

### Board of Directors Meeting Agenda

Date: February 16, 2021

Time: 5:30 p.m. \*

Place: Due to the COVID-19 pandemic, this will be a virtual meeting held through the Zoom video conferencing application. Those with computers with cameras may join with video and audio. Those without video access may listen in using computer audio or telephone. To receive an invitation to participate in the meeting send an email request to: [columbiaha.info@gmail.com](mailto:columbiaha.info@gmail.com) at least four (4) hours prior to the start of the meeting.

\* 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 November 17, 2020 Meeting Minutes
- V. **Resolution 119:** To Authorize the Submission of the Cigna Foundation Healthier Kids for Our Future: Mental Health Grant for the Moving Ahead Afterschool & Summer Program and Authorizing the Execution of the Contract Award Agreement and the Implementation of the Program as Described in the Funding Application.
- 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](mailto:www.columbiaha.info@gmail.com))

**Media Contact:** Phil Steinhaus, CEO  
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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](http://www.ColumbiaHA.com).



# Housing Authority of the City of Columbia, Missouri

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING November 17, 2020 MEETING MINUTES

### I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session via virtual meeting held through Zoom video conferencing application on November 17, 2020, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri, 65203. Mr. Hutton, Chair, called the meeting to order at 5:30 p.m.

### II. Roll Call:

Present: Bob Hutton, Chair  
Robin Wenneker, Vice Chair  
Rigel Oliveri, Commissioner  
Max Lewis, Commissioner  
Steve Calloway, Commissioner

CHA Staff: Phil Steinhaus, CEO  
Rick Hess, Director of Asset Management  
Mary Harvey, Director of Finance  
Andrea Tapia, Chief Operations Officer  
Laura Lewis, Director of Affordable Housing Operations  
Erin Friesz, Director of Human Services

Guests: Tom Kayser, Benefits Broker, Sundvold Financial

### III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Mr. Lewis and second by Mr. Calloway. All Commissioners voted "aye". Mr. Hutton declared the agenda adopted.

### IV. Approval of October 13, 2020 Open Meeting Minutes of the CHA Board of Commissioners:

Mr. Hutton called for a motion to approve the minutes from the open meeting of October 13, 2020. A motion was made by Mr. Calloway and second by Mr. Lewis. All Commissioners voted "aye". Mr. Hutton declared the motion approved.

### V. Approval of October 13, 2020 Open Meeting Minutes of the Columbia Community Housing Trust Board of Directors:

Mr. Hutton called for a motion to approve the minutes from the open meeting of October 13, 2020. A motion was made by Ms. Oliveri and second by Ms. Wenneker. All Commissioners voted "aye". Mr. Hutton declared the motion approved.

**VI. Approval of August 18, 2020 Open Meeting Minutes of the CHA Low-Income Services Board of Directors:**

Mr. Hutton called for a motion to approve the minutes from the open meeting of October 13, 2020. A motion was made by Mr. Lewis and second by Mr. Calloway. All Commissioners voted "aye". Mr. Hutton declared the motion approved.

**VII. Public Comment**

There were no public comments.

**RESOLUTIONS**

**VIII. CHA Resolution 2858: A Resolution to approve the CHA Employee Benefits Package for FYE January 1, 2021 through December 31, 2021.**

Mr. Steinhaus explained that this year's benefits package focused on managing CHA's increasing costs for medical insurance benefits while also retaining a strong benefit plan for CHA employees. Mr. Steinhaus turned the floor over to Mr. Kayser to present to the Board.

Mr. Kayser reviewed highlights from the spreadsheets of the benefit packages that were proposed and shared that the chart shows the various coverage options that were presented. Mr. Kayser explained that CHA is currently with Anthem and their renewal rate for CY2021 came in at a 17.70% increase. It was noted that the CHA only budgeted for a 10% increase for CY2021. Mr. Kayser stated that United Health Care presented three options and upon negotiation to get the rates down, they offered a second option for each proposal which would offer a "holiday" month with no payment due in February, with this rate based on 11 months of payments as opposed to 12 months.

