



Board of Commissioners Regular Meeting
 Tuesday March 11, 2025, at 12 pm
 County Housing Headquarters
 8865 Natural Bridge Rd.
 St. Louis, MO 63121

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Approval of Minutes		
A. January 14, 2025, Regular Meeting	Chair	Motion, 2 nd , Vote
B. February 28, 2025, Special Meeting	Chair	Motion, 2 nd , Vote
4. Public Comments	Chair	Informational
5. Executive Director’s Report	Shannon Koenig	Informational
6. Reports of Officers and Employees		
A. Financial Reports for period ending January 31, 2025	Carolyn Riddle	Motion, 2 nd , Vote
B. Housing Choice Voucher Program Updates	Nicole Alexander	Informational
C. Public Housing Program Performance	Kawanna Tate	Informational
D. Real Estate Development Updates	Kurt Schulte	Informational
7. Unfinished Business	Chair	Informational
8. New Business		
A. Annual Meeting	Terri Acoff-States	Motion, 2 nd , Vote
9. Executive Session	Chair	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>		
10. Announcements		
Next Meeting May 13, 2025	Chair	Informational
11. Adjournment	Chair	Motion, 2 nd , Vote

**COUNTY HOUSING
BOARD OF COMMISSIONERS REGULAR MEETING
TUESDAY, JANUARY 14, 2025
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

Lora Gulley, Vice Chair
Tiffany Charles, Commissioner
Joan Kelly Horn, Commissioner
Reverend Gabrielle N.S. Kennedy, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Carolyn Riddle, Interim Finance Director
Nicole Alexander, Director, Housing Choice Voucher Program
Kurt Schulte, Real Estate Development Officer
Kawanna Tate, Director, Housing Administration
Pete Wells, Director, Information Technology

ABSENT:

David Nehrt-Flores, Chair
LaToya Scott, Commissioner

Approval of Minutes of November 12, 2024 Board Meetings:

Vice Chair Gulley asked for a motion to approve the minutes of board meeting held November 12, 2024. Commissioner Horn motioned for approval, Commissioner Kennedy seconded the motion and upon roll call the “Ayes” and “Nays” were as follows:

AYES

L. Gulley
T. Charles
J. Kelly Horn
G. Kennedy

NAYS

None

The Vice Chair declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

REPORT OF THE EXECUTIVE DIRECTOR:

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

Ms. Koenig presented the board with an overview and summary of the annual customer service survey results for 2024. She said the survey helps gauge customer satisfaction, identify areas for improvement, and celebrate successes. She stated County Housing values the input of their residents, participants, and property owners.

Ms. Koenig announced the establishment of the new Customer Outreach, Relations and Engagement (CORE) Team at County Housing. She stated the team is comprised of front-line customer service staff who are often the first point of contact with County Housing. She said this team is under the leadership of the Director of Communications and Partnerships with the goal of streamlining external messaging, as well as quickly addressing escalated customer issues. The CORE team will also work on increasing and enhancing landlord engagement in 2025. Ms. Koenig was pleased to announce landlord newsletters will be issued quarterly in 2025.

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Ms. Koenig presented the board with the Agency Performance Report that had been updated to reflect fourth quarter progress.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports for the period ending October 31, 2024:

Ms. Riddle reviewed the Financial Reports for the period ending October 31, 2024. After discussion, Chair Nehrt-Flores asked for a motion to approve the October 31, 2024 Financial Reports as read. Commissioner Scott moved for approval, Commissioner Horn seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Vice Chair declared the motion passed.

B. County Housing Public Housing Write-Offs - Resolution No. 1443:

Ms. Riddle presented the board with the quarterly write-offs of uncollectable rents.

After review and discussion, Vice Chair Gulley asked for a motion to approve Resolution No. 1443, County Housing Public Housing Write-Offs. Commissioner Kennedy motioned for approval, Commissioner Horn seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Vice Chair declared the motion passed.

C. Public Housing Program Performance:

Ms. Tate reviewed public housing activities within the framework of the Public Housing Assessment System. She presented an overview of the physical, management and financial assessment subsystems along with the progress of the capital fund program.

