

Housing Authority of St. Louis County
Board of Commissioners
Regular Meeting
Tuesday, June 14, 2022
12 pm

Housing Authority of St. Louis County
8865 Natural Bridge
St. Louis, MO 63031

Public may attend via Zoom: <https://us06web.zoom.us/j/82547365280>
Telephone: 312 626 6799
Meeting ID: 825 4736 5280

Agenda Item	Individual	Action
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes Regular Meeting held May 10, 2022	Chairman	Motion Second Vote
3. Public Comments	Chairman	Informational
4. Executive Director's Report	Shannon Koenig	Informational
5. Financial Reports for period ending May 31, 2022	Mark O. Miles	Motion Second Vote
6. Other Business		
A. Public Housing Occupancy Report	William Barry	Informational
B. Section Eight Management Assessment Report	Erin Fisher	Informational
7. Executive Session 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.	Chairman	Motion Second Vote
8. Scheduling Next Meeting July 14, 2022	Chairman	Informational
9. Adjournment	Chairman	Motion Second Vote

HOUSING AUTHORITY OF ST. LOUIS COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, MAY 10, 2022
MEETING MINUTES

ATTENDANCE:

COMMISSIONERS:

Bishop Calvin Scott, Chairman
David Nehrt-Flores, Vice Chairman
Lora Gulley, Commissioner
Joan Kelly Horn, Commissioner
Reverend Gabrielle N.S. Kennedy, Commissioner
LaToya Scott, Commissioner

STAFF:

Shannon Koenig, Executive Director
Terri Acoff-States, Executive Assistant
Mike Chapman, Deputy Executive Director
Mark O. Miles, Chief Financial Officer
Judy Ricks, Director, Human Resources
Joe Jacobson, General Counsel
William Barry, Director, Facilities and Property
Management
Felecia Follins, Director, Housing Administration
Nicole O'Dell, Director, Housing Choice Voucher
Program
Pete Wells, IT Business Analyst

PUBLIC:

Kendall Hopkins, Legal Services of Eastern Missouri
Joseph Cavato, Gateway CDFI
Erin Fisher, HCV Team Leader
Georgia Simmons, HCV Team Leader

Approval of Minutes of Regular Board Meeting held Tuesday, April 12, 2022:

Commissioner L. Scott moved to approve the minutes of the regular board meeting held Tuesday, April 12, 2022, which motion was seconded by Commissioner Horn. Upon roll call the "Ayes" and "Nays" were as follows:

AYES

C. Scott
Nehrt-Flores
Gulley
Kelly Horn
L. Scott

NAYS

None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Koenig welcomed everyone and thanked them for attending the meeting. She informed the board that Authority staff resumed working at the office on Monday, April 4. On Monday, May 2, staff began taking appointments to meet with residents in person.

Ms. Koenig gave a strategic planning update. She announced that Gateway CDFI consultants were in attendance and invited Board members to stay for a strategic work session taking place after the board meeting.

Ms. Koenig discussed the core values that were adopted during strategic planning efforts last year. These values are service, respect, integrity, excellence, and collaboration. She stated that Authority staff have interpreted those core values and began incorporating them into day-to-day operations.

Ms. Koenig stated that the agency status report for May 2022 is unchanged. She noted that the report is also available on the Authority's website.

FINANCIAL REPORT:

A. Mr. Miles reviewed the Financial Reports for period ending April 30, 2022.

Vice Chairman Nehrt-Flores moved to approve the April 30, 2022 Financial Reports as read and discussed which motion was seconded by Commissioner Gulley. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
C. Scott Nehrt-Flores Gulley Kelly Horn Kennedy L. Scott	None

The Chairman declared the motion passed.

OTHER BUSINESS:

A. Executive Director's Quarterly Expense Report: Mr. Miles reviewed the Executive Director's Expense Report for the first quarter of 2022.

After discussion, Chairman Scott asked for a motion to approve the Executive Director's Quarterly Expense Report. Vice Chairman Nehrt-Flores motioned for approval, Commissioner Kennedy seconded the motion and upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
C. Scott Nehrt-Flores Gulley Kelly Horn Kennedy L. Scott	None

The Chairman declared the motion passed.