Mr. Kayser shared that he and CHA staff are recommending Proposal III with the 11-month option. This would result in the reduction of -6.54% over the current CHA plan. Mr. Kayser explained that the deductible rates are reduced significantly, with a minor (-\$5) reduction in the third-tier prescription co-pay. The major change being in the co-pays for office visits, with the first 4 office visits having a co-pay, after that employees would pay the deductible and then 20% of the cost of the visit. Telehealth visits would be free.

Mr. Kayser stated that from a budgetary standpoint the premiums are much more manageable than Anthem's 17% renewal. Mr. Steinhaus shared that anyone that is hired after February will be paying the full monthly rate. He stated that February is the only month that they will not pay. Mr. Steinhaus added that virtual visits are free and will not count against the first 4 visits.

Mr. Kayser reviewed the United Health Care Premium Analysis and the Ancillary Renewal Comparison noting that they are recommending switching from Principal to Guardian for ancillary coverages. Mr. Steinhaus shared that Mr. Kayser has helped CHA to stay within budget and has done a great job working with them on the benefits package. Mr. Lewis shared that he believed that Mr. Kayser has done a great job as well and thanked him for his hard work. The Board thanked Mr. Kayser for his presentation.

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

Mr. Hutton called for a motion to approve CHA Resolution 2858 as presented. A motion was made by Mr. Hutton. Second by Mr. Lewis. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Lewis, Oliveri, Calloway, Wenneker

No: None

**IX. CHA Resolution 2859: A Resolution to Approve Revisions to the Columbia Housing Authority's Personnel Policy Section XXI. Other Benefits, F. Protective Equipment – Increasing the Reimbursement Rate for Safety Footwear to 50% or up to \$50.00, Whichever is Less, Toward the Purchase Price of Safety Footwear.**

Mr. Steinhaus explained that Mr. Willingham had shared with him that the reimbursement rate for protective footwear had not been increased for a significant amount of time and has not kept up with the rising cost of safety footwear. Mr. Steinhaus stated that he recommended that the CHA Personnel Policy be revised to reimburse 50% or up to \$50.00, whichever is less, toward the purchase of safety footwear.

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

Mr. Hutton called for a motion to approve CHA Resolution 2859 as presented. A motion was made by Mr. Lewis. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Lewis, Oliveri, Calloway, Wenneker

No: None

**X. CHALIS Resolution 118: A Resolution to Review and Approve the IRS 990 Form Submission for FYE2019.**

Mr. Steinhaus explained that the CHA Low-Income Services, Inc. a 501(c)3 non-profit corporation, is required to file a 990 Form with the Internal Revenue Services (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.

Mr. Steinhaus reviewed the revenues, expenses, revenues less expenses and the total net assets or fund balances.

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

Mr. Hutton called for a motion to approve CHALIS Resolution 118 as presented. A motion was made by Ms. Wenneker. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Lewis, Oliveri, Calloway, Wenneker

No: None

**XI. Columbia Community Housing Trust Resolution 67: To Review and Approve the IRS 990 Form Submission for FYE2019.**

Mr. Steinhaus explained that the Columbia Community Housing Trust, a 501(c)3 nonprofit corporation, is required to file a 990 Form with the Internal Revenue Services (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. Mr. Steinhaus noted that the Columbia Community Housing Trust is here to assist with the Affordable Housing Development and because CHA has not had any funded projects with the past year there has not been much revenue.

Mr. Steinhaus reviewed the revenues, expenses, revenues less expenses and the total net assets or fund balances.

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

Mr. Hutton called for a motion to approve CCHT Resolution 67 as presented. A motion was made by Mr. Lewis. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Lewis, Oliveri, Calloway, Wenneker

No: None

## REPORTS

### **XII. Affordable Housing Initiative Report.**

Mr. Steinhaus reported that the CHA Affordable Housing Development Team and the ND Consulting staff, applied for 9% LIHTC funding to the Missouri Housing Development Commission (MHDC) and are waiting to hear their decision and also expects to hear about the funding recommendations from the Federal Home Loan Bank of Des Moines in December. Mr. Steinhaus reviewed the Salient Facts from the MHDC LIHTC application.

