

# MEETING MINUTES

## St. Charles County Commission on Housing Assistance Thursday, August 23, 2018, 8:00 am

St. Charles County Police Department, Briefing Room  
101 Sheriff Dierker Court  
St. Charles, MO 63366

### Attending Commission Members:

Michael Hurlbert; David Todd; Hope Woodson.

### Absent Commission Members:

Jennifer George, Chairperson; June Tiller.

### Others Attending:

Dianna Clair and Amber Staples- NECAC, Robert Myers and Karen Hutchins- St. Charles County

### Meeting Call to Order

The meeting was called to order by Michael Hurlbert at 8:15 am with members in attendance noted above. Dianna Clair made contact with June Tiller who informed her that she was at a different location, the O'Fallon Police Station. June did not make the meeting.

### Approval of May 29, 2018 Meeting Minutes

Motion was made by Chief Todd to approve meeting minutes of May 29, 2018. Motion was seconded by Hope Woodson. Upon a vote, the motion passed unanimously by acclamation.

Meeting packets were sent electronically prior to meeting for review and also passed out at the commission meeting for discussion. Notice of the meeting was also placed on the County's website.

### Public Comments

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

### COMMISSION ACTION ITEMS

#### **Recommend approval of the Public Housing Authority's Annual Plan and Certifications for submittal to HUD by October 15, 2018 Deadline**

Robert Myers and Dianna Clair open the discussion addressing the commission in regards to authorizing signatures for approval of annual plan and certifications. Robert Myers asked Michael Hurlbert, Director of Community Development if he would be the authorizing official for both the Annual Plan and Certifications. Dianna Clair explained that in the past, Michael Hurlbert signed as

the authorizing official. Michael Hurlbert agreed to continue as the authorizing agent to keep the approval process consistent with the way it has been done in the past.

Dianna Clair explained that Michael Hurlbert would be the authorizing agent for the *Streamlined Annual PHA Plan form HUD-50075 and Certifications of Compliance with PHA Plans and Related Regulations form HUD-F0077*. Dianna Clair indicated that Steve Ehlmann would sign the *Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or -State Consolidated Plan form HUD-5077-SL* and *Civil Rights Certification form HUD-5077-CR*. Copies of these forms were made available for review by the commission.

Robert Myers asked Dianna Clair if this was the same as the 5 year plan approval. Dianna Clair responded that the 2019 5-Year Plan is due next year and is more involved than the PHA Annual Plan the commission was currently discussing.

Michael Hurlbert asked Dianna Clair about revisions from last year being included in this year's plan. Dianna confirmed that revisions and approvals as discussed were made and indicated in the plan.

Hope Woodson made a motion to approve the PHA Annual Plan submittal. Motion was seconded by David Todd, seconded. Vote was unanimous.

**Recommendation for Public Housing Authority Approval of an Intergovernmental Agreement with the Missouri Department of Social Services concerning the Family Unification Program.**

Robert Myers explained the use of vouchers for the Family Unification Program. One group of users would be 18 year olds aging out of the Foster Care Programs. Vouchers would be made available to help them up to the age of 24. Vouchers would provide housing for homeless or at risk homeless. Dianna Clair added that vouchers would also be used for families at risk of losing their children due to inadequate housing issues.

Robert Myers addressed a complication with the program. HUD requires cooperation between agencies and provide a Memorandum of Understanding (MOU) to be signed between participating agencies to apply: St. Charles Housing Assistance, Missouri Department of Social Services-Children's Division, St. Charles, Lincoln and Warren County Continuum of Care, and North East Community Action Corporation (NECAC). The Department of Social Services would identify the children in need. Since intergovernmental agencies are involved, Jennifer George pointed out that approval from County Council may necessary.

David Todd asked if approval to submit application for Unification Program should be put on hold until Jennifer George is able to determine if County Council approval is needed. Dianna Clair stated that application has already been submitted. Robert Myers asked Dianna Clair about the time range of approval. Dianna Clair stated she was expected to receive response by between August 6, 2018 and September 24, 2018. She is still waiting for a response.

Robert Myers stated if the application is not approved, we would just drop it. If approved, then coordination with Jennifer George on how to proceed would be necessary.

Dianna Clair clarified that she could have only submitted the application with St. Charles County only, but after discussion with the state it was recommended to submit with the other governmental agencies and housing authority through the State level. DSS thought he would be best to run it through their legal department since there were so many jurisdictions. However, if awarded, funds would be distributed through regional or county jurisdiction, not the state. That's how the state got involved.

Michael Hurlbert stated it should not be an issue, since DSS is a governmental agency. Dianna Clair referred back to 2007-2011 when it was still St. Charles County Children's Division and not a State Agency. Dianna was not sure if it made any difference now being a State Agency. Robert verified that he checked also and the agency was with the County at that time.

Michael Hurlbert asked if the vote should be delayed and held over for discussion until next meeting. Robert Myers suggested to hold for discussion at next meeting. Robert explained that he put it on this agenda because the Commission only meets quarterly and he did not know how urgent the timing was. Dianna stated she did not understand what happens if approved. Robert stated we move forward, signing a Memorandum of Understanding agreement. The County Council will have to sign.

David Todd asked if we were going to hold it over for discussion or vote to receive upon approval since the application has been submitted. Michael Hurlbert agreed to vote upon receipt of an approval the County Council would be the responsible authorizing agent.

Michael Hurlbert motioned to submit to County Council upon approval. Hope Woodson seconded. Vote passed unanimously.

### **Adjournment**

Motion to adjourn was made by Chief Todd and motion seconded by Hope Woodson. Motion passed and the meeting was adjourned.