



Board of Commissioners Regular Meeting
 Tuesday, December 10, 2024, 12 pm
 Pagedale City Hall
 1420 Ferguson Avenue
 Pagedale, Missouri 63133

AGENDA

Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading of the Mission Statement	Chairman	Informational
<p>Our mission is to provide decent, safe, and affordable housing; ensure equal housing opportunity; promote self-sufficiency; and improve the quality of life and economic vitality of low- and moderate-income families.</p>		
4. Approval of Minutes Regular Meeting October 15, 2024	Chairman	Motion, 2 nd , Vote
5. Public Comments	Chairman	Informational
6. Reports of Commissioners	Chairman	Informational
7. Executive Director’s Report	Shannon Koenig	Informational
8. Reports of Officers and Employees		
A. Financial Reports Month ending October 31, 2024	Carolyn Riddle	Motion, 2 nd , Vote
B. Housing Administration Report	Kawanna Tate	Informational
C. Admissions and Continued Occupancy Policy (ACOP) Updates	Kawanna Tate	Motion, 2 nd , Vote
D. Facilities and Maintenance Report	William Barry	Informational
E. 2025 Board Meeting Schedule	Terri Acoff-States	Informational
F. Annual Meeting	Terri Acoff-States	Motion, 2 nd , Vote
9. Unfinished Business	Chairman	Informational
10. New Business	Chairman	Informational
11. Executive Session	Chairman	Motion, 2 nd , 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>		
12. Announcements Next Meeting February 11, 2025	Chairman	Informational
13. Adjournment	Chairman	Motion, 2 nd , Vote

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 15, 2024
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

Dr. Keith Mosby, Sr., Chairman
Robert Smith, Jr., Vice Chairman
Verna Belton, Commissioner
Erica Edwards, Commissioner
Lorraine Mosby, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Katrina Sommer, Chief Operating Officer
Carolyn Riddle, Interim Finance Director
William Barry, Director, Maintenance and Facilities
Kawanna Tate, Director, Housing Administration
Jennifer Wiegert, Director, Communications and Partnerships
Nik Degler, Budget Analyst
Ben Washington, Financial Consultant

PUBLIC:

Gloria Williams, Alderwoman, Ward 3

Approval of Minutes of Regular Board Meeting Tuesday, August 13, 2024:

Chairman Keith Mosby asked for a motion to approve the minutes of the regular board meeting held Tuesday, August 13, 2024. Commissioner Lorraine Mosby motioned for approval; Commissioner Erica Edwards seconded the motion. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

K. Mosby
E. Edwards
L. Mosby

NAYS

None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

Chairman Keith Mosby and Alderwoman Gloria Williams updated the board on the welfare of Commissioner Verna Belton. Ms. Sommer assured the board that reasonable accommodation will be provided as needed.

Chairman Keith Mosby asked if a commissioner would read the Pagedale Housing Authority Mission Statement. Commissioner Erica Edward volunteered aloud to do so.

REPORTS OF COMMISSIONERS:

Chairman Keith Mosby expressed his dissatisfaction with the policy governing the use of the board approved tablets purchased by the Pagedale Housing Authority. He feels misled by a lack of complete information necessary to make an informed decision regarding purchasing the tablets. Chaiman Mosby stated that he would never have recommended approving the expenditure on a device that is limited to viewing emails and board packets for meetings.

Chairman Mosby asked if the tablets could be returned for a refund should the board decided to vote to return them. Ms. Koenig replied that the tablets were not returnable.

Chairman Mosby stated that, in light of being informed that the tablets cannot be returned, he will closely oversee and manage similar decisions and processes more thoroughly in the future.

EXECUTIVE DIRECTOR’S REPORT:

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

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

Ms. Koenig presented the board with a draft of the Firearms and Weapons policy that has been developed for public housing residents. She stated that the policy is part of the latest draft of the Admissions and Continued Occupancy Policy (ACOP) that has been published for public comment.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Ms. Riddle reviewed the Financial Reports for the period ending July 31, 2024. Chairman Keith Mosby asked for a motion to approve the July 31, 2024 Financial Reports as read and discussed. Commissioner Lorraine Mosby motioned for approval, which motion was seconded by Commissioner Verna Belton. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman declared the motion passed.

B. City of Pagedale Housing Authority, FY 2025 Budget, Resolution No. 1439

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

After discussion, Chairman Keith Mosby asked for a motion to approve Resolution No. 1439, City of Pagedale Housing Authority FY 2025 Budget. Commissioner Erica Edwards motioned for approval. Vice Chairman Robert Smith seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman declared the motion passed.

C. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

D. Facilities and Maintenance Report:

Mr. Barry reviewed the monthly maintenance and supply costs for Pagedale public housing from August 1, 2024 through September 30, 2024.

E. Communications and Partnership Report:

Ms. Wiegert introduced herself to the board stating she recently joined County Housing as the Director of Communications and Partnerships. She stated that in her new role she is committed to enhancing communication efforts, building stronger connections with residents, stakeholders, and community partners, and ensuring that the Agency’s messaging aligns with the organization’s mission and goals.

