

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

**February 23, 2023, 9:00 a.m.**

**Attending Commission Members:**

Michael Hurlbert, Chairperson, Kurt Frisz and Samantha VanNatta.

**Absent Commission Members:**

Bob Schnur

**Others Attending:**

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

**Meeting Call to Order**

Michael Hurlbert called the meeting to order at 9:00 a.m. and then Roll Call was taken.

**Approval of November 17, 2022, Meeting Minutes**

Motion was made by Chief Frisz to approve meeting minutes of November 17, 2022. Motion was seconded by Samantha VanNatta. Motion passed.

**Public Comments**

There were no public comments.

**COMMISSION ACTION ITEMS**

- Received Set-Aside Funding of \$7897 for Portability  
Dianna Clair stated she applies for set-aside funds yearly and they were awarded \$7897 for portability. Portability is when someone takes their voucher and moves to another jurisdiction where they are not absorbed into their program for a variety of reasons. NECAC is then billed at a higher rate.
- FSS Grant Funding of \$57,988  
Dianna Clair said this is another grant she applies for yearly. She stated \$57,988 is the amount she applied for and was granted to pay the salary of the FSS Coordinator in St. Charles County. A small portion of it will be used for training dollars. No action needs to be taken on this as it is only an acknowledgement.

**COMMISSION DISCUSSION ITEMS**

- FSS Updated Action Plan Approved by HUD  
Dianna Clair said the Family Self-Sufficiency Action Plan that was done and submitted was approved by HUD.
- Working on SEMAP due to HUD February 28th  
Dianna Clair said the last time a SEMAP (Section 8 Management Assessment Program) was done was in 2019 due to COVID. The current report was recently sent to HUD.

Dianna Clair said in this process, files with waitlists, admissions, income calculations are quality controlled, then turned in and graded by HUD. Diana Clair noted that this office has always been a high performing agency since she has been there.

- Vikki Pauley is no longer our Portfolio Manager. Tiffany Chow, Kansas City Field Office is our temporary Portfolio Manager.
- 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.

Dianna Clair stated that HOTMA will be making policy changes effective January 1, 2024. A handout with “Highlights of Final Rule Implementing Sections 102,103, 104 of HOTMA” was provided. She noted 99% of the population in St. Charles County does not live in poverty and does not know how much of this will apply to the area.

- 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.

Dianna Clair noted these residents can apply on any list anywhere but if they still want to be on the list and when they get to the top of the list, will have to live in St. Charles County for a year before they can take a voucher back to St. Louis.

- Updates from Mike...

#### Recent St. Charles County Fair Housing claim made

Mike learned that Community Development oversees the St. Charles County Fair Housing Policy, and somebody has made a claim and is going through the vetting process. Mike said he will have to determine merit in this claim with the help of counsel. This person was also told to go to (EHO) Equal Housing Opportunity office and learned that parallel investigations are being done at the same time when it should be deferred to EHO.

#### Housing Report Numbers for St. Charles County....

Mike said Single Family Construction is down while Multi-Family is way up in the County.

## 7. **MEETING ADJOURNMENT**

Motion was made by Chief Frisz, and Samantha VanNatta seconded to adjourn the meeting.

The meeting adjourned at 9:26 a.m.

## 8. **NEXT MEETING DATE: May 25, 2023, at 9 A.M.**