B. Housing Authority of St. Louis County Employee Handbook - Resolution No. 1405

Ms. Ricks provided an overview of the updates and policy changes to the Housing Authority of St. Louis County Employee Handbook.

After discussion, Chairman Scott asked for a motion to approve Resolution No. 1405, Housing Authority of St. Louis County Employee Handbook. Commissioner L. Scott motioned for approval, which motion was seconded by Commissioner Horn. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
C. Scott Nehrt-Flores Gulley Kelly Horn Kennedy L. Scott	None

The Chairman declared the motion passed.

C. Public Housing Occupancy Report:

Mr. Barry reviewed the Occupancy Report.

D. Section Eight Management Assessment Program Report:

Ms. O'Dell reviewed the Section Eight Management Assessment Program Report.

E. Housing Authority of St. Louis County By-Laws:

Ms. Koenig presented the board with copies of current by-laws, which were last amended and restated on June 14, 2005. Ms. Koenig asked the board to review the by-laws and consider revising them to bring them up to date.

EXECUTIVE SESSION:

An Executive Session was not held.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, June 14, 2022.

ADJOURNMENT OF MEETING:

There being no further business to come before the Board, Commissioner L. Scott motioned to adjourn, and it was seconded by Commissioner Horn. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
C. Scott Nehrt-Flores Gulley Kelly Horn Kennedy L. Scott	None

The Chairman declared the motion passed.

Chairman

Secretary

Date

Memorandum



To: Board of Commissioners, Housing Authority of St. Louis County

From: Shannon Koenig, Executive Director

Date: June 14, 2022

Subject: *Executive Director's Report*

This memo provides an update on select Housing Authority activities.

I. Wellston Redevelopment Update

The Wellston redevelopment closing is tentatively scheduled for mid-to-late July. Staff are meeting weekly with the developer, lenders, and attorneys to work toward closing.

Earlier this month, the developer BGC Advantage attended a town hall in Wellston to share up-to-date information about the project. The City of Wellston also passed a resolution in favor of the County issuing bonds for the project.

The authority's grant agreements with the City of Wellston and Legal Services of Eastern Missouri are close to final. The Authority, the City of Wellston, and Legal Services are working with Equity Homes and Beyond Housing to provide home repairs to residents in Wellston.

II. Strategic Planning Update

Gateway CDFI consultants have completed many of their planned activities including a document review, internal staff meetings, external stakeholder meetings, and property assessments. A few major themes have emerged from these activities related to the Authority's mission, relationships, role in the community, and areas for improvement. Gateway has a few more interviews to complete and plans to reconvene staff teams again before producing a final report later this summer.

III. Status Report

Attached to this memo is a report that includes key information about the agency and shows progress toward this year's objectives. This report is also available on our website.

New this month, the report reflects that our human resources staff have begun the job analysis process, which is the first step towards updating our job descriptions and integrating them with our performance management tools.

A. Attachment

June Status Report



Status Report

June 2022

OUR MISSION

- > Provide decent, safe, and affordable housing
- > Ensure equal housing opportunity
- > Promote self-sufficiency
- > Improve the quality of life and economic vitality for low- and moderate-income families

OUR VALUES

- Service
- Respect
- Integrity
- Excellence
- Collaboration

2022 CORE OBJECTIVES

- 1) Deliver services safely, effectively, and efficiently.
- 2) Ensure residents, landlords, and employees feel respected during interactions with HASLC.
- 3) Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.
- 4) Expand access to desirable and affordable housing.

OUR "WHY"

Because every person is worthy of a stable foundation that provides the opportunity to lead a healthy, secure, and productive life.

