



Board of Commissioners Regular Meeting  
 Tuesday, April 16, 2024, 12 pm  
 Olivette City Center  
 1140 Dielman Road  
 Olivette, Missouri 63132

**AGENDA**

<b>Item</b>	<b>Individual</b>	<b>Action</b>
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes, Regular Meeting February 20, 2024	Chairwoman	Motion, 2 <sup>nd</sup> , Vote
3. Approval of Minutes, Special Meeting April 2, 2024	Chairwoman	Motion, 2 <sup>nd</sup> , Vote
4. Public Comments	Chairwoman	Informational
5. Mayor’s Report	Mayor Weil	Informational
6. Executive Director’s Report	Shannon Koenig	Informational
7. Financial Reports	Carolyn Riddle	Motion, 2 <sup>nd</sup> , Vote
8. Other Business		
A. Housing Administration Report	Kawanna Tate	Informational
B. Facilities and Maintenance Report	William Bary	Informational
9. Executive Session	Chairwoman	Motion, 2 <sup>nd</sup> , Vote
<p>Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.</p>		
10. Next Meeting May 15, 2024	Chairwoman	Informational
11. Adjournment	Chairwoman	Motion, 2 <sup>nd</sup> , Vote

**OLIVETTE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, FEBRUARY 20, 2024  
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Ellen Schapiro, Vice Chairwoman  
Stephanie Afful, Commissioner  
Dona Turpin, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO  
Terri Acoff-States, Executive Assistant  
Judy Ricks, Chief Administrative Officer  
Katrina Sommer, Chief Operating Officer  
Carolyn Riddle, Interim Finance Director  
Kawanna Tate, Director, Housing Administration  
Kurt Schulte, Development Officer  
Walker Gaffney, Development Manager

GUEST:

Maxine Weil, Mayor  
Missy Waldman, Mayor Pro Tem  
Jennifer Yackley, City Manager  
Darren Mann, Finance Director

ABSENT:

Nikeyia Ingram, Chairwoman  
Suzanne Antoine, Commissioner

Approval of Minutes of Special Board Meeting held Tuesday, January 16, 2024.

Vice Chairwoman Ellen Schapiro asked for a motion to approve the minutes of the special board meeting held Tuesday, January 16, 2024. Commissioner Stephanie Afful motioned for approval. Commissioner Dona Turpin seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

E. Schapiro  
S. Afful  
D. Turpin

NAYS

None

The Vice Chairwoman declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

CITY OF OLIVETTE REPORT:

Mayor Weil greeted everyone and delivered an update on city business and activities happening at the new Olivette Community Center, Five Oaks on Warson.

Mayor Weil stated the City of Olivette has finished the 2024 comprehensive plan and it is available for review on the City of Olivette website.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig welcomed everyone and introduced Walker Gaffney as the new Development Manager on the Housing Authority staff.

Ms. Koenig updated the board on the new County Housing brand and website launch. She stated a draft version of the website, which includes a page dedicated to the Olivette Housing Authority, had been sent to Commissioners requesting assistance testing the website and providing feedback. Ms. Koenig said the plan is to launch the site to the public in March.

FINANCIAL REPORT:

Ms. Ricks reviewed the Financial Reports for the period ending December 31, 2023.

After discussion, Vice Chairwoman Ellen Schapiro asked for a motion to approve the Financial Reports for period ending December 31, 2023. Commissioner Stephanie Afful motioned for approval. Commissioner Dona Turpin seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
E. Schapiro S. Afful D. Turpin	None

The Vice Chairwoman declared the motion passed.

OTHER BUSINESS:

A. Agency Performance Report:

Ms. Koenig reviewed the Agency Performance Report.

B. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

C. Facilities and Maintenance Report:

Ms. Sommer reviewed the monthly maintenance and supply costs for November 1, 2023 through January 31, 2024.

D. Customer Service Survey Report:

Ms. Koenig presented an overview of the second annual Customer Service Survey Report.

