



Board of Commissioners Regular Meeting  
 Tuesday, October 29, 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 August 27, 2024	Chairwoman	Motion, 2 <sup>nd</sup> , Vote
3. Public Comments	Chairwoman	Informational
4. Mayor’s Report	Mayor Waldman	Informational
5. Executive Director’s Report	Shannon Koenig	Informational
6. Financial Reports	Carolyn Riddle	Motion, 2 <sup>nd</sup> , Vote
7. Other Business		
A. Olivette FY 2025 Budget, Resolution No. 1440	Carolyn Riddle	Motion, 2 <sup>nd</sup> , Vote
B. Admissions and Continued Occupancy Policy (ACOP)	Emily Smith	Motion, 2 <sup>nd</sup> , Vote
C. Housing Administration Report	Kawanna Tate	Informational
D. Facilities and Maintenance Report	William Bary	Informational
F. Communications and Partnerships Update	Jennifer Wiegert	Informational
G. 2025 Board Meeting Schedule	Terri Acoff-States	Informational
8. 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>		
9. Next Meeting February 18, 2025	Chairwoman	Informational
10. Adjournment	Chairwoman	Motion, 2 <sup>nd</sup> , Vote

**OLIVETTE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, AUGUST 27, 2024  
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

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

STAFF:

Shannon Koenig, Executive Director and CEO  
Terri Acoff-States, Executive Assistant  
Judy Ricks, Chief Administrative Officer  
William Barry, Director, Maintenance and Facilities  
Jennifer Wiegert, Director, Communications and Partnerships  
Joyce Agboola, Property Manager

GUEST:

Maxine Weil, Mayor  
Missy Waldman, Mayor Pro Tem  
Jennifer Yackley, City Manager  
Darren Mann, Finance Director  
Rich Larsen, CPA, Novogradac & Co., LLP

PUBLIC:

Paul Wilson, Olivette Resident

ABSENT:

Suzanne Antoine, Commissioner

Approval of Minutes of Special Board Meeting held Tuesday, July 17, 2024.

Chairwoman Nikeyia Ingram asked for a motion to approve the minutes of the regular board meeting held Tuesday, July 17, 2024. Vice Chairwoman Ellen Schapiro motioned for approval. Commissioner Kisha Lee seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram  
E. Schapiro  
K. Lee

NAYS

None

The Chairwoman declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

Presentation of the City of Olivette Housing Authority Audit Report for year ending December 31, 2023.

Rich Larsen, partner with Novogradac & Co., LLP, presented the City of Olivette Housing Authority Audit Report for year ending December 31, 2023.

After discussion, Chairwoman Nikeyia Ingram asked for a motion to approve the City of Olivette Housing Authority Audit Report for year ending December 31, 2023. Vice Chairwoman Ellen Schapiro motioned for approval, Commissioner Kisha Lee seconded the motion. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro K. Lee	None

The Chairwoman declared the motion passed.

CITY OF OLIVETTE REPORT:

Mayor Waldman greeted everyone and delivered an update on city business and activities happening in the Olivette community.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and welcomed new Commissioner, Kisha Lee, to the meeting.

Ms. Koenig introduced Ms. Jennifer Wiegert, the new Director of Communications and Partnerships, and invited her to introduce herself to the board.

Ms. Wiegert greeted everyone and gave an overview of her background and expressed her excitement about getting to know everyone.

Ms. Koenig presented the board with new commissioner manuals. She said the manuals are a new resource for commissioners that contain basic information about County Housing and the Olivette Housing Authority. The manuals will be provided to all housing authority commissioners associated with County Housing.

Ms. Koenig informed the board that for the past several months staff have been working on safety initiatives to ensure the safety of everyone in County Housing communities including residents, landlords, staff and visitors. Ms. Koenig told the board County Housing issued a workplace safety policy that outlines employee requirements for clear identification, advance notice of interactions, training, and reporting. She said staff have also started revising disaster preparedness and emergency response plans. Ms. Koenig stated updates for the Admissions and Continued Occupancy Policy (ACOP) for the public housing program, public housing leases, board policies, main building policies, and general communications are being updated by staff. She said proposed updates to the ACOP will be presented to the board for review and approval.

FINANCIAL REPORT:

Ms. Ricks reviewed the Financial Reports for the period ending June 30, 2024.

After discussion, Chairwoman Nikeyia Ingram asked for a motion to approve the Financial Reports for period ending June 30, 2024. Commissioner Kisha Lee motioned for approval. Vice Chairwoman Ellen Schapiro seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

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

The Chairwoman declared the motion passed.

OTHER BUSINESS:

A. 5-Year PHA Plan 2025-2029:

Ms. Koenig presented the board with the 5-Year PHA Plan for 2025-2029. She stated the 5-Year PHA Plan for 2025-2029 is a comprehensive strategic planning document required by the U.S. Department of Housing and Urban Development (HUD). She said it outlines the mission, goals, and strategies for the upcoming five years to address the housing needs in the communities we serve.

After discussion, Chairwoman Nikeya Ingram asked for a motion to approve the Olivette Housing Authority 2025-2029 PHA Plan. Commissioner Stephanie Afful motioned for approval, Commissioner Kisha Lee seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairwoman declared the motion passed.

B. 2025 Annual PHA Plan and Certification of Compliance:

Ms. Koenig presented the board with the 2025 Annual PHA Plan. She stated the 2025 Annual PHA Plan is a HUD required document that details the housing authority’s policies, programs, and strategies for meeting local housing needs and goals. Ms. Koenig stated County Housing’s 2025 Annual PHA Plan describes the updates made to the organization’s policies and planned activities for the upcoming fiscal year. She said as a qualified PHA, Olivette Housing Authority is not required to submit its own Annual PHA Plan but must still submit a Certification of Compliance with PHA Plans and Related Regulations. County Housing’s Annual PHA Plan is used as the template for describing these changes to the public. The certification attests that the Olivette Housing Authority is abiding by the rules and regulations, in County Housing’s Annual PHA Plan.