STRATEGIC RECOMMENDATIONS

- Create a set of values ● ● ● Completed
- Hire a deputy executive director ● ● ● Completed
- Hire a full-time human resources director ● ● ● Completed
- Delegate budget authority ● ● ● Completed
- Update the phone system ● ● ● Completed
- Finalize objectives, key results ● ● ● Completed
- Designate a contracting officer ● ● ● Completed
- Create an external partnerships plan ● ● In progress
- Develop a comprehensive training program ● ● In progress
- Update job descriptions, integrate with PM ● ● In progress
- Update the website ● Up next
- Measure and improve customer satisfaction ● Up next
- Launch a board review process to ensure it is optimized to support HASLC objectives ● Up next

KEY RESULTS

(Obj 1) High performer status with no compliance or audit findings *Baseline figures from most recent reporting*



- (Obj 2) Define satisfaction for residents, landlords & employees
- (Obj 2) Implement survey tools
- (Obj 3) Develop partnership strategy
- (Obj 4) Develop access strategy
- (Obj 4) Revise Admission and Continued Occupancy Policy

	Q1	Q2	Q3	Q4
(Obj 2) Define satisfaction for residents, landlords & employees	●	●		
(Obj 2) Implement survey tools	●	●		
(Obj 3) Develop partnership strategy	●	●		
(Obj 4) Develop access strategy	●	●		
(Obj 4) Revise Admission and Continued Occupancy Policy	●	●		



To: Board of Commissioners, Housing Authority of St Louis County

From: Mark O. Miles, Chief Financial Officer

Date: June 14, 2022

Subject: *Financial Summary*

This memo provides a narrative explanation of the current financial reports.

I. Recommendation

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

II. General Purpose Financial Statements

Attached are financial reports referred to as the General Purpose financial statements. The statements are primarily a Balance Sheet and an Income Statement. The following is a list of items to pay particular attention to when reading these reports. Also, included in this package is the Financial Dashboard report along with its narrative.

A. Balance Sheet

- (1) Current Assets: This refers to the amount of cash, receivables (amounts people owe you) and investments that can be quickly turned into cash so that it is available to you today.
- (2) Current Liabilities: This refers to the account payables (bills for the current period) and wages payable this upcoming pay period.
- (3) Working Capital: This is the difference between those two amounts. Working Capital refers to the amount of liquid cash and cash type items you have available today for operations.
- (4) Working Capital Ratio: This ratio is derived by dividing the Current Assets by Current Liabilities. The ratio lets you see how many times your current resources cover your current obligations.

B. Income Statement

- (1) Revenues: Revenues are inflows for the period. Revenues are primarily in the form of cash, however, can be in the form of receivables (IOU's) or other inflows of resources.
- (2) Expenses: Expenses are outflows of resources either in the form of cash payments or increases in the amounts owed (accounts payables).
- (3) Net Income: The difference is referred to as Net Income or Net Loss for the period ("the bottom line"). Net Income (Net Loss) is a measure of the increase or decrease in assets (resources available for use, and therefore Working Capital) mentioned above for the period then ended.

III. Summary

For the period ending May 31, 2022, below are the financial highlights:

Current Assets: \$ 16,844,938

Current Liabilities: \$ 1,897,162

Current Working Capital: \$ 14,947,776

Working Capital Ratio: Approximately 8 to 1

Revenues: \$ 26,823,841

Expenses: \$ 26,025,229

Net Income: \$ 798,611

Housing Authority of St Louis County
Balance Sheet
 As of May 31, 2022

		Current Balance
Assets		
10000	Cash - Operations	11,870,771.18
11000	Cash - Restricted	4,382,517.46
12000	Receivables	293,403.86
13000	Other Current Assets	298,245.88
14000	Property, Net	11,488,687.51
15000	Loans from Affiliates, net	888,459.21
16000	Other Non-current Assets	2,868,111.31
19999	Total Assets	<u>32,090,196.41</u>
 Liabilities and Net Position		
Liabilities		
20000	Accounts Payable and Accrued Liabilities	1,631,254.37
21000	Accrued Compensated Absences	265,907.47
22000	Deferred Revenue	344,935.17
23000	Long-term Liabilities	8,937,951.96
29999	Total Liabilities	<u>11,180,048.97</u>
Net Position		
30000	Invested in Capital Assets	3,720,483.63
31000	Restricted	4,285,215.96
32000	Unrestricted	<u>12,904,447.85</u>
39998	Total Net Position	20,910,147.44
39999	Total Liabilities and Net Position	<u>32,090,196.41</u>

Housing Authority of St Louis County
Income Statement
For the period ending May 31, 2022

