

Housing Authority of St. Louis County
Board of Commissioners
Regular Meeting
Tuesday, November 8, 2022
12 pm

Held virtually and in person:
Housing Authority of St. Louis County
8865 Natural Bridge
St. Louis, MO 63121
and

via Ring Central: <https://v.ringcentral.com/join/965969139>
Telephone: 650.419.1505
Meeting ID: 965969139

Agenda Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading and Approval of Minutes Regular Meeting held October 11, 2022	Chairman	Motion Second Vote
4. Public Comments	Chairman	Informational
5. Report of the Executive Director	Shannon Koenig	Informational
6. Reports of Officers and Employees		
A. Financial Reports for period ending September 30, 2022	Carolyn Riddle	Motion Second Vote
B. Housing Authority of St. Louis County Write Offs, Resolution No. 1414	Carolyn Riddle	Motion Second Vote
C. Public Housing Assessment System Report	Felecia Follins	Informational
D. Family Self-Sufficiency Program Action Plan	Nicole O'Dell	Informational
7. Unfinished Business		
A. 2023 Board Meeting Schedule	Shannon Koenig	Motion Second Vote
8. New Business	Chairman	Informational
9. Executive Session	Chairman	Motion Second 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.		
10. Announcements Next Regular Meeting December 13, 2022	Chairman	Informational
11. Adjournment	Chairman	Motion Second Vote

HOUSING AUTHORITY OF ST. LOUIS COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 11, 2022
MEETING MINUTES

ATTENDANCE:

COMMISSIONERS:

Bishop Calvin Scott, 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
Joe Jacobson, General Counsel
Judy Ricks, Director, Human Resources
Felecia Follins, Director, Housing Administration
Anna Holyan, Director, Strategic Initiatives
Nicole O'Dell, Director, Housing Choice Voucher Program
Emily Smith, Director, Program Compliance and Training
Carolyn Riddle, Interim Finance Director
Pete Wells, IT Business Analyst

PUBLIC:

Tony Brooks, Brooks Real Estate Investments, LLC

ABSENT:

David Nehrt-Flores, Vice Chairman

Public Hearing:

The board meeting opened with a public hearing for the 2023 Annual Public Housing Plan. The purpose of this hearing was to allow the public an opportunity to comment on the 2023 Annual Public Housing Plan.

Chairman Calvin Scott called to order the public hearing and invited anyone from the public to comment. There were no public comments. The hearing was adjourned.

Chairman Calvin Scott called to order and opened the regular meeting.

Reading and Approval of Minutes of Regular Board Meeting held Tuesday, October 11, 2022:

Commissioner Joan Kelly Horn moved to approve the minutes of the regular board meeting held Tuesday, October 11, 2022, which motion was seconded by Commissioner Gabrielle Kennedy. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
C. Scott Kelly Horn Kennedy L. Scott	None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

Mr. Brooks stated he is a landlord and owner of Real Estate Investments. He said this was his first introduction to the board and he wanted to see how meetings are conducted.

REPORT OF THE EXECUTIVE DIRECTOR:

Ms. Koenig welcomed everyone to the meeting. Ms. Koenig provided the Board with an overview of the standing agenda approved by the amended bylaws. She informed Commissioners that two new areas on the agenda provide Commissioners with dedicated space to raise issues of importance to them. Ms. Koenig said Commissioners should feel free to introduce topics of their choosing under "New business." Additionally, the "Announcements" section may be used to provide information and updates to the Board, staff, and public.

Ms. Koenig updated Commissioners on the Authority's engagement with employees. She stated that all-staff meetings are being held on the second Thursday of every month, in line with the board meeting schedule. She said the purpose of these meetings is to bring staff together for updates from the board meeting as well as programmatic and personnel updates. Ms. Koenig informed the Board of two new employee committees that have been formed within the last several months: the Diversity Council and the Fun Committee. She stated that the Diversity Council has shared monthly content on topics ranging from people with disabilities to veterans. The Fun Committee held a dress down day fundraiser in July and funds were used to host an ice cream social for staff.

Ms. Koenig said that moving forward, all-staff meetings, Diversity Council, and Fun Committee activities will continue to be coordinated for the purpose of increasing and maintaining staff engagement and satisfaction. Ms. Koenig said by creating a culture in which employees are valued, supported, and celebrated for their differences, we will ultimately achieve greater satisfaction for our residents.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports

Ms. Riddle reviewed the Financial Reports for period ending August 31, 2022. Commissioner Latoya Scott moved to approve the August 31, 2022 Financial Reports as read and discussed which motion was seconded by Commissioner Joan Kelly Horn. Upon roll call the "Ayes" and "Nays" were as follows:

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

The Chairman declared the motion passed.

B. Public Housing Assessment System Report:

Ms. Follins reviewed the Public Housing Assessment System Report.

C. Section Eight Management Assessment Program Report:

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

D. Agency Performance Report:

Ms. Holyan reviewed the Agency Performance Report (formerly named the Status Report). Ms. Holyan stated this report is a scorecard of how the agency is performing.

E. Customer Service and Resident Opportunity Initiative:

Ms. Holyan presented an update on the agency’s Customer Service and Resident Opportunity Initiative. Ms. Holyan stated the agency’s project team has begun gathering key employee and external stakeholder feedback through several customer service surveys.