D. Housing Choice Voucher Program Report:

Ms. Alexander presented the board with updates on select activities relating to the administration of the Housing Choice Voucher program. She gave an overview of the Section Eight Management Assessment Program.

Ms. Alexander announced that additional resources have been granted to expand County Housing’s Family Self-Sufficiency Program.

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E. Real Estate Development Report:

Mr. Schulte provided an overview of current development activities. He gave an update on the Wellington Family Homes redevelopment. He stated this project is underway and construction is progressing on schedule.

Mr. Schulte updated the Board on the Arbor Hill Apartments redevelopment. He stated the Authority has made significant progress with the RAD and HUD loan processes. Mr. Schulte said permit ready plans are being reviewed by Maryland Heights and once approvals have been given, we will proceed with firm commitment. County Housing is pushing to get this closed by the end of Q1 2025.

Mr. Schulte updated the Board on Laurel Park Apartments. He stated as of October 31, 2024, County Housing replaced Whitney Management as the manager. A recent appeal of a failed HUD NSPIRE inspection resulted in a passing score. County Housing is actively addressing significant deferred maintenance left by the previous management to enhance the overall resident experience.

Mr. Schulte informed the Board that the Development team will issue an RFP for up to 200 project based vouchers in January.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

Vice Chair Gulley asked for a motion to end the Regular Session and enter an Executive Session. Commissioner Horn motioned to enter. Commissioner Kennedy seconded the motion to end the Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

AYES

L. Gulley
T. Charles
J. Kelly Horn
G. Kennedy

NAYS

None

The Vice Chair declared the motion passed.

**COUNTY HOUSING
BOARD OF COMMISSIONERS REGULAR MEETING
TUESDAY, JANUARY 14, 2025
MEETING MINUTES**

Vice Chair Gulley motioned to exit Executive Session. Commissioner Kennedy motioned to exit. Commissioner Horn seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Vice Chair declared the motion passed.

ANNOUNCEMENTS:

The next regular meeting is scheduled for Tuesday March 11, 2025.

ADJOURNMENT OF MEETING:

There being no further business to come before the Board, Vice Chair Gulley asked for a motion to adjourn the meeting. Commissioner Kennedy moved for adjournment, which was seconded by Commissioner Horn. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Vice Chair declared the motion passed.

Secretary

Chair

Date

**COUNTY HOUSING
BOARD OF COMMISSIONERS SPECIAL MEETING
FRIDAY, FEBRUARY 28, 2025
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

David Nehrt-Flores
Lora Gulley, Vice Chair
Tiffany Charles, Commissioner
Joan Kelly Horn, Commissioner
Reverend Gabrielle N.S. Kennedy, Commissioner
Latoya Scott, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Judy Ricks, Chief Administrative Officer
Kurt Schulte, Real Estate Development Officer
Nicole Alexander, Director, Housing Choice Voucher Program

PUBLIC COMMENTS:

There were no public comments.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

A. SEMAP Certification Approval:

Ms. Alexander provided overview of the Section Eight Management Assessment Program (SEMAP) approval process and requested board approval on County Housing’s 2024 projected results.

Ms. Alexander informed the board that based on all auditing, she anticipates County Housing will receive maximum points for 12 of the 13 applicable indicators, resulting in a total score of 125 points out of the maximum 135 points. She stated pending HUD review and approval, we will receive a 92% on the SEMAP, meeting the threshold for the High Performer rating.

After discussion, Chair Nehrt-Flores asked for a motion to approve the SEMAP Certification. Commissioner Charles motioned for approval, Commissioner Kennedy seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Chair declared the motion passed.

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B. Proposed New Strategic Framework Elements:

Ms. Koenig presented the board with proposed additions to County Housing’s strategic framework. She asked the board to review and consider adopting one of two proposed vision statements, along with proposed new Objective 5 and one of the corresponding key results.

The Board reviewed, discussed, and shared their thoughts before deciding to rework and revisit the proposals later.