After discussion, Chairwoman Nikeya Ingram asked for a motion to approve the Housing Authority of St. Louis County 2025 Annual PHA Plan. Vice Chairwoman Ellen Schapiro motioned for approval, Commissioner Stephanie Afful seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairwoman declared the motion passed.

C. Capital Funds Action Plan for 2029:

Mr. Barry presented the board with the Capital Funds Action Plan for 2029. He stated the Capital Fund Program (CFP) provides funds annually to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and management improvements. By providing financial support for capital improvements, the program helps PHAs address the backlog of repairs, create healthier living environments, and promote the overall well-being of residents in public housing communities.

After discussion, Chairwoman Nikeya Ingram asked for a motion to approve the Capital Funds Action Plan for 2029. Commissioner Kisha Lee motioned for approval; Commissioner Stephanie Afful seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairwoman declared the motion passed.

D. Housing Administration Report:

Ms. Agboola reviewed the Housing Administration Report.

E. Facilities and Maintenance Report:

Mr. Barry reviewed the monthly maintenance and supply costs for June 1, 2024 through July 31, 2024.

EXECUTIVE SESSION:

Chairwoman Nikeya Ingram asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Kisha Lee motioned to enter, Commissioner Stephanie Afful seconded the motion to end Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairwoman declared the motion passed.

Chairwoman Nikeya Ingram asked for a motion to exit the Executive Session and enter back into Regular Session. Vice Chairwoman Ellen Schapiro motioned to exit, Commissioner Stephanie Afful 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>
N. Ingram E. Schapiro S. Afful K. Lee	None

The Chairwoman declared the motion passed.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, October 29, 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 Commissioner Kisha Lee. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Afful K. Lee	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:** October 29, 2024

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

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This memo provides information about select Housing Authority activities.

**I. Agency Performance Report**

The Agency Performance Report (attached) has been redesigned to reflect the new County Housing and Olivette Housing Authority brand. This information is also on the website so that stakeholders can become familiar with our goals and monitor our progress.

**II. New Firearms and Weapons Policy**

Staff developed a Firearms and Weapons policy for public housing residents that has been published for public comment in the latest draft Admissions and Continued Occupancy Policy (ACOP). The policy is attached to this report. For today's meeting, commissioners were asked to review all proposed updates to the ACOP, including this policy. The proposed changes to the ACOP will be presented to all four boards associated with County Housing.

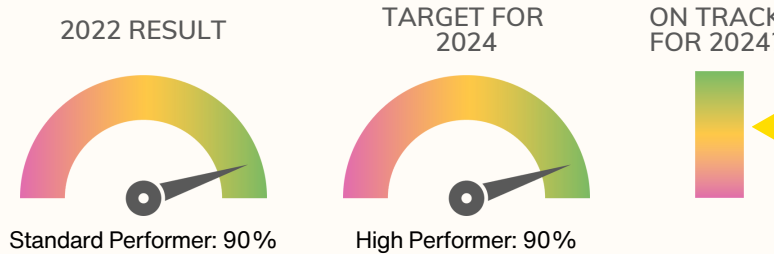
## What HUD measures

### PHAS SCORES

HUD assesses the health of a PHA's Public Housing program through an indicator called the Public Housing Assessment System, or PHAS.

#### Why it matters

The Housing Authority's PHAS score communicates how well the agency is performing, impacts the amount of HUD funding it receives for the fiscal year, and determines the frequency of HUD public housing inspections.



## What the Authority measures

**Objective 1:** Deliver services safely, effectively, and efficiently.

#### Results

Finance/Single Audit [2022]

0 FINDINGS

**Objective 2:** Ensure residents, landlords, and employees feel respected during interactions with the Authority

#### Results

	Q1	Q2	Q3	Q4
Increase customer satisfaction	●	●	●	●
Implement regular resident and landlord communications	●	●	●	●

**Objective 3:** Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.

#### Results

Increase the number of partnerships

Implement partner programming for residents

	Q1	Q2	Q3	Q4
Increase the number of partnerships	●	●	●	●
Implement partner programming for residents	●	●	●	●



## **PART VIII: FIREARMS AND WEAPONS POLICY**

### **16-VIII.A. OVERVIEW**

County Housing has established a Firearms and Weapons policy to promote the overall safety and well-being of everyone in the County Housing community. This policy clearly defines firearms and weapons and sets forth definitive guidelines for handling weapons and firearms in the County Housing community consistent with applicable laws.

Residents have the right to keep and bear arms, but also the responsibility to protect the health and safety of themselves, other residents, guests, and County Housing employees. To that end, residents, household members, guests, and visitors shall:

- Comply with all federal, state, and local requirements regarding the lawful ownership, possession, transportation, and use of firearms and weapons.
- Exercise reasonable care in the storage and security of firearms and weapons, including ammunition.
- Exercise reasonable care when handling firearms and weapons, ensuring the safety of household members and others.
- Store or otherwise secure all firearms and weapons during unit inspections, maintenance visits, housekeeping visits, or any occasion where County Housing personnel or authorized third parties enter resident units.
- Not discharge or use any firearm or weapon on County Housing property or within the unit in violation of any applicable federal, state, or local law.
- Not threaten or otherwise take any action with firearms or weapons on County Housing property that endangers the health or safety of others.