UNFINISHED BUSINESS:

A. Housing Authority of St. Louis County 2023 Annual PHA Plan:

Ms. Smith presented the board with the 2023 Annual PHA Plan. She stated the 2023 Annual PHA Plan is a U.S. Department of Housing and Urban Development (HUD) required document that details the agency’s policies, programs, and strategies for meeting local housing needs and goals. Ms. Smith stated the Authority’s 2023 Annual PHA Plan describes the updates made to the organization’s policies and planned activities for the upcoming fiscal year.

After discussion, Chairman Scott asked for a motion to approve the Housing Authority of St. Louis County 2023 Annual PHA Plan. Commissioner Latoya Scott motioned for approval, Commissioner Lora Gulley seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairman declared the motion passed

NEW BUSINESS:

A. Executive Director’s Expense and Reimbursement Request, Resolution No. 1412:

Ms. Riddle presented the board with Resolution No. 1412, Executive Director’s Expense and Reimbursement Request. This resolution authorizes an administrative process for approving Executive Director expenses up to \$250 per quarter, or \$1,000 per year.

After discussion, Chairman Scott asked for a motion to approve Resolution No. 1412, Executive Director’s Expense and Reimbursement Request. Commissioner Gabrielle Kennedy motioned for approval, Commissioner Lora Gulley seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairman declared the motion passed.

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, November 8, 2022.

ADJOURNMENT OF MEETING:

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

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

The Chairman declared the motion passed.

Vice Chairman

Secretary

Date

DRAFT

Memorandum



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

From: Shannon Koenig, Executive Director

Date: November 8, 2022

Subject: *Executive Director's Report*

This memo provides information about select Housing Authority activities.

I. Wellston Public Housing Redevelopment

The Knight development team continues to work toward closing. As Commissioners know, the project is experiencing delays due to increasing labor, supply, and financing costs. These slowdowns are happening with many pending tax credit projects across the state. In addition, this project is complicated by the project's scattered sites, aging infrastructure, and surrounding neighborhood conditions.

The existing balance of funds for Wellston will cover another month or so of operations in 2022. The remainder will be subsidized by the Authority. The cost of monthly operations is averaging approximately \$75,000. The Authority will request operating funds from the U.S. Department of Housing and Urban Development for 2023; however, even with that funding the properties will still operate at a deficit.

II. Public Housing Transition

Staff are preparing to transition the management of public housing back to the Authority. Several key staff have been hired and management is acquiring the necessary equipment and supplies to run the operation. We are also working with Sansone Group to wind down their role in existing operations (ending 12/31/22) with the goal of a seamless transition for residents.

III. Headquarters Building Renovation

Staff recently solicited proposals from qualified firms to draft plans for a tentative building renovation. A summary of the request for qualifications is attached. Proposals are due November 15, 2022. The purpose of this solicitation is to assess the viability of moving forward on a facility renovation. COVID-19 prompted initial conversations about building safety, security, and functionality. In addition, the facilities are aging, worn, out of compliance with ADA requirements, and do not reflect the Authority's values.

A. Attachment Request for Qualifications Summary

The Housing Authority of St. Louis County is seeking the services of a qualified consultant team to provide architectural and design services for a major renovation of its central offices at 8865 Natural Bridge Road.

Scope of the Project

The Housing Authority of St. Louis County requires a complete redesign of all four floors of its more-than-50-year-old central office building, approximately 3,200 sq. ft per floor. This renovation and modernization project will include the following areas:

- HVAC, plumbing, electrical systems, and information technology systems
- Building and property security
- Parking

The selected design team will also be requested to consider the potential to use space in the warehouse building on the property for additional office or gathering space; approximately 2,400 sq. ft. Given the scope of this project, the selected design team will be expected to have a broad range of design expertise in disciplines including, but not limited to, architectural and office space design; structural, heating, ventilation, electrical, information technology and plumbing systems; interior furnishings design; cost estimating, and related disciplines. Moreover, we would expect the selected design team to survey/observe staff to understand the space requirements they need to comfortably work and incorporate those insights into their design.

Outcomes

- An innovative design that creates a welcoming environment for both residents and staff.
- A transformation to a distributed activity-based workplace, in which physical space needs are driven by employee and residents' experience needs.
- A design that would create an open ambiance that promotes collaborative interactions, while providing audio and visual barriers to allow employees the ability to focus.
- Features that promote employee wellness and reflect health lessons-learned during the pandemic.
- An innovative hybrid work design based on employee archetypes and activities.

Deliverables

At the conclusion of the design phase of this renovation and modernization project we would expect the selected design team to have developed the requisite plans to prepare for the construction phase of the project including, but not limited to, illustrations of the proposed design; blueprints; an estimate of the cost of the renovation; and an estimate of time to construct and impact on personnel and operations.



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

Through: Shannon Koenig, Executive Director

From: Carolyn Riddle, Interim Finance Director

Date: November 8, 2022

Subject: *Financial Summary*

This memo provides a financial summary of activities through September 30, 2022.

I. Recommendation

Staff recommends the Board approve the financial statements, as prepared.

II. Highlights

A. Revenue

Total operating income was overestimated when budgeted, which caused the year-to-date actual to be under budget by \$1,654,949. This is primarily due to overestimating the Central Cost Center internal income for administrative fees, and overbudgeting public housing operating subsidy and capital grants. We will make up some revenue as capital projects are completed.

B. Expense

Total operating expenses are under budget by \$396,902 due to lower expenditures for Housing Assistance Payments (HAP) and utility reimbursements for the Voucher program. Salaries and benefits are also under budget.

C. Net Income (Loss)

Total net operating loss is (\$958,301), but including depreciation expense, the total net loss is (\$1,482,997).