EXECUTIVE SESSION:

Chair Nehrt-Flores asked for a motion to end the Regular Session and enter an Executive Session. Commissioner Kennedy motioned to enter. Commissioner Charles seconded the motion to end the Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores L. Gulley T. Charles J. Kelly Horn G. Kennedy	None

The Chair declared the motion passed.

Chair Nehrt-Flores motioned to exit Executive Session. Commissioner Charles motioned to exit. Commissioner Kennedy seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores L. Gulley T. Charles J. Kelly Horn G. Kennedy L. Scott	None

The Chair declared the motion passed.

ANNOUNCEMENTS:

The next regular meeting is scheduled for Tuesday March 11, 2025.

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ADJOURNMENT OF MEETING:

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<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores L. Gulley T. Charles J. Kelly Horn G. Kennedy L. Scott	None

The Chair declared the motion passed.

Chair

Secretary

Date

DRAFT



MEMORANDUM

To: County Housing Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: March 11, 2025

Subject: *Executive Director's Report*

President Trump and his administration are making broad and swift changes to the federal government that directly impact the work of County Housing. Legally, County Housing is a public housing authority, municipal corporation, and federal grantee.

I. HUD Department of Government Efficiency task force

Last month, the newly confirmed HUD Secretary Scott Turner launched a Department of Government Efficiency (DOGE) task force to eliminate waste, fraud, and abuse within HUD. The initiative is in response to President Trump's Executive Order to maximize governmental efficiency and productivity.

The DOGE Task Force, composed of HUD employees, will scrutinize the agency's spending to ensure that every dollar is being used efficiently to serve rural, tribal, and urban communities. The group will meet regularly to identify areas of improvement and report its findings to Secretary Turner.

Secretary Turner emphasized that HUD will be meticulous about its spending, ensuring that all programs, processes, and personnel work together to achieve the department's goals. The launch of the DOGE Task Force demonstrates the administration's commitment to financial accountability and responsible stewardship of taxpayer dollars.

II. HUD Actions and Policy Changes

County Housing staff are actively monitoring HUD actions and policy changes that will impact program administration. This includes actions such as halting enforcement of HUD's 2016 Equal Access Rule, which allowed individuals to identify their gender without regard to their biological sex. This impacts how County Housing has been processing individual case files and will require a change to our procedures. This will also impact our Administrative Plan and other documents will need to be updated to reflect the policy change.

III. HUD Federal Funding and Workforce Reductions

The pause in federal funding as well as workforce reductions at HUD are impacting County Housing in different ways.

March 11, 2025

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The initial funding pause in January had a direct impact to our financial systems and caused our work to slow down. This pause also brought forth various analyses and scenarios in the event federal funds are not available in the future. At present, our funding systems are available, and our work continues.

The division of HUD that funds homelessness prevention activities has seen significant workforce reductions. In addition, significant funding for these activities has not been released. If this continues, there could be a detrimental impact on the unhoused community and a corresponding strain on County Housing and the people we serve.

Staff will continue to monitor official channels for information regarding budget and policy changes as well as workforce reductions.



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: March 11, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending January 31, 2025 financial reports. The January 2025 financial reports were prepared before the 2024 year-end close. Therefore, there may be minor adjustments to the 2025 financial reports after this date.

I. Recommendation

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

II. Highlights

A. Revenue

The total YTD actual operating revenue of \$7,273,902 exceeded the total YTD budget revenue of \$6,347,202 by \$926,701.

- The most significant favorable variance was \$1,101,061 attributable to Housing Choice Voucher (HCV) Housing Assistance Payments (HAP) income being higher than budgeted due to HUD-held reserve requests. This was part of a planned initiative to increase the number of families on the HCV program.
- The Capital Grants unfavorable budget variance was \$47,816 due to draw down timing differences.
- Tenant Charges had an unfavorable budget variance of \$56,132 due to higher bad debt.
- Internal Income had an unfavorable budget variance of \$37,984 in the Central Office Cost Center (COCC) entity. The variance resulted from lower bookkeeping fees and management fees accessed.

B. Expense

Total YTD actual operating expenses of \$6,942,339 exceeded the budgeted \$6,298,015 expenses by \$644,324.