Ms. Wiegert said to achieve this, her first focus would be to develop a resident newsletter. She will also transition projects from the current marketing and communications consultant and collaborate with each PHA under the County Housing umbrella.

Ms. Wiegert informed the board that over the coming weeks, she will be meeting with key stakeholders to gather insights and feedback that will inform communications strategy.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was introduced.

EXECUTIVE SESSION:

Chairman Keith Mosby asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Lorraine Mosby motioned to enter, Commissioner Erica Edwards seconded the motion, and upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

K. Mosby
R. Smith
V. Belton
E. Edwards
L. Mosby

None

The Chairman declared the motion passed.

Chairman Keith Mosby asked for a motion to exit Executive Session. Commissioner Erica Edwards motioned to exit. Vice Chairman Robert Smith seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

K. Mosby
R. Smith
E. Edwards
L. Mosby

None

The Chairman declared the motion passed.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, December 10, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairman Keith Mosby asked for a motion to adjourn. Commissioner Lorraine Mosby moved for adjournment, which motion was seconded by Commissioner Erica Edwards. Upon roll call, "Ayes" and "Nays" were as follows:

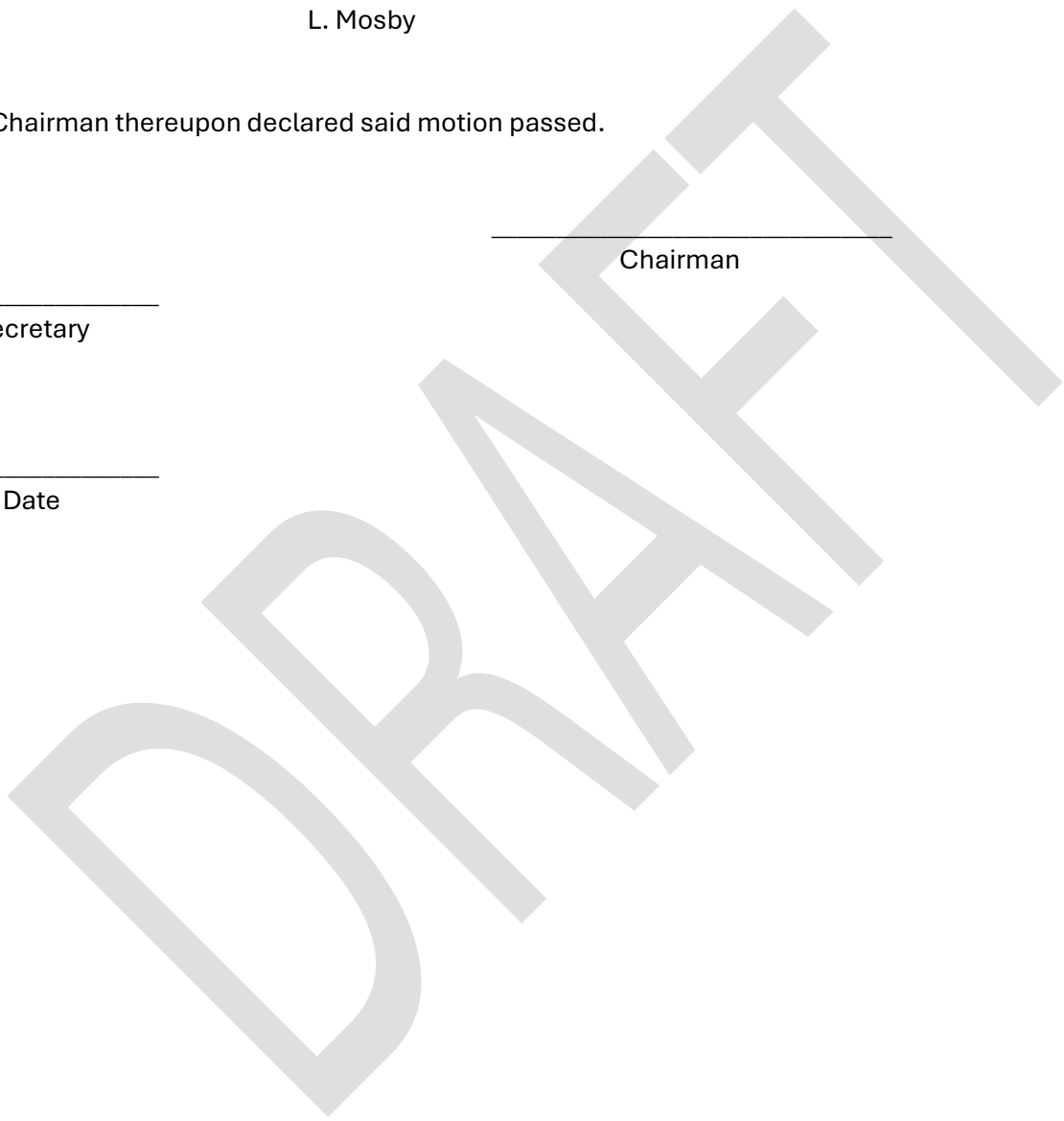
<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith E. Edwards L. Mosby	None

The Chairman thereupon declared said motion passed.

