

**COMMISSION ON HOUSING ASSISTANCE MEETING**

**9 a.m., November 30, 2023**

**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. CALL MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF THE MAY 24, 2023 MEETING MINUTES

Documents:

[MAY 24, 2023 CHA MTG MINUTES.PDF](#)

4. PUBLIC COMMENTS
5. COMMISSION ACTION ITEMS
  - o FSS Grant funding of \$60,887 for CY23; it was not necessary to submit a grant if happy with the 5% renewal.
6. COMMISSION DISCUSSION ITEMS
  - o HOTMA - Housing Opportunities Through Modernization Act - deadline for Admin Plan and Compliance was extended from 1/1/2024 to 1/1/2025.
  - o NSPIRE - National Standards for the Physical Inspection of Real Estate - the new inspection protocol was extended from 10/1/2023 to 10/1/2024.
7. MEETING ADJOURNMENT
8. NEXT MEETING DATE: FEBRUARY 22, 2024

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

**May 24, 2023, 9:00 a.m.**

**Attending Commission Members:**

Michael Hurlbert, Chairperson, Bob Schnur, Kurt Frisz, Samantha VanNatta and Dorothy Coleman

**Absent Commission Members:**

none

**Others Attending:**

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

**Meeting Call to Order**

Michael Hurlbert called the meeting to order at 9:02 a.m. and then Roll Call was taken. Michael Hurlbert thanked Dorothy Coleman for time and service to the Commission, then introductions were made.

**Approval of February 23, 2023, Meeting Minutes**

Motion was made by Chief Frisz to approve meeting minutes of February 23, 2023. Motion was seconded by Bob Schnur. Motion passed.

**Public Comments**

There were no public comments.

**COMMISSION ACTION ITEMS**

- Received the HUD Renewal funding for FY2023 in the amount of \$4,711,594.00  
Dianna Clair stated the HUD renewal funding was received and that St. Charles County is almost 100% leased. She added a software conversion will start in June.
- Received the Mainstream Renewal Funding for FY2023 in the amount of \$479,235.00  
Dianna Clair said these are for non -elderly disabled vouchers. St. Charles County got 79 of them and 65 are leased.
- Received the Final SEMAP score for FY 2022 is 100% and the overall rating is High.  
Dianna clarified that no action is needed by the Commission but the Housing Committee of NECAC normally votes on this. Michael Hurlbert said unless a formal vote is necessary, it would be a discussion item.

**COMMISSION DISCUSSION ITEMS**

- Dorothy Coleman will be attending the May 8<sup>th</sup> Council meeting for consideration as the new Resident member for the Commission of Housing Assistance. May have the determination by our May 25<sup>th</sup> meeting.

Dorothy Coleman attended the meeting as new Resident member and introductions were made at the beginning of the meeting.

- New HUD income limits  
Dianna said there will be an approximate \$2,000 - \$3,000 increase per level.
- New HUD Administrative Fees 2023  
Dianna said there will be a \$2.07 increase over last year therefore, \$2.07 will be received for every unit per month.
- Housing Report Numbers for St. Charles County....  
Mike said single-housing and multi-family housing permit numbers in St. Charles County are down overall from last year.

7. **MEETING ADJOURNMENT**

Motion was made by Chief Frisz and Bob Schnur seconded to adjourn the meeting.

The meeting adjourned at 9:19 a.m.

8. **NEXT MEETING DATE: August 24,2023, at 9 A.M.**