D. Cash

As of September 30, 2022, the cash balance in the operating bank account was \$12,372,697. The total deposits received for the month were \$6,067,591 and total payments were \$5,907,829.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report

Housing Authority of St. Louis County
 Budgeted Income Statement
 SUMMARY
 September 2022

	Entity Wide			Central Cost Center			Public Housing			Housing Choice Voucher			Component Units			Business Activity			Moderate Rehab		
	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	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance
OPERATING ITEMS																					
Total Voucher Grants	44,179,655	44,097,904	81,751	-	-	-	-	-	-	44,179,655	44,097,904	81,751	-	-	-	-	-	-	-	-	-
Total Operating Subsidy	1,304,101	1,723,294	(419,193)	-	-	-	1,183,437	1,603,117	(419,680)	-	-	-	-	-	-	-	-	-	120,664	120,177	487
Total Capital Grants	127,598	981,013	(853,415)	-	-	-	127,598	981,013	(853,415)	-	-	-	-	-	-	-	-	-	-	-	-
Total Tenant Charges	761,382	737,670	23,711	686	(466)	1,152	684,239	614,880	69,359	(52,294)	-	(52,294)	114,310	109,451	4,859	14,440	13,805	635	-	-	-
Total Fraud Recovery	1,720	46,500	(44,780)	-	-	-	-	-	-	1,720	46,500	(44,780)	-	-	-	-	-	-	-	-	-
Total Investment Income	68,421	155,829	(87,408)	359	259	99	3	2	1	133,383	(50,060)	183,443	-	-	-	(65,324)	205,628	(270,952)	-	-	-
Total Miscellaneous Other Income	503,531	463,040	40,491	32,701	49,604	(16,904)	325,159	137,929	187,230	6,377	165,673	(159,296)	660	49,118	(48,458)	138,635	60,716	77,919	-	-	-
Total Internal Income	1,419,193	1,815,299	(396,106)	1,419,193	1,815,299	(396,106)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Income	48,365,601	50,020,550	(1,654,949)	1,452,938	1,864,697	(411,758)	2,320,436	3,336,941	(1,016,505)	44,268,842	44,260,018	8,824	114,970	158,568	(43,599)	87,751	280,149	(192,398)	120,664	120,177	487
Total Rents and Utility Reimbursements	41,018,275	41,885,487	(867,212)	-	-	-	46,524	38,971	7,553	40,878,664	41,752,279	(873,615)	-	-	-	-	-	-	93,087	94,236	(1,149)
Total Salaries	2,582,581	2,973,688	(391,107)	833,990	844,421	(10,431)	174,706	194,973	(20,267)	1,361,121	1,687,222	(326,101)	-	-	-	212,764	247,072	(34,308)	-	-	-
Total Benefits and Taxes	736,053	903,281	(167,229)	206,365	212,802	(6,436)	62,365	71,486	(9,121)	420,476	545,019	(124,543)	-	-	-	46,847	73,975	(27,128)	-	-	-
Total Other Employee Costs	1,798	679	1,119	1,418	382	1,036	380	-	380	-	298	(298)	-	-	-	-	-	-	-	-	-
Total Training, Seminars, Conferences	17,321	18,470	(1,149)	5,599	1,256	4,343	2,287	1,024	1,263	9,435	15,546	(6,111)	-	15	(15)	-	630	(630)	-	-	-
Total Utilities	349,714	311,899	37,815	33,352	25,467	7,885	294,091	273,071	21,020	8,279	2,646	5,633	12,093	9,262	2,831	1,899	1,453	446	-	-	-
Total Materials	33,847	68,247	(34,401)	440	2,243	(1,803)	32,295	64,314	(32,019)	16	-	16	992	1,603	(611)	104	88	16	-	-	-
Total Contract Costs	633,522	711,588	(78,066)	51,524	63,849	(12,324)	555,595	630,094	(74,500)	395	294	101	20,860	15,021	5,839	5,148	2,329	2,819	-	-	-
Total Tenant Services Expense	153,672	104,116	49,556	-	-	-	63,748	38,452	25,296	70,246	7,698	62,547	-	29,130	(29,130)	19,678	28,835	(9,157)	-	-	-
Total Other Maintenance Expenses	26,866	19,461	7,406	-	566	(566)	26,866	18,895	7,972	-	-	-	-	-	-	-	-	-	-	-	-
Total Outside Services	381,318	321,429	59,889	5,175	746	4,429	366,377	311,374	55,003	-	-	-	9,766	9,273	493	-	37	(37)	-	-	-
Total Other Occupancy Expenses	162,513	121,180	41,333	-	-	-	75,268	69,558	5,710	86,900	51,419	35,481	286	169	117	59	34	25	-	-	-
Total Insurance	370,529	297,864	72,665	39,298	47,280	(7,982)	287,668	201,303	86,365	24,502	30,849	(6,347)	15,999	15,101	898	3,061	3,331	(269)	-	-	-
Total Outside Services	389,694	185,403	204,291	7,935	90,270	(82,335)	356,702	-	356,702	17,557	81,468	(63,912)	-	-	-	7,500	13,665	(6,165)	-	-	-
Total Professional Fees	277,718	116,202	161,516	183,911	41,072	142,839	9,076	5,462	3,615	66,045	53,972	12,073	8,610	15,018	(6,408)	9,900	537	9,363	176	141	34
Total Other Fees	227,984	199,750	28,234	50,352	35,262	15,090	112,451	114,680	(2,229)	57,191	42,671	14,521	7,037	6,248	789	953	889	64	-	-	-
Total Telephone and Technology	307,160	205,308	101,852	94,656	37,780	56,877	29,015	24,424	4,591	181,086	141,715	39,370	488	278	210	1,718	882	836	196	228	(32)
Total Other Administrative Expenses	221,305	235,145	(13,840)	47,311	41,511	5,800	44,473	53,644	(9,171)	108,586	136,600	(28,014)	1,755	2,636	(880)	19,180	755	18,425	-	-	-
Total Internal Charges	1,432,032	1,041,605	390,426	-	-	-	74,533	53,879	20,654	1,344,660	978,783	365,877	11,892	8,238	3,654	947	706	241	-	-	-
Total Expenses	49,323,901	49,720,803	(396,902)	1,561,328	1,444,906	116,422	2,614,420	2,165,601	448,818	44,635,158	45,528,480	(893,321)	89,778	111,993	(22,215)	329,758	375,217	(45,459)	93,459	94,606	(1,147)
NON-OPERATING ITEMS																					
Total Depreciation Expense	(524,696)	-	(524,696)	(6,137)	-	(6,137)	(480,614)	-	(480,614)	-	-	-	(4,410)	-	(4,410)	(33,535)	-	(33,535)	-	-	-
Total Non- Operating Items	(524,696)	-	(524,696)	(6,137)	-	(6,137)	(480,614)	-	(480,614)	-	-	-	(4,410)	-	(4,410)	(33,535)	-	(33,535)	-	-	-
Net Income (Loss)	(1,482,997)	299,746	(1,782,743)	(114,527)	419,790	(534,317)	(774,598)	1,171,339	(1,945,937)	(366,317)	(1,268,462)	902,145	20,782	46,576	(25,793)	(275,542)	(95,068)	(180,474)	27,205	25,571	1,634

