

## COMMISSION ON HOUSING ASSISTANCE MEETING

9 a.m., March 23, 2022

St. Charles County Police Department  
101 Sheriff Dierker Court, Training Room  
O'Fallon, MO 63366

### Agenda

The Commission on Housing Assistance is an advisory body to the County Executive regarding matters of administration, operation, and management of St. Charles County's Housing Assistance Program. This Program provides Housing Choice Vouchers ("Section 8") for qualified County residents needing assistance for affordable, decent, safe, and sanitary housing in the private market.

The public is welcome to attend the meeting and provide comments during the public comments portion of the agenda. Comments may also be emailed to [planning@sccmo.org](mailto:planning@sccmo.org).

1. ROLL CALL
2. APPROVAL OF THE November 17, 2022 MEETING MINUTES

Documents:

[NOVEMBER 17, 2022 COMMISSION ON HOUSING ASSISTANCE MEETING MINUTES.PDF](#)

3. PUBLIC COMMENTS
4. COMMISSION ACTION ITEMS
  - o Received Set-Aside Funding of \$7897 for Portability
  - o FSS Grant funding of \$57,988
5. COMMISSION DISCUSSION ITEMS
  - o FSS Updated Action Plan approved HUD
  - o Working on SEMAP due to HUD February 28th
  - o Vikki Pauley is no longer our Portfolio Manager; Tiffany Chow, Kansas City Field Office is our temporary Portfolio Manager.
  - o HUD has posted the comment period on the Final Rule for HOTMA,

Housing Opportunities Through Modernization Act and posted the notice of proposed rulemaking for AFFH, Affirmatively Furthering Fair Housing. Both of these were partially enacted prior to COVID. HUD is rolling out a new inspection protocol called NSPIRE, and a new Voucher Management System, E-VMS and upgrades to the current PIC (Public and Indian Housing (PIH) Information Center) system.

- Wait list update – over 3438 on the list; started sending out letters of interest and live in St. Charles County requirement to help reduce list; once through entire list, we will begin monthly purging, to further reduce.

6. MEETING ADJOURNMENT

7. NEXT MEETING DATE: MAY 25, 2023, AT 9 A.M.

**MINUTES**  
**St. Charles County**  
**Commission on Housing Assistance**

**November 17, 2022, 9:00 a.m.**

**Attending Commission Members:**

Michael Hurlbert, Chairperson, Bob Schnur and Samantha VanNatta.

**Absent Commission Members:**

Kurt Frisz and Dorothy Cedano (late)

**Others Attending:**

Robert Myers, Jared Young and Mariza Almstedt, St. Charles County; Dianna Clair NECAC; and Diana Hileman

**Meeting Call to Order**

Michael Hurlbert called the meeting to order at 9:02 a.m. and then Roll Call was taken.

**Approval of May 25, 2022, Meeting Minutes**

Motion was made by Bob Schnur to approve meeting minutes of May 25, 2022. Motion was seconded by Samantha VanNatta. Motion passed.

**Public Comments**

The floor was open for public comment. Diana Hileman, 53 Steeplechase Dr., St. Peters, MO stated she is here to learn what this Commission does. She asked about streetlights in unincorporated St. Charles County. Mike said streetlights in unincorporated St. Charles County are ran by Ameren and not by St. Charles County. Diana Hileman asked if the new homeless shelter off Mexico Road is in unincorporated St. Charles County. Mike said it is in the municipality of the City of St. Peters.

**COMMISSION ACTION ITEMS**

- Applied and received \$39,500 for Mainstream Extraordinary Funding to use as incentive and retention of landlords.  
Dianna Clair stated \$39,500 was received for Mainstream clients and can be used for miscellaneous expenses for the homeless, incentives and deposits. Mainstream clients are the non-elderly disabled population with an emphasis placed on the homeless. There are 79 mainstream vouchers and 60 are filled and is approximately \$750.00.
- Applied for Set-Aside funding for Unforeseen Circumstances and HUD-VASH Increase in Per Unit Cost.  
Dianna Clair said it is still pending as no notice has yet been received.
- FSS Grant NOFA released. Allowed \$57,988  
Dianna Clair said she applied for the grant but should get notice sometime January 2023.
- FSS Final Rule required changes

Dianna Clair said that the Action Plan had to be redone to reflect the following changes:

- Allows any household member to be the Head of Household for FSS Family
- Forfeited escrow funds will be set aside to assist participating FSS Families in a separate account; previously was returned back to HAP
- Allows FSS Clients to move into Homeownership

These changes were initiated from PHAs and service providers. Robert Myers asked if these changes would require a change to our policy or are they rule changes from HUD. Dianna Clair said she does not know if this would have to run through the County. Mike suggested that it would be helpful to have the Commission see the Action Plan but doesn't feel the Commission has to approve it. Mike Hurlbert suggested that the old and recently approved Action Plan be on the agenda for the next meeting as an update item. Dianna Clair clarified that the updates are in the Action Plan and not in the Admin Plan. Dianna Clair will email Robert Myers a copy of the Action Plan.

Dorothy Cedano just arrived at the meeting.

- HUD approved the St. Charles County Annual Plan  
Dianna Clair said there weren't many changes to the Annual Plan due to being on waivers for several years. Robert Myers asked if the Commission was required to submit a plan in 2021 and 2022 since he was asked by an auditor if we had one. Dianna Clair will email Robert Myers and Bob Schnur a copy of PIH Notice 2020-33 which cites the waivers and their expiration dates and can be used for future audits.
- Received an additional seven (7) vouchers and \$52,393 for HAP; also included \$5,250 for special fees to assist in leasing costs.  
In addition, each voucher was given a \$750.00 fee to help with leasing.
- Dorothy Cedano announced she is no longer on Section 8 Housing and has moved to Warren County. Dianna Clair said Dorothy Cedano would have to submit a resignation letter stating she is no longer a resident of St. Charles County. Mike Hurlbert thanked her for her time and service to the Commission and wished her well. Diana Clair will seek a new St. Charles County resident to serve on the Commission.

## **COMMISSION DISCUSSION ITEMS**

- Wait list update – Over 4,400 on the list; started sending out letters of interest and live in St. Charles County requirement to help reduce list; once through entire list, we will begin monthly purging, to further reduce.  
Dianna Clair said that letters of interest are being sent out to individuals monthly informing them of the requirements of St. Charles County. If individuals do not live in St. Charles County, they would be required to move and live in the County for a year. Once a decision is made about remaining on the list, then purging would begin. Currently there is approximately 3,800 in the group and most are from St. Louis.
- Submitted a request for waiver to keep payment standards at 120% and update at interim changes if necessary. Current waiver expires Dec 31, 2022. New waiver is for

CY2023. St. Charles County continues to be listed on HUD FMR Area determined to Have Significant Rental Market Fluctuations. (PIH 2022-30)

Dianna Clair said she received a waiver to keep payment standards in St. Charles County at 120% for FY23. She said in October 2022, there were 599 units leased in Section 8 Housing and are at their leasing potential. Dianna Clair will send Robert Myers an address listing showing the areas where Section 8 Housing residents live. Mike Hurlbert explained the County Executive does not want Section 8 Housing area focused in one area but rather in different areas of the County.

- 2-year Tool with HUD – Reasons for 19.8% Cost Per Unit Increase over other Housing Authorities of like size and 23.3% over everybody in the entire State including St. Louis and Kansas City.

Dianna Clair's HUD representative asked why the cost per unit here is more than Kansas City and St. Louis's. Dianna Clair sent an email to the HUD representative with four reasons she thinks explains the 19.8% increase, which are the following:

1. Due to reinstatement, a requirement for fingerprinting everyone again over a three-year period was required. That cost was \$44,000.
2. Extra staff person had been hired for several years requiring admin money be expended out.
3. Mainstream program –When the mainstream vouchers were received, there were no admin funds tied to it, therefore regular admin funds were expended to pay people to do the Mainstream program.
4. Housing – Due to a lack of affordable housing, numbers are down and as a result are paying more with not many available units.

Dianna Clair said that HUD is looking at this closely. She said she does not think they have been running 20% over State long-term but feels the four reasons have contributed to this current situation. Mike Hurlbert asked that Dianna send any information related to HUD including the 2-Year Tool to Robert Myers to keep abreast of the situation and to stay informed.

**7. MEETING ADJOURNMENT**

Motion was made by Bob Schnur, and Samantha VanNatta seconded to adjourn the meeting.

The meeting adjourned at 9:47 a.m.

**8. NEXT MEETING DATE: FEBRUARY 23, 2023, at 9 A.M.**