### **16-VIII.B. DEFINITIONS**

The term “firearm” shall include but is not limited to the following:

- Pistols, revolvers, semiautomatic handguns, other handguns, rifles, shotguns, and any other instrument capable of being held and fired by a single person, that propels a projectile by means of explosive charge of firearm powder or other explosive propellant, mechanical (spring) action, gas or compressed air, capable of killing or injuring another person or an animal.
- Firearm parts kits that are designed to or may readily be completed, assembled, restored, or otherwise converted to expel a projectile by the action of an explosive (e.g., pistol, revolver, rifle, or shotgun).

No person may lawfully possess on County Housing property or within a unit any fully automatic firearm, machine firearm, sawed-off shotgun, assault weapon (as defined by specific state or federal statute), large capacity magazines unless allowed under state law, large capacity ammunition feeding devices, grenade launcher, rocket-propelled grenade (RPG) launcher, or other firearm or ammunition prohibited by applicable state or federal law.

The term “weapon” shall include but is not limited to the following:

- An instrument that is specifically designed, made, and/or adapted for the purpose of inflicting physical damage, serious bodily injury, or death by striking a person with the instrument, e.g. knife, dagger, club, nightstick, mace, slingshot, metal knuckles, crossbow.

#### **16-VIII.C. VIOLATIONS OF FIREARMS AND WEAPONS POLICY**

Material violations of the Firearms and Weapons Policy, as determined by County Housing, shall be deemed a serious violation of the lease at County Housing's sole discretion. County Housing will terminate the family's tenancy in accordance with the policies in Chapter 13 of this ACOP.

Residents are responsible for the action and conduct of their guests and others under their control with regard to such person's possession of firearms and weapons.

The following are grounds for enforcement action against residents, including lease termination and eviction:

- Unlawful ownership, possession, transportation, or use of a firearm or weapon.
- Unlawful shooting, firing, exploding, throwing, discharging, or use of a firearm or weapon.
- Infliction of any injury upon another person through the intentional, reckless, careless, or negligent use of a firearm or weapon.
- Damaging any property through the reckless, careless, or negligent use of a firearm or weapon.
- Brandishing, displaying, or otherwise taking any action with a firearm or weapon in connection with a verbal or non-verbal threat of bodily harm or endangerment of health and safety.



## MEMORANDUM

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

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

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

**Date:** October 29, 2024

**Subject:** *Financial Summary*

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This memo provides a narrative explanation for the period ending August 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 27% which is primarily due to the operating subsidy, which is under the projected amount by 57%. Total tenant charges are higher than budget due to repayment income and higher tenant rent received.

**B. Expense**

Total operating expense is under budget by 21%. This is primarily due to lower contract costs and professional fees.

**C. Net Income**

Total operating net income is \$2,600 year to date. However, the total net income is \$1,878 including depreciation expense.

**D. Cash**

As of August 31, 2024, the cash balance in the operating bank account was \$266,120. There was \$3,736 of operating subsidy received in August, tenant rental income for the month was \$3,185, and operating expenses payments made were \$4,051.

**III. Attachments**

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

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

	Olivette HA								
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance	
<b>OPERATING ITEMS</b>									
Total Operating Subsidy	28,082	63,257	(35,175)		3,736	7,907	(4,172)		
Total Capital Grants	1,230	-	1,230		-	-	-		
Total Tenant Charges	48,064	43,403	4,661		7,185	5,425	1,760		
Total Investment Income	168	175	(7)		20	22	(2)		
Total Miscellaneous Other Income	-	67	(67)		-	8	(8)		
<b>Total Income</b>	<b>77,544</b>	<b>106,902</b>	<b>(29,357)</b>	<b>-27%</b>	<b>10,941</b>	<b>13,363</b>	<b>(2,422)</b>	<b>-18%</b>	
Total Rents and Utility Reimbursement:	1,149	-	1,149		165	-	165		
Total Salaries	15,449	36,436	(20,987)		1,948	4,555	(2,606)		
Total Benefits and Taxes	5,154	8,950	(3,795)		644	1,119	(475)		
Total Training, Seminars, Conferences	174	-	174		6	-	6		
<b>Total Admin</b>	<b>21,926</b>	<b>45,386</b>	<b>(23,460)</b>	<b>-52%</b>	<b>2,763</b>	<b>5,673</b>	<b>(2,910)</b>	<b>-51%</b>	
Total Utilities	6,881	5,994	887		1,600	749	851		
Total Materials	931	1,907	(976)		159	238	(80)		
Total Contract Costs	11,706	18,521	(6,815)		811	2,315	(1,505)		
Total Tenant Services Expense	7	315	(308)		-	39	(39)		
Total Other Maintenance Expenses	734	1,302	(567)		365	163	203		
Total Outside Services	-	-	-		-	-	-		
Total Other Occupancy Expenses	4,934	3,908	1,026		1,434	489	946		
<b>Total Occupancy Expense</b>	<b>25,195</b>	<b>31,947</b>	<b>(6,752)</b>	<b>-21%</b>	<b>4,369</b>	<b>3,993</b>	<b>376</b>	<b>9%</b>	
Total Insurance	7,720	5,733	1,987		993	717	277		
Total Outside Services	3,256	206	3,051		146	26	120		
Total Professional Fees	7,166	3,067	4,099		10	383	(373)		
Total Other Fees	6,093	6,193	(100)		762	774	(13)		
Total Telephone and Technology	876	1,996	(1,121)		217	250	(33)		
Total Other Administrative Expenses	754	-	754		157	-	157		
Total Internal Charges	1,960	-	1,960		245	-	245		
<b>Total Other General</b>	<b>27,825</b>	<b>17,195</b>	<b>10,630</b>	<b>62%</b>	<b>2,530</b>	<b>2,149</b>	<b>380</b>	<b>18%</b>	
<b>Total Expenses</b>	<b>74,945</b>	<b>94,527</b>	<b>(19,582)</b>	<b>-21%</b>	<b>9,662</b>	<b>11,816</b>	<b>(2,154)</b>	<b>-18%</b>	
<b>Total Net Operating Income</b>	<b>2,600</b>	<b>12,375</b>	<b>(9,775)</b>		<b>1,279</b>	<b>1,547</b>	<b>(268)</b>		
<b>NON-OPERATING ITEMS</b>									
Total Depreciation Expense	(721)	98,649	(99,370)		(90)	12,331	(12,421)		
<b>Total Non- Operating Items</b>	<b>(721)</b>	<b>98,649</b>	<b>(99,370)</b>		<b>(90)</b>	<b>12,331</b>	<b>(12,421)</b>		
<b>Net Income (Loss)</b>	<b>1,878</b>	<b>111,023</b>	<b>(109,145)</b>		<b>1,189</b>	<b>13,878</b>	<b>(12,689)</b>		