- The most significant unfavorable budget variance of \$794,462 occurred in the tenant rents and utility reimbursement expenses. As noted above, the Housing Choice Voucher Program implemented a leasing-up initiative that successfully

increased vouchers available and increased expenses. HUD Held Reserves requests were activated to mitigate the unfavorable budget impact.

C. Net Income

The total net operating income is \$331,564 before Depreciation Expense of \$24,447 resulting in bottom-line net income of \$307,117.

D. Cash

- i. As of January 31, 2025, the adjusted cash balance in the USB Agency Disbursing operating bank account was \$793,691 of which \$251,583 is restricted.
- ii. HCV adjusted cash balance was \$2,124,643. The total HAP and admin fee received was \$6,995,941. The total HAP expenses were \$6,354,927.

III. Attachments

A. Budgeted Income Statement

B. Cash Report

Housing Authority of St. Louis County
 Budgeted Income Statement
 SUMMARY - ALL
 As of January 31, 2025

	Entity Wide			COCC			AMP's			HCV - ALL			BA			
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	
OPERATING ITEMS																
4099-00-940	Total Voucher Grants	6,978,863	5,877,803	1,101,061	-	-	-	-	-	-	6,978,863	5,877,803	1,101,061	-	-	-
4199-00-940	Total Operating Subsidy	94,796	105,421	(10,625)	-	-	-	94,796	105,421	(10,625)	-	-	-	-	-	-
4299-00-940	Total Capital Grants	-	47,816	(47,816)	-	-	-	-	47,816	(47,816)	-	-	-	-	-	-
4399-00-940	Total Tenant Charges	24,701	80,833	(56,132)	-	-	-	27,813	80,833	(53,020)	(4,417)	-	(4,417)	1,305	-	1,305
4499-00-940	Total Fraud Recovery	72	-	72	-	-	-	-	-	-	72	-	72	-	-	-
4599-00-250	Total Investment Income	652	16,271	(15,619)	208	250	(42)	6	25	(19)	268	4,329	(4,061)	169	11,667	(11,498)
4699-00-950	Total Miscellaneous Other Income	17,494	23,750	(6,256)	7,741	8,417	(675)	-	-	-	9,227	4,917	4,310	525	10,417	(9,892)
4997-00-950	Total Internal Income	157,325	195,308	(37,984)	157,325	195,308	(37,984)	-	-	-	-	-	-	-	-	-
	Total Income	7,273,902	6,347,202	926,701	165,275	203,975	(38,700)	122,616	234,095	(111,479)	6,984,013	5,887,048	1,096,965	1,999	22,083	(20,084)
5999-00-940	Total Rents and Utility Reimbursements	6,149,295	5,354,833	794,462	-	-	-	4,312	3,583	729	6,144,983	5,351,250	793,733	-	-	-
6299-00-940	Total Salaries	309,682	381,741	(72,059)	112,097	105,758	6,339	38,510	52,838	(14,328)	151,753	215,039	(63,285)	7,321	8,107	(785)
6599-00-940	Total Benefits and Taxes	95,023	96,370	(1,346)	28,997	25,360	3,637	13,222	13,401	(179)	50,669	56,011	(5,342)	2,136	1,598	538
6699-00-940	Total Other Employee Costs	100	-	100	100	-	100	-	-	-	-	-	-	-	-	-
6799-00-940	Total Training, Seminars, Conferences	1,014	7,592	(6,578)	64	4,175	(4,111)	-	583	(583)	-	2,833	(2,833)	950	-	950
	Total Admin Expenses	6,555,114	5,840,536	714,579	141,258	135,293	5,965	56,044	70,406	(14,361)	6,347,406	5,625,133	722,273	10,407	9,704	703