### **XIII. Building Expansion Update.**

Mr. Steinhaus reported that the city staff have raised concerns about stormwater management and wants this project included in the CHA's master plan for stormwater management for all CHA properties to be redeveloped. Mr. Steinhaus shared that this is somewhat problematic because CHA does not know what the plan will be for the remaining 84 housing units.

Mr. Steinhaus explained that once this gets approved by the City, the construction documents will be sent to local plan rooms and will follow the timetable outlined previously. Mr. Hutton inquired as to whether there was an expected date to hear back from the City. Mr. Steinhaus shared that Mr. Willingham is working with A Civil Group to meet with the City to get this resolved soon but believes that bids won't be opened until mid-January.

Mr. Steinhaus reported that CHA has located temporary office space in the lower level of the Bank of America at 800 East Cherry for the Finance Department to move into at a cost of about \$2,000 a month. Ms. Harvey stated that with the Finance Department leaving before construction begins, it will allow Ms. Tapia to have space for her additional staff that she will be hiring.

### **XIV. Information Technology Update.**

Mr. Steinhaus reported that most of the CHA's internal networking equipment is up to 20 years old in which, there is no manufacturer support, driver and software updates are unavailable, and securities abilities are outdated. He noted that network technicians are unable to access equipment remotely so they must come on site for any repairs or changes in configurations that could otherwise be accomplished remotely in minutes, sparse Wi-Fi systems are more residential than commercial and wiring in the Blind Boone Center (BBC) needs to be replaced. Mr. Hess shared that this equipment will all have 3-year 24/7 service plan that includes warranty and support and will help CHA to keep up with technology.

**XV. Report on Television and Internet Service at Paquin Tower and Oak Tower.**

Mr. Steinhaus reported that in the 1970's as part of the franchise negotiation was that the cable television service would be provided free of charge to Paquin Tower and Oak Towers. Mr. Steinhaus stated that in 2009, Mediacom, who is now the franchise company, informed CHA that they would no longer provide free service. Mr. Steinhaus explained that CHA signed a 10-year agreement with CenturyLink to provide television service to both towers at a fixed rate of \$10/month/unit. Since CHA cannot require residents to subscribe to television service, CHA set their rates as the provider to each resident at \$15/month to make up for the fact that not every resident subscribed to the service.

Mr. Steinhaus explained that the best option was to rewire each building for individual cable, telecommunication, and internet service with CAT6 and RG6 cable wiring to each apartment. Mr. Steinhaus added that all residents will have access to free over-the-air local television channels. This allows the CHA to get out of being a bulk television service provider.

Mr. Steinhaus noted that this arrangement has worked well at the Patriot Place. Mr. Hutton asked where do the "free channels" come in? Mr. Steinhaus explained that CHA will place an antenna on the buildings so that they can receive those channels.

Mr. Steinhaus asked Mr. Hess if CHA had any providers other than Mediacom or CenturyLink coming in for services? Mr. Hess shared that any provider that had a service such as Socket or Charter would have the ability to do so. Mr. Hutton inquired as to whether CHA would need the approval from the Board for the expense. Ms. Harvey reported that it had been approved by Redstone, but it had not been put in the budget. Mr. Steinhaus asked that the Board take a vote to approve the Change in Television and Internet Services at Paquin Tower and Oak Tower.

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

Mr. Hutton called for a motion to approve the Change in Television and Internet Services at Paquin Tower and Oak Towers as presented. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Hutton, Lewis, Oliveri, Calloway, Wenneker

No: None

**XVI. Coronavirus (COVID-19) Response Report.**

Mr. Steinhaus reported that he will leave the current workplace plans in place and CHA will continue to limit in-person contact with participants, applicants and the public. Mr. Steinhaus noted that there are current CHA staff members that had been affected by COVID-19 after testing positive or in quarantine due to close exposure. Mr. Steinhaus shared that the HVAC filtering systems had been updated at the Administration Building, maintenance shop, and the Blind Boone Community Center and that an incentive was given to staff to get their Flu shot this year, in which a drawing for staff to win a gift card.