Chairman

Secretary

Date





MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

Date: December 10, 2024

Subject: *Executive Director's Report*

This memo provides information about select Pagedale Housing Authority activities.

I. Agency Performance Report

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

II. Partnerships Update

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

III. Annual Customer Service Surveys

The annual customer service surveys were distributed to Public Housing (PH) residents, Housing Choice Voucher (HCV) participants, and landlords. We asked 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.

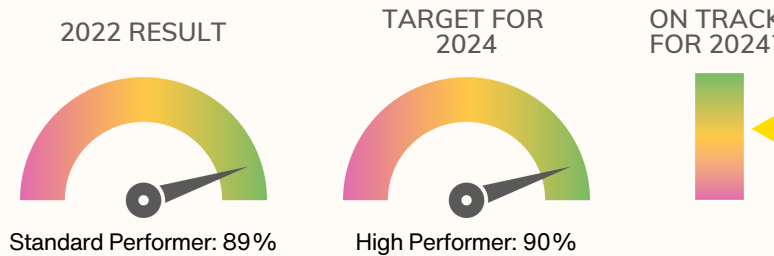
What HUD measures

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: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: December 10, 2024

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending October 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 over budget by 29% which is primarily due to unbudgeted Capital Funds drawdown.

B. Expense

The total operating expense is over budget by 35% primarily due to contract costs, utilities, insurance and outside services including HR and communications. Contract costs were over budget due to unit repair expenses. Total insurance is higher due to an increase in property and liability insurance.

C. Net Income

Net operating income is \$6,695; however, with depreciation, the total operating net loss is (\$62,293).

D. Cash

As of October 31, 2024 the cash balance in the operating bank account was \$375,478. The Capital Funds Program (CFP) funds received for the month was \$21,967 and operating subsidy received for the month was \$24,998. Operating expenses paid totaled \$117,031.

III. Attachments

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

Pagedale Housing Authority
Budgeted Income Statement
As of October 31, 2024

	Pagedale HA				Pagedale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	270,060	249,834	20,226		24,998	24,983	15	
Capital Fund Grants	91,567	-	91,567		21,967	-	21,967	
Total Tenant Charges	291,040	261,907	29,132		30,132	26,191	3,941	
Total Investment Income	388	561	(173)		32	56	(25)	
Total Miscellaneous Other Income	6,121	-	6,121		(8)	-	(8)	
Total Income	659,176	512,303	146,873	29%	77,121	51,230	25,891	51%
Total Rents and Utility Reimbursements	18,201	13,382	4,819		1,286	1,338	(52)	
Total Salaries	88,636	143,906	(55,270)		10,782	14,391	(3,609)	
Total Benefits and Taxes	30,113	36,100	(5,987)		3,739	3,610	129	
Total Training, Seminars, Conferences	15,279	22,913	(7,634)		-	2,291	(2,291)	
Total Admin	152,229	216,301	(64,072)	-30%	15,807	21,630	(5,824)	-27%
Total Utilities	48,793	47,081	1,712		5,192	4,708	483	
Total Materials	43,337	19,195	24,142		6,862	1,919	4,943	
Total Contract Costs	206,352	58,514	147,839		42,503	5,851	36,652	
Total Tenant Services Expense	1,473	2,275	(803)		-	228	(228)	
Total Other Maintenance Expenses	3,284	6,224	(2,940)		429	622	(194)	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	26,427	22,650	3,778		2,828	2,265	563	
Total Occupancy Expense	329,665	155,937	173,728	111%	57,814	15,594	42,220	271%
Total Insurance	59,317	39,901	19,415		6,014	3,990	2,024	
Total Outside Services	13,291	845	12,446		762	85	677	
Total Professional Fees	23,757	3,072	20,685		-	307	(307)	
Total Other Fees	41,954	43,236	(1,281)		3,852	4,324	(472)	
Total Telephone and Technology	12,193	16,331	(4,138)		743	1,633	(890)	
Total Other Administrative Expenses	6,358	8,727	(2,370)		266	873	(607)	
Total Internal Charges	13,718	14,054	(336)		1,328	1,405	(78)	
Total Other General	170,588	126,165	44,422	35%	12,965	12,617	348	3%
Total Expenses	652,481	498,403	154,078	31%	86,585	49,840	36,745	74%
Total Net Operating Income	6,695	13,900	(7,205)		(9,464)	1,390	(10,854)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(68,988)	(87,938)	18,950		(6,899)	(8,794)	1,895	
Total Non- Operating Items	(68,988)	(87,938)	18,950		(6,899)	(8,794)	1,895	
Net Income (Loss)	(62,293)	(74,039)	11,745		(16,363)	(7,404)	(8,959)	

