



Board of Commissioners Meeting
Tuesday, November 4, 2025, 12:30 pm
County Housing Headquarters
8865 Natural Bridge Road
St. Louis, Missouri 63121

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Approval of Minutes Regular Meeting September 23, 2025	Chair	Motion, 2 nd , Vote
4. Public Comments	Chair	Informational
5. Executive Director’s Report	Shannon Koenig	Informational
6. Financial Reports	Benjamin Washington	Motion, 2 nd , Vote
7. Other Business		
A. Public Housing Performance Report	Kawanna Tate	Informational
B. Annual Meeting	Terri Acoff-States	Motion, 2 nd , Vote
C. 2026 Board Meeting Schedule	Terri Acoff-States	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. Schedule Next Meeting March 24, 2026	Chair	Informational
10. Adjournment	Chair	Motion, 2 nd , Vote

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, SEPTEMBER 23, 2025
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Brenda Nash, Chair
Margo McElroy, Vice Chair
John Edwards, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Ben Washington, Chief Financial Officer
Kawanna Tate, Director, Housing Administration
William Barry, Director of Inspections, Quality Control,
and Capital Programs

PUBLIC HEARING:

The board meeting opened with a public hearing on the Annual Public Housing Agency (PHA) Plan for 2026 and the Capital Funds Action Plan for 2030. The purpose of this hearing was to allow the public an opportunity to comment on each of these plans.

Chair Brenda Nash called to order the public hearing and invited anyone from the public to comment. There were no public comments. The hearing was adjourned.

Approval of Minutes of Regular Board Meeting held Tuesday, June 24, 2025:

Chair Nash asked for a motion to approve the minutes of the regular board meeting held Tuesday, June 24, 2025. Vice Chair McElroy motioned for approval. Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

B. Nash
M. McElroy
J. Edwards

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE DIRECTOR'S REPORT:

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

Ms. Koenig presented the board with an update on FY26 federal appropriations and the potential impact to the 2026 budget.

Ms. Koenig presented the board with the second quarter Agency Performance Report Results for 2025. She stated the report had been updated to reflect second quarter progress on updated key results. Ms. Koenig said staff continue to make progress meeting the core objectives.

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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FINANCIAL REPORT:

Mr. Washington reviewed the Financial Reports for the period ending July 31, 2025.

After discussion, Chair Nash asked for a motion to approve the July 31, 2025 Financial Reports as read and discussed. Vice Chair McElroy motioned for approval. Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
B. Nash M. McElroy J. Edwards	None

The Chair declared the motion passed.

OTHER BUSINESS:

A. Village of Hillsdale Housing Authority, FY 2026 Budget, Resolution No. 1451:

Mr. Washington presented the board with a detailed Village of Hillsdale Housing Authority, FY 2026 Budget.

After discussion, Chair Nash asked for a motion to approve Resolution No. 1451, Village of Hillsdale Housing Authority FY 2025 Budget. Vice Chair McElroy motioned for approval. Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
B. Nash M. McElroy J. Edwards	None

The Chair declared the motion passed.

B. Hillsdale Public Housing Write-Offs Q2 - Resolution No. 1450:

Mr. Washington presented the board with the quarterly write-offs of uncollectable rents.

After review and discussion, Chair Nash asked for a motion to approve Resolution No. 1450, Hillsdale Public Housing Write-Offs. Vice Chair McElroy motioned for approval, Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
B. Nash M. McElroy J. Edwards	None

The Chair declared the motion passed.

C. Public Housing Performance Report:

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.

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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MEETING MINUTES**

D. Annual PHA Plan (2026) and Certification of Compliance:

Ms. Tate presented the board with the 2026 Annual PHA Plan. She stated the 2026 Annual PHA Plan is a HUD required document that details the housing authority’s policies, programs, and strategies for meeting local housing needs and goals. Ms. Tate stated County Housing’s 2026 Annual PHA Plan describes the updates made to the organization’s policies and planned activities for the upcoming fiscal year.

After discussion, Chair Nash asked for a motion to approve the Housing Authority of St. Louis County’s 2026 Annual PHA Plan. Vice Chair McElroy motioned for approval, Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

B. Nash
M. McElroy
J. Edwards

NAYS

None

The Chair declared the motion passed.

E. Capital Funds Action Plan (2030):

Mr. Barry presented the board with the Capital Funds Action Plan for 2030. He stated the Capital Fund Program (CFP) provides funds annually to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and management improvements. By providing financial support for capital improvements, the program helps PHAs address the backlog of repairs, create healthier living environments, and promote the overall well-being of residents in public housing communities.

After discussion, Chair Nash asked for a motion to approve the Capital Funds Action Plan for 2030. Vice Chair McElroy motioned for approval; Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

B. Nash
M. Elroy
J. Edwards

NAYS

None

The Chair declared the motion passed.

EXECUTIVE SESSION:

An Executive Session was not held.

SCHEDULE NEXT BOARD MEETING:

The next meeting is scheduled for November 4, 2025.

HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, SEPTEMBER 23, 2025
MEETING MINUTES

ADJOURNMENT OF MEETING:

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

<u>AYES</u>	<u>NAYS</u>
B. Nash M. McElroy J. Edwards	None

The Chair declared the motion passed.

<hr/>	<hr/>
Secretary	Chair
<hr/>	
Date	



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: November 4, 2025

Subject: *Executive Director's Report*

This report provides an update on various Hillsdale Housing Authority activities.

I. Federal Government Updates

As of this writing, the federal government is currently shutdown. NAHRO has heard from HUD that PHAs should be largely unaffected, at least initially. Funds for the Public Housing Operating Fund have been obligated through November 2025.

Proposed appropriations for FY26 remain unchanged. In FY26, the Public Housing Operating Fund could see a reduction up to about 11%, while the Public Housing Capital Fund could see a reduction up to about 29%.

II. Customer Service Survey

The annual customer service surveys will be distributed to Public Housing residents, Housing Choice Voucher participants, and landlords early this month. We ask that survey responses be submitted by November 24. Paper copies are also available in our lobby and at public housing management offices.

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.

III. Third Quarter Agency Performance Report Results

The Agency Performance Report for 2025 has been updated to reflect third quarter progress on updated key results. Staff continue to make progress meeting the core objectives.

IV. Attachments

Q3 Agency Performance Report

Agency Performance Report

Third Quarter, 2025

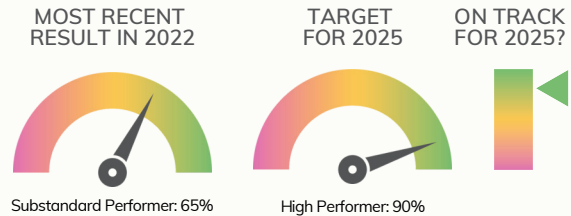
What HUD measures

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: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: November 04, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending September 30, 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 \$161,272 underperformed the total YTD budget revenue of \$168,821 by \$7,550 or 4%.

- Variances in the Total Operating Subsidy and Total Capital Funds Grants were attributable to timing differences in the drawdowns.
- Total Tenant Charges had an unfavorable budget variance of \$17,136 due to vacancies in six (6) of the twenty-two (22) total units and seven (7) units had tenant rents of \$0 for the month.

B. Expenses

Total YTD actual operating expenses of \$200,598 exceeded the total YTD budget expenses of \$144,774 by \$55,823 or 39%.

- Total Contract Costs had the most significant unfavorable budget variance of \$54,177, primarily due to significant unit repairs.

C. Net Income

The total operating net loss is \$39,327 before depreciation of \$23,596 resulting in a bottom-line loss of \$62,922.

D. Cash

As of September 30, 2025, the adjusted cash balance in the operating bank account was \$235,565. A total of \$7,727 in operating subsidies was received. Tenant rental income for the month was \$2,473, and operating expenses payments made were \$25,794.

III. Attachments

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

Hillsdale Housing Authority
Budgeted Income Statement
As of September 30, 2025

					Hillsdale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	66,912	72,477	(5,565)		7,727	8,053	(326)	
Total Capital Grants	60,023	44,856	15,167		-	4,984	(4,984)	
Total Tenant Charges	34,164	51,300	(17,136)		3,334	5,700	(2,366)	
Total Investment Income	173	188	(16)		18	21	(3)	
Total Income	161,272	168,821	(7,550)	-4%	11,080	18,758	(7,679)	-41%
Total Rents and Utility Reimbursements	6,258	5,247	1,011		713	583	130	
Total Salaries	43,332	54,000	(10,669)		4,105	6,000	(1,895)	
Total Benefits and Taxes	14,603	16,228	(1,625)		1,382	1,803	(422)	
Total Training, Seminars, Conferences	-	316	(316)		-	35	(35)	
Total Admin	64,192	75,791	(11,599)	-15%	6,200	8,421	(2,222)	-26%
Total Utilities	12,253	11,630	622		575	1,292	(717)	
Total Materials	15,987	1,888	14,099		4,751	210	4,541	
Total Contract Costs	59,105	4,928	54,177		8,795	548	8,247	
Total Tenant Services Expense	1,435	556	879		936	62	874	
Total Other Maintenance Expenses	1,678	1,695	(17)		118	188	(70)	
Total Other Occupancy Expenses	3,022	5,410	(2,387)		102	601	(499)	
Total Occupancy Expense	93,519	26,107	67,412	258%	15,277	2,901	12,376	427%
Total Insurance	13,452	14,373	(921)		1,496	1,597	(101)	
Total Outside Services	4,622	7,006	(2,384)		720	778	(58)	
Total Professional Fees	3,724	2,475	1,249		-	275	(275)	
Total Other Fees	10,061	10,712	(651)		984	1,190	(206)	
Total Telephone and Technology	4,876	3,656	1,220		700	406	294	
Total Other Administrative Expenses	2,910	1,189	1,721		276	132	144	
Total Internal Chargers	3,240	3,465	(225)		340	385	(45)	
Total Other General	42,887	42,876	10	0%	4,515	4,764	(249)	-5%
Total Expenses	200,598	144,774	55,823	39%	25,991	16,086	9,905	62%
Total Net Operating Income	(39,327)	24,047	(63,373)		(14,912)	2,672	(17,585)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(23,596)	(23,891)	294		(2,622)	(2,655)	33	
Total Non- Operating Items	(23,596)	(23,891)	294		(2,622)	(2,655)	33	
Net Income (Loss)	(62,922)	157	(63,079)		(17,534)	17	(17,552)	