Central Cost Center Centralized administrative expenses that cover Executive, Finance, IT, Human Resources and Administration functions
Public Housing All public housing asset management projects or AMPs, including 001 Fee Fee and Villa Lago, 002 Scattered Sites, 004 Arbor Hill, and 006 Wellston
Housing Choice Voucher All voucher programs including specialty programs: Mainstream, Veterans, Family Unification, Foster Youth, and Emergency Housing Vouchers
Component Units Development entities in which the Authority has some ownership including the Stratford properties, Laurel Park, Heritage Senior and Windfall Trace
Business Activity Authority's substantially owned development and nonprofit entities that sponsor activities such as the Mobility program, Bentwood social services, market rate housing, and neighborhood stabilization lots
Moderate Rehab Funds for rehabbed units that participate in the Voucher program

St. Louis County Housing Authority
Cash Report
September 2022

	USB Agency Disbursing	HCV Cash	Housing Authority Wellston Act	Other Small Bank Accounts*	FSS Escrow	TOTAL
BEGINNING BOOK CASH BALANCE 9/1/2022	\$ 9,011,042.82	\$ 2,442,496.04	\$ 99,914.96	\$ 417,495.65	\$ 241,985.73	\$ 12,212,935.20
ADD:						
Tenant Rent	79,750.00					79,750.00
Security Deposits						
FSS Deposits					7,817.00	7,817.00
Other Deposits	75,011.33	19,161.00	11,022.00			105,194.33
HAP Income		4,736,424.00				4,736,424.00
Operating Subsidy / Admin Fee	150,846.00	452,048.00				602,894.00
Interest		13.40	0.42		0.99	14.81
Transfer						
Other Revenue	535,497.18					535,497.18
TOTAL DEPOSITS	841,104.51	5,207,646.40	11,022.42		7,817.99	6,067,591.32
LESS:						
Other Transfers		(483,410.19)				(483,410.19)
Manual Checks						
Checks	(793,695.61)	(3,024.00)				(796,719.61)
NSF						
HAP payments		(4,619,371.77)				(4,619,371.77)
Withdraws/Other Deductions			(8,327.91)			(8,327.91)
Operating Subsidy Out						
TOTAL PAYMENTS	(793,695.61)	(5,105,805.96)	(8,327.91)			(5,907,829.48)
ENDING BOOK CASH BALANCE 9/30/2022	\$ 9,058,451.72	\$ 2,544,336.48	\$ 102,609.47	\$ 417,495.65	\$ 249,803.72	\$ 12,372,697.04
	<i>USB Agency Disbursing</i>	<i>HCV Cash</i>	<i>Housing Authority Wellston Act</i>	<i>Other Small Bank Accounts*</i>	<i>FSS Escrow</i>	
Ending Bank Balance 8/31/2022	\$ 9,225,673.02	\$ 2,426,390.80	\$ 102,609.47	417,495.65	\$ 249,803.72	\$ 12,421,972.66
Outstanding Checks	(176,938.48)					(176,938.48)
ACH in Transit	9,717.18	117,945.68				127,662.86
Unearned Revenue						
Adjusted Bank Balance 9/30/2022	9,058,451.72	\$ 2,544,336.48	\$ 102,609.47	\$ 417,495.65	\$ 249,803.72	\$ 12,372,697.04
Variance						
Unrestricted Cash	2,765,679.60	1,895,832.62	102,609.47			
Unrestricted Cash - Bentwood sale	5,951,298.74					
Security Deposit Cash	89,890.30					
Restricted Cash	251,583.08	648,503.86			249,803.72	
	9,058,451.72	2,544,336.48	102,609.47		249,803.72	

*Other Small Bank Accounts include: Bentwood Social Services, Scholarship Account, Wellston HA Security Deposits, and Windfall Trace



Memorandum

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

Through: Shannon Koenig, Executive Director

From: Carolyn Riddle, Interim Finance Director

Date: November 8, 2022

Subject: *Resolution No. 1414, Write-Offs of Uncollectable Rents*

Attached are the write-offs for uncollectable rents for the quarter ending September 30, 2022.

