

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

MINUTES

Thursday, June 3, 2021, 8:00am

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

Attending Commission Members:

Jennifer George, Chairperson; Chief Kurt Frisz, Dorothy Cedano; Mike Hurlbert participated via video conference.

Others Attending:

Robert Myers and Karen Hutchins, St. Charles County; Dianna Clair, NECAC

Meeting Call to Order

Meeting was called to order by Jennifer George at 8:03 a.m.

Approval of October 1, 2020 and April 13, 2021 Meeting Minutes

Motion for approval of minutes from October 1, 2020 and April 13, 2021 Motion made by Chief Frisz and second was made by Mike Hurlbert. Motion was approved.

Public Comments

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

COMMISSION ACTION ITEMS

Action Items

The Commission on Housing Assistance Board met to discuss the U.S. Department of Housing's Quality Assurance Division's review of St. Charles County's Housing Assistance Program. NECAC and the County will respond to HUD's findings by June 3, 2021 with corrective actions to be completed within upcoming weeks. A few corrective actions require changes to the County's administrative plan for Section 8 vouchers

Dianna Clair indicated we have been operating to provide individuals, not in a spousal relationship, with separate bedrooms; however, that is not reflected in the plan and some units are not approved that way.

The second item is related to quality control practices. Dianna indicated that the quality control review will be conducted monthly and ensure that files are pulled from each housing counselor. At least 20% of the files are being pulled on a continuous basis. Dianna asked the Board if reviewing 20% of the files was acceptable. The Board consented.

Jennifer George suggested that additional specifications (monthly reviews and participation of all counselors) should be added to the policy. Dianna agreed.

Robert Myers asked if the quality control review took into consideration the number of participants in the program. Dianna responded that the review focuses on documentation and what is already in the system.

Dianna Clair informed the commission that quality control forms have been created. All points needed to be addressed for review was indicated on the spreadsheet.

Motion made by Chief Frisz to recommend to the County Executive changes to the Administrative Plan as presented with modification to include specificity around a monthly review and ensuring review of files is done across all housing counselors. Second was made by Mike Hurlbert. Motion passed. Robert Myers agreed to make sure Dianna would receive the County Executive's signature in a timely manner.

COMMISSION DISCUSSION ITEMS

Discussion Items

Dianna Clair stated that CDBG has been using NECAC's mailing list to inform landlords about the availability of utility funding. Payment standards have been raised. The Department of Housing and Urban Development (HUD) has led panel discussions on this issue.

Since tax credits have expired, rents have increased. A tenant has 120 days after a voucher has been issued to find a place. Many who have been issued a mainstream voucher are living in hotels/motels, while waiting on housing units to become available.

Dorothy Cedano asked Dianna Clair concerning rent increase, if there is a ceiling on how much a landlord could increase the rent? Dianna Clair responded that there is no ceiling, it is "kind of an open market". However, rent must be reasonable, comparable to the market. Improvements made to the property are also taken into consideration. In addition, rent cannot be more than 40% of the Adjusted Gross Income (AGI) of the tenant. Often tenants move because the rent becomes unaffordable.

MEETING ADJOURNMENT

Motion to adjourn was made by Mike Hurlbert and motion seconded by Kurt Frisz. Motion passed and the meeting was adjourned.

Next meeting 9/23/21 at 8:30 a.m. [Meeting was changed to October 21, 2021 @ 9:00 a.m.]