**XVII. Monthly Management Reports for Public Housing and Affordable Housing Properties, Housing Choice Voucher Programs, Resident Service, and Safety.**

Mr. Steinhaus reviewed highlights from the Property Management Report Card stating that Amp 1 has 7 vacancies over 60 days in light of holding units vacant waiting to see if the proposed redevelopment of the program is approved for low-income housing tax credit funding. He said that if funding is not received, they

will begin to fill the vacant units. At Bear Creek there are 4 vacant units otherwise the other properties are filling up. Mr. Steinhaus reported that the number of individuals moving out with a Housing Choice Voucher has decreased believing this to be due to tenants not being able to find units in the private sector.

Ms. Tapia reported that the Housing Choice Voucher waiting list has been reduced to 272 applicants and that she is working to determine how to safely open the waiting list sometime in the spring of 2021. Ms. Tapia explained that anticipates more than 900 families and individuals applying when the waiting list is opened for one week this spring. Ms. Tapia reviewed highlights from the Family Self-Sufficiency Program, noting that there are 122 program participants with 1 graduate as of October 1, 2020 with an escrow of \$11,261.23. Ms. Tapia added that the total escrow balance is \$221,541.43.

Ms. Tapia reported that the Continuum of Care Program continues to provide services for this program but are not currently pulling from the "By-Name-List" because the CHA is almost at the maximum amount that the program allots for that particular program. Ms. Tapia shared that the fourteen 811 Mainstream Vouchers have all been utilized and HUD has awarded 5 more vouchers to the CHA as they continue to identify applicants on the 2018 HCV waitlist that are eligible to receive the 811 Mainstream Voucher subsidy. Ms. Tapia explained that the Veteran Affairs Supportive Housing (VASH) Program has worked hard to work with the Truman VA staff to utilize the remaining VASH vouchers to provide housing for the community's homeless veterans, noting that as of the current date, there are 93 households receiving VASH program assistance.

Ms. Tapia reported that the HOME Tenant-Based Rental Assistance (TBRA) Program opened the waitlist on November 9, 2020 and as of the current date, they have received 11 applications from other agencies in the community. Ms. Tapia shared that she is meeting with 4 applicants later in the week that are receiving supportive services through Love Inc.

Mr. Hutton inquired about the significance of the 811 Mainstream Vouchers. Mr. Steinhaus explained that the 811 Mainstream Vouchers are good for one year, that are provided for individuals who are transitioning out of homelessness, jail or prison, nursing homes or other rehabilitation settings.

Mr. Steinhaus reported that CHA is beginning the Moving Ahead Program fundraising campaign through CoMoGives. Mr. Steinhaus reviewed the highlights from the Human Services Report and stated that staff at the Blind Boone Community Center are focusing on self-care with families and helping them to weather each wave of difficulty through the supportive services that staff are offering. Ms. Friesz shared that staff have been receiving training for expressive arts therapeutic curriculum in order to gage where the families are at because they need to be in a good space mentally to be able to take care of their kids with all that is going on with virtual learning and COVID concerns.

Mr. Steinhaus reviewed highlights from the Safety Department and shared that things have been pretty quiet on CHA properties.

#### **XVIII. September 2020 Financial Reports.**

Ms. Harvey reviewed the highlights from the Section 8 HCV Program and the housing properties losses and surpluses.

#### **XIX. 2020 Cradle to Career Alliance Health Equity Report**

Mr. Steinhaus reported that he is currently the Chair of the Board of the Cradle to Career Alliance and wanted to share a copy of the C2CA's 2020 Healthy Equity Report. Mr. Steinhaus stated that he represents the Columbia Housing Authority on the Board.