EXECUTIVE SESSION:

Vice Chairwoman Ellen Schapiro asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Stephanie Afful motioned to enter, Commissioner Dona Turpin seconded the motion to end Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
E. Schapiro S. Afful D. Turpin	None

The Vice Chairwoman declared the motion passed.

Vice Chairwoman Ellen Schapiro asked for a motion to exit the Executive Session and enter back into Regular Session. Commissioner Stephanie Afful motioned to exit, Commissioner Dona Turpin seconded the motion to exit the Executive Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
E. Schapiro S. Afful D. Turpin	None

The Vice Chairwoman declared the motion passed.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, April 16, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Vice Chairwoman Ellen Schapiro asked for a motion to adjourn. Commissioner Donna Turpin moved for adjournment, which motion was seconded by Commissioner Stephanie Afful. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
E. Schapiro S. Afful D. Turpin	None

The Vice Chairwoman thereupon declared said motion passed.

\_\_\_\_\_  
Chairwoman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**OLIVETTE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, APRIL 2, 2024  
SPECIAL MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Nikeyia Ingram, Chairwoman  
Ellen Schapiro, Vice Chairwoman  
Stephanie Afful, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO  
Terri Acoff-States, Executive Assistant  
Kurt Schulte, Development Officer

GUESTS:

Maxine Weil, Mayor  
Missy Waldman, Mayor Pro Tem  
Jennifer Yackley, City Manager  
Darren Mann, Finance Director  
Terry Hurley, Bailey & Co.  
Meredith Schasch, Bailey & Co.

ABSENT:

Suzann Antoine, Commissioner  
Dona Turpin, Commissioner

EXECUTIVE SESSION:

Chairwoman Nikeyia Ingram asked for a motion to end the Regular Session and enter into an Executive Session to discuss real estate matters pursuant to RSMo Sections 610.021 to 610.022. Commissioner Stephanie Afful motioned to enter. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

N. Ingram  
S. Afful  
E. Schapiro

None

The Chairwoman declared the motion passed.

Chairwoman Nikeyia Ingram motioned to exit Executive Session and entered back into the Regular Session. Commissioner Stephanie Afful motioned to exit. Commissioner Ellen Schapiro seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

N. Ingram  
S. Afful  
E. Schapiro

None

The Chairwoman declared the motion passed.

NEXT BOARD MEETING:

A regular board meeting is scheduled for April 16, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairwoman Nikeya Ingram asked for a motion to adjourn. Commissioner Stephanie Afful moved for adjournment, which motion was seconded by Vice Chairwoman Ellen Schapiro. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram S. Afful E. Schapiro	None

The Chairwoman declared the motion passed.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairwoman

**DRAFT**



## MEMORANDUM

**To:** Olivette Housing Authority Board of Commissioners

**From:** Shannon Koenig, Executive Director and CEO

**Date:** April 16, 2024

**Subject:** *Executive Director's Report*

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This memo provides information about select Housing Authority activities.

**I. Compliance Monitoring Review**

Staff from the U.S. Department of Housing and Urban Development were onsite at the Housing Authority main office January 16-18, 2024. County Housing Board Chairman Nehrt-Flores and staff participated in entrance and exit conferences with HUD staff.

Overall, the visit was very positive, and the HUD team was very enthusiastic about our agency's performance. HUD's report from their visit indicated that we are performing well in the areas of governance, public housing, and certain voucher programs. We also have areas for improvement, which include the Housing Choice Voucher program generally and Section 3.

Staff have already begun working to address specific findings and we reported our progress to HUD in mid-March.

**II. Staff Training**

In February, the Authority's leadership team attended Crossroads Anti-Racism training. Discussions are underway about how and when to provide this training for the rest of the staff.

Staff have also implemented a process for selecting team members to attend conferences and training courses throughout the year. This is a new activity for the Authority.