Pagedale Housing Authority
Cash Report
October 2024

Pagedale - US Bank

BEGINNING BOOK CASH BALANCE 10/1/2024	\$	414,871.45
ADD:		
Tenant Rent		30,640.01
Security Deposits		-
FSS Deposits		-
Capital Fund		21,967.12
Operating Subsidy		24,998.36
Interest		31.60
Transfer		
Other Revenue		-
TOTAL DEPOSITS		77,637.09
LESS:		
Other Transfers		(38,941.68)
Manual Checks		-
Checks		(47,318.32)
NSF		-
Withdraws/Other Deductions		(30,770.92)
Operating Subsidy Out		-
TOTAL PAYMENTS		(117,030.92)
ENDING BOOK CASH BALANCE 10/31/2024	\$	375,477.62

Pagedale - US Bank

Ending Bank Balance 10/31/2024	\$	375,477.62
Outstanding Checks		(7,117.29)
ACH in Transit		10,060.00
Other Items		783.55
Adjusted Bank Balance 10/31/2024	\$	379,203.88
Unrestricted Cash	\$	349,806.88
Security Deposit Cash		29,397.00
	\$	379,203.88

Tenant Rents

Date = 10/01/2024 - 10/31/2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
C-162973	11971	10/2024	10/1/2024	(t0011184)	1218bpag	(rent) Tenant Rent	800.00	:TRC :10/24	:Rent 10/24
C-162974	11971	10/2024	10/1/2024	(t0009706)	1218bpag	(rent) Tenant Rent	217.00	:TRC :10/24	:Rent 10/24
C-162975	11971	10/2024	10/1/2024	(t0019204)	1218bpag	(rent) Tenant Rent	386.00	:TRC :10/24	:Rent 10/24
C-162976	11971	10/2024	10/1/2024	(b0022408)	1218bpag	(rent) Tenant Rent	245.00	:TRC :10/24	:Rent 10/24
C-162977	11971	10/2024	10/1/2024	(t0000456)	1218bpag	(rent) Tenant Rent	1,036.00	:TRC :10/24	:Rent 10/24
C-162978	11971	10/2024	10/1/2024	(t0000462)	1218bpag	(rent) Tenant Rent	104.00	:TRC :10/24	:Rent 10/24
C-162979	11971	10/2024	10/1/2024	(t0000355)	1218bpag	(rent) Tenant Rent	1,036.00	:TRC :10/24	:Rent 10/24
C-162980	11971	10/2024	10/1/2024	(t0000527)	1218bpag	(rent) Tenant Rent	800.00	:TRC :10/24	:Rent 10/24
C-162981	11971	10/2024	10/1/2024	(t0023157)	1218bpag	(rent) Tenant Rent	135.00	:TRC :10/24	:Rent 10/24
C-162982	11971	10/2024	10/1/2024	(t0034650)	1218bpag	(rent) Tenant Rent	887.00	:TRC :10/24	:Rent 10/24
C-162983	11971	10/2024	10/1/2024	(t0000378)	1218bpag	(rent) Tenant Rent	745.00	:TRC :10/24	:Rent 10/24
C-162984	11971	10/2024	10/1/2024	(t0000240)	1218bpag	(rent) Tenant Rent	378.00	:TRC :10/24	:Rent 10/24
C-162985	11971	10/2024	10/1/2024	(t0000399)	1218bpag	(rent) Tenant Rent	1,252.00	:TRC :10/24	:Rent 10/24
C-162986	11971	10/2024	10/1/2024	(t0034258)	1218bpag	(rent) Tenant Rent	346.00	:TRC :10/24	:Rent 10/24
C-162987	11971	10/2024	10/1/2024	(t0034307)	1218bpag	(rent) Tenant Rent	393.00	:TRC :10/24	:Rent 10/24
C-162988	11971	10/2024	10/1/2024	(t0035185)	1218bpag	(rent) Tenant Rent	7.00	:TRC :10/24	:Rent 10/24
C-162989	11971	10/2024	10/1/2024	(t0035334)	1218bpag	(rent) Tenant Rent	1,252.00	:TRC :10/24	:Rent 10/24
C-162990	11971	10/2024	10/1/2024	(t0000398)	1218bpag	(rent) Tenant Rent	793.00	:TRC :10/24	:Rent 10/24
C-162991	11971	10/2024	10/1/2024	(t0008244)	1218bpag	(rent) Tenant Rent	250.00	:TRC :10/24	:Rent 10/24
C-162992	11971	10/2024	10/1/2024	(t0000422)	1218bpag	(rent) Tenant Rent	140.00	:TRC :10/24	:Rent 10/24
C-162993	11971	10/2024	10/1/2024	(t0012812)	1218bpag	(rent) Tenant Rent	350.00	:TRC :10/24	:Rent 10/24
C-162994	11971	10/2024	10/1/2024	(t0000410)	1218bpag	(rent) Tenant Rent	205.00	:TRC :10/24	:Rent 10/24
C-162999	11971	10/2024	10/1/2024	(t0000388)	1218bpag	(rent) Tenant Rent	651.00	:TRC :10/24	:Rent 10/24
C-163000	11971	10/2024	10/1/2024	(t0000377)	1218bpag	(rent) Tenant Rent	113.00	:TRC :10/24	:Rent 10/24
C-163001	11971	10/2024	10/1/2024	(t0000383)	1218bpag	(rent) Tenant Rent	1,252.00	:TRC :10/24	:Rent 10/24
C-163002	11971	10/2024	10/1/2024	(t0010574)	1218bpag	(rent) Tenant Rent	880.00	:TRC :10/24	:Rent 10/24
C-163003	11971	10/2024	10/1/2024	(d0033933)	1218bpag	(rent) Tenant Rent	484.00	:TRC :10/24	:Rent 10/24
C-163004	11971	10/2024	10/1/2024	(t0035506)	1218bpag	(rent) Tenant Rent	656.00	:TRC :10/24	:Rent 10/24
C-163005	11971	10/2024	10/1/2024	(t0019097)	1218bpag	(rent) Tenant Rent	106.00	:TRC :10/24	:Rent 10/24
C-163006	11971	10/2024	10/1/2024	(t0000334)	1218bpag	(rent) Tenant Rent	772.00	:TRC :10/24	:Rent 10/24
C-163007	11971	10/2024	10/1/2024	(t0000336)	1218bpag	(rent) Tenant Rent	757.00	:TRC :10/24	:Rent 10/24

