



Board of Commissioners Regular Meeting
 Tuesday, November 19, 2024, 12:30 pm
 County Housing Headquarters
 8865 Natural Bridge Road
 St. Louis, Missouri 63121

AGENDA

Item	Individual	Action
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes Regular Meeting September 24, 2024	Chairwoman	Motion, 2 nd , Vote
3. Public Comments	Chairwoman	Informational
4. Executive Director’s Report	Shannon Koenig	Informational
5. Financial Reports	Carolyn Riddle	Motion, 2 nd , Vote
6. Other Business		
A. Housing Administration Report	Joyce Agboola	Informational
B. Admissions and Continued Occupancy Policy (ACOP) Update	Shannon Koenig	Motion, 2 nd , Vote
C. Facilities and Maintenance Report	William Barry	Informational
D. 2025 Board Meeting Schedule	Terri Acoff-States	Informational
E. Annual Meeting	Terri Acoff-States	Motion, 2 nd , Vote
7. Executive Session	Chairwoman	Motion, 2 nd , Vote
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.		
8. Next Meeting March 25, 2025	Chairwoman	Informational
9. Adjournment	Chairwoman	Motion, 2 nd , Vote

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY SEPTEMBER 24, 2024
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Margo McElroy, Chairwoman
Rhonda Johnson, Commissioner
Brenda Nash, 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
William Barry, Director, Maintenance and Facilities
Emily Smith, Director, Program Compliance & Training
Kawanna Tate, Director, Housing Administration
Jennifer Wiegert, Director, Communications & Partnerships
Nik Degler, Budget Analyst
Joyce Agboola, Property Manager

ABSENT:

Elmira Gilmore, Commissioner

Public Hearing:

The board meeting opened with a public hearing on the 5-Year PHA Plan for the years 2025-2029, the Annual PHA Plan for 2025, and the Capital Funds Action Plan for 2029. The purpose of this hearing was to allow the public an opportunity to comment on each of these plans.

Chairwoman Margo McElroy called to order the public hearing and invited anyone from the public to comment. There were no public comments. The hearing was adjourned.

Chairwoman Margo McElroy called to order and opened the regular meeting.

Approval of Minutes of Regular Board Meeting held Tuesday, May 21, 2024:

Chairwoman Margo McElroy asked for a motion to approve the minutes of the regular board meeting held Tuesday, May 21, 2024. Commissioner Brenda Nash motioned for approval. Commissioner Rhonda Nash seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

M. McElroy
R. Johnson
B. Nash

NAYS

None

The Chairwoman declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

Presentation of the Village of Hillsdale Housing Authority Audit Report for year ending December 31, 2023.

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

After discussion, Chairwoman Margo McElroy asked approval of the Village of Hillsdale Housing Authority Audit Report for year ending December 31, 2023, by a call for Ayes and Nays. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig welcomed everyone and thanked them for attending the meeting.

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.

Ms. Koenig presented the board with a redesigned Agency Performance Report that has been changed to reflect the County Housing brand. Ms. Koenig stated this information will also be added to the website so that stakeholders can become familiar with our goals and monitor our progress.

Ms. Koenig presented the board with new commissioner manuals. She said the manuals were assembled to provide a new resource for commissioners and contain basic information about County Housing and the Village of Hillsdale Housing Authority. This is a new resource for commissioners and will be provided to all housing authority commissioners associated with County Housing.

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.

FINANCIAL REPORT:

Ms. Riddle reviewed the Financial Reports for the period ending July 31, 2024.

After discussion, Chairwoman Margo McElroy asked for a motion to approve the July 31, 2024 Financial Reports as read and discussed. Commissioner Brenda Nash motioned for approval. Commissioner Rhonda Johnson seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

OTHER BUSINESS:

A. 5-Year PHA Plan 2025-2029:

Ms. Smith 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 Margo McElroy asked for a motion to approve the Village of Hillsdale Housing Authority 2025-2029 PHA Plan. Commissioner Brenda Nash motioned for approval, Commissioner Rhonda Nash seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

B. 2025 Annual PHA Plan and Certification of Compliance:

Ms. Smith 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. Smith 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, Hillsdale 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 Hillsdale Housing Authority is abiding by the rules and regulations in County Housing’s Annual PHA Plan.

After discussion, Chairwoman Margo McElroy asked for a motion to approve the Housing Authority of St. Louis County 2025 Annual PHA Plan. Commissioner Brenda Nash motioned for approval, Commissioner Rhonda Johnson seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	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 Margo McElroy asked for a motion to approve the Capital Funds Action Plan for 2029. Commissioner Brenda Nash motioned for approval; Commissioner Rhonda Nash seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

D. Village of Hillsdale Housing Authority, FY 2025 Budget, Resolution No. 1438:

Mr. Degler presented the board with a detailed Village of Hillsdale Housing Authority, FY 2025 Budget.

After discussion, Chairwoman Margo McElroy asked for a motion to approve Resolution No. 1438, Village of Hillsdale Housing Authority FY 2025 Budget. Commissioner Brenda Nash motioned for approval. Commissioner Rhonda Johnson seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

E. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

F. Facilities and Maintenance Report:

Mr. Barry reviewed the monthly maintenance and supply costs for the Housing Authority of the Village of Hillsdale public housing from May 1 through August 31, 2024.

EXECUTIVE SESSION:

An executive session was not held.

SCHEDULE NEXT BOARD MEETING:

The next meeting is scheduled for November 19, 2024

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairwoman Margo McElroy motioned to adjourn. Commissioner Brenda Nash motioned for approval; Commissioner Rhonda Nash seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
M. McElroy R. Johnson B. Nash	None

The Chairwoman declared the motion passed.

Chairwoman

Secretary

Date



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: November 19, 2024

Subject: *Executive Director's Report*

This report provides an update on select County Housing activities.

I. 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.

II. Agency Performance Report

The Agency Performance Report (attached) has been updated to reflect fourth quarter progress.

III. Communications and Partnerships

A. Resident Newsletters

We are excited to announce that our first "The Voucher Voice" and "Resident Connection" issues were distributed last month.

Newsletters will serve as a vital tool for keeping residents informed about important updates, upcoming events, and resources available to them. These publications are designed to foster a sense of community, provide valuable information, and give residents a voice through featured stories and contributions.

B. Partnerships Update

We continue to solidify new partnerships with various groups including Rx Outreach, Urban League, St. Louis Area Food Bank, St. Louis County Library, and St. Louis County Job Centers.

C. Staff Newsletter Launch – The Counting Housing Connection

We are excited to announce the creation of a new staff newsletter for County Housing employees. The newsletter will be an internal communication tool to share important updates, highlight achievements, and foster connection across the organization. The first edition will be distributed in the coming weeks, and we look forward to making it a valuable resource for staff moving forward.

D. Annual Customer Service Surveys

The annual customer service surveys have been distributed to Public Housing (PH) residents, Housing Choice Voucher (HCV) participants, and landlords. We ask that survey responses be submitted by November 22.

These surveys are an important tool for gathering feedback and identifying areas for improvement as we work to enhance our services and strengthen relationships with residents and partners.

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.

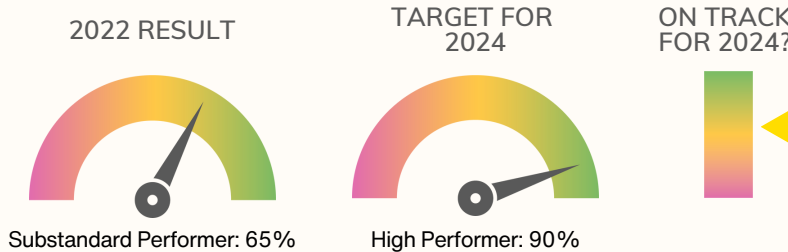
What HUD measures

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

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



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: November 19, 2024

Subject: *Financial Summary*

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

Total operating income is over budget by 6% which is primarily due to capital funds being over budget.

B. Expense

Total operating expense is under budget by 27%, mostly due to total salaries, benefits, and contract costs being under budget.

C. Net Income

The total net operating income is \$38,277. With depreciation expense the net income is \$17,304.

D. Cash

As of August 31, 2024 the cash balance in the operating bank account was \$260,971. The operating subsidy received was \$7,723, rental income was \$2,482, and \$10,384 was paid in operating expenses.

III. Attachments

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

Hillsdale Housing Authority
Budgeted Income Statement
As of August 31, 2024

	Hillsdale HA				Hillsdale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	58,007	92,573	(34,565)		7,723	11,572	(3,848)	
Total Capital Grants	45,076	-	45,076		-	-	-	
Total Tenant Charges	37,071	39,881	(2,810)		1,865	4,985	(3,120)	
Total Investment Income	161	167	(6)		20	21	(1)	
Total Miscellaneous Other Income	-	-	-		-	-	-	
Total Income	140,314	132,621	7,694	6%	9,609	16,578	(6,970)	-42%
Total Rents and Utility Reimbursements	4,886	1,958	2,928		675	245	430	
Total Salaries	27,615	53,706	(26,091)		2,823	6,713	(3,890)	
Total Benefits and Taxes	8,125	12,436	(4,312)		909	1,555	(646)	
Total Training, Seminars, Conferences	273	-	273		9	-	9	
Total Admin	40,899	68,101	(27,201)	-40%	4,416	8,513	(4,097)	-48%
Total Utilities	10,037	10,093	(56)		2,266	1,262	1,004	
Total Materials	1,629	3,704	(2,075)		250	463	(213)	
Total Contract Costs	4,253	23,885	(19,633)		17	2,986	(2,969)	
Total Tenant Services Expense	-	495	(495)		-	62	(62)	
Total Other Maintenance Expenses	945	1,207	(262)		365	151	215	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	4,251	3,232	1,019		392	404	(12)	
Total Occupancy Expense	21,114	42,617	(21,502)	-50%	3,290	5,327	(2,037)	-38%
Total Insurance	11,304	6,979	4,325		1,475	872	603	
Total Outside Services	6,046	274	5,772		111	34	77	
Total Professional Fees	7,319	3,795	3,524		20	474	(454)	
Total Other Fees	9,642	9,659	(17)		1,221	1,207	13	
Total Telephone and Technology	1,618	3,137	(1,519)		403	392	11	
Total Other Administrative Expenses	1,028	1,820	(792)		253	228	26	
Total Internal Chargers	3,065	3,080	(15)		385	385	-	
Total Other General	40,023	28,744	11,278	39%	3,868	3,593	275	8%
Total Expenses	102,037	139,461	(37,425)	-27%	11,574	17,433	(5,858)	-34%
Total Net Operating Income	38,277	(6,841)	45,119		(1,966)	(855)	(1,111)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(20,975)	(21,236)	261		(2,622)	(2,655)	33	
Total Non- Operating Items	(20,975)	(21,236)	261		(2,622)	(2,655)	33	
Net Income (Loss)	17,304	(28,077)	45,380		(4,587)	(3,510)	(1,079)	

Hillsdale Housing Authority
Cash Report
August 2024

Hillsdale

BEGINNING BOOK CASH BALANCE 8/1/2024	\$	259,533.45
ADD:		
Tenant Rent		2,481.95
Security Deposits		-
FSS Deposits		-
Capital Fund		-
Operating Subsidy		7,723.33
Interest		19.86
Transfer		-
Other Revenue		-
TOTAL DEPOSITS		10,225.14
LESS:		
Other Transfers		(5,086.83)
Manual Checks		
Checks		(3,959.74)
NSF / Service Fees		-
Withdraws/Other Deductions		(1,337.82)
Operating Subsidy Out		-
TOTAL PAYMENTS		(10,384.39)
ENDING BOOK CASH BALANCE 8/31/2024	\$	259,374.20
Ending Bank Balance 8/31/2024	\$	259,374.20
Outstanding Checks		(579.73)
ACH in Transit		2,202.50
Other Items		(25.62)
Adjusted Bank Balance 8/31/2024	\$	260,971.35
Unrestricted Cash	\$	255,765.35
Security Deposit Cash		5,206.00
	\$	260,971.35

Hillsdale Housing Authority (1220bhil)

Tenant Rent

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

Period	Person	Account	Amount	Reference	Notes
08/2024	(t0027626)	(rent) Tenant Rent	725.00	:TRC :08/24	:Rent 08/24
08/2024	(t0034111)	(rent) Tenant Rent	257.00	:TRC :08/24	:Rent 08/24
08/2024	(t0000243)	(rent) Tenant Rent	127.00	:TRC :08/24	:Rent 08/24
08/2024	(t0035466)	(rent) Tenant Rent	18.00	:TRC :08/24	:Rent 08/24
08/2024	(t0033944)	(rent) Tenant Rent	552.00	:TRC :08/24	:Rent 08/24
08/2024	(t0000237)	(rent) Tenant Rent	586.00	:TRC :08/24	:Rent 08/24
08/2024	(t0023214)	(rent) Tenant Rent	111.00	:TRC :08/24	:Rent 08/24
08/2024	(t0000246)	(rent) Tenant Rent	769.00	:TRC :08/24	:Rent 08/24
08/2024	(t0022459)	(rent) Tenant Rent	127.00	:TRC :08/24	:Rent 08/24
08/2024	(t0035424)	(rent) Tenant Rent	294.00	:TRC :08/24	:Rent 08/24
08/2024	(t0000239)	(rent) Tenant Rent	145.00	:TRC :08/24	:Rent 08/24
08/2024	(t0020738)	(rent) Tenant Rent	72.00	:TRC :08/24	:Rent 08/24
08/2024	(t0017195)	(rent) Tenant Rent	94.00	:TRC :08/24	:Rent 08/24
08/2024	(t0034120)	(rent) Tenant Rent	580.00	:TRC :08/24	:Rent 08/24
Total			4,457.00		



Memorandum

To: Board of Commissioners, Hillsdale Housing Authority

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: November 19, 2024

Subject: *Housing Administration Report*

Today I will discuss our current performance for the Management Assessment Sub-System (MASS) performance indicator.

I. Current MASS Performance

Below is a snapshot of our current performance for each of the sub-indicators of the MASS.

Sub-Indicator	Performance	Projected Points	Max Points
Occupancy (Average)	100%	16	16
Accounts Payable Ratio	-.005	4	4
Tenant Accounts Receivable	.740	0	5
Current Snapshot	Standard Performer	20	25



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: November 19, 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: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director, Maintenance and Facilities

Date: November 19, 2024

Subject: *Maintenance Report*

This memo summarizes the monthly maintenance and supply costs for the Hillsdale Housing Authority from September 1 through October 31, 2024.

I. Maintenance Supply Costs

The following are the repair and replacement costs for plumbing, windows, furnaces, and appliances to ensure the units meet NSPIRE Standards.

September	\$ 1,733.00
<u>October</u>	<u>\$ 1,545.00</u>
TOTAL	\$ 3,278.00

A. Attachment Work Orders from September-October 2024.

II. Contracted Repair Costs

These include trash, tree removal, and lawn care services.

September	\$ 13.00
<u>October</u>	<u>\$ 5,588.00</u>
TOTAL	\$ 5,601.00

III. Other Maintenance Costs

These costs cover vehicle maintenance and vehicle fuel.

September	\$ 340.00
<u>October</u>	<u>\$ 495.00</u>
Total	\$ 835.00

IV. 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 resulting from the July 2024 inspections have been completed.



Work Order Detail
 Hillsdale Housing Authority (1220bhil)
 Work Orders active between 09/01/2024 and 10/31/2024

Unit	WO	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
ED2113	38390		NSPIRE	07/15/2024	09/12/2024	59	11
ED2145	38396	Grounds	NSPIRE	07/15/2024	09/12/2024	59	11
CA2162	38403		NSPIRE	07/15/2024	09/12/2024	59	11
OV2164	38407	Building Exterior	NSPIRE	07/15/2024	09/11/2024	58	10
OV2128	38706	Plumbing	kitchen sink leaking	09/18/2024	09/19/2024	1	1
OV2128	38707	Plumbing	Kitchen faucet, water is running	09/18/2024	09/19/2024	1	1
CA2164	38750	General	Problem with mice and crickets	09/25/2024	09/26/2024	1	1
ER2131	38760	Windows	broken window	09/26/2024	09/26/2024	1	1
ED2117	38881	HVAC	No heat	10/10/2024	10/14/2024	4	4
CA2164	38920	Walls-Ceilings	Water is leaking from the ceiling	10/14/2024	10/15/2024	1	1
ED2113	38937	Appliance	magnet strip	10/16/2024	10/24/2024	8	8
CA2169	38945	Walls-Ceilings	Mold in bathroom, caulking	10/17/2024		15	15
ER2131	38975	HVAC	No Heat	10/24/2024	10/25/2024	1	1
CA2164	38997	Doors	Closet doors in both bedrooms	10/28/2024	11/01/2024	4	4
CA2164	38998	Plumbing	Water pressure very low in bath	10/28/2024	10/29/2024	1	1

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Total number of work orders:	15
Average completion days:	6.00
Average completion days for reporting period 2 years prior:	2.00
Reduction in average completion days over the past three years:	-4.00



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: November 19, 2024

Subject: *Board Meeting Dates for 2025*

This memo provides the schedule for the 2025 Hillsdale Housing Authority Board of Commissioners meetings. Meetings will be held at County Housing Headquarters, 8865 Natural Bridge, St. Louis, Missouri 63121 and will start at 12:30 p.m.

Tuesday, March 25, 2025

Tuesday, June 24, 2025

Tuesday, September 23, 2025

Tuesday, November 4, 2025

If you have any questions, please contact me at 314-227-3114 or terria@countyhousing.org



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: November 19, 2024

Subject: *Annual Meeting, Voting for Chair Positions*

Per the Village of Hillsdale Housing Authority Board of Commissioners bylaws, we are required to hold an annual meeting for the purpose of electing officers, including the positions of Chair and Vice-Chair. Below are the relevant sections of the Hillsdale Housing Authority bylaws.

I. ARTICLE II – OFFICERS

- A. Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.
- B. Section 3. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence of incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.
- C. Section 6. Election or Appointment. The first Chairman shall, pursuant to his appointment, serve in the capacity of Chairman until the expiration of his term of office as Commissioner. The Vice Chairman and, except in the case of the first Chairman, the Chairman shall be elected at the annual meeting of the Authority from among the commissioners of the Authority and shall hold office for one year or until their successors are elected and qualified.

II. ARTICLE III – ANNUAL MEETING

- A. Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the first Thursday in September at 7:30 o'clock P.M. at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the annual meeting shall be held on the next succeeding secular day.

II. Attachment

Secret Voting Ballot

November 19, 2024

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Secret Voting Ballot

Housing Authority of the Village of Hillsdale Board of Commissioners Annual Meeting

Date: November 19, 2024

Instructions: Mark only one choice per position. To maintain anonymity, do not add identifying marks on this ballot. Please fold your ballot and place it in the ballot box when finished.

Election of Chair

Please select one candidate for the position of Chair by marking an "X" next to the candidate's name.

- Candidate 1: Margo McElroy
 - Candidate 2: Elmira Gilmore
 - Candidate 3: Rhonda Johnson
 - Candidate 4: Brenda Nash
-

Election of Vice-Chair

Please select one candidate for the position of Vice-Chair by marking an "X" next to the candidate's name.

- Candidate 1: Margo McElroy
 - Candidate 2: Elmira Gilmore
 - Candidate 3: Rhonda Johnson
 - Candidate 4: Brenda Nash
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