Housing Authority of the Village of Hillsdale

Cash Report

September 2025

BEGINNING BANK CASH BALANCE 9/1/2025	\$	251,525
ADD:		
Tenant Rent	\$	2,473
Security Deposits	\$	-
FSS Deposits	\$	-
Capital Fund	\$	-
Operating Subsidy	\$	7,727
Interest	\$	20
Transfer	\$	-
Other Revenue	\$	-
TOTAL DEPOSITS	\$	10,219
LESS:		
Other Transfers	\$	(6,627)
Manual Checks		
Checks	\$	(1,966)
NSF / Service Fees	\$	-
Withdraws/Other Deductions	\$	(17,201)
Operating Subsidy Out	\$	-
TOTAL PAYMENTS	\$	(25,794)
ENDING BANK BALANCE 9/30/2025	\$	235,950
Ending Bank Balance 9/30/2025	\$	235,950
Outstanding Checks	\$	(363)
ACH in Transit	\$	-
Other Items	\$	(21)
Adjusted Book Balance 9/30/2025	\$	235,565
Unrestricted Cash	\$	231,793
Security Deposit Cash	\$	3,772
	\$	235,565

Hillsdale Public Housing Rent Roll

Property: 1220bhil (Hillsdale Housing Authority)

As Of Date: 09/30/2025

Property Code	Tenant Code	Tenant Rent
1220bhil[Public Housing]	t0022459	\$ 74
	t0017195	\$ 94
	t0020738	\$ 314
	t0035499	\$ -
	t0027545	\$ -
	t0034962	\$ -
	t0000237	\$ 581
	t0035424	\$ 330
	t0034111	\$ -
	t0000243	\$ 136
	t0027603	\$ -
	t0000239	\$ 145
	b0035103	\$ -
	t0000540	\$ 11
	t0023214	\$ 844
	t0035466	\$ -
		\$ 2,529

Public Housing Rent Roll



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: November 4, 2025

Subject: *Public Housing Performance*

This memo describes recent public housing activities within the framework of the Public Housing Assessment System.

I. PASS - projected 31/40 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. Maintenance Activity

From September through October 2025, the maintenance team completed 10 work orders and two-unit rehabs. Three additional unit rehabs are in progress.

II. MASS – projected 8/25 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	92.00	4/16
Accounts Payable Ratio	0.04	4/4
Tenant Accounts Receivable	0.773	0/5
Projected Points		8

Our occupancy score has decreased noticeably due to several factors.

- HUD's unit offline process: HUD has recently adjusted the way units can be taken offline, which has impacted our numbers.
- Vacancies from tenant turnover: We've had several evictions, along with tenants choosing to vacate before the eviction process was completed, leaving multiple units unoccupied.
- Occupancy alignment moves: A few additional units will also become vacant as tenants relocate due to occupancy alignment requirements.

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 October 31, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Pts
Hillsdale	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.

A. Capital Grant Fund Progress

Grant Year	Amount	Obligated	Expended	Deadline to expend
2020	\$47,946	100%	65%	3/25/2026
2021	\$46,673	100%	100%	2/22/2025
2022	\$57,363	100%	15%	5/11/2026
2023	\$57,755	100%	15%	2/16/2027
2024	\$59,810	100%	15%	5/05/2028

B. Project Updates

In 2025, planned projects include replacing entry doors, replacing ranges and refrigerators, and trimming and removing trees.

V. Projected Overall PHAS Score for 2025

PASS – 31/40 points

MASS – 8/25 points

FASS – 25/25 points

CFP – 10/10 points

Total

Projected: 74

Standard Performer



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: November 4, 2025

Subject: *Annual Meeting, Voting for Chair Positions*

Per the Village of Hillsdale 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 Hillsdale Housing Authority bylaws.

I. ARTICLE II – OFFICERS

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

II. ARTICLE III – ANNUAL MEETING

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

III. Attachment

Confidential Voting Ballot

November 4, 2025

Page 2

Confidential Voting Ballot

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

Date: November 4, 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: Brenda Nash
 - ☐ Candidate 2: Margo McElroy
 - ☐ Candidate 3: John Edwards
-

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: Brenda Nash
 - ☐ Candidate 2: Margo McElroy
 - ☐ Candidate 3: John Edwards
-



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: November 4, 2025

Subject: *Board Meeting Dates for 2026*

This memo provides the schedule for the 2026 Hillsdale Housing Authority Board of Commissioners meetings. Meetings will be held at County Housing Headquarters, 8865 Natural Bridge, St. Louis, Missouri 63121 and will start at 12:30 p.m.

Tuesday, March 24, 2026

Tuesday, June 23, 2026

Tuesday, September 22, 2026

Tuesday, November 17, 2026

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