	Period to Date	%	Year to Date	%	
40000	Income				
41000	Voucher Grants	5,392,821.00	98%	25,180,111.00	94%
42000	Operating Subsidy	10,974.00	0%	610,765.00	2%
43000	Capital Grants	0.00	0%	0.00	0%
44000	Tenant Charges	84,609.82	2%	402,104.12	1%
45000	Fraud Recovery, Net	197.48	0%	922.16	0%
46000	Other Income	27,572.96	0%	629,938.36	2%
49999	Total Income	5,516,175.26	100%	26,823,840.64	100%
50000	Expenses				
51000	Housing Assistance Payments	4,603,941.00	92%	22,660,546.86	87%
52000	Salaries	250,069.96	5%	1,394,582.05	5%
53000	Benefits and Taxes	72,611.06	1%	409,794.18	2%
54000	Occupancy	15,729.59	0%	487,299.69	2%
55000	Insurance	12,627.47	0%	64,554.85	0%
56000	Technology and Telephone	47,961.18	1%	142,040.12	1%
57000	Other Expenses	27,586.34	1%	866,411.55	3%
59999	Total Expenses	5,030,526.60	100%	26,025,229.30	100%
60000	Change in Net Position Before Other Changes	485,648.66	61%	798,611.34	0.00
70000	Other Changes				
71000	Depreciation	-27,894.35	20%	-139,536.28	0.00
72000	Gains or Losses on Disposition of Assets	0.00	0.00	0.00	0.00
73000	Transfers	0.00	0.00	0.00	0.00
79999	Total Other Changes	-27,894.35	0.20	-139,536.28	0.00
82000	Ending Net Position	457,754.31	69%	659,075.06	0.00

Housing Authority of St Louis County
Budget Comparison
For the period ending May 31, 2022

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
40000	Income									
41000	Voucher Grants	5,392,821.00	4,899,767.16	493,053.84	10%	25,180,111.00	24,498,835.79	681,275.21	3%	58,797,205.89
42000	Operating Subsidy	10,974.00	120,477.14	-109,503.14	-91%	610,765.00	602,385.76	8,379.24	1%	1,445,725.83
43000	Capital Grants	0.00	104,773.04	-104,773.04	-100%	0.00	721,666.67	-721,666.67	-100%	1,732,000.00
44000	Tenant Charges	84,609.82	72,283.89	12,325.93	17%	402,104.12	361,419.30	40,684.82	11%	867,406.31
45000	Fraud Recovery, Net	197.48	5,166.67	-4,969.19	-96%	922.16	25,833.33	-24,911.17	-96%	62,000.00
46000	Other Income	27,572.96	260,073.70	-232,500.74	-89%	629,938.36	1,376,996.54	-747,058.18	-54%	3,304,791.69
49999	Total Income	5,516,175.26	5,462,541.60	53,633.66	1%	26,823,840.64	27,587,137.38	-763,296.74	-3%	66,209,129.72
50000	Expenses									
51000	Housing Assistance Payments	4,603,941.00	4,665,152.91	-61,211.91	-1%	22,660,546.86	23,325,764.55	-665,217.69	-3%	55,981,834.79
52000	Salaries	250,069.96	321,540.23	-71,470.27	-22%	1,394,582.05	1,607,701.15	-213,119.10	-13%	3,858,482.95
53000	Benefits and Taxes	72,611.06	102,125.28	-29,514.22	-29%	409,794.18	510,626.40	-100,832.22	-20%	1,225,503.32
54000	Occupancy	15,729.59	152,304.32	-136,574.73	-90%	487,299.69	761,521.60	-274,221.91	-36%	1,827,651.17
55000	Insurance	12,627.47	14,231.42	-1,603.95	-11%	64,554.85	71,157.10	-6,602.25	-9%	170,776.69
56000	Technology and Telephone	47,961.18	21,941.55	26,019.63	119%	142,040.12	109,707.75	32,332.37	29%	263,298.50
57000	Other Expenses	27,586.34	192,786.86	-165,200.52	-86%	866,411.55	963,934.30	-97,522.75	-10%	2,313,442.32
59999	Total Expenses	5,030,526.60	5,470,082.57	-439,555.97	-8%	26,025,229.30	27,343,910.65	-1,325,183.55	-5%	65,640,989.74
60000	Change in Net Position Before Other Change	485,648.66	-7,540.97	493,189.63	0.09	798,611.34	243,226.73	561,886.81	0.00	568,139.98
70000	Other Changes									
71000	Depreciation	-27,894.35	0.00	-27,894.35	0.00	-139,536.28	0.00	-139,536.28	0.00	0.00
72000	Gains or Losses on Disposition of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
73000	Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79999	Total Other Changes	-27,894.35	0.00	-27,894.35	0.00	-139,536.28	0.00	-139,536.28	0.00	0.00
82000	Ending Net Position	457,754.31	-7,540.97	465,295.28	0.00	659,075.06	243,226.73	422,350.53	0.00	568,139.98