7099-00-950	Total Utilities	32,241	29,625	2,616	3,065	3,750	(685)	29,064	25,875	3,189	-	-	-	112	-	112
7199-00-950	Total Materials	9,580	12,583	(3,003)	555	708	(153)	5,063	11,875	(6,812)	-	-	-	3,962	-	3,962
7299-00-950	Total Contract Costs	32,504	38,567	(6,063)	549	5,208	(4,659)	18,921	32,858	(13,937)	-	500	(500)	13,034	-	13,034
7399-00-950	Total Tenant Services Expense	2,200	5,754	(3,554)	-	-	-	-	792	(792)	2,200	4,963	(2,763)	-	-	-
7499-00-950	Total Other Maintenance Expenses	1,528	892	636	20	275	(255)	1,508	617	891	-	-	-	-	-	-
7599-00-950	Total Outside Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7699-00-950	Total Other Occupancy Expenses	13,200	14,192	(992)	2,045	2,167	(122)	4,917	5,917	(999)	5,726	5,525	201	511	583	(72)
	Total Occupancy Expenses	91,252	101,612	(10,360)	6,234	12,108	(5,874)	59,473	77,933	(18,461)	7,926	10,988	(3,061)	17,619	583	17,036
8099-00-950	Total Insurance	27,399	33,000	(5,601)	5,551	7,500	(1,949)	17,791	22,583	(4,792)	2,959	2,667	292	1,098	250	848
8199-00-950	Total Outside Services	38,999	33,000	5,999	5,506	10,417	(4,911)	3,626	6,000	(2,374)	16,921	13,250	3,671	12,947	3,333	9,613
8299-00-950	Total Professional Fees	22,209	25,342	(3,132)	22,209	17,500	4,709	-	3,417	(3,417)	-	3,425	(3,425)	-	1,000	(1,000)
8399-00-950	Total Other Fees	15,044	15,825	(781)	7,341	5,125	2,216	222	242	(20)	-	10,458	(10,458)	7,481	-	7,481
8499-00-950	Total Telephone and Technology	22,108	37,192	(15,084)	2,050	8,375	(6,325)	1,681	3,375	(1,694)	16,867	24,233	(7,367)	1,511	1,208	302
8599-00-950	Total Other Administrative Expenses	12,663	16,500	(3,837)	5,664	7,417	(1,753)	1,220	3,350	(2,130)	5,780	5,042	738	-	692	(692)
8996-00-950	Total Internal Charges	157,550	195,008	(37,459)	-	-	-	21,009	35,842	(14,832)	136,316	159,167	(22,851)	225	-	225
	Total Other General Expenses	295,972	355,867	(59,895)	48,320	56,333	(8,013)	45,548	74,808	(29,260)	178,842	218,242	(39,400)	23,262	6,483	16,778
	Total Expenses	6,942,339	6,298,015	644,324	195,813	203,735	(7,922)	161,065	223,147	(62,082)	6,534,173	5,854,362	679,811	51,288	16,771	34,517
	Total Operating Income (Loss)	331,564	49,187	282,377	(30,538)	240	(30,778)	(38,449)	10,948	(49,397)	449,840	32,686	417,153	(49,289)	5,312	(54,601)
NON-OPERATING ITEMS																
	Investment Gain/ Loss on Treasury Strips	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9099-00-930	Total Depreciation Expense	(24,446.76)	(22,910.93)	(1,535.83)	(930)	(931)	0.01	(19,355.80)	(17,820.01)	(1,535.79)	-	-	-	(4,160.47)	(4,160.42)	(0.05)
	Total Non- Operating Items	(24,446.76)	(22,910.93)	(1,535.83)	(930)	(931)	0.01	(19,355.80)	(17,820.01)	(1,535.79)	-	-	-	(4,160.47)	(4,160.42)	(0.05)
	Net Income (Loss)	307,117	26,276	280,841	(31,468)	(690)	(30,778)	(57,805)	(6,872)	(50,933)	449,840	32,686	417,153	(53,449)	1,152	(54,601)