I. Recommendation

Staff recommend the Board approve write-offs for the 3rd quarter of 2022.

RESOLUTION NO. 1414

AUTHORIZING QUARTERLY WRITE-OFF OF UNCOLLECTABLE RENTS
November 8, 2022

WHEREAS, the Executive Director has reported that continued unsuccessful attempts have been made to collect delinquent payments from former tenant(s) of the Housing Authority of St. Louis County.

WHEREAS, it has been determined by the Board of Commissioners that after unsuccessful efforts to collect the delinquent payments from said former tenant, said payments in the total amount of \$15,181.65 uncollectable and should be written off the books of the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of St. Louis County, that the following payments are uncollectable and should be written off the books of said Authority.

<u>Project</u>	<u>Tenant's Name</u>	<u>Balance Due</u>
MO-001 Villa Lago	Ethel McCoy	\$ 300.00
MO-002 Single Family	Keyanna Anderson	\$ 5,011.50
	Bertha Williams	\$ 890.00
	Gwen Wroten	\$ 3,917.65
	Ashley Wyms	\$ 4,855.50
MO-004 Arbor Hill	Erica Quinn	\$ 207.00
	Total:	\$15,181.65
	Rent 54%	Legal 19% Damages 26%

Chairman

Secretary

Date



Memorandum

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

Through: Shannon Koenig, Executive Director

From: Felecia Follins, Director, Housing Administration

Date: November 8, 2022

Subject: *Public Housing Assessment System Report*

The Authority's status report for the Public Housing Assessment System (PHAS) is attached. At our last Board meeting we continued our overview of PHAS, presenting its third performance indicator, the Financial Assessment Subsystem or FASS. Today we will discuss the fourth and final performance indicator, the Capital Fund Program or CFP.

I. Performance Indicator: Capital Fund Program (CFP)

This indicator assesses the length of time it takes the Authority to obligate U.S. Department of Housing and Urban Development (HUD) funding for the Capital Fund Program. The Authority must obligate 90% or more of these funds as quickly as possible, but no later than two years after funds become available. Another HUD goal is to modernize and develop units and improve overall occupancy and to meet its Strategic Plan goal to "Meet the Need for Quality Affordable Rental Housing."

The Authority can earn up to 10 points in its CFP score, toward a possible 100-point overall PHAS score. HUD assigns CFP scores by the following sub-indicators:

- Fund Obligation - HUD assigns five points if the Authority obligated 90% or more of the CFP by the obligation end date with no sanctions.
- Occupancy Rate - Measures occupancy rate at fiscal year-end after adjusting for HUD-approved vacancies. HUD assigns five points for an occupancy rate of 96% or greater. It assigns two points for a rate of 93%, but less than 96%. HUD assigns zero points if the rate is less than 93%. Moreover, if the Authority scores less than five points for "Timeliness of Fund Obligation," the Occupancy Rate sub-indicator score is automatically zero.

The other PHAS performance indicators require 60% or greater to pass. The Capital Fund indicator pass rate is 50%, or at least five points.



Status Report

Public Housing Assessment System – HASLC

November 2022

PHAS

- > HUD’s performance measuring tool for assessing a housing authority’s performance in managing its public housing programs.
- > HUD uses a centralized system to collect individual subsystem scores using various performance indicators and produces a composite score representing the PHA’s overall performance.
- > PHAS uses a 100-point scoring system, based on the four categories below.
- > Scores are generated for each Asset Management Project, which are then combined to provide a PHA composite score.

Ratings



HIGHLIGHTS

Current Occupancy is 99%.

The 2022 Capital Fund Indicator Score is TBD.

In 2018, the last year the Authority was scored in this area, the Occupancy Rate was 94.82%, which garnered 2 of 5 points.

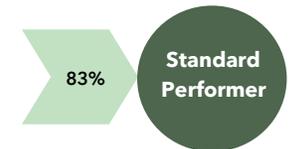
Also in 2018, the Timeliness of Funds Obligation Rate was 90%, which earned 5 of 5 points.

The overall Capital Fund Indicator Score in 2018 was 7 out of 10.

PERFORMANCE TRACKING

	INDICATORS		MAX	2018	2022
1	Physical Assessment Subsystem (PASS)		40	32	
2	Management Assessment Subsystem (MASS)		25	19	
3	Financial Assessment Subsystem (FASS)		25	25	
4	Capital Fund Program (CFP)		10	7	

2018



2022 Projected





Memorandum

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

Through: Shannon Koenig, Executive Director

From: Nicole O'Dell, Director, Housing Choice Voucher Program

Date: November 8, 2022

Subject: *Family Self Sufficiency Action Plan*

The Authority's Family Self-Sufficiency (FSS) Program aims to help participating families gain the skills, training, and education necessary to become financially independent and economically self-sufficient within a five-year period and become independent of cash welfare upon graduation. The Program has been a great success this past year. Sixteen of our participating families have graduated from the program and are no longer in need of rental assistance.

We recently updated our FSS Action Plan (attached), which was approved by the U.S. Department of Housing and Urban Development (HUD) on October 12, 2022. Here are two significant policy changes provided by our updated Plan.

