



Board of Commissioners Meeting
Tuesday, April 22, 2025, 12 pm
Olivette City Center
1140 Dielman Road
Olivette, Missouri 63132

AGENDA

Item	Individual	Action
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes Regular Meeting February 25, 2025	Chair	Motion, 2 nd , Vote
3. Public Comments	Chair	Informational
4. Mayor’s Report	Mayor Waldman	Informational
5. Executive Director’s Report	Shannon Koenig	Informational
6. Financial Reports	Ben Washington	Motion, 2 nd , Vote
7. Other Business		
A. Public Housing Performance Report	Kawanna Tate	Informational
8. Executive Session	Chair	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.		
9. Next Meeting August 26, 2025	Chair	Informational
10. Adjournment	Chair	Motion, 2 nd , Vote

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, FEBRUARY 25, 2025
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

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

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Carolyn Riddle, Interim Finance Director
William Barry, Director, Maintenance and Facilities
Kurt Schulte, Development Officer
Jennifer Wiegert, Director, Communications and Partnerships

GUESTS:

Missy Waldman, Mayor
Maxine Weil, Council Member
Jennifer Yackley, City Manager
Darren Mann, Finance Director

ABSENT:

Suzann Antoine, Commissioner

Approval of Minutes of Special Board Meeting held Tuesday, October 29, 2024.

Chair Ingram asked for a motion to approve the minutes of the regular board meeting held Tuesday, October 29, 2024. Vice Chair Schapiro motioned for approval. Commissioner Lee seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram
E. Schapiro
S. Afful
K. Lee

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

CITY OF OLIVETTE REPORT:

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

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and 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 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 introduced the board to the first issue of the quarterly Landlord Bulletin, a newsletter designed especially for property owners that was distributed in January.

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

FINANCIAL REPORT:

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

After discussion, Chair Ingram asked for a motion to approve the Financial Reports for period ending December 31, 2024. Vice Chair Schapiro motioned for approval. Commissioner Lee seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram
E. Schapiro
S. Afful
K. Lee

NAYS

None

The Chair declared the motion passed.

OTHER BUSINESS:

A. Public Housing Performance Report:

Ms. Koenig 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.

B. Annual Meeting:

The board held its annual meeting, during which commissioners voted to retain the current Chair Nikeyia Ingram and Vice Chair Ellen Schapiro.

EXECUTIVE SESSION:

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

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

The Chair declared the motion passed.

Chair Ingram asked for a motion to exit the Executive Session and enter back into Regular Session. Commissioner Lee motioned to exit, Vice Chair Schapiro seconded the motion to exit the Executive Session, and upon roll call the “Ayes” and “Nays” were as follows:

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

The Chair declared the motion passed.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, April 22, 2025.

ADJOURNMENT OF MEETING:

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

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

The Chair declared the motion passed.

Secretary

Date

Chairwoman



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: April 22, 2025

Subject: *Executive Director's Report*

This memo provides an update on various Olivette Housing Authority related items.

I. Annual Report 2024

Staff are excited to present a brief 2024 annual report for the Olivette Housing Authority. This document provides a snapshot of last year's activities and the residents who are served by Olivette Housing.

II. Performance Report 2025

While our objectives remain the same in 2025, our key results have been updated for the year. In the second quarter, we are already making good progress meeting our objectives.

III. Changes in Federal Government Administration Impact County Housing

The Trump administration is 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.

A. HUD Established a Department of Government Efficiency task force

In February, 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.

Earlier this month, County Housing received its first audit request related to possible payments for deceased tenants.

B. Examples of 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.

C. Examples of HUD Federal Funding and Workforce Reductions

Federal funding uncertainties as well as workforce reductions at HUD are impacting County Housing in different ways.

The funding pause in January had a direct impact on 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 Office of Community Planning and Development, the division of HUD that funds homelessness prevention among other activities, has seen significant workforce reductions. In addition, significant funding for these activities has not been released. If workforce reductions continue at HUD, there could be varying impacts to the overall affordable housing ecosystem. This could cause a 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.

IV. Attachments

- A. Annual Report 2024
- B. Performance Report 2025 Q1

Ensuring Strong Communities:

2024 Annual Performance Overview



At Olivette Housing Authority, our mission is to provide safe, quality, and affordable housing while fostering strong communities. Each year, we evaluate our progress, celebrate our successes, and identify opportunities to enhance the services we provide to residents.

Over the past year, we have continued to prioritize resident needs through ongoing maintenance improvements, community engagement efforts, and strategic partnerships. Our commitment to providing well-maintained housing ensures that families have a stable place to call home.

Key Highlights from This Year:

- **PROPERTY MAINTENANCE & IMPROVEMENTS:** Ongoing investments in unit upkeep and community spaces to enhance residents' quality of life.
- **RESIDENT SUPPORT SERVICES:** Expanded partnerships with community organizations to support residents and families in achieving self-sufficiency.
- **CUSTOMER SATISFACTION:** Strengthened efforts to ensure residents, landlords, and employees feel respected and valued in their interactions with County Housing.
- **ENHANCED COMMUNICATION:** Implemented new strategies to improve engagement with both residents and landlords.

