

MEETING MINUTES

St. Charles County Commission on Housing Assistance Tuesday, June 4, 2019, 3:00 PM

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

MEMBERS PRESENT:

Jennifer George, Mike Hurlbert, Dave Todd, and Sharmin Euell

MEMBERS ABSENT:

Hope Woodson

OTHERS PRESENT:

Dianna Clair and Amber Staples, NECAC (North East Community Action Corporation)
Robert Myers and Karen Hutchins, St. Charles County Community Development Department

CALL TO ORDER

The meeting was called to order at 3:00 pm by Jennifer George, Chair, with those in attendance noted above.

INTRODUCTION OF NEWLY APPOINTED COMMISSION MEMBER

Sharmin Euell was introduced to the Commission and County staff as the newly appointed Commission member.

APPROVAL OF MEETING MINUTES

A motion was made by Dave Todd, and seconded by Mike Hurlbert, to approve the draft minutes from the November 30, 2018 meeting. Upon a vote, the motion passed unanimously.

PUBLIC COMMENTS

The floor was open for public comment. No public comments were made.

Dianna Clair suggested that NECAC could additionally post meeting notices at their office and on NECAC's website as a way to inform Section 8 participants about opportunities for input.

COMMISSION ACTION ITEMS

No action items were discussed.

COMMISSION DISCUSSION ITEMS

Monitoring of St. Charles County's Housing Assistance Program

Robert Myers stated that, based on the recommendation of a routine audit, the County's contract with NECAC has just been amended so that NECAC's status changed from a contractor to a subrecipient. So monitoring will now need to be based on that status. Mr. Myers provided an overview of auditing of the Housing Choice Voucher Program over the past year. The U.S. Department of Housing and Urban Assistance (HUD) in 2018 rated NECAC as a "high performer" in its management of the County's Section 8 program.

Mr. Myers asked whether NECAC has its own single audit prepared or whether the annual outside audit of the County covers that. Dianna stated that NECAC has its own separate audit prepared annually and which is submitted to the County's Finance Department.

Update on Background Checks

NECAC continues to use a third-party vendor for background checks. The process is very fast and efficient, and the information is adequate although potentially less thorough as using the Missouri State Highway Patrol. Although the Highway Patrol had suggested they may be able to reduce the administrative burden of performing background checks through their office, there has been no new information in this regard. NECAC will continue to use third party services for now.

Update of NECAC Activities

Dianna Claire addressed the Commission on the following Program updates:

- Of the 720 vouchers available, NECAC has funded 620.
- NECAC hasn't called anyone off the waiting list in over a year. There are 117 people on the waiting list, but NECAC will be calling all of them into the office this summer to insure all are still seeking housing assistance. NECAC will probably open the list to new applicants this November or December 2019.
- The Lincoln County Public Housing Agency (LCPHA) is now taking applicants. 10 vouchers have been issued; 5 pending; and 2 transferred to St. Charles.
- St. Charles County had been awarded five Veterans Affairs Supportive Housing (VASH) vouchers. HUD may issue additional vouchers later this year. Homeless veteran referrals come through the coordinated entry system (211) and from there referred to the Veterans Affairs (VA) office for screening and eligibility. The VA then indicates to NECAC who is eligible for VASH vouchers. NECAC is coordinating closely with the VA.
- The Family Self Sufficiency (FSS) program may increase by \$5 million which will bring the total funding to \$80 million.

- The Community Council is helping to educate landlords about the benefits of keeping rental rates affordable. The demand for affordable housing in St. Charles County is greater than the supply.

Jennifer George noted that the Commission had no new business to discuss.

MEETING ADJOURNMENT

A motion to adjourn was made by Mike Hurlbert and motion seconded by Dave Todd. Motion passed and the meeting was adjourned.

DRAFT