IV. May 31, 2022, Financial Dashboard Narrative

A. HASLC Consolidated (All programs and administration)

- Consolidated revenues for the month ending May 31, 2022, were \$26,824,000. This amount is 10% greater than last year and 2% less than planned.
- Consolidated expenses were \$26,025,000 and are 1% less than last year and 5% less than planned.

B. Housing Choice Voucher Program

- HAP revenues for the month ending May 31, 2022, were \$24,204,000. That is approximately 12% greater than last year, and 3% greater than planned for this year.
- HAP expenses were \$22,397,000. This amount is nearly equal to last year and 4% less than anticipated for this year.
- Based on discussions with program staff, working with the 2-year analysis tool, and looking at the current numbers, the program is running closer to its performance targets as compared to last year.

C. All Housing (All physical assets including public housing, low-income housing, and miscellaneous property)

- Revenues for All Housing were \$1,081,000. This amount is 35% less than last year and 44% less than planned for this year.
- Expenses for All Housing were \$1,079,000. This amount is 35% less than last year and 13% less than planned.
- There is a time lag with respect to funding and expenditures namely operating subsidy and capital funds. Capital project funds are planned for particular times of the year and are not a smooth resource flow. Despite some projects in progress, we have not expended or received any capital funds this year to date.

D. Wellston Public Housing

- Revenues for Wellston public housing were \$212,000 and expenses were \$311,000.
- HASLC is fully funded for the Wellston operation; public housing funds anticipated in the short run are adequate for operations. There is also adequate reserve available for Wellston operations.

Housing Authority of St Louis County
Financial Performance Dashboard
As of May 31, 2022

HASLC Consolidated - 5 Months ending						
	5/31/2021	(Y/Y)%	5/31/2022	%	Budget	
Revenue	\$ 24,313	10%	\$ 26,824	-2%	\$	27,311
Expenses	26,300	-1%	26,025	-5%		27,344
Net Income (Loss)	\$ (1,987)	NA	\$ 799		\$	(33)

Housing Choice Voucher Program - 5 Months ending						
	5/31/2021	(Y/Y)%	5/31/2022	%	Budget	
Revenue	\$ 21,688	12%	\$ 24,204	3%	\$	23,522
Expenses	22,397	0%	22,337	-4%		23,241
Net Income (Loss)	\$ (709)		\$ 1,867		\$	281

All Housing - 5 Months ending						
	5/31/2021	(Y/Y)%	5/31/2022	%	Budget	
Revenue	\$ 1,673	-35%	\$ 1,081	-44%	\$	1,923
Expenses	1,648	-35%	1,079	-13%		1,241
Net Income (Loss)	\$ 25		\$ 2		\$	682

Wellston Housing Authority
Financial Dashboard
As of May 31, 2022

Operating and Administration - 5 Months ending						
	5/31/2021	(Y/Y)%	5/31/2022	%	Budget	
Revenue	\$ 582	-64%	\$ 212		NA	
Expenses	450	-31%	311		NA	
Net Income (Loss)	\$ 132		\$ (99)		\$	-

Memorandum



To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: William Barry, Director of Facilities and Property Management

Date: June 14, 2022

Subject: *Public Housing Occupancy Report*

Enclosed is the public housing occupancy report for June 2021 to May 2022.

