



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

*Genie Rogers, Chair*

*John French*

*Bob Hutton*

*Max Lewis*

*Robin Wenneker*

EXECUTIVE DIRECTOR

*Phil Steinhaus*

### Board of Directors Meeting Agenda

Date: March 20, 2018

Time: 7:30 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 6:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of January 16, 2018 Meeting Minutes
- V. **Resolution 102:** To authorize the submission of a Drug-Free Communities Support Program grant application to the Department of Health and Human Services to establish and strengthen collaboration in communities to prevent substance use among youth and authorizing the execution of the contract award agreement and implementation of the program as described in the funding application.
- VI. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. LaShonda Wallace, 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

E-mail: [columbiaha.info@gmail.com](mailto: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).



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*Phil Steinhaus*

### CHA Low-Income Services, Inc.

### Board of Directors Meeting

January 16, 2018 Open Meeting Minutes

#### I. Call to Order:

The Board of Directors of CHA Low-Income Services, Inc. (CHALIS) met in open session on January 16, 2018 at the Columbia Housing Authority Administration Building at 201 Switzler St., Columbia, Missouri 65203. Ms. Rogers, Chair, called the meeting to order at 6:38 PM.

#### II. Roll Call:

Mr. Steinhaus called the roll:

Present: Genie Rogers, Chair  
Max Lewis, Board Member  
Bob Hutton, Board Member  
John French, Board Member  
Robin Wenneker, Board Member

CHALIS Staff: Phil Steinhaus, CEO  
LaShonda Wallace, Executive Assistant  
Andrea Tapia, Director of Housing Programs  
Laura Lewis, Director of Affordable Housing Operations

#### III. Adoption of Agenda:

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

#### IV. Approval of the August 15, 2017 CHA-Low Income Services Regular Meeting Minutes

Ms. Rogers called for a motion to approve the August 15, 2018 regular meeting minutes as presented. A motion was made by Mr. Hutton. Second by Mr. Lewis. All Board Members voted "aye" and Ms. Rogers declared the minutes adopted as presented.

#### V. Resolution 99: To Authorize the Submission of an Application to the Heart of Missouri United Way 2018 Basic Needs/Safety Net Services Fund to add one (1) part-time CHA Low-Income Services Independent Living Coordinator; and the Execution of the Contract Award Agreement and Implementation of the Programs as Described in the Application.

Ms. Rogers called for further discussion.

Mr. Hutton inquired on the amount we are asking for from Heart of the Missouri United Way. Mr. Steinhaus replied that there was not a specific amount calculated yet. It would be roughly the exact amount we would need for a part-time Independent Living Coordinator for Oak Towers.

Mr. French wanted to know how we got to the point of needing a part-time Independent Living Coordinator.

Mr. Steinhaus informed the Board that we have a full-time Resident Services Coordinator who works two days at Oak Towers and three days at Paquin Tower. The grant that funds this position is called the ROSS-SC Grant (Resident Opportunity for Self-Sufficiency - Service Coordinator). CHALIS will also be receiving about \$7,000 from the City yearly in additional funding for the part-time position. The purpose of the position is to add additional Resident Services support at Oak Towers, so that each site will be getting the needed services. This will be particularly important as the CHA adds a significant number of new residents to Oak Towers.

Mr. French asked how you know when the programs are successful.

Mr. Steinhaus responded that we measure the success by more residents keeping their housing and preventing eviction or premature institutionalization. The purpose of the program is to enable our resident to live independently as long as possible and to prevent premature institutionalization. The Resident Services Coordinator will be able to identify someone who has needs to be connected with health and human services. The CHA realizes that some residents may need help to live independently. The Resident Services Coordinator works to prevent evictions and measures service delivery by how many service contacts the Resident Services Coordinator have with each resident at Oak Towers and Paquin Towers. To be effective, the CHA cannot have Housing Managers playing social workers and enforcing the lease.

Ms. Rogers called for a motion to approve Resolution 99 as presented. A motion was made by Mr. Hutton. Second made by Mr. Lewis. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, Wenneker, French, Hutton, Rogers

No: None

**VI. Resolution 100: To Authorize the Submission of an Application to the Heart of Missouri United Way 2018 Education Services Fund to support the Moving Ahead Afterschool and Summer Program and Authorizing the Execution of the Contract Award Agreement and Implementation of the Programs as Described in the Application.**

Ms. Rogers called for further discussion and there was none.