Tenant Rents

Date = 10/01/2024 - 10/31/2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
C-163008	11971	10/2024	10/1/2024	(t0000518)	1218bpag	(rent) Tenant Rent	157.00 :TRC	:10/24	:Rent 10/24
C-163009	11971	10/2024	10/1/2024	(t0034583)	1218bpag	(rent) Tenant Rent	697.00 :TRC	:10/24	:Rent 10/24
C-163010	11971	10/2024	10/1/2024	(t0000238)	1218bpag	(rent) Tenant Rent	65.00 :TRC	:10/24	:Rent 10/24
C-163011	11971	10/2024	10/1/2024	(t0034658)	1218bpag	(rent) Tenant Rent	477.00 :TRC	:10/24	:Rent 10/24
C-163012	11971	10/2024	10/1/2024	(t0000435)	1218bpag	(rent) Tenant Rent	320.00 :TRC	:10/24	:Rent 10/24
C-163013	11971	10/2024	10/1/2024	(t0033887)	1218bpag	(rent) Tenant Rent	105.00 :TRC	:10/24	:Rent 10/24
C-163014	11971	10/2024	10/1/2024	(t0000394)	1218bpag	(rent) Tenant Rent	502.00 :TRC	:10/24	:Rent 10/24
C-163015	11971	10/2024	10/1/2024	(t0000434)	1218bpag	(rent) Tenant Rent	461.00 :TRC	:10/24	:Rent 10/24
C-163016	11971	10/2024	10/1/2024	(t0035496)	1218bpag	(rent) Tenant Rent	176.00 :TRC	:10/24	:Rent 10/24
C-163017	11971	10/2024	10/1/2024	(t0035536)	1218bpag	(rent) Tenant Rent	147.00 :TRC	:10/24	:Rent 10/24
C-163031	11971	10/2024	10/1/2024	(t0035270)	1218bpag	(rent) Tenant Rent	130.00 :TRC	:10/24	:Rent 10/24
C-163032	11971	10/2024	10/1/2024	(t0000385)	1218bpag	(rent) Tenant Rent	1,252.00 :TRC	:10/24	:Rent 10/24
C-163033	11971	10/2024	10/1/2024	(t0011506)	1218bpag	(rent) Tenant Rent	309.00 :TRC	:10/24	:Rent 10/24
C-163034	11971	10/2024	10/1/2024	(t0028760)	1218bpag	(rent) Tenant Rent	464.00 :TRC	:10/24	:Rent 10/24
C-163035	11971	10/2024	10/1/2024	(t0037201)	1218bpag	(rent) Tenant Rent	1,252.00 :TRC	:10/24	:Rent 10/24
C-163036	11971	10/2024	10/1/2024	(t0033933)	1218bpag	(rent) Tenant Rent	721.00 :TRC	:10/24	:Rent 10/24
C-163037	11971	10/2024	10/1/2024	(t0000392)	1218bpag	(rent) Tenant Rent	487.00 :TRC	:10/24	:Rent 10/24
C-163038	11971	10/2024	10/1/2024	(t0000412)	1218bpag	(rent) Tenant Rent	113.00 :TRC	:10/24	:Rent 10/24
C-163039	11971	10/2024	10/1/2024	(t0033690)	1218bpag	(rent) Tenant Rent	968.00 :TRC	:10/24	:Rent 10/24
C-163040	11971	10/2024	10/1/2024	(t0015506)	1218bpag	(rent) Tenant Rent	979.00 :TRC	:10/24	:Rent 10/24
C-163041	11971	10/2024	10/1/2024	(t0000536)	1218bpag	(rent) Tenant Rent	182.00 :TRC	:10/24	:Rent 10/24
C-163042	11971	10/2024	10/1/2024	(t0000387)	1218bpag	(rent) Tenant Rent	1,252.00 :TRC	:10/24	:Rent 10/24
C-163043	11971	10/2024	10/1/2024	(t0034140)	1218bpag	(rent) Tenant Rent	179.00 :TRC	:10/24	:Rent 10/24
C-163044	11971	10/2024	10/1/2024	(t0018997)	1218bpag	(rent) Tenant Rent	353.00 :TRC	:10/24	:Rent 10/24
C-163045	11971	10/2024	10/1/2024	(t0035140)	1218bpag	(rent) Tenant Rent	167.00 :TRC	:10/24	:Rent 10/24
C-163046	11971	10/2024	10/1/2024	(t0012290)	1218bpag	(rent) Tenant Rent	367.00 :TRC	:10/24	:Rent 10/24
C-163047	11971	10/2024	10/1/2024	(t0000382)	1218bpag	(rent) Tenant Rent	1,055.00 :TRC	:10/24	:Rent 10/24
C-163048	11971	10/2024	10/1/2024	(t0034470)	1218bpag	(rent) Tenant Rent	279.00 :TRC	:10/24	:Rent 10/24
C-163049	11971	10/2024	10/1/2024	(t0000537)	1218bpag	(rent) Tenant Rent	700.00 :TRC	:10/24	:Rent 10/24
C-163050	11971	10/2024	10/1/2024	(t0034421)	1218bpag	(rent) Tenant Rent	255.00 :TRC	:10/24	:Rent 10/24
C-163153	11996	10/2024	10/1/2024	(t0034650)	1218bpag	(rent) Tenant Rent	-887.00 :TRC	:10/24	:RENT ADJ 10/24