**III. New Website and Brand Launched March 11**

The new County Housing website ([countyhousing.org](http://countyhousing.org)), which includes a page for the Olivette Housing Authority, launched Monday, March 11. Staff mailed letters and sent emails to residents notifying them of the change. Staff also emailed landlords and partners about the change.



## MEMORANDUM

**To:** Olivette Housing Authority Board of Commissioners

**Through:** Shannon Koenig, Executive Director and CEO

**From:** Carolyn Riddle, Interim Finance Director

**Date:** April 16, 2024

**Subject:** *Financial Summary*

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This memo provides a narrative explanation for the period ending January 31, 2024 financial reports.

**I. Recommendation**

Staff recommend the Board approve the financial statements and accompanying narrative, as prepared.

**II. Highlights**

**A. Revenue**

The total operating income is under budget by 20% which is primarily due to the operating subsidy. The year-to-date operating subsidy is under the projected amount by 31%.

**B. Expense**

Total operating expense is under budget by 63%. This is primarily due to salaries and benefits coming in under budget and the timing of contract costs.

**C. Net Income**

Total operating net income is \$6,157 year to date.



**D. Cash**

As of January 31, 2024, the cash balance in the operating bank account was \$265,919. There was \$5,487 of operating subsidy received in January, tenant rental income for the month was \$5,066, and operating expenses payments were \$14,190. In January 2024, \$16,163 was transferred from Olivette's cash account to the County Housing AP account for prior month shared expenses.

**III. Attachments**

- A. Budgeted Income Statement
- B. Cash Report
- C. Tenant Rents

**Olivette Housing Authority**  
**Budgeted Income Statement**  
**As of January 31, 2024**

	<b>Olivette HA</b>							
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Monthly Actual</b>	<b>Monthly Budget</b>	<b>Variance</b>	<b>% Variance</b>
<b>OPERATING ITEMS</b>								
Total Operating Subsidy	5,487	7,907	(2,421)	-31%	5,487	7,907	(2,421)	
Total Capital Grants	-	-	-		-	-	-	
Total Tenant Charges	5,168	5,425	(257)	-5%	5,168	5,425	(257)	
Total Investment Income	23	22	2	7%	23	22	2	
Total Miscellaneous Other Income	-	8	(8)		-	8	(8)	
<b>Total Income</b>	<b>10,678</b>	<b>13,363</b>	<b>(2,685)</b>	<b>-20%</b>	<b>10,678</b>	<b>13,363</b>	<b>(2,685)</b>	<b>-20%</b>
Total Rents and Utility Reimbursements	110	-	110		110	-	110	
Total Salaries	1,184	4,555	(3,371)	-74%	1,184	4,555	(3,371)	
Total Benefits and Taxes	437	1,119	(682)	-61%	437	1,119	(682)	
Total Training, Seminars, Conferences	-	-	-		-	-	-	
<b>Total Admin</b>	<b>1,730</b>	<b>5,673</b>	<b>(3,943)</b>	<b>-70%</b>	<b>1,730</b>	<b>5,673</b>	<b>(3,943)</b>	<b>-70%</b>
Total Utilities	78	749	(672)	-90%	78	749	(672)	
Total Materials	-	238	(238)		-	238	(238)	
Total Contract Costs	8	2,315	(2,307)	-100%	8	2,315	(2,307)	
Total Tenant Services Expense	-	39	(39)		-	39	(39)	
Total Other Maintenance Expenses	-	163	(163)		-	163	(163)	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	684	489	195	40%	684	489	195	
<b>Total Occupancy Expense</b>	<b>770</b>	<b>3,993</b>	<b>(3,223)</b>	<b>-81%</b>	<b>770</b>	<b>3,993</b>	<b>(3,223)</b>	<b>-81%</b>
Total Insurance	956	717	239	33%	956	717	239	
Total Outside Services	-	26	(26)		-	26	(26)	
Total Professional Fees	-	383	(383)		-	383	(383)	
Total Other Fees	762	774	(13)	-2%	762	774	(13)	
Total Telephone and Technology	28	250	(221)	-89%	28	250	(221)	
Total Other Administrative Expense	30	272	(242)	-89%	30	272	(242)	
Total Internal Charges	245	243	2	1%	245	243	2	
<b>Total Other General</b>	<b>2,021</b>	<b>2,665</b>	<b>(644)</b>	<b>-24%</b>	<b>2,021</b>	<b>2,665</b>	<b>(644)</b>	<b>-24%</b>
<b>Total Expenses</b>	<b>4,521</b>	<b>12,331</b>	<b>(7,811)</b>	<b>-63%</b>	<b>4,521</b>	<b>12,331</b>	<b>(7,811)</b>	<b>-63%</b>
<b>Total Net Operating Income</b>	<b>6,157</b>	<b>1,032</b>	<b>5,126</b>		<b>6,157</b>	<b>1,032</b>	<b>5,126</b>	

**Olivette Housing Authority**  
**Cash Report**  
**January 2024**

**Olivette US Bank**

<b>BEGINNING BOOK CASH BALANCE 1/1/2024</b>	<b>\$</b>	<b>285,695.96</b>
<b>ADD:</b>		
Tenant Rent		5,066.00
Security Deposits		-
FSS Deposits		-
Other Deposits		-
Operating Subsidy		5,486.50
Interest		23.46
Transfer		
Other Revenue		-
<b>TOTAL DEPOSITS</b>		<b>10,575.96</b>
<b>LESS:</b>		
Transfers to 4405 for shared expenses		(16,162.94)
Manual Checks		
Checks		(1,750.39)
NSF/ Service Fees		-
Withdraws/Other Deductions		(12,439.57)
Operating Subsidy Out		-
<b>TOTAL PAYMENTS</b>		<b>(30,352.90)</b>
<b>ENDING BOOK CASH BALANCE 1/31/2024</b>	<b>\$</b>	<b>265,919.02</b>
<i>Olivette US Bank</i>		
<b>Ending Bank Balance 1/31/2024</b>	<b>\$</b>	<b>265,919.02</b>
Outstanding Checks		-
ACH in Transit		-
Unearned Revenue		-
<b>Adjusted Bank Balance 1/31/2024</b>	<b>\$</b>	<b>265,919.02</b>
Variance		-

Olivette Housing Authority (1132bolv)

**Tenant Rents**

For Period = Jan 2024

Period	Date	Person	Account	Amount	Reference	Notes
01/2024	1/1/2024	(t0010032)	(rent) Tenant Rent	469.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000248)	(rent) Tenant Rent	583.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000247)	(rent) Tenant Rent	349.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0010954)	(rent) Tenant Rent	286.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000310)	(rent) Tenant Rent	238.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0018158)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000313)	(rent) Tenant Rent	367.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000307)	(rent) Tenant Rent	172.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0012183)	(rent) Tenant Rent	433.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0012791)	(rent) Tenant Rent	385.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000694)	(rent) Tenant Rent	477.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000325)	(rent) Tenant Rent	373.00	:TRC :01/24	:Rent 01/24
				5,168.00		



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners
Through: Shannon Koenig, Executive Director and CEO
From: Kawanna Tate, Director of Housing Administration
Date: April 16, 2024
Subject: Housing Administration Report

At our last meeting, we discussed our performance projections for the Management Assessment Sub-System (MASS) of the Public Housing Assessment System (PHAS). Today I will cover our current projections.

I. Current MASS Performance

Below is a snapshot of our current performance for each of the sub-indicators of the MASS. During this period, the occupancy rate has not changed and remains at an average of 100%, resulting in a 16-point maximum.

Table with 4 columns: Sub-Indicator, Performance, Projected Points, Max Points. Rows include Occupancy (100%, 16, 16), Accounts Payable Ratio (0.06, 4, 4), Tenant Accounts Receivable (0.712\*, 0, 5), and Current Snapshot (Standard Performer, 20, 25).

\*There may be a system error in the calculation. Once we have identified the error, this information may be updated.

I. Public Housing Updates

A. Staffing Update

We have hired a new staff member for our Olivette property management team. As the onboarding process commences, Carrie Odneal will remain the primary point of contact for property management matters.

B. Tenant Repayment Agreements

Tenant repayment agreement letters have been sent out. We are currently in the second round of letters.



## MEMORANDUM

**To:** Olivette Housing Authority Board of Commissioners

**Through:** Shannon Koenig, Executive Director and CEO

**From:** William Barry, Director Facilities and Property Management

**Date:** April 16, 2024

**Subject:** *Maintenance Report*

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This memo summarizes the monthly maintenance and supply costs for the Olivette Public Housing from February 1 through March 31, 2024.

**I. Maintenance Supply Costs**

The following are the repair and replacement costs for plumbing, electrical, window, and appliance repair supplies, which are required to ensure the units meet NSPIRE standards.

February	\$ 4.00
March	\$ 41.00
<b>TOTAL</b>	<b>\$ 145.00</b>

**A. Attachment Work Orders from February – March 2024.**

**II. Contracted Repair Costs**

These costs include trash, carport repair, and plumbing services.

February	\$ 9.00
March	\$ 8,377.00
<b>TOTAL</b>	<b>\$ 8,386.00</b>

**III. Other Maintenance Costs**

These costs include vehicle maintenance and vehicle fuel costs.

February	\$ 44.00
March	\$ 65.00
<b>TOTAL</b>	<b>\$ 109.00</b>



**Work Order Detail**  
 Olivette Housing Authority (1132bolv)  
 Work Orders active between 02/01/2024 and 03/31/2024

Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
RH9356	37317	Routine	Flooring-Steps	Connect stairs to wall in basement.	02/01/2024	02/02/2024	1	1
RH9356	37318	Routine	Plumbing	Low water pressure in both bathroom	02/01/2024	02/01/2024	1	1
RH9388	37348	Routine	Plumbing	Kitchen sink stopped up.	02/05/2024	02/06/2024	1	1
RH9356	37422	Routine	Appliance	RRefrigerator is out	02/12/2024	02/15/2024	3	3
RH9387	37494	Routine	Plumbing	Basement sewer backing up	02/29/2024	03/01/2024	1	1
RH9363	37500	Routine	Plumbing	Toilet in hall bathroom running	02/29/2024	03/01/2024	1	1
RH9363	37501	Routine	Appliance	stove not coming on. delay	02/29/2024	03/01/2024	1	1
RH9363	37502	Routine	Plumbing	Pipe in basement has come apart.	02/29/2024	03/01/2024	1	1
RH9363	37503	Routine	Walls-Ceilings	Bathroom ceiling	02/29/2024	03/01/2024	1	1
RH9345	37560	Routine	Grounds	Mailbox	03/11/2024	03/12/2024	1	1
RH9387	37568	Routine	Windows	Window in son's bedroom	03/12/2024	03/15/2024	3	3
RH9357	37591	Routine	Grounds	Fence in back is falling down	03/14/2024	03/15/2024	1	1
RH9363	37604	Routine	Building Exterior	Gutter is hanging in front of the h	03/15/2024	03/18/2024	3	3
RH9388	37630	Routine	Windows	window in son's bedroom	03/22/2024	03/27/2024	5	5
RH9388	37631	Routine	Walls-Ceilings	Wall in son's bedroom	03/22/2024	03/25/2024	3	3
RH9388	37649	Routine	Doors	Panty door came off.	03/27/2024	04/01/2024	5	5
RH9387	37653	Routine	Walls-Ceilings	Hallbath, mold at top of ceiling	03/28/2024	04/03/2024	6	4
								17

Total number of work orders: 17  
 Average completion days: 1.88  
 Average completion days for reporting period 2 years prior: 1.00  
 Reduction in average completion days over the past three years: -0.88