**County Housing
Cash Report
January 2025**

	USB Agency Disbursing	HCV Cash	EHV Cash	Mainstream Cash	AMP 1 OPERATING	AMP 2 SFH OPERATING	WCP OPERATING ACCOUNT	MARKET RATE UNITS OPERATING	NSP OPERATING	
BEGINNING BOOK CASH BALANCE 1/1/2025	\$ 886,935.77	\$ 1,523,493.37	\$ 9,909.48	\$ 912,876.29	\$ 271.08	\$ 98.59	\$ 2,979.74	\$ 19,271.78	\$ 47,170.76	\$ 3,403,006.86
ADD:										
Tenant Rent	\$ -	\$ -			\$ 22,028.91	\$ 36,545.24	\$ 3,325.00	\$ 700.00	\$ 6,778.00	\$ 69,377.15
CFP	\$ -	\$ -								\$ -
FSS Deposits	\$ -	\$ 15,750.00								\$ 15,750.00
Other Deposits	\$ 13,721.13	\$ 32,054.75								\$ 45,775.88
HAP Income	\$ -	\$ 6,538,712.00								\$ 6,538,712.00
Operating Subsidy / Admin Fee	\$ 94,795.99	\$ 408,651.00								\$ 503,446.99
Interest	\$ 189.01	\$ 197.39	\$ 3.29	\$ 67.24	\$ 1.61	\$ 3.69	\$ 0.36	\$ 1.49	\$ 3.87	\$ 467.95
Transfer	\$ 3,745.15	\$ 575.42	\$ 257,488.00	\$ -	\$ 28,825.43	\$ 51,637.36	\$ -			\$ 342,271.36
FEMA	\$ 371,550.00									\$ 371,550.00
TOTAL DEPOSITS	484,001.28	6,995,940.56	257,491.29	67.24	50,855.95	88,186.29	3,325.36	701.49	6,781.87	7,887,351.33
LESS:										
Other Transfers	\$ (81,284.82)	\$ -	\$ -	\$ (257,488.00)	\$ (1,018.26)	\$ (291.35)	\$ -	\$ -	\$ -	\$ (340,082.43)
Manual Checks	\$ -	\$ -					\$ -			\$ -
Checks	\$ (69,457.89)	\$ (252,254.65)			\$ (30,413.29)	\$ (13,586.49)	\$ -	\$ (98.24)	\$ (1,620.57)	\$ (367,431.13)
Payroll/Payroll Benefits Payment	\$ (369,541.74)									\$ (369,541.74)
HAP payments	\$ -									\$ -
Withdrawals/Other Deductions	\$ (55,657.23)	\$ (6,102,672.25)			\$ (16,833.15)	\$ (11,457.33)	\$ -		\$ (11.28)	\$ (6,186,631.24)
Operating Subsidy Out	\$ -	\$ -								\$ -
TOTAL PAYMENTS	(575,941.68)	(6,354,926.90)	-	(257,488.00)	(48,264.70)	(25,335.17)	-	(98.24)	(1,631.85)	(7,263,686.54)
ENDING BOOK CASH BALANCE 1/31/2025	\$ 794,995.37	\$ 2,164,507.03	\$ 267,400.77	\$ 655,455.53	\$ 2,862.33	\$ 62,949.71	\$ 6,305.10	\$ 19,875.03	\$ 52,320.78	\$ 4,026,671.65
	<i>USB Agency Disbursing</i>	<i>HCV Cash</i>	<i>EHV Cash</i>	<i>Mainstream Cash</i>	<i>AMP 1 OPERATING</i>	<i>AMP 2 SFH OPERATING</i>	<i>WCP OPERATING</i>	<i>MARKET RATE UNITS OPERATING</i>	<i>NSP OPERATING</i>	
Ending Bank Balance 1/31/2025	\$ 794,995.37	\$ 2,164,507.03	\$ 267,400.77	\$ 655,455.53	\$ 2,862.33	\$ 62,949.71	\$ 6,305.10	\$ 19,875.03	\$ 52,320.78	\$ 4,026,671.65
Outstanding Checks	\$ (12,346.11)	\$ (55,461.38)	\$ (1,299.00)	\$ -	\$ (4,741.57)	\$ (18,959.17)	\$ -	\$ (9.05)	\$ (258.80)	\$ (93,075.08)
ACH in Transit	\$ 12,579.33	\$ 14,855.59	\$ -	\$ -	\$ 5,312.00	\$ 9,317.00	\$ 1,825.00	\$ -	\$ 13,259.00	\$ 57,147.92
Other Items	\$ (1,537.43)	\$ 742.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,430.48)	\$ (3,225.91)
Adjusted Bank Balance 1/31/2025	793,691.16	2,124,643.24	266,101.77	655,455.53	3,432.76	53,307.54	8,130.10	19,865.98	62,890.50	3,987,518.58
Unrestricted Cash	542,108.16	2,124,643.24	266,101.77	518,732.53	3,432.76	53,307.54	8,130.10	19,865.98	62,890.50	\$ 3,599,212.58
Restricted Cash - January HAP and Admin	-	-	-	-	-	-	-	-	-	\$ -
Security Deposit Cash	-	-	-	-	-	-	-	-	-	\$ -
Restricted Cash	251,583.00	-	-	136,723.00	-	-	-	-	-	\$ 388,306.00
	793,691.16	2,124,643.24	266,101.77	655,455.53	3,432.76	53,307.54	8,130.10	19,865.98	62,890.50	\$ 3,987,518.58