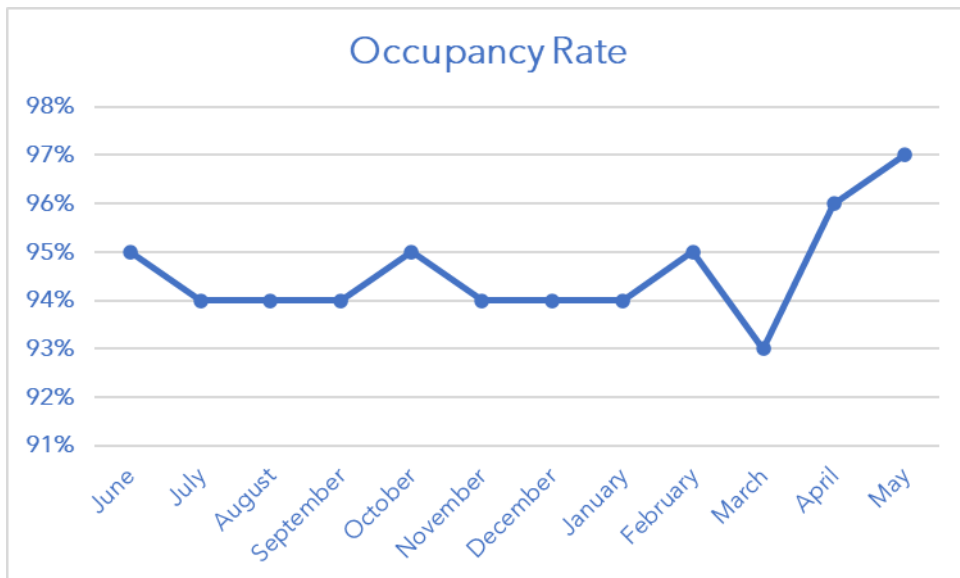


PUBLIC HOUSING OCCUPANCY

June 2021 - May 2022

Housing Units Available: 309
 12-Month Occupancy Rate (Average): 94%

	<u>Month</u>	<u>Occupied</u>	<u>Vacant</u>
2021	June	293	16
	July	290	19
	August	289	20
	September	291	18
	October	292	17
	November	291	18
	December	291	18
2022	January	289	20
	February	292	17
	March	288	21
	April	296	13
	May	300	9



Memorandum



To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Erin Fisher, HCV Team Lead

Date: June 14, 2022

Subject: *Section Eight Management Assessment Report*

Enclosed is the June status report for the Housing Choice Voucher Program's Section Eight Management Assessment Program (SEMAP). There are no noteworthy changes in this month's report.



Status Report

Section Eight Management Assessment Program

June 2022

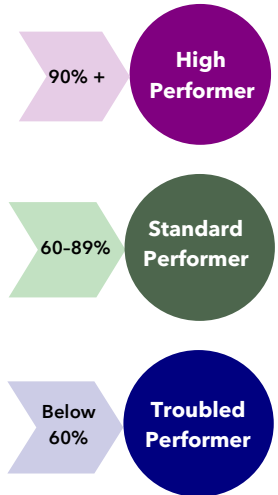
SEMAP

- > HUD's performance measuring tool for the Housing Choice Voucher Program
- > HASLC self-certifies to HUD 60 days after the end of our fiscal year (December 31)

HIGHLIGHTS

No changes to report this month.

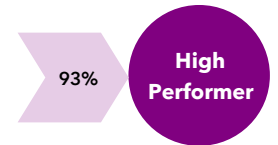
Ratings



PERFORMANCE TRACKING

	INDICATORS	MAX	2019	2022	AUDIT
1	Selection from Waiting List	15	15		Monthly
2	Rent Reasonableness	20	20		Monthly
3	Determination of Adjusted Income	20	20		Monthly
4	HQS Quality Control Inspections	5	5		Monthly
5	HQS Enforcement	10	0		Monthly
6	Utility Allowance Schedule	5	5	5	Q1
7	Payment Standards	5	5	5	Q1
8	Expanding Housing Opportunities	5	5		Q4
9	Annual Re-examinations	10	10		Q4
10	Correct Tenant Rent Calculations	5	5		Q4
11	Pre-Contract HQS Inspections	5	5		Q4
12	Annual HQS Inspections	10	10		Q4
13	Lease-up	20	20		Q4
14	Family Self-Sufficiency Enrollment	10	NA		Q4

2019



2022 Projected