As we look ahead, Olivette Housing Authority remains dedicated to strengthening our housing programs and improving the quality of life for all residents. We appreciate the ongoing support of our residents, partners, and community stakeholders in make our mission a reality.

Resident Characteristics

Household Income

- **Extremely Low Income:** 10
- **Very Low Income:** 0
- **Low Income:** 3
- **Over Income:** 0

Household Type

- **Disabled:** 4
- **Non-Disabled:** 9

Head of Household

- **Female:** 12
- **Male:** 1

REVENUES

Federal	\$94,885
Tenant Rents	\$65,105
Other	\$365
TOTAL	\$160,355

EXPENSES

Housing Operations	\$79,920
Staff	\$33,661
TOTAL	\$113,581



Our Mission:

Our mission is to provide quality, 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.

We all need a place to call home.



(314) 428-3200

8865 Natural Bridge Road
St. Louis, MO 63121



BOARD OF COMMISSIONERS

Nikeyia Ingram
Chair

Ellen Schapiro
Vice Chair

Stephanie Afful

Suzann Antoine

Keisha Lee

Agency Performance Report

First Quarter, 2025

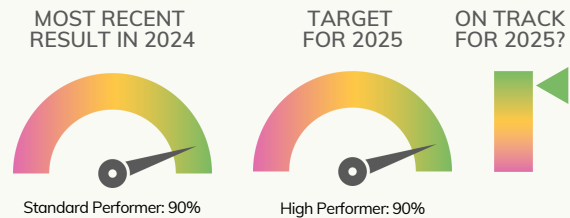
What HUD measures

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 County Housing measures

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

Results	Q1	Q2	Q3	Q4
Attain zero findings in finance/single audits				

Objective 2: Foster a customer-centered culture.

Results	Q1	Q2	Q3	Q4
Increase customer satisfaction				
Dedicate staff to customer outreach and resident engagement				
Implement quarterly feedback loops for residents				

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

Results	Q1	Q2	Q3	Q4
Communicate programming opportunities				
Enhance partnerships with local organizations				
Engage in community initiatives that promote housing stability and affordability				



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: April 22, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending February 28, 2025 financial reports.

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 \$108,747 outperformed the total YTD budget revenue of \$26,282 by \$82,465 or 314%.

- The most significant variance was \$85,406 attributed to Capital Funds Grants draw down. This is attributed to the timing of the draw down of the FY2025 budget.
- Total Tenant Charges had an unfavorable budget variance of \$3,423. Additionally, two (2) units had tenant rents of \$0 for the month.

B. Expenses

Total YTD actual operating expenses of \$19,269 outperformed the total YTD budget expenses of \$25,105 by \$5,837 or 23%.

- The total Occupancy expense resulted in a favorable variance of \$1,908 or 27%. The primary causes were contracted costs are lower than budget due to timing.
- The total Other General expense resulted in a favorable budget variance of \$2,690 or 33% due to no Professional fees for the month due to timing.

C. Net Income

The total operating net income is \$89,478 before depreciation of \$180, resulting in the bottom-line income of \$89,298.

D. Cash

As of February 28, 2025, the adjusted cash balance in the operating bank account was \$375,456. There was \$4,133 of operating subsidy received. The tenant rental income for the month was \$4,595 and operating expenses payments were \$5,455.

