

Housing Authority of the City of Olivette
Board of Commissioners
Regular Meeting
Tuesday, May 17, 2022
12 pm

Held via Zoom: <https://us06web.zoom.us/j/88276546340>
Telephone: 312-626-6679
Meeting ID: 882 7654 6340

Agenda Item	Individual	Action
1. Roll Call	Terri Acoff-States	None
2. Approval of Minutes Regular Meeting held March 15, 2022	Chairwoman	Motion Second Vote
3. Public Comments	Chairwoman	Informational
4. Mayor's Report	Honorable Mayor Clark	Informational
5. Executive Director's Report	Shannon Koenig	Informational
6. Financial Reports for period ending April 30, 2022	Mark O. Miles	Motion Second Vote
7. Other Business		
A. Public Housing Occupancy Report	William Barry	Informational
8. 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.	Chairwoman	Motion Second Vote
9. Schedule Next Meeting August 23, 2022	Chairwoman	Informational
10. Adjournment	Chairwoman	Motion Second Vote

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
BOARD OF COMMISSIONERS MEETING
TUESDAY MARCH 15, 2022
MEETING MINUTES

ROLL CALL:

COMMISSIONERS:

Dona Turpin, Vice Chairwoman
Nikeyia Ingram, Commissioner
Ellen Schapiro, Commissioner

STAFF:

Shannon Koenig, Executive Director
Terri Acoff-States, Executive Assistant
Mike Chapman, Deputy Executive Director
Mark O. Miles, Chief Financial Officer
William Barry, Director, Public Housing
Dianne Robinson, Property Manager

ABSENT:

Suzanne Antoine, Commissioner

Approval of Minutes of Regular Board Meeting held Tuesday, December 7, 2021. Commissioner Ingram moved to approve the minutes of the regular board meeting held Tuesday, December 7, 2021, which motion was seconded by Commissioner Schapiro. Upon roll call the "Ayes" and "Nays" were as follows:

AYES

D. Turpin
N. Ingram
E. Schapiro

NAYS

None

The Vice Chairwoman declared the motion passed.

PUBLIC COMMENTS: No public comments.

MAYOR'S REPORT: No report from the City of Olivette.

EXECUTIVE DIRECTOR'S REPORT: Ms. Koenig greeted everyone and welcomed them to the meeting. She informed the board that the current public housing management contract period with Sansone Group ends in June. She stated that Authority leadership is strongly considering bringing public housing management back in-house. Management