**XX. Current Events**

Mr. Steinhaus shared that the CHA was recognized with a “Kindness in Business” award from the Children’s Grove and the Missouri Business Alert. He also shared that two employees were leaving CHA after doing great work with CHA for years and will be truly missed.

**PUBLIC AND COMMISSIONER COMMENT**

**XXI. Public Comment.**

There were no public comments.

**XXII. Commissioner Comment.**

There were no Commissioners comments.

**XXIII. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Mr. Hutton called the meeting adjourned at 7:12 PM.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phil Steinhaus, Chief Executive Officer

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Date

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**Certification of Public Notice**

I, Phil Steinhaus, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on November 13, 2020, I posted public notice of the November 17, 2020 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda were 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, Chief Executive Officer

\_\_\_\_\_  
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: February 16, 2021

RE: **Resolution 119:** To Authorize the Submission of the Cigna Foundation Healthier Kids for Our Future: Mental Health Grant for the Moving Ahead Afterschool & Summer Program and Authorizing the Execution of the Contract Award Agreement and the Implementation of the Program as Described in the Funding Application.

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CHALIS is planning to submit a grant proposal for funding from The Cigna Foundation for \$125,000 for three years.

### **MAP 4 Mental Health**

This program will work to address complex trauma among the youth in the Moving Ahead Program, by embedding trauma-informed therapeutic interventions. This program will help the MAP youth, ages 5-18, exposed to childhood trauma of one or more of the following: poverty, domestic violence, crime, hunger, mental illness, and/or substance use. This program will provide confidential front-line behavioral, socioemotional and mental health screenings. Through this program, youth will have opportunities for voluntary participation in trauma-informed expressive art interventions.

The Moving Ahead Program (MAP) provides free after-school and summer programming for children from low-income families in our community. In operation since 2003, MAP is a high-quality, state-licensed, after-school program offering an effective mix of one-on-one tutoring and fun cultural and physical activities for low-income children in Kindergarten through 12th grade. Moving Ahead relies entirely on grants and local donations for curriculum, supplies, and compensation for our dedicated staff.

The Moving Ahead Program provides a more wrap-around approach for the participating families. MAP has expanded with additional funding, to include case management, family education and family development. The program brings in various staff, volunteers, vendors, etc. to assist with the families mental and physical health and helps to educate them towards self-resiliency.

**CHA's funding request for the Moving Ahead Program will be up to \$125,000 each year, for up to, 3 years.**

**Staff Recommendation:** Adopt Resolution 119 approving the submission of a funding application to the Cigna Foundation Healthier Kids for Our Future: Mental Health Grant for the Moving Ahead Afterschool & Summer Program and Authorizing the Execution of the Contract Award Agreement and the 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 #119**

**To Authorize the Submission of the Cigna Foundation Healthier Kids for Our Future:  
Mental Health Grant for the Moving Ahead Afterschool & Summer Program and  
Authorizing the Execution of the Contract Award Agreement and the Implementation  
of the Program as Described in the Funding Application.**

WHEREAS, the Housing Authority of the City of Columbia, Missouri believes that services promoting family self-sufficiency and independent living are very important in assisting low-income households, the elderly, and persons living with disabilities; and

WHEREAS, CHA Low-Income Services, Inc. seeks to help develop additional community resources to help families work toward self-sufficiency, and the elderly and persons with disabilities live as independently as possible.

THEREFORE BE IT RESOLVED that the Board of Directors of CHA Low-Income Services, Inc. adopts Resolution 119 authorizing the submission of social services funding applications to the Cigna Foundation: Healthier Kids for Our Future, for the Moving Ahead Program in the approximate amount of, up to, \$125,000, for up to, 3 years.

BE IT FURTHER RESOLVED, that if the application be approved, this Resolution authorizes the execution of the Contract Award Agreement and implementation of each community support program as described in the social services funding application.

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Bob Hutton, Chair

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Phil Steinhaus, Secretary

Adopted February 16, 2021