**Olivette Housing Authority**  
**Cash Report**  
**August 2024**

**Olivette US Bank**

<b>BEGINNING BOOK CASH BALANCE 8/1/2024</b>	<b>\$</b>	<b>263,229.34</b>
<b>ADD:</b>		
Tenant Rent		3,185.00
Security Deposits		-
FSS Deposits		-
Capital Fund		-
Operating Subsidy		3,735.56
Interest		20.27
Transfer		
Other Revenue		-
<b>TOTAL DEPOSITS</b>		<b>6,940.83</b>
<b>LESS:</b>		
Other Transfers		
Manual Checks		
Checks		(3,345.07)
NSF/ Service Fees		-
Withdraws/Other Deductions		(705.51)
Operating Subsidy Out		-
<b>TOTAL PAYMENTS</b>		<b>(4,050.58)</b>
<b>ENDING BOOK CASH BALANCE 8/31/2024</b>	<b>\$</b>	<b>266,119.59</b>
		<i>Olivette US Bank</i>
<b>Ending Bank Balance 8/31/2024</b>	<b>\$</b>	<b>266,119.59</b>
Outstanding Checks		(102.25)
ACH in Transit		1,683.00
Other Items		
<b>Adjusted Bank Balance 8/31/2024</b>	<b>\$</b>	<b>267,700.34</b>
Unrestricted Cash	<b>\$</b>	263,305.34
Security Deposit Cash		4,395.00
	<b>\$</b>	<b>267,700.34</b>

### Tenant Rents

Date = 08/01/2024 - 08/31/2024

Period	Date	Person	Property	Account	Amount	Reference	Notes
08/2024	8/1/2024	(t0018158)	1132bolv	(rent) Tenant Rent	1,036.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000325)	1132bolv	(rent) Tenant Rent	373.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000307)	1132bolv	(rent) Tenant Rent	184.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000313)	1132bolv	(rent) Tenant Rent	384.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000316)	1132bolv	(rent) Tenant Rent	279.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0010032)	1132bolv	(rent) Tenant Rent	685.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000248)	1132bolv	(rent) Tenant Rent	607.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0012791)	1132bolv	(rent) Tenant Rent	397.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000310)	1132bolv	(rent) Tenant Rent	290.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000247)	1132bolv	(rent) Tenant Rent	366.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0010954)	1132bolv	(rent) Tenant Rent	331.00	:TRC :08/24	:Rent 08/24
08/2024	8/1/2024	(t0000694)	1132bolv	(rent) Tenant Rent	453.00	:TRC :08/24	:Rent 08/24
<b>Total</b>					<b>5,385.00</b>		



## MEMORANDUM

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

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

**From:** Nik Degler, Budget Analyst

**Date:** October 29, 2024

**Subject:** *FY25 Proposed Budget, Resolution No. 1440*

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This memo accompanies the proposed FY25 budget and provides a list of budget assumptions and notes.

**I. Recommendation**

Staff recommend the Board approve FY25 proposed budget as submitted.

**II. Budget Assumptions and Notes**

- A. The budget assumes unit occupancy of 100%.
- B. Federal program subsidy is based on 2024 operating fund calculation and the 2024 annualized amount received.
- C. The operating subsidy for 2025 is estimated to be around \$46,740.
- D. The capital fund program administration costs of \$35,728 have been included in the budget to cover essential program expenses. Contract and project costs are being tracked separately and are included in a separate capital budget.
- E. Tenant rent is based on 2024 actual amounts with no expected increase.
- F. Salaries expense reflects management staffing plan for the year.
- G. Employee benefits expense is estimated to be about 20% of salaries expense.
- H. Employee training and development expenses are estimated at \$750.
- I. Contract costs are estimated to increase based on prior years' activity. This will include one unit repair and new maintenance uniforms.

- J. Emergency per diem cost for residents displaced due to possible catastrophic or natural disasters is \$470.
- K. Payment in Lieu of Taxes (PILOT) expense is based on the current year's calculation of 10% of rental income less utilities expense.
- L. The acquisition of a new fleet of vehicles is estimated to increase auto insurance costs by approximately \$10,000.
- M. Property insurance expense is projected to increase by 30%.
- N. Audit expense is based on an updated contract with a new auditor in 2024.
- O. County Housing fees are expected to remain the same according to HUD guidelines to calculate the fees for service charges, which include the property management fee rate of \$53.07, asset management fee rate of \$10, and bookkeeping fee rate of \$7.50 multiplied by units leased and available.
- P. A net operating income of \$30,951 is expected for 2025, but after depreciation expense, the total net income is expected to be \$29,976.

