member
Rigel Oliveri, Board Member

CHALIS Staff: Phil Steinhaus, CEO
LaShonda Eniade, Executive Assistant
Becky Markt, Director of Resident Services

Guest: Ken Nuernberger, ND Consulting Group

III. Adoption of Agenda:

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

IV. Approval August 21, 2018 CHA-Low Income Services Open Regular Meeting Minutes

Mr. Hutton called for a motion to approve the August 21, 2018, regular open meeting minutes as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. All Board Members voted "aye" and Mr. Hutton declared the minutes adopted as presented.

V. Resolution 104: To Review and Approve the IRS 990 Form Submission for FYE2017 (January-December) and the IRS 990 Form Submission for 2016 (October-December).

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

Mr. Hutton called for a motion to approve **Resolution 104** as presented. A motion was made by Ms. Wenneker. Second made by Mr. Lewis. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, Wenneker, French, Hutton, Oliveri

No: None

VI. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Mr. French. Mr. Hutton declared the meeting adjourned at 6:57 p.m.

Bob Hutton, Chair

Date

Phil Steinhaus, Executive Director

Date

Certification of Public Notice

I, Phil Steinhaus, Executive Director of CHA Low-Income Services, do hereby certify that on November 30, 2018, I posted public notice of the December 4, 2018, 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.

Phil Steinhaus, Executive Director

Date



Housing Authority of the City of Columbia, Missouri

CHALIS Board Resolution Staff Memo

To: CHALIS Board of Directors

From: Phil Steinhaus, Executive Director

Date: February 19, 2019

RE: **Resolution 105:** To Authorize the Submission of an Application to the Heart of Missouri United Way 2019 Financial Stability Funding Priority; and the Execution of the Contract Award Agreement and Implementation of the Programs as Described in the Application.

The Heart of Missouri United Way (HMUW) employs a community impact model to award funding which addresses the four key targets that contribute to poverty: lack of access to education, health, financial stability and basic needs/safety net services. In February, the United Way is soliciting proposals from agencies to provide services which lead to financial stability.

With this round of funding, the Heart of Missouri United Way will support services that strengthen the financial stability and economic mobility of individuals and families who are financially vulnerable. HMUW will address these needs by funding programs that demonstrate the following client outcomes:

- Gains in skills and/or credentials needed for employment and/or increased wages
- Gain and sustain employment and/or increase income
- Increase disposable income by increasing financial literacy and/or reducing costs and/or accessing benefits.

Building and advancing social capital to achieve these client outcomes is recommended.

As CHA Low-Income Services supports activities of the full Columbia Housing Authority, a proposal to the HMUW impact area will enhance the CHA's Family Self-Sufficiency Program. The PASSPORT to SUCCESS program is designed to help build social capital (bonding and bridging) through a guided and monitored process leading to relationships and activities that promote living-wage employment.

Participants will be referred to their Family Self-Sufficiency Coordinator through their Housing Specialist at the CHA. FSS Coordinators will assess the participant for program qualifications. Participants will be provided a "Starter Pack" with a binder, resume materials and a USB, along with their program "Passport". The Passport will have employment seeking activities for the participant to check off to qualify for their VIP Ticket. These activities include but are not limited to: completion of a job readiness course, visiting the local Job Center and completing membership qualifications, completing a working resume, filing for DSS Childcare Assistance (if applicable), attendance at Passport Support Groups and completion of a financial literacy course. Outreach to community partners and participant group meetings will be utilized to surround participants with other individuals who have similar goals and to ensure community integration of program consumers.

Once a participant obtains "stamps" for activities on their individualized plan, they will be awarded their VIP Ticket (Voucher Incentive Program Ticket). Each VIP Ticket will have a monetary value and an individual tracking number. The VIP Ticket will be allocated at one per family. The funds on the VIP Ticket will be used to remove barriers such as transportation through mileage reimbursement or public transportation vouchers. VIP

Tickets will also fund child care while searching for employment or while in the early stages of work prior to receiving a first paycheck and will be allowed to supplement co-pays required for child care that is subsidized by the DSS Childcare Assistance Program for a specified period until the family can support the cost on their own, or their VIP Ticket funds expire. Additionally, the VIP Ticket will pay for work-related clothing, such as uniforms or interview clothing, tools and other special job-specific gear. Each VIP Ticket will be personalized to fit the families' need. Unused VIP Ticket funds will revert to the budget for use for another family until expired.

With these supports, participants will secure employment and the FSS program will monitor until their FSS program and Individual Training and Services plan is complete, for a period of 1 to 5 years. Data will continue to be collected and participants will report raises, COLA or merit-based to the FSS coordinator during their annual re-certification of income for housing and during monthly visits with the coordinator. Consequently, the income and employment status of the participant will be monitored continuously while they are a participant in the CHA subsidized housing programs.

CHA Low-Income Services, Inc. seeks approval to submit an application to the Heart of Missouri United Way for \$21,400 each year for 3 years to support activities and barrier removal through the PASSPORT to SUCCESS enhancement to the Family Self-Sufficiency Program.

Staff Recommendation: Adopt Resolution 105 to authorize the submission of an application to the Heart of Missouri United Way 2019 Financial Stability Fund; and authorize the Execution of the Contract Award Agreement and implementation of the programs as described in the application.



CHALIS

CHA Low-Income Services, Inc.

RESOLUTION #105

A Resolution to Authorize the Submission of an Application to the Heart of Missouri United Way 2019 Financial Stability Funding to remove barriers to employment for participants of the Family Self-Sufficiency Program; and Authorizing the Execution of the Contract Award Agreement and Implementation of the Program as Described in the Application.

WHEREAS, the Heart of Missouri United Way funds services that strengthen the financial stability and mobility of individuals and families who are financial vulnerable; and

WHEREAS, the Heart of Missouri Financial Stability Funding Impact Area supports programs which help clients gain skills and/or credentials needed for employment and/or increased wages; gain and sustain employment/and or increase income; and Increase disposable income by increasing financial literacy, reducing costs, or accessing benefits; and

WHEREAS, CHA Low-Income Services, Inc. provides programs and services focusing on youth succeeding, adults and families becoming self-sufficient, individuals living independently, and the development of affordable housing; and

WHEREAS, CHA Low-Income Services, Inc. desires to submit an application to the Heart of Missouri United Way's Financial Stability Funding priority in the amount of \$21,400, with an option to renew for two years, in order to remove barriers for up to 15 participants in the CHA's Family Self-Sufficiency Program who wish to gain skills for employment or increased wages; gain and sustain employment or increase income; and increase disposable income through increased financial literacy, reduced costs, or access to benefits;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of CHA Low-Income Services, Inc., hereby adopts Resolution #105 authorizing the submission of a grant application for \$21,400 to the Heart of Missouri United Way 2019 Financial Stability Funding Priority; and

BE IT FURTHER RESOLVED that if the grant application should be approved, Resolution #105 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.

Bob Hutton, Chair

Phil Steinhaus, Secretary

February 26, 2019