I. Eligible Uses of Forfeited Escrow Funds

The updated FSS Action Plan provides a policy change regarding how the Authority can use forfeited escrow funds. Previously, when a participating family exited the program prematurely the Authority would return those funds to our Housing Choice Voucher Program to be used for general program expenses. The new FSS Action Plan revises this policy to have the forfeited funds be used to benefit current FSS families for things like transportation, childcare, training, testing fees, and other costs related to achieving the goals set by the families.

II. Extension of Contracts of Participation (COP)

The Authority has broadened the circumstances in which it grants an extension of participating families' COP. The Authority may grant an extension of a family's COP due to "good cause," defined as circumstances, beyond the family's control, which impede their ability to complete their contract. Examples of "good cause" include serious illness or involuntary loss of employment. In the new FSS Action Plan, the Authority has expanded "good cause" to also include the family's active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension.



FAMILY SELF-SUFFICIENCY PROGRAM

ACTION PLAN

Revised August 2022

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- I. **Purpose.** The purpose of the U.S. Department of Housing and Urban Development (HUD) Family Self-Sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of public housing assistance through HUD's Housing Choice Voucher (HCV) program with public and private resources. Eligible families will receive assistance through these programs to achieve economic independence and self-sufficiency. The Housing Authority of St. Louis County is currently operating an FSS program and will do so as long as funds are available.

- II. **Goals.** The overarching goal of the FSS program is to help families gain the skills, training, and education necessary to become financially independent and economically self-sufficient within a five-year period and become independent of cash welfare at graduation. Specific objectives for participating families include, but are not limited to:
 - obtaining full-time employment with benefits,
 - obtaining a high school diploma or higher education,
 - acquiring skills in parenting and family stability, and
 - acquiring skills in budgeting and home ownership.

- III. **Terminology.** The Housing Authority of the St. Louis County shall be referred to as the "Authority" throughout this document. The term "family" is used interchangeably with "applicant" or "participant" and can also refer to a single-person family.

- 1. Participating Family Demographics and Service Needs.** The following provides a description of the Authority’s current FSS program participants by demographics and service needs.

Participating Family Demographics by Race	
White	11
Black or African American	119
Asian	0
Native Hawaiian/Other Pacific Island	0

Participating Family Demographics by Ethnicity	
Hispanic	0
Non-Hispanic	130

Participating Family Demographics by Age, Gender, and Income				
Age Group	Gender		Average Income	
	Male	Female	Male	Female
17 - 20	0	5	\$0	\$4,326
21 - 25	2	27	\$16,846	\$7,158
26 - 35	0	39	\$0	\$11,818
36 - 45	0	40	\$0	\$17,974
46 - 60	2	14	\$10,098	\$16,158
61 - 99	0	1	\$0	\$8,112

Supportive Services. The Authority’s FSS program will provide participating families with a variety of supportive services based upon an assessment of their needs (see section 8).

- 2. Estimate of Participating Families (Program Size/ Number of FSS Positions).** The Authority will endeavor to operate a FSS program that serves no less than 75 participants, with a goal of 140 active enrollees. Currently, we have 130 active participants. The Authority has no HUD-mandated FSS positions.
- 3. Eligible Families from Other Self-Sufficiency Programs.** The Authority participates in the Family Unification and Family Self-Sufficiency Demonstration program. The aim of this HUD demonstration is to evaluate the effectiveness of combining Housing Choice vouchers with assistance through the FSS program to support eligible youths participating

in the Family Unification Program (FUP) who lack adequate housing. The goal is to increase housing opportunities for youths while providing them with the requisite support to achieve self-sufficiency. We estimate 35 FUP families will actively participate in the program.

The Authority will reserve 50% of the available FSS program positions for applicants and participants enrolled in an FSS-related service program, that is, the Family Unification Program, FSS Demonstration or Pathways to Progress. Program placement is based on the date and time of application to the FSS program.

The Authority gives placement preference to families receiving services through the St. Francis Community Services' "Pathways to Progress" program. We estimate ten St. Francis clients will actively participate in the FSS program. The Authority will also enroll participants in HUD's Foster Youth to Independence Tenant Protective Vouchers program if HUD approves funding. The number of participants is contingent on HUD approval.

4. FSS Family Selection Procedures

Preference in the FSS Selection Process. The Authority will place eligible families in the FSS program based on the date and time they expressed an interest in participating in the program. The Authority will reserve 50% of the available program positions for applicants and participants enrolled in an FSS-related service program.

When space is available in the FSS program, the Authority will contact the next eligible family on the FSS waiting list to complete an application for the program. Upon completion of the application, the Authority will arrange an interview with its FSS coordinator to complete an assessment of eligibility. The Authority will remove applicants from the waiting list if they do not schedule or attend this interview, or if they are not willing to sign the FSS Contract of Participation (COP).

Selection of Families with Preference. Once a family expresses interest in the FSS program by either contacting their Authority caseworker or the FSS coordinator, the Authority will provide them with a written explanation of the FSS program, if the waiting list is open. The Authority will record the notice of the offer in the resident's record and will place the family on the waiting list.

Selection of Families without Preference. The FSS coordinator will explain the benefits and requirements of the program, as well as the role of any agency with whom the Authority is partnered, at each HCV briefing/orientation. The Authority will provide prospective FSS participants with informational materials describing the program and an opportunity to make an appointment for enrollment in the FSS program. Once the maximum number of positions are filled, the Authority will place interested families on a waiting list. When program vacancies become available, the families will be notified by mail, email, and phone. The Authority will send potential FSS participants an application for the program once their name is selected from the waiting list.