Tenant Rents

Date = 10/01/2024 - 10/31/2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
C-163154	11996	10/2024	10/1/2024	(t0034650)	1218bpag	(rent) Tenant Rent	86.00	:TRC :10/24	:Rent 10/24
C-163155	11996	10/2024	10/1/2024	(t0000537)	1218bpag	(rent) Tenant Rent	-700.00	:TRC :10/24	:RENT ADJ 10/24
C-163156	11996	10/2024	10/1/2024	(t0018997)	1218bpag	(rent) Tenant Rent	-353.00	:TRC :10/24	:RENT ADJ 10/24
C-163461	12013	11/2024	10/1/2024	(t0037201)	1218bpag	(rent) Tenant Rent	-1,252.00	:TRC :10/24	:RENT ADJ 10/24
C-163462	12013	11/2024	10/1/2024	(t0037201)	1218bpag	(rent) Tenant Rent	1,036.00	:TRC :10/24	:Rent 10/24
C-163463	12013	11/2024	10/1/2024	(t0035270)	1218bpag	(rent) Tenant Rent	-130.00	:TRC :10/24	:RENT ADJ 10/24
C-163464	12013	11/2024	10/1/2024	(t0035270)	1218bpag	(rent) Tenant Rent	71.00	:TRC :10/24	:Rent 10/24
Total								29,870.00	



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: December 10, 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.

Sub-Indicator	Performance	Projected Points	Max Points
Occupancy	99.28	16	16
Accounts Payable Ratio	0.04	4	4
Tenant Accounts Receivable	0.35	0	5
Current Snapshot	Standard Performer	20	25



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: December 10, 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: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director, Maintenance and Facilities

Date: December 10, 2024

Subject: *Maintenance Report*

This memo summarizes the monthly maintenance and supply costs for Pagedale public housing from October 1 through November 30, 2024.

I. Maintenance Supply Costs

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

October	\$ 6,862
November	\$ 3,472
Total	\$10,334

A. Attachment: List of Work Orders from October – November 2024

II. Contracted Repair Costs

These costs include plumbing services, trash services, pest control, lawn care, and the rehab of three units.

October	\$ 42,503
November	\$ 18,282
Total	\$ 60,785

III. Other Maintenance Cost

This cost covers vehicle fuel and maintenance.

October	\$ 429
November	\$ 109
Total	\$ 538

IV. Capital Fund (CFP)

Ongoing 2020 CFP Project

- 23 storage sheds scheduled for installation December 2 – 14, 2024
- Padlocks for the storage sheds will be provided to the residents at the time of the shed installations

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

In October, NSPIRE inspections were conducted by the County Housing inspection department on 81 Pagedale Housing Authority homes; 28 of the 81 homes passed the inspection, and 53 homes failed the inspection with the following deficiencies:

- Loose toilet seats
- Faulty exhaust fan, bathroom, and kitchens
- Damaged storm doors
- Interior door repairs
- Floor tile damaged
- Entry door weatherstripping
- Smoke alarm batteries
- Faulty GFCI outlets
- Window balancers

The maintenance department will deploy a two-person team to complete the repairs.

Work Order Detail

Pagedale Housing Authority (1218bpag)

Work Orders active between 10/01/2024 and 11/30/2024

Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
SF6740	38676	Routine	Flooring-Steps	Back porch/steps	09/12/2024	10/02/2024	20	1
AR6904	38773	Routine	HVAC	A/C is not cooling	09/30/2024	10/01/2024	1	1
EH7067	38779	Routine	Electrical	Front porch light is out.	10/01/2024	10/04/2024	3	3
EH7067	38780	Routine	General	Kitchen faucet/sprayer is not	10/01/2024	10/07/2024	6	6
AR6907	38783	NSPIRE Moderat			10/01/2024		52	52
AR6909	38784	NSPIRE Low			10/01/2024		52	52
AR6911	38785	NSPIRE Moderat			10/01/2024		52	52
AR6912	38786	NSPIRE Moderat			10/01/2024		52	52
AR6913	38788	NSPIRE Moderat			10/01/2024		52	52
AR6915	38789	NSPIRE Moderat			10/01/2024		52	52
AR6913	38790	Routine	Building Exterio	holes in the roof	10/01/2024		52	52
SF6740	38792	Routine	Plumbing	toilet flushing wrong	10/01/2024	10/02/2024	1	1
AR6917	38793	NSPIRE Moderat			10/01/2024		52	52
H65171	38794	Routine	Windows	Window in livingroom will n	10/01/2024	10/02/2024	1	1
H65171	38795	Routine	General	Showerhead/water	10/01/2024	10/02/2024	1	1
FE1524	38796	Routine	Plumbing	Tub draining very slow.	10/01/2024	10/02/2024	1	1
AR6918	38797	NSPIRE Moderat			10/01/2024		52	52
AR6919	38798	NSPIRE Moderat			10/01/2024	10/14/2024	13	13
AR6921	38799	NSPIRE Low			10/01/2024	10/14/2024	13	13
AR6923	38800	NSPIRE Low			10/01/2024	10/14/2024	13	13
EC1461	38801	NSPIRE Low			10/01/2024		52	52
EC1469	38802	NSPIRE Low			10/01/2024		52	52
EC1473	38803	NSPIRE Low			10/01/2024		52	52
EH1547	38804	NSPIRE Moderat			10/01/2024		52	52
EH7056	38805	NSPIRE Low			10/01/2024		52	52
EH7060	38806	NSPIRE Moderat			10/01/2024		52	52
FE1524	38807	NSPIRE Moderat			10/01/2024		52	52
GD7350	38808	NSPIRE Low			10/01/2024	10/10/2024	9	9
H65172	38809	NSPIRE Low			10/01/2024	10/21/2024	20	20
AR6907	38810	Routine	Appliance	None of the burners are wo	10/02/2024	10/07/2024	5	5
HH6525	38812	NSPIRE Low			10/03/2024		50	50
HH6529	38815	NSPIRE Low			10/03/2024	10/10/2024	7	7
HH6537	38816	NSPIRE Low		NSPIRE	10/03/2024	10/10/2024	7	7
HH6547	38817	NSPIRE Low		NSPIRE	10/03/2024	10/10/2024	7	7
JU6523	38818	NSPIRE Low		NSPIRE	10/03/2024		50	50
KI1205	38819	NSPIRE Low		NSPIRE	10/03/2024		50	50
KI1347	38820	NSPIRE Low		NSPIRE	10/03/2024	10/10/2024	7	7
KI1350	38822	NSPIRE Life-Thre			10/03/2024	10/04/2024	1	1
MI1325	38823	NSPIRE Low		NSPIRE	10/03/2024		50	50
MI1331	38824	NSPIRE Low		NSPIRE	10/03/2024	10/10/2024	7	7
MI1345	38825	NSPIRE Low		NSPIRE	10/03/2024	10/10/2024	7	7
NX1519	38826	NSPIRE Low		NSPIRE	10/03/2024		50	50
PC1268	38827	NSPIRE Moderat		NSPIRE	10/03/2024		50	50
AR6911	38828	Routine	Doors	Front door is sticking	10/03/2024	10/03/2024	1	1
PC1273	38848	NSPIRE Low		NSPIRE	10/08/2024		46	46
PC1282	38849	NSPIRE Low		NSPIRE	10/08/2024		46	46
PD1625	38850	NSPIRE Low		NSPIRE	10/08/2024		46	46
RN7001	38851	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7204	38853	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7205	38855	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7209	38856	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7212	38857	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7213	38858	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7230	38859	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7231	38860	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7234	38861	NSPIRE Low		NSPIRE	10/08/2024		46	46
SC7239	38862	NSPIRE Low		NSPIRE	10/08/2024		46	46

SD1418	38863	NSPIRE Moderat		NSPIRE	10/08/2024		46	46
SF6707	38864	NSPIRE Moderat		NSPIRE	10/08/2024		46	46
SF6740	38865	NSPIRE Moderat		NSPIRE	10/08/2024		46	46
SU1255	38866	NSPIRE Low		NSPIRE	10/08/2024		46	46
WH6509	38867	NSPIRE Moderat		NSPIRE	10/08/2024	10/14/2024	6	6
WH6514	38868	NSPIRE Moderat		NSPIRE	10/08/2024	10/14/2024	6	6
WO1319	38869	NSPIRE Low		NSPIRE	10/08/2024	10/10/2024	2	2
HH6537	38870	Routine	Electrical	Smoke detector going of	10/08/2024	10/18/2024	10	10
SC7205	38873	Routine	Electrical	Back outside light is out.	10/09/2024	10/21/2024	12	12
SC7205	38874	Routine	Windows	Wanting some window cov	10/09/2024	10/21/2024	12	12
FE1524	38882	Routine	Appliance	Light the pilot light on stove	10/10/2024	10/18/2024	8	8
AR6917	38940	Routine	Plumbing	No hot water in the master	10/16/2024	10/18/2024	2	2
H65171	38956	Routine	Electrical	Ceiling fan light in bedroom	10/18/2024	10/21/2024	3	3
MI1345	38979	Routine	Plumbing		10/24/2024	10/28/2024	4	4
SC7234	39003	Routine	Doors	Front Door	10/28/2024	11/01/2024	4	4
HH6537	39005	Routine	Doors	Bedroom closet doors off tr	10/28/2024	11/01/2024	4	4
HH6537	39006	Routine	Electrical	Blinking bathroom light	10/28/2024	11/01/2024	4	4
PC1273	39009	Routine	Appliance	A couple of burners are out	10/29/2024	11/01/2024	3	3
PC1273	39010	Routine	Flooring-Steps	Handrail inside of house	10/29/2024	11/01/2024	3	3
EC1461	39023	Routine	Doors	Change locks.	10/31/2024	11/01/2024	1	1
EC1461	39024	Routine	Doors	Keys were stolen, needing l	10/31/2024	11/01/2024	1	1
SC7204	39025	Routine	HVAC	Needing a filter	10/31/2024	11/01/2024	1	1
SC7204	39026	Routine	General	Needing a new stopper for s	10/31/2024	11/12/2024	12	12
SF6740	39043	Routine	HVAC	Smelling gas.	11/04/2024	11/04/2024	1	1
FE1524	39044	Routine	Plumbing	Re-caulk around tub.	11/04/2024		27	27
PC1268	39048	Routine	Windows	Window in basement crack	11/05/2024	11/12/2024	7	7
KI1350	39052	Routine	Plumbing	Water oming into the basen	11/05/2024	11/12/2024	7	7
KI1260	39055	Routine	General	Water is coming into her ba	11/05/2024	11/12/2024	7	7
SU1255	39061	Routine	Electrical	Repair outlet in bedroom	11/05/2024		16	16
SU1255	39062	Routine	Doors	Bedroom door knob.	11/05/2024		16	16
KI1350	39073	Routine	General	Bathroom ceiling -- MOLD	11/07/2024		16	16
SU1255	39083	Routine	Doors	door sweep	11/12/2024	11/12/2024	1	1
PC1268	39098	Routine	HVAC	Blowing out cold air.	11/14/2024		7	7
HH6547	39107	Routine	Plumbing	Kitchen sink leaking	11/18/2024		3	3
PC1273	39111	Routine	General	Check around tub.	11/18/2024		3	3
HH6547	39112	Routine	Electrical	Light above kitchen cabinet	11/18/2024		3	3
SC7209	39113	Routine	Electrical	Carbon monoxide detector	11/18/2024		3	3
RT6737	39122	Routine	Flooring-Steps	Front porch steps has com	11/19/2024		2	2
PC1268	39131	Routine	Plumbing	Repair tub faucet	11/20/2024		1	1

96

Total number of non-emergency work orders: 96
Average completion days: 23.48
Average completion days for reporting period 2 years prior: 2.00
Reduction in average completion days over the past three years: -21.48



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: December 10, 2024

Subject: *Board Meeting Dates for 2025*

This memo provides the schedule for the 2025 City of Pagedale Commissioners bi-monthly board meetings. Meetings will be held at Pagedale City Hall, 1420 Ferguson Avenue, Pagedale, MO 63133 and will start at noon.

Tuesday, February 11, 2025

Tuesday, April 8, 2025

Tuesday, June 10, 2025

Tuesday, August 12, 2025

Tuesday, October 14, 2025

Tuesday, December 9, 2025

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



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: December 10, 2024

Subject: *Annual Meeting*

Per the Pagedale Housing Authority Board of Commissioners bylaws, the board is 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 Pagedale Housing Authority bylaws.

I. ARTICLE II – OFFICERS

- A. Section 2. Chair. The Chair presides at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Executive Director signs all contracts, deeds, and other instruments made by the Authority. At each meeting of the Board, the Executive Director may submit such recommendations and information as they may consider proper about the business, affairs, finances, and policies of the Authority.
- B. Section 3. Vice Chair. The Vice Chair will perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair will perform the duties of the Chair until such time as the Board selects a new Chair.
- C. Section 6. Election or Appointment. The Chair and Vice Chair will be elected at the annual meeting of the Board from among the Commissioners and will 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 Board will be held concurrently with the regular meeting for the month of December. If no regular meeting is held that month, the annual meeting shall be held concurrently with the next succeeding regular meeting.

III. Attachment

Secret Voting Ballot

December 10, 2024

Page 2

Secret Voting Ballot

Housing Authority of the City of Pagedale Board of Commissioners Annual Meeting

December 10, 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: Keith Mosby
 - Candidate 2: Robert Smith Jr.
 - Candidate 3: Erica Edwards
 - Candidate 4: Lorraine Mosby
-

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: Keith Mosby
 - Candidate 2: Robert Smith Jr.
 - Candidate 3: Erica Edwards
 - Candidate 4: Lorraine Mosby
-