**III. Attachment**

**A. FY25 Proposed Budget**



Olivette Housing Authority  
**FY25 Proposed Budget**

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
4000-00-120	OPERATING INCOME			
4000-00-130	Income			
4100-00-140	Operating Subsidy			
4100-00-240	HUD PHA Operating Grants/Subsidy	36,519.62	94,884.96	46,740.00
4200-00-240	Capital Fund Grants - Hard Costs	-	-	
4200-00-240	Capital Fund Grants - Soft Costs	-	-	35,728.00
4199-00-940	Total Operating Subsidy	36,519.62	94,884.96	82,468.00
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	72,796.00	65,104.80	75,000.00
4335-00-240	Misc. Tenant Income	2,700.00	-	-
4390-00-240	Repayment Income	(4,422.00)	-	-
4399-00-940	Total Tenant Charges	71,074.00	65,104.80	75,000.00
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	222.29	262.68	225.00
4599-00-250	Total Investment Income	222.29	262.68	225.00
4500-00-150	Miscellaneous Other Income			
4500-00-250	Miscellaneous Other Income	-	99.96	-
4599-00-250	Total Miscellaneous Other Income	-	99.96	-
4998-00-940	Total Other Income	222.29	362.64	225.00
4999-00-930	Total Income	107,815.90	160,352.40	157,693.00
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	1,971.00	-	2,000.00
5999-00-940	Total Rents and Utility Reimbursements	1,971.00	-	2,000.00
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	17,529.18	44,061.96	12,000.00
6099-00-950	Total Salaries - Administrative	17,529.18	44,061.96	12,000.00
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	4,182.72	8,824.44	37,000.00
6298-00-950	Total Salaries - Maintenance	4,182.72	8,824.44	37,000.00
6299-00-940	Total Salaries	21,711.90	52,886.40	49,000.00
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	110.88	111.84	114.21
6305-00-250	Insurance - Health - Administrative	2,293.41	2,943.48	2,362.21
6315-00-250	Insurance - STD - Administrative	106.16	198.00	109.34
6320-00-250	Insurance - LTD - Administrative	71.30	133.80	73.43
6325-00-250	Insurance - Life - Administrative	101.75	196.92	104.80
6330-00-250	Insurance - Long-Term - Administrative	-	23.88	-
6335-00-250	Insurance - Vision - Administrative	9.20	10.08	9.47
6350-00-250	Other - Pension - Administrative	1,573.52	1,465.68	1,620.72
6365-00-250	Taxes - FICA - Administrative	1,296.98	1,650.60	1,335.88
6370-00-250	Taxes - Unemployment - Administrative	65.39	180.84	67.35
6399-00-950	Total Employee Benefits - Administrative	5,628.56	6,915.12	5,797.41

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
6500-00-150	Employee Benefits - Maintenance			
6505-00-250	Insurance - Health - Maintenance	952.52	3,824.64	981.09
6550-00-250	Other - Pension - Maintenance	333.45	203.16	343.45
6565-00-250	Taxes - FICA - Maintenance	302.69	1,002.00	311.77
6570-00-250	Taxes - Unemployment - Maintenance	22.16	144.84	22.82
6598-00-950	Total Employee Benefits - Maintenance	1,610.81	5,174.64	1,659.13
6599-00-940	Total Benefits and Taxes	7,239.36	12,089.76	7,456.54
6700-00-140	Training, Seminars, Conferences			
	Training - Administration	260.61	-	500.00
6730-00-240	Training - Maintenance	-	-	250.00
6799-00-940	Total Training, Seminars, Conferences	260.61	-	750.00
7000-00-140	Occupancy			
7000-00-150	Utilities			
7005-00-250	Electricity	117.86	-	120.00
7005-00-250	Electricity-Vacant Units	805.01	778.56	800.00
7010-00-250	Electricity - Office	-	328.92	-
7020-00-250	Gas - Vacant Units	12.84	-	100.00
7030-00-250	Sewer	9,377.67	7,841.28	9,600.00
7035-00-250	Sewer - Office	-	19.68	-
7045-00-250	Water - Vacant Units	10.80	-	15.00
7050-00-250	Water - Office	-	22.80	-
7099-00-950	Total Utilities	10,324.17	8,991.24	10,635.00
7100-00-150	Materials			
7100-00-250	Maintenance Paper/Supplies	-	115.92	-
7130-00-250	Supplies - Janitorial/Cleaning	81.15	103.20	100.00
7135-00-250	Supplies - Maintenance / Repairs	1,362.38	2,598.00	3,000.00
7140-00-250	Supplies - Plumbing	185.91	43.68	200.00
7199-00-950	Total Materials	1,629.44	2,860.80	3,300.00
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	2,856.53	2,499.96	2,900.00
7205-00-250	Contract - HVAC	33.38	2,499.96	35.00
7220-00-250	Contract - Grounds	4,283.85	12,999.96	4,400.00
7225-00-250	Contract - Unit Repair	11,250.00	6,000.00	10,000.00
7230-00-250	Contract - Electrical	-	494.40	-
7235-00-250	Contract - Plumbing	1,545.00	1,400.04	1,500.00
7245-00-250	Contract - Janitorial/Cleaning	-	1,800.00	-
7265-00-250	Contract - Alarm Monitoring	-	87.12	-
7299-00-950	Total Contract Costs	19,968.75	27,781.44	18,835.00
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	10.50	471.96	470.00
7399-00-950	Total Tenant Services Expense	10.50	471.96	470.00
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	-	800.04	500.00
7420-00-250	Vehicle Maintenance	1,101.32	1,152.36	1,200.00
7499-00-950	Total Other Maintenance Expenses	1,101.32	1,952.40	1,700.00
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	4,176.26	5,648.52	6,448.50
7640-00-250	Security/Law Enforcement	1,227.00	213.60	1,350.00
7699-00-950	Total Other Occupancy Expenses	5,403.26	5,862.12	7,798.50
7999-00-940	Total Occupancy	38,437.43	47,919.96	42,738.50