Motivation as a Selection Factor. Potential FSS program participants must complete the FSS application. This initial step is an important aspect of the Authority's overall assessment of their motivation to participate in the program.

The Authority will treat all applicants equally with no preference in the selection procedure regarding race, color, religion, sex (including actual or perceived gender, identity, or sexual orientation), disability, familial status, or national origin.

5. Incentives to Encourage Participation

Program Escrow Account. The Authority will establish and deposit funds into a single interest-bearing account for all FSS participants, pursuant to HUD guidelines. At the family's request, the Authority, at its sole discretion, may make certain amounts of the escrow account funds available to the family prior to fulfillment of the obligations imposed by the COP. This decision will be based upon whether the family has met certain interim goals established by the COP and the use of the amounts are consistent with said contract. The Authority will make disbursements to assist the family with any costs related to completing their goals.

Individual Training and Services Plan. The Authority's FSS coordinator will assist families participating in the program in developing an Individual Training and Services Plan (ITSP) to help them determine steps necessary to become self-sufficient. The ITSP will become a component of the participant's COP. The family may change their goals or interim goals at any time to achieve self-sufficiency.

Training, Education and Workshops. The Authority will connect FSS program participants with job training, and educational and social services agencies to provide the supportive services necessary to become self-sufficient. Moreover, the Authority will provide families participating in the program with information on local homeownership opportunities.

6. **Outreach Efforts.** The Authority will distribute program promotional flyers and brochures to regional partners and at community events.
7. **FSS Activities and Supportive Services.** The first step in developing the ITSP is to identify the family's needs and required services, and then refer them to regional partner agencies. The FSS coordinator will maintain contact in-person, by mail, email, or by phone, depending on the family's needs. During contact, the family will update their progress and set new tasks and milestones, depending on the family's current situation and the goals they have chosen on their contract.

The Authority expects to receive supportive services for FSS participants from the regional agencies listed below. We anticipate that all families participating in the FSS program will receive a combination of supportive services to assist with individual needs.

- St. Frances Community Services: Provides families with legal aid, bilingual mental health services, youth programs, and case management through its Pathways to Progress program.

- Community Action Agency of St. Louis County (CAASTLC): Provides High School Equivalency Test (HiSET) case management, employment development, energy assistance, drug and alcohol education classes, life skills, food pantry, HUD-approved home ownership program, and financial literacy.
- Better Family Life: Provides the HUD-approved home ownership program, business startup training, Skill Up employment services, after school enrichment programs, Missouri Work Assistance program, and the Call Center Representative Certification.
- TRIO Education Opportunity Centers: Offers HiSET tutoring, financial aid application completion, career coaching/ career assessment, union/trade school Information, and resource referral (food, shelter, clothing, mental health).
- LifeWise STL: Offers credit repair and financial literacy programs.
- Youth IN Need: Offers free childcare, Head Start, referrals for resources, virtual and in-home-parenting education.
- St. Louis Public Schools Adult Education: Offers certificate programs, HiSET.

8. Method for Identification of Family Support Needs. The ITSP will identify the family's needs toward becoming self-sufficient within the following service areas.

- | | |
|-----------------------------------|--|
| • Financial aid | • Substance abuse, treatment, and counseling |
| • Childcare/ back-up childcare | • Knowledge of resources |
| • Job training and placement | • Home ownership and rental counseling |
| • Homemaking and parenting skills | • Transportation insurance |
| • Counseling/ support groups | • Medical insurance |
| • Legal services counseling | • Advocacy |
| • Money management | • Family stability planning |
| • Adult basic education | • Domestic violence issues |
| • Vocational education/ college | • Personal support goal setting |
| • Entrepreneurial training | • Mental health referrals |

9. Program Termination, Withholding of Services, and Grievance Procedures

Program Termination. The Authority's FSS coordinator will make the decision to terminate the participating family's COP if:

- the family and the Authority mutually agree to terminate the contract.
- the family lacks the motivation to accomplish their goals.
- the Authority determines the family has not fulfilled its FSS program responsibilities.
- the family withdraws from the FSS program.
- an act occurs that is inconsistent with the purpose of the FSS program (such as non-compliance with the lease, non-compliance with HCV program family obligations, fraud, or a violent or drug-related criminal act).

- the Authority attempts to contact the family in writing, email or by phone, and the family does not respond.
- the family does not complete its COP prior to the expiration date.
- the family ports to a jurisdiction that does not have an FSS program, or the family is not accepted into the new jurisdiction's FSS program.
- the family breaches any repayment agreement owed to the Authority.
- the family misses three consecutive monthly contacts with their FSS coordinator. This is cause for automatic termination from the program.

The Authority will notify the family of the termination of its FSS COP by mail and email.

The Authority will treat all participants equally with no preference in the termination procedure regarding race, color, religion, sex (including actual or perceived gender, identity, or sexual orientation), disability, familial status, or national origin.

Grievance Procedures. The participating family may request an informal hearing within ten business days of notification to determine if the Authority made its decision to terminate FSS participation in accordance with HUD regulations and the guidelines in this plan.

Withholding of Service. The Authority, at its discretion, may deny participation in the FSS program to a family that was previously terminated from the program because it did not meet its COP obligations. The Authority may also, at its discretion, deny program participation to an applicant if the FSS coordinator believes the head of household (HOH) does not show the motivation to accomplish their goals.