III. Attachments

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

Olivette Housing Authority
Budgeted Income Statement
As of February 28, 2025

Olivette HA								
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	8,267	7,790	477		4,133	3,895	238	
Total Capital Grants	91,361	5,955	85,406		91,361	2,977	88,384	
Total Tenant Charges	9,077	12,500	(3,423)		4,665	6,250	(1,585)	
Total Investment Income	43	38	5		21	19	3	
Total Miscellaneous Other Income	-	-	-		-	-	-	
Total Income	108,747	26,282	82,465	313.8%	100,181	13,141	87,040	662.3%
Total Rents and Utility Reimbursements	330	333	(3)		165	167	(2)	
Total Salaries	6,173	8,167	(1,994)		3,546	4,083	(538)	
Total Benefits and Taxes	2,126	1,243	884		1,231	621	609	
Total Training, Seminars, Conferences	-	125	(125)		-	63	(63)	
Total Admin	8,629	9,868	(1,239)	-12.6%	4,942	4,934	8	0.2%
Total Utilities	1,976	1,773	203		1,707	886	820	
Total Materials	292	550	(258)		267	275	(8)	
Total Contract Costs	648	3,139	(2,491)		648	1,570	(921)	
Total Tenant Services Expense	1,223	78	1,145		1,223	39	1,184	
Total Other Maintenance Expenses	203	283	(81)		164	142	23	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	873	1,300	(427)		373	650	(277)	
Total Occupancy Expense	5,215	7,123	(1,908)	-26.8%	4,382	3,562	821	23.0%
Total Insurance	2,590	3,492	(902)		1,295	1,746	(451)	
Total Outside Services	376	833	(457)		74	417	(342)	
Total Professional Fees	-	1,333	(1,333)		-	667	(667)	
Total Other Fees	1,588	1,414	174		827	707	119	
Total Telephone and Technology	180	287	(107)		105	144	(39)	
Total Other Administrative Expenses	200	264	(64)		20	132	(112)	
Total Internal Charges	490	490	-		245	245	-	
Total Other General	5,424	8,114	(2,690)	-33.2%	2,565	4,057	(1,492)	-36.8%
Total Expenses	19,269	25,105	(5,837)	-23.2%	11,889	12,553	(664)	-5.3%
Total Net Operating Income	89,478	1,177	88,301		88,291	588	87,703	
NON-OPERATING ITEMS								
Total Depreciation Expense	(180)	1,177	(1,357)		(90)	588	(679)	
Total Non- Operating Items	(180)	1,177	(1,357)		(90)	588	(679)	
Net Income (Loss)	89,298	2,354	86,944		88,201	1,177	87,024	

Olivette Housing Authority
Cash Report
February 2025

Olivette US Bank

BEGINNING BOOK CASH BALANCE 2/1/2025 \$ 279,264.48

ADD:

Tenant Rent	4,595.00
Security Deposits	-
FSS Deposits	-
Capital Fund	91,361.00
Operating Subsidy	4,133.33
Interest	21.29
Transfer	-
Other Revenue	-
TOTAL DEPOSITS	100,110.62

LESS:

Other Transfers	-
Manual Checks	
Checks	(3,174.88)
NSF/ Service Fees	-
Withdraws/Other Deductions	(2,280.01)
Operating Subsidy Out	-
TOTAL PAYMENTS	(5,454.89)

ENDING BOOK CASH BALANCE 2/28/2025 \$ 373,920.21

Olivette US Bank

Ending Bank Balance 2/28/2025	\$ 373,920.21
Outstanding Checks	(106.38)
ACH in Transit	1,642.00
Other Items	
Adjusted Bank Balance 2/28/2025	\$ 375,455.83

Unrestricted Cash	\$ 375,455.83
Security Deposit Cash	-
	\$ 375,455.83

Public Housing Rent Roll

Olivette Housing Authority

As Of Date: 02/28/2025

Excluded Units? No

Vacant Units? No

Property Code	Unit Code	Excluded Unit	Bedroom Size	Tenant Code	Tenant Rent
1132bolv[Public Housing]	RH9348	No	3	t0000316	279
	RH9388	No	3	t0000247	366
	RH9379	No	2	t0010032	685
	RH9387	No	3	t0010951	138
	RH9356	No	3	t0012183	0
	RH9380	No	2	t0000248	277
	RH9330	No	3	t0000694	453
	RH9357	No	3	t0000307	118
	RH9364	No	2	t0000323	0
	RH9363	No	3	t0000310	290
	RH9372	No	3	t0000313	323
	RH9345	No	3	t0000325	621
	RH9342	No	3	t0012791	734
	RH9371	No	2	t0010954	331
					4,615

Public Housing Rent Roll



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: April 22, 2025

Subject: *Public Housing Performance*

At our last meeting, we discussed our performance projections for 2024 using the Public Housing Assessment System or the PHAS framework. Today, I will cover our projections for 2025 and other programmatic updates.

I. PASS - projected 35/40 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 Olivette NSPIRE inspection schedule is not yet set for 2025.

B. Maintenance Activity

The maintenance team completed 17 work orders; one unit was rehabbed in October.

II. MASS – projected 20/25 points

The purpose of the management operations indicator is to assess the PHA’s management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	100%	16/16
Accounts Payable Ratio	0.03	4/4
Tenant Accounts Receivable	1.055	0/5
Projected Points		20

III. FASS - projected 25/25 points

The purpose of the financial condition indicator is to measure the financial condition of each public housing project. The reporting period is through February 28, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
Olivette	12/12	11/11	2/2	25

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
2020	\$28,617	100%	15%	3/25/2026
2021	\$27,885	100%	100%	2/22/2025
2022	\$34,237	100%	81%	5/11/2026
2023	\$34,506	100%	10%	2/16/2027
2024	\$35,728	100%	10%	5/05/2028

B. Project Updates

The range and refrigerator replacements are completed. Looking ahead to 2025, planned projects will include replacing entry doors and lateral line backflow prevention valves.

V. Projected Overall PHAS Score for 2024

PASS – 35/40 points

MASS – 20/25 points

FASS – 25/25 points

CFP – 10/10 points

Total 90

Projected: High Performer