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Nicole Alexander, Director, Housing Choice Voucher Program

Date: March 11, 2025

Subject: *Housing Choice Voucher Program Updates*

This memo provides updates on landlord engagement, our work in Webster Groves, staff development, and a timeline for approving the Administrative Plan.

I. Increasing Landlord Engagement

County Housing is implementing a series of landlord engagement initiatives aimed at strengthening relationships, enhancing communication, and ensuring compliance with housing policies. These initiatives will provide landlords with valuable resources, educational opportunities, and direct engagement with County Housing leadership.

A. Monthly Landlord Meetings – "Keys to Success"

The monthly meetings will be offered online or in-person to educate landlords on compliance, best practices, and new developments. Topics will address key concerns and provide guidance on navigating housing policies effectively. These meetings will be structured and recurring to foster open dialogue and knowledge-sharing among landlords. These meetings will also be offered both virtually and in-person, alternating each month for accessibility. Each session will be 30 minutes: 15 minutes of structured content followed by 15 minutes of open discussion for questions and feedback.

B. Newsletter

Quarterly email updates will include relevant resources, policy changes, "Keys to Success" meeting minutes, and important announcements. The newsletter is designed to keep landlords informed and engaged with County Housing initiatives.

Together, these efforts will enhance landlord engagement, improve compliance, and promote a more collaborative housing environment.

II. County Housing is Assisting Tenants in Webster Groves

Earlier this year, HUD officials asked County Housing to assume responsibility for 38 families living in the Douglas Manor apartment building located in Webster Groves. This complex is currently operated by an owner who has struggled to maintain the property to HUD's standards. In an effort to avoid homelessness for these families and

individuals, HUD provided County Housing with tenant protection vouchers to move families into new homes. In the coming months County Housing will meet with these families to confirm eligibility for the HCV Program and then issue vouchers for them to find a new home.

III. Staff Growth, Development, and Team Building

In the HCV Department, which has 25 employees, we are focused on staff growth and support as well as developing the team. We know the strength and capacity of our team and the wellbeing of our staff leads to better outcomes for the people we serve.

There's a new emphasis on the HCV leadership team, which includes the director as well as team leaders and a new compliance manager. One of the goals for this leadership team is to ensure that the expectations for communication and problem solving are consistent for all HCV staff. This leadership team will also be responsible for new hire and compliance-related training. The HCV leadership team is also holding more in-person meetings and training to facilitate positive interactions and team camaraderie.

Also over the course of the year, senior management will be working to identify ways to recognize and support caseworkers and inspectors in the work they do, which mirrors that of social workers.

IV. Administrative Plan

The Administrative Plan is comprised of HUD required County Housing-specific policies that govern administration of the Housing Choice Voucher program. Over the past year, we have been working on revisions to ensure we remain in compliance with various HUD-mandated changes. The revised plan requires the Board of Commissioners' approval.

The final version of the plan will be shared with commissioners by April 11 to allow adequate time for review. We will also provide a summary for each chapter outlining any major changes from the previous version. We will request board approval at the next board meeting on May 13.



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration
William Barry, Director, Maintenance and Facilities
Carolyn Riddle, Interim Finance Director

Date: March 11, 2025

Subject: *Public Housing Performance*

At our last meeting, we discussed our performance projections using the Public Housing Assessment System or the PHAS framework. Today, I will cover our current projections and other programmatic updates.

I. PASS - projected 34/40 points

The purpose of PASS is to determine whether public housing units are decent, safe, sanitary and in good repair, and to determine the level to which the PHA is maintaining its public housing in accordance with housing condition standards.

A. Inspections Activity

The NSPIRE inspections schedule is not yet set for 2025.

B. Maintenance Activity

In January and February, the maintenance team completed 55 work orders and two-unit rehabs at Highview. There are eight additional rehabs in progress.

II. MASS – projected 19/25 points

The purpose of the management operations indicator is to assess the AMP's and PHA's management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	99.69	16/16
Accounts Payable Ratio	0.40	3/5
Tenant Accounts Receivable	0.018	0/4
Projected Points		19

III. FASS - projected 17.14/25 points

The purpose of the financial condition indicator is to measure the financial condition of each public housing project. The reporting period is through January 31, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
County	8/12	7.14/11	2/2	17.14

IV. CFP - 10/10 projected points

The purpose of the Capital Fund program assessment is to identify how long it takes a PHA to obligate the funds provided to it from the Capital Fund program.

A. Capital Grant Fund Progress

Grant Year	Amount	Obligated	Expended	Deadline to expend
2019	\$1,120,718	98%	95%	4/15/2025
2020	\$1,650,401	99%	46%	3/25/26
2021	\$1,726,055	100%	100%	2/22/25
2022	\$1,732,441	90%	35%	5/11/26
2023	\$1,741,259	100%	35%	2/16/27
2024	\$1,614,796	35%	35%	5/5/2028

B. CFP projects

In April, staff plan to complete bathroom renovations at Fee Fee Manor and deck replacements at Villa Lago.

V. Projected Overall PHAS Score for January

PASS – 34/40 points
 MASS – 19/25 points
 FASS – 17.14/25 points
 CFP – 10/10 points

Total 80.14

Standard Performer



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kurt Schulte, Development Officer

Date: March 11, 2025

Subject: *Development Report*

This memo provides an overview of current development activities as well as future development plans.

I. Recommendation

No Board action is required.

II. Discussion

A. Wellington Family Homes

- i. Project is approximately 61% completed.
- ii. Beyond Housing has replaced AOG as project manager as of 3/1/25.
- iii. Development Director working with County OCD to invoice the CDBG HVAC grant.
- iv. Management and staff continue the qualifying process for residents and notifications of former Wellston Housing Authority residents about right to return. Knight has hired a relocation specialist to ensure residents with right to return are prioritized. Units are being occupied.
- v. Bi-weekly calls continue with County Housing and the development team to ensure construction remains on schedule.

B. Arbor Hill Apartments Redevelopment

- i. County Housing has made significant progress with the RAD and HUD loan process.
- ii. Final plans for the off-site detention area have been completed and are being priced.
- iii. County Housing will finalize permit approval in March.
- iv. Once approvals have been given, we will proceed with firm commitment.
- v. County Housing is pushing to get this closed by the end of Q2 2025

C. Future Development Plans

County Housing is evaluating reframing Peace Place as a 4% Federal-only LIHTC deal. Staff is also evaluating other projects for fall submission.



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: March 11, 2025

Subject: *Annual Meeting*

Per the County Housing 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 County 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 January. 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

County Housing Board of Commissioners Annual Meeting
March 11, 2025

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: Tiffany Charles
 - Candidate 2: Lora Gulley
 - Candidate 3: Joan Kelly Horn
 - Candidate 4: Reverend Gabrielle N.S. Kennedy
 - Candidate 5: David Nehrt-Flores
 - Candidate 6: LaToya Scott
-

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: Tiffany Charles
 - Candidate 2: Lora Gulley
 - Candidate 3: Joan Kelly Horn
 - Candidate 4: Reverend Gabrielle N.S. Kennedy
 - Candidate 5: David Nehrt-Flores
 - Candidate 6: LaToya Scott
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