- 10. Assurances of Non-interference with the Rights of Non-participating Families.** Failure to comply with the FSS program COP does not constitute reason for termination of voucher assistance.
- 11. Timetable for Program Implementation.** Graduates and participants who choose to leave the program or are terminated from the program will be replaced on the FSS waiting list by HCV residents.
- 12. Certification of Coordination.** The Authority certifies that development of services and activities under the FSS program have been coordinated with programs in the area and that implementation will be coordinated to avoid duplication of services.
- 13. Circumstances in Which the Authority Will Grant an Extension of the COP.** A participant in the FSS program may request an extension of the contract for a period not to exceed two years due to "good cause." The participant family HOH must request an extension in writing and submit it before the end of the contract. The request must include a description of the need for the extension.

Good cause is defined as circumstances, beyond the control of the FSS family, that impede the family's ability to complete the contract. Examples include serious illness or involuntary loss of employment. Good cause also includes the active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension. Any

other circumstance that the Authority determines warrants an extension may also be considered good cause.

- 14. Policies Regarding the Interim Disbursement of Escrow, Including Limitations on the Use of Funds.** A family participating in the FSS program may request an interim disbursement of escrow funds. The Authority will inform the family within ten calendar days of the approval or disapproval of the interim disbursement request. The participant may only request an amount no greater than the current account balance. There are no limits on the number of requests per year.

The Authority will make interim disbursements if the family needs the funds to complete its COP goals (e.g., to pay for school costs or transportation to work) and the family can demonstrate completion of specific interim goals from its COP.

Participants must make requests for interim disbursements in writing and include verification that they require the funds to complete a family's goal under the COP.

At the discretion of the Authority, interim escrow disbursements may be in the form of a check payable directly to the participant, with the understanding that the participant will first submit an invoice/ bill and provide a receipt to the Authority upon settlement or disburse payment directly to the institution or business.

- 15. Policies Regarding Eligible Uses of Forfeited Escrow Funds by Families in Good Standing.** The Authority will use FSS escrow account funds forfeited by FSS participating families for the benefit of current FSS participants in good standing. Funds will be used for transportation, childcare, training, testing fees (e.g., HiSET), and other costs related to achieving obligations outlined in the COP. The Authority may also use the funds for FSS program coordinator training or other eligible activities as determined by HUD. The Authority will disburse withdrawals in the order received by the coordinators, subject to Department director approval prior to the release of funds.
- 16. Policies Regarding the Re-enrollment of Previous FSS Participants, Including Graduates and Those Who Exited the Program Without Graduating.** The Authority may re-enroll previous graduates and non-graduates of the FSS program. These potential participants must follow the same waiting list and application process as others chosen for the program. Non-graduates will evaluate their previous experience to determine the cause of non-graduation and must establish a new ITSP. Graduates will provide a previous success story and an explanation of why they desire to participate again.
- 17. Policies Regarding Requirements for Documentation of Goal Completion.** Participants shall self-certify that they are not receiving Temporary Assistance for Needy Families (TANF); which the Authority will then verify using the official State of Missouri website (myDSS). Participants will provide recent check stubs to verify adequate employment. Case notes are an acceptable form of certification. Participants must submit documentation for specific goals such as credit scores, degrees, and certifications.
- 18. Policies Regarding Documentation, Designation, and Change of the Household's Designation of the "Head of FSS Family."** Adult family members shall vote on which adult

member will be Head of FSS Family. Once they agree, they will submit a written statement to the FSS coordinator. Each adult member will sign and date the statement indicating that they agree on the selected member to be Head of FSS Family.

19. **Policies Regarding FSS Selection Preference for Porting Families.** Current FSS participants porting into the Authority will receive preference for program selection.
20. **Policies Regarding the modification of goals in the ITSP, Including Limits on Modifications as Participants Approach Graduation.** The family and the Authority may agree to modify goals at any time during the contract and extension period to reflect changes in the participant's circumstances or interests.



Memorandum

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

From: Shannon Koenig, Executive Director

Date: November 8, 2022

Subject: *Board Meeting Dates for 2023*

This memo provides background to inform the Board's decision about meeting dates for 2023.

I. Recommendation

Staff recommend the board vote to determine the meeting schedule for 2023. Staff will then issue the schedule of 2023 meetings next month.

II. Background

The by-laws do not address the frequency of meetings, but rather permit regular meetings to be held at such time and place as the board may determine from time to time. Meetings are currently held the second Tuesday of every month at noon.

Authority staff also serve three other housing authority boards in Hillsdale, Olivette, and Pagedale. The current schedule for all board meetings is below.

Current Schedule of Board Meetings

	County	Pagedale	Olivette	Hillsdale
January	•			
February	•	•		
March	•		•	•
April	•	•		
May	•		•	
June	•	•		•
July	•			
August	•	•	•	
September	•			•
October	•	•		
November	•			
December	•	•	•	•

For additional background, the tables below provide an overall look at the Authority's schedule if County board meetings are held bi-monthly or quarterly in 2023.

County Bi-monthly/Other Boards Bi-monthly and Quarterly

	County	Pagedale	Olivette	Hillsdale
January				
February	•	•		
March			•	•
April	•	•		
May			•	
June	•	•		•
July				
August	•	•	•	
September				•
October	•	•		
November				
December	•	•	•	•

County Quarterly/Other Boards Bi-monthly and Quarterly

	County	Pagedale	Olivette	Hillsdale
January				
February		•		
March	•		•	•
April		•		
May			•	
June	•	•		•
July				
August		•	•	
September	•			•
October		•		
November				
December	•	•	•	•