

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

**May 25, 2022 9:00 a.m.**

**Attending Commission Members:**

Michael Hurlbert, Chairperson; Kurt Frisz, Bob Schnur and Samantha VanNatta.

**Absent Commission Members:**

Dorothy Cedano

**Others Attending:**

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

**Meeting Call to Order**

Michael Hurlbert called the meeting to order at 9:06 a.m. and then Roll Call was taken.

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

Samantha VanNatta stated one minor change has to be made as she is not the Director of Public Health but Acting Assistant Director. Bob Schnur made a motion to approve the minutes as amended. Upon a vote, the minutes were *approved as amended* by unanimous voice acclamation.

**Public Comments**

The floor was open for public comment. There was no public comment.

Robert Myers introduced Jared Young to the Commission as a new County Planner II. Robert said Jared will be assisting the Commission as needed.

**COMMISSION ACTION ITEMS**

- The Closing of the Wait List on May 31, 2022

Dianna stated that the Wait List was closed on May 31, 2022 and also needed to be published. It was posted on Facebook, NECAC website and accidentally on the St. Louis Post Dispatch Bulletin Board. By Monday, May 23rd, there were 784 people on the wait list and 3,738 pending and most of them have St. Louis addresses. This is the first time it has ever been posted in the Post-Dispatch as it is usually posted in the Suburban Journal. Dianna explained since St. Charles County decided to keep preferences (live, work, and elderly disabled), people considered "pending" have to send documentation to be on the list. Dianna contacted HUD and asked if she could shut it down and they said no. An action plan has been created upon closing and once everyone is on and 30 days have passed, a purge will be done. Dianna explained she plans not to have more people on then they can serve in two years. People who do not provide documentation within 30 days are not put on the list. As long as people continue to reply, they remain on the list.

Dianna said it is not a legal requirement to post it in a newspaper or how to do it, but it has to be advertised. Mike asked if they have any kind of automated process or have a website that would filter someone out. Dianna said no one can be denied and that is why she wanted to get rid of the preferences as the administrative part of it and keeping up with paperwork is time consuming. People

can apply online but are unable to submit proof in the application process and therefore, have to send documents via mail.

- Return of Unexpended Funds to HUD

NECAC got \$93,554 for the FSS (Family Self-Sufficiency) grant. Dianna explained only funds for training and salaries can be kept. Approximately \$55,000 will be returned to HUD once funds are accessed.

- CY2022 Renewal Funding Received

Dianna announced that the CY2022 Renewal Funding amount for St. Charles County is \$4,288,784. Mainstream Renewals which is a separate pod of money received \$260,315. Vouchers for this program target the non- elderly disabled and at-risk homeless population. Mike has requested that Vicky from Executive Office email route any HUD, Section 8 material to Robert.

- Report on Programs' Voucher Utilization

Dianna provided a summary of Programs' Voucher Utilization Report she sends to HUD monthly. Currently, for the funds that are received, 82% are leased and 98.5% are spent. She stated of the funds that were received for the month, almost every dollar of the 98.5% is spent. The difference between the two (82% versus 98.5%) is the per unit (average) cost which is \$586 in St. Charles County. That is the housing unit payment or subsidy. Mike asked Dianna to provide a summary of the Two-Year Tool report at meetings.

## **COMMISSION DISCUSSION ITEMS**

- FSS Grant Funding and Accessing Through the LOCCS System

Dianna said the St. Charles County FSS funds have not yet been received. Since the opportunity to access those funds was missed, HUD will now make their determination. Bob said he has never been able to access the application to accept the funds in their system. Dianne said Ms. Pauley is working on this to find FSS funds. Dianna said we don't even have the \$93,000 for them to take back the \$37,000. Mike asked if we are under a time frame to get this done. Bob said he would follow up with Ms. Pauley about this.

Dianna said she is attending a meeting with St. Charles Urban County and City of O'Fallon to discuss the American Rescue Plan to help individuals at risk of homelessness. HOME-ARP funds are available, and Dianna said she would be interested in funds for having a full-time Landlord Liaison similar to the Housing Locator Sts. Joachim & Ann Care Service has.

Mike provided a brief report on housing stats in St. Charles County. Multi-family housing is significantly up and down on single-family and are overall slightly above 3% in residential.

## **MEETING ADJOURNMENT**

Mike Hurlbert made, and Bob Schnur seconded a motion to adjourn the meeting. The meeting adjourned at 9:47 a.m.

Next meeting is scheduled and will be held on August 25, 2022.