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			
8000-00-250	Insurance - Automobile	459.72	358.20	11,000.00
8010-00-250	Insurance - Liability	2,760.35	1,874.88	2,800.00
8020-00-250	Insurance - Property	6,733.59	6,336.72	7,000.00
8030-00-250	Insurance - Worker's Comp	135.78	29.28	150.00
8099-00-950	Total Insurance	10,089.44	8,599.08	20,950.00
8100-00-150	Outside Services			
8110-00-250	Consultants	4,884.72	204.00	5,000.00
8110-00-250	Temporary Administrative Labor	-	104.64	-
8199-00-950	Total Outside Services	4,884.72	308.64	5,000.00
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	-	-	1,000.00
8220-00-250	Professional Fees - Audit	12,668.88	4,599.96	7,000.00
8299-00-950	Total Professional Fees	12,668.88	4,599.96	8,000.00
8300-00-150	Other Fees			
8300-00-250	Bank Fees	-	552.48	250.00
8320-10-250	Management Fee - County Housing	7,996.80	8,737.44	8,236.70
8399-00-950	Total Other Fees	7,996.80	9,289.92	8,486.70
8400-00-150	Telephone and Technology			
8410-00-250	Contract - Answer Service	-	73.68	100.00
8410-00-250	Contract - IT Contracts	166.44	-	175.00
8430-00-250	Internet	76.26	70.32	100.00
8440-00-250	Small Office Equipment	-	347.88	250.00
8450-00-250	Software/License Fees	641.01	2,261.28	650.00
8460-00-250	Telephone	444.87	241.20	450.00
8499-00-950	Total Telephone and Technology	1,328.58	2,994.36	1,725.00
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	185.61	699.72	200.00
8508-00-250	Copiers/Printers	249.00	169.44	250.00
8544-00-250	Membership/Publications	11.76	19.44	10.00
8548-00-250	Office Supplies	-	99.72	100.00
8560-00-250	Postage / Delivery	503.69	222.00	525.00
8576-00-250	Travel	180.12	57.60	-
8580-00-250	Other Misc. Admin Expenses	-	2,000.04	500.00
8599-00-950	Total Other Administrative Expenses	1,130.18	3,267.96	1,585.00
8900-00-150	Internal Charges			
8910-00-250	Asset Mgt Fee Expense	1,470.00	1,680.00	1,680.00
8920-00-250	Bookkeeping Management Fee Expense	1,102.50	1,234.80	1,260.00
8996-00-950	Total Internal Charges	2,572.50	2,914.80	2,940.00
8997-00-940	Total Other Administrative Expenses	40,671.09	31,974.72	24,796.70
8998-00-930	TOTAL EXPENSES	110,291.39	144,870.84	126,741.74
8999-00-920	Operating Income	(2,475.49)	15,481.56	30,951.26
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	(946.58)	(1,398.96)	(974.97)
9099-00-930	Total Depreciation Expense	(946.58)	(1,398.96)	(974.97)
9997-00-920	TOTAL NON-OPERATING ITEMS	(946.58)	(1,398.96)	(974.97)
9998-00-910	NET INCOME	(3,422.06)	14,082.60	29,976.28



## MEMORANDUM

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

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

**From:** Kawanna Tate, Director of Housing Administration

**Date:** October 29, 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.

<b>Sub-Indicator</b>	<b>Performance</b>	<b>Projected Points</b>	<b>Max Points</b>
Occupancy	100%	16	16
Accounts Payable Ratio	0.03	4	4
Tenant Accounts Receivable	0.425	0	5
<b>Current Snapshot</b>	<b>Standard Performer</b>	<b>20</b>	<b>25</b>



## MEMORANDUM

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

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

**From:** Emily Smith, Director of Program Compliance & Training

**Date:** October 29, 2024

**Subject:** *Admissions and Continued Occupancy Policy (ACOP) Updates*

---

This memo provides an overview of the updates to the Admissions and Continued Occupancy Policy (ACOP).

**I. Recommendation**

Staff recommend that the Board approve the updated ACOP as presented.

**II. Background**

While federal statutes and regulations require housing authorities to adopt certain governing and operating policies for the Public Housing Program, the U.S. Department of Housing and Urban Development (HUD) grants considerable discretion in establishing and implementing policies. Housing authorities communicate those policies, rules, and requirements through a document known as the Admissions and Continued Occupancy Policy (ACOP).

The ACOP is the principal document describing County Housing's policies concerning key topics such as eligibility, tenant selection, admissions preferences, waitlist procedures, rent determination, utilities, transfers, occupancy guidelines, grievance procedures, pet ownership, and the community service and self-sufficiency requirement. The ACOP is essential for residents, prospective residents, community members, and HUD staff when communicating about specific County Housing policies. County Housing staff must submit all ACOP changes to the Board of Commissioners for approval.

County Housing's proposed changes to the policy are based on guidance by the Nan McKay Model ACOP Guide. Nan McKay & Associates, Inc. provides training, training products, and other resources for public housing authorities nationwide. County Housing purchased the Model ACOP Guide to streamline the revision process and ensure that our policies align with current HUD regulations and requirements.