Ms. Rogers called for a motion to approve Resolution 100 as presented. A motion was made by Mr. Lewis. Second by Mr. Hutton. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, Wenneker, French, Hutton, Rogers

No: None

**VII. Resolution 101: A Resolution to Approve the Submission of a FY2018 Community-Based Coalition Enhancement (CARA) Grant to Address Local Drug Crises to the Substance Abuse and Mental Health Services Administration to prevent and reduce the abuse of opioid, methamphetamines and prescription medications among youth aged 12 – 20 in Columbia.**

Mr. Steinhaus explained that Resolution 101 is in partnership with the Columbia/Boone County Department of Health and Human Services and their Behavioral Health Task Force. This is a program of the Youth Community Coalition and the grant would go to them. They will focus mostly on prescription drugs, just like in the past, they will focus on advocacy, awareness, and developing community capacity for prevention.

Ms. Rogers called for further discussion and there was none.

Ms. Rogers called for a motion to approve Resolution 101 as presented. A motion was made by Mr. Lewis. Second by Mr. French. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Lewis, Wenneker, French, Hutton, Rogers

No: None

**VII. Adjournment**

Ms. Rogers called for a motion to adjourn the meeting. A motion was made by Mr. Hutton. Second by Mr. French. All Board Members voted “aye”. Ms. Rogers declared the meeting adjourned at 6:50 PM.

\_\_\_\_\_  
Genie Rogers, 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 January 12, 2018, I posted public notice of the January 16<sup>th</sup>, 2018 Board of Board Members Meeting and distributed copies of the notice and agenda to the Board of Board Members 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

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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: March 20, 2018

RE: **Resolution 102:** To authorize the submission of a Drug-Free Communities Support Program grant application to the Department of Health and Human Services to establish and strengthen collaboration in communities to prevent substance use among youth and authorizing the execution of the contract award agreement and implementation of the program as described in the funding application.

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The Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration has announced the availability of funds for new FY2018 Drug Free Communities Support Program (DFC) grants.

The DFC grant program is a collaborative initiative sponsored by Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA) in order to achieve two major goals:

- Establish and strengthen collaboration among communities, private nonprofit agencies, and Federal, State, local, and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.
- Reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

CHA Low-Income Service's request will be for approximately \$625,000 over five years to fund the activities of the Boone County Coalition to Prevent Substance Use, a new coalition formed in 2015 to combine the work of the Youth Community Coalition with newly developing efforts in five additional Boone County Communities.

**Staff Recommendation:** Adopt Resolution #102 authorizing the Executive Director to submit a Drug-Free Communities grant application to the Department of Health and Human Services on behalf of the Boone County Coalition to Prevent Substance Use; and to act as paid fiscal agent for the duration of the contract award.



Housing Authority of the City of Columbia, Missouri

**CHALIS**

CHA Low-Income Services, Inc.

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**RESOLUTION # 102**

**To authorize the submission of a Drug-Free Communities Support Program grant application to the Department of Health and Human Services to establish and strengthen collaboration in communities to prevent substance use among youth and authorizing the execution of the contract award agreement and implementation of the program as described in the funding application.**

WHEREAS, Health and Human Services (HHS) Drug Free Communities Support Program works to establish and strengthen collaboration among communities, private nonprofit agencies, and Federal, State, local, and tribal governments to support the efforts of community coalitions to prevent substance use among youth (anyone under age 18); and

WHEREAS, These services should enable communities to reduce substance abuse among youth, and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse; and

WHEREAS, As fiscal agent, CHA Low Income Services, Inc. will seek approximately \$625,000 over five years to fund the activities of the Boone County Coalition for Prevention of Substance Use, a new coalition combining the efforts of the Youth Community Coalition with new efforts in five additional Boone County communities;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of CHA Low-Income Services, Inc. of the City of Columbia, Missouri adopts Resolution #102 authorizing the Executive Director to prepare and submit documents which are necessary in applying for an estimated \$625,000 payable over five years to fund the salary, benefits, training, strategy implementation and administrative costs of the Boone County Coalition to Prevent Substance Use; and authorizing CHA Low-Income Services, Inc., as paid fiscal agent for the duration of the award, to complete the execution of the contract award agreement as described in the funding application.

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Genie Rogers, Chair

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Phil Steinhaus, Secretary

Adopted March 20, 2018