

Saint Louis County Housing Resources Commission
Meeting Minutes – November 16, 2015

The meeting of the Saint Louis County Housing Resources Commission was called to order at 4:04 p.m. at Saint Louis County Department of Human Services, 9666 Olive Blvd., Suite 510, St. Louis, MO 63132.

EXECUTIVE COMMITTEE: No Executive Committee meeting on this date.

COMMISSIONERS IN ATTENDANCE: Ellen O'Brien; Mike Harris; Susan Rollins, Kathy Schweitzer

DHS STAFF IN ATTENDANCE: Andrea Jackson-Jennings; Tom Fee; Jeremy Holtzman, Andrea Holak; Adriann Adams-Gulley, and Onnie Green

Roll Call: Onnie Green

MINUTES:

Motion was made to accept the minutes of the meetings on August 3 and August 31, 2015.

- MADE BY: Ellen O'Brien
- SECONDED BY: Susan Rollins
- VOTE: Motion Carried

COMMITTEE REPORTS TO CHAIR

Nothing to report

PROGRAM

2016 funding – contracts have been granted:

Contracts that have been received:

- Peter and Paul
- Loaves and Fishes
- Room at the Inn
- Our Lady's Inn
- Places for People

The following contracts are in process and have not been received:

- United Way
- St. Patrick's Center
- Salvation Army
- St. Francis
- MISI

UPDATES

Funding process – AJ received a number of emails and phone calls from Brenda Mahr of Employment Connection. Ms. Mahr was unhappy with the ranking of Employment Connection in the most recent round of funding, as their project was ranked low and was not renewed. For the sake of transparency, the scoring sheets were shared with Ms. Mahr.

SLU Law Clinic missed the deadline and voiced their concerns with the round of funding. SLU was notified with the other applicants and was not granted an exception to the application deadline. Andrea Holak just wanted to make the Commissioners aware of their grievance.

A contract extension request was presented for Employment Connection. The request is to extend time only, no additional funds are being requested.

Motion was made to extend Employment Connection's contract period until June, 2016.

- MADE BY: Ellen O'Brien
- SECONDED BY: Susan Rollins
- VOTE: Motion Carried

FINANCE

YTD Revenue and Expense Reports through October 31, 2015 were submitted by Jeremy Holtzman.

YTD Expense Report (expenses through October 31, 2015) (83% of Year)

- Loaves and Fishes is on track for annual spending.
- St. Francis has not sent in any reimbursement for 2015. Jeremy Holtzman stated that in the past, FSIS has received up to 12 bills at one time from St. Francis.
- Kathy Schweitzer asked if the remaining 67% of funds for Places for People could be fully expended by year end. The staff indicated that some funds are typically left on the table, but most of the funds are expended.

YTD Revenue through October 31, 2015 is \$475,528 (\$53,622 revenue increase to date)

- \$676,734 - 2013 Revenue obligated for 2015
- (\$90,952) - Additional obligated for 2015
- (\$511,230) - 2014 Revenue to be obligated for 2016
- \$33,622 – Unused 2014 Budget
- \$545,334 - Reserve Balance
- (\$175,000) – Minimum Reserve
- \$370,334 - Excess over minimum reserve

\$1,315,000 is the beginning balance of the year.

Total Revenue to date is \$447,528

Market is trending up

Up \$53,622 = 12.7%

\$64,000 gain in revenues

Over the reserve by \$370,334

OTHER BUSINESS

Andrea Holak reported on the status of two commissioner vacancies. One interview has been completed. AJ inquired on the status with the County Executive's office. Tom Curran said there has been no recent progress.

Andrea Holak shared with the Commission that the week of November 14 – 21, 2015 is National Hunger Awareness Week. The response has been really positive response. County Council issued a proclamation.

An RFP was issued for a contractor to run a Warming Shelter to provide physical space, 3 meals and a case manager for the period of December 21 through March 13. The shelter will be open 24 hours a day, 7 days a week. This office has received provisional approval from County Budget Office to fund the shelter and appreciates the county's support in this endeavor.

Mike Harris stated if a special meeting is required to approve any emergency issues, it is appropriate to contact the Commission.

Mike Harris wanted to know if a Special Meeting is required could it be conducted by phone. The Commissioners concurred that it would be fine to conduct the meeting via phone.

Meeting adjourned at 4:36 p.m.

The next two scheduled meeting dates are Monday, February 29, 2016 and Monday, April 25, 2016 at 4:00 p.m. Both meetings will be held at the Department of Human Services administrative offices, 9666 Olive Blvd, Suite 510, St. Louis, MO 63132.

Respectfully submitted,

Onnie D. Green, Department of Human Services