### III. **ACOP Updates**

County Housing’s Admissions and Continued Occupancy Policy (ACOP) consists of sixteen chapters outlining the policies and procedures for administering the public housing program. Several chapters underwent minor formatting changes to reflect County Housing’s recent rebranding efforts. However, substantial revisions were made to certain chapters in preparation for compliance with the Housing Opportunities Through Modernization Act of 2016 (HOTMA).

HUD has recently announced a delay in the transition to the new Housing Information Portal (HIP), which is tied to HOTMA implementation. As a result, the policies revised to align with HOTMA Sections 102 and 104 will be implemented in accordance with HUD’s updated implementation schedule. Until the new HUD implementation date, which has not yet been released, but is anticipated on or before January 1, 2025, County Housing will continue to follow the existing policies outlined in the 2023 ACOP for Chapters 3, 6, 7, and 9.

The chapters and sections that were substantially revised are indicated with an asterisk in the document’s bookmarks. The chapter names and section titles are also highlighted in yellow to indicate where revisions have been made.

### IV. **Chapter Overviews and Updates**

#### A. **Chapter 1: Overview of the Program and Plan**

Chapter 1 provides a brief overview of the public housing program and the structure and organization of the ACOP.

***Update:** No substantive updates.*

#### B. **Chapter 2: Fair Housing and Equal Opportunity**

This chapter explains the laws and HUD regulations requiring County Housing to affirmatively further civil rights and fair housing.

***Update:** No substantive updates.*

#### C. **Chapter 3: Eligibility**

Chapter 3 explains the eligibility requirements for individuals and families admitted to the public housing program. It provides definitions of “family” and “household members,” discusses basic eligibility criteria, and covers causes for denial of admissions.

***Update:** We have updated our policies in Chapter 3 to align with HOTMA changes. The changes include a new section detailing restrictions on assistance based on assets.*

#### D. **Chapter 4: Applications, Waiting List, and Tenant Selection**

This chapter provides details of County Housing’s approach to accepting applications, placing families on the waiting list, and selecting families from the list.

***Update:** No substantive updates.*

**E. Chapter 5: Occupancy Standards and Unit Offers**

Chapter 5 contains policies for assigning unit size and making unit offers to applicants selected from the waiting list.

***Update:** No substantive updates.*

**F. Chapter 6: Income and Rent Determinations**

This chapter details County Housing's methods for ensuring that only income-eligible families receive assistance and that no family pays more or less rent than HUD regulations require.

***Update:** We have updated our policies in Chapter 6 to align with HOTMA changes. The HOTMA changes revise the definitions of income and assets and how household income is calculated. The updates to this chapter ensure that County Housing's policies accurately reflect HUD requirements.*

**G. Chapter 7: Verification**

Chapter 7 of the ACOP details HUD's approved hierarchy of verification for requested information. Program applicants must supply the required information to participate in the program.

***Update:** We have updated our policies in Chapter 7 to align with HOTMA changes. The updates reflect changes to HUD's verification requirements and the different processes County Housing may use to obtain verification.*

**H. Chapter 8: Lease and Inspections**

This chapter describes County Housing's policies pertaining to lease execution, lease modification, and payments under the lease. It also describes policies for inspecting dwelling units at move-in, move-out, and annually during the period of occupancy.

***Update:** The revisions to this chapter provide a clearer smoke-free policy and bed bug policy for public housing residents.*

**I. Chapter 9: Reexaminations**

Chapter 9 covers policies related to the annual and interim reexamination of each participating family's income and household composition.

***Update:** We have updated our policies in Chapter 9 to align with HOTMA changes. The policy describes new requirements for processing interim reexaminations for families between annual recertifications, including the specific parameters that must be met. The updated policies also describe how County Housing will recalculate rent portions using the new HOTMA guidelines.*

**J. Chapter 10: Pets**

This chapter explains County Housing's policies on the keeping of pets and describes any criteria or standards pertaining to the policies.

***Update:** No substantive updates.*

**K. Chapter 11: Community Service**

Chapter 11 explains HUD regulations requiring County Housing to implement a community service program for all nonexempt adults living in public housing.

***Update:** No substantive updates.*

**L. Chapter 12: Transfer Policy**

This chapter explains the policies and reasons for transferring residents between units based on HUD regulations.

***Update:** No substantive updates.*

**M. Chapter 13: Lease Terminations**

Chapter 13 includes policies that govern voluntary termination of the lease by the family and mandatory and voluntary termination of the lease by County Housing.

***Update:** The updated policy includes language referring to County Housing's Firearms and Weapons policy.*

**N. Chapter 14: Grievances and Appeals**

This chapter discusses grievances and appeals pertaining to County Housing actions or failures to act that adversely affect public housing applicants or residents.

***Update:** No substantive updates.*

**O. Chapter 15: Program Integrity**

Chapter 15 describes policies designed to prevent, detect, investigate, and resolve instances of program abuse or fraud. It also describes what actions County Housing will take in the case of unintentional errors and omissions.

***Update:** No substantive updates.*

**P. Chapter 16: Program Administration**

This chapter explains administrative policies and practices that are relevant to the activities covered in the ACOP.

***Update:** The revised chapter includes County Housing's new Firearms and Weapons policy, which has been added to ensure the safety and well-being of all members of the County Housing community.*





## MEMORANDUM

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

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

**From:** Kawanna Tate, Director of Housing Administration

**Date:** October 29, 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.

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<b>Current Snapshot</b>	<b>Standard Performer</b>	<b>20</b>	<b>25</b>



## MEMORANDUM

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

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

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

**Date:** October 29, 2024

**Subject:** *Maintenance Report*

---

This memo summarizes the monthly maintenance and supply costs for the Olivette Public Housing from August 1 through September 30, 2024.

**I. Maintenance Supply Costs**

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

August	\$ 359.00
September	\$ 524.00
<b>TOTAL</b>	<b>\$ 883.00</b>

**A. Attachment Work Orders from August – September 2024.**

**II. Contracted Repair Costs**

These costs include trash and lawn care services.

August	\$ 800.00
September	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 1,800.00</b>

**III. Other Maintenance Costs**

These costs include vehicle maintenance and vehicle fuel costs.

August	\$ 365.00
September	\$ 216.00
<b>TOTAL</b>	<b>\$ 581.00</b>

**IV. Special Project**

Air quality testing

- The air quality test has been completed for all 14 homes.
- No water-borne fungus was detected in any home.
- Three units have water stains from leaks under the bathrooms.
- Maintenance will treat the water-stained floors with fungicide as a precaution.

Mold-like substance mitigation

- The basement floor in two homes has been sanitized.
- The basement foundation walls in two homes have been cleaned and treated with fungicide.
- Three bathroom ceilings have been treated and painted.
- The duct cleaning has been completed for all 14 homes.
- A dehumidifier has been installed in two homes.
- Project cost total: \$12,112.

**V. National Standards for the Physical Inspection of Real Estate (NSPIRE)**

The maintenance team is proactively inspecting public housing units on an annual basis to ensure they meet NSPIRE Standards. Work orders that resulted from the July 2024 inspections have been completed.



**Work Order Detail**  
 Olivette Housing Authority (1132bolv)  
 Work Orders active between 08/01/2024 and 09/30/2024

Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
RH9387	37921	Routine	Plumbing	Toilet running	07/07/2024	07/10/2024	3	3
RH9364	38412	NSPIRE Moderat		NSPIRE	07/15/2024	09/10/2024	57	40
RH9364	38413	NSPIRE Low		NSPIRE	07/15/2024	09/10/2024	57	40
RH9356	38414	NSPIRE Low		NSPIRE	07/15/2024	09/10/2024	57	40
RH9356	38415	NSPIRE Low		NSPIRE	07/15/2024	09/10/2024	57	40
RH9342	38416	NSPIRE Low	Building Exterior	NSPIRE	07/15/2024	09/10/2024	57	40
RH9342	38417	NSPIRE Moderat		NSPIRE	07/15/2024	09/10/2024	57	40
RH9330	38418	NSPIRE Moderat		NSPIRE	07/15/2024	09/10/2024	57	40
RH9387	38419	NSPIRE Moderat		NSPIRE	07/15/2024	09/10/2024	57	40
RH9380	38379	Routine	General	Pipe fell over near the el	07/15/2024	08/13/2024	29	12
RH9388	38504	Routine	Windows	Bedroom window crack	07/30/2024	08/15/2024	16	14
RH9388	38536	Routine	Plumbing	Kitchen sink is stopped	08/06/2024	08/15/2024	9	9
RH9380	38593	Routine	HVAC	missing heat vent	08/20/2024	08/30/2024	10	10
RH9342	38696	Routine	HVAC	Needing a filter	09/17/2024	09/17/2024	1	1
RH9357	38715	Routine	General	Replace exhaust fan in k	09/19/2024	09/26/2024	7	7
RH9364	38720	Routine	HVAC	vent broken	09/20/2024	09/30/2024	10	10
RH9342	38721	Routine	HVAC	loose vent	09/20/2024	09/30/2024	10	10
RH9364	38756	Routine	HVAC	vent covers rusted	09/25/2024	09/30/2024	5	5
								18

Total number of work orders: 18  
 Average completion days: 22.28  
 Average completion days for reporting period 2 years prior: 2.00  
 Reduction in average completion days over the past three years: -20.28



## MEMORANDUM

**To:** Olivette Board of Commissioners

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

**From:** Jennifer Wiegert, Director of Communications and Partnerships

**Date:** October 29, 2024

**Subject:** *Communications and Partnerships Update*

---

I'm excited to return for my second board meeting as the Director of Communications & Partnerships at County Housing. In this role, I am dedicated to improving our communication strategies, fostering meaningful relationships with our residents, stakeholders, and community partners, and ensuring our messaging reflects our organization's mission and goals.

### **I. External Communications**

#### **A. Development of Resident Newsletter**

One of my first priorities when I came on board was to create resident-focused newsletters. These publications will serve as a vital tool for keeping residents informed about important updates, upcoming events, and resources available to them.

#### **B. Partnerships Update**

We are making significant progress in formalizing partnership agreements with several key organizations that will provide valuable resources and support for our residents:

- Saint Louis County Department of Public Health
- Rx Outreach
- Urban League of Metropolitan St. Louis
- St. Louis Area Food Bank
- Missouri Department of Higher Education and Workforce Development
- St. Louis County Library
- Cortex

### **II. Internal Communications**

#### **A. Development of Staff Newsletter**

We are currently working on the first issue, which will include updates on key initiatives, employee highlights, and important upcoming events.



## MEMORANDUM

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

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

**From:** Terri Acoff-States, Executive Assistant

**Date:** October 29, 2024

**Subject:** *Board Meeting Dates for 2025*

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This memo provides the schedule for the 2025 City of Olivette Housing Authority Commissioners quarterly board meetings. Meetings will be held at Olivette City Center, 1140 Dielman Road, Olivette, MO 63132 and will start at noon.

Tuesday, February 25, 2025

Tuesday, April 22, 2025

Tuesday, August 26, 2025

Tuesday, October 28, 2025

If you have any questions, please contact me at 314-227-3114 or [terria@countyhousing.org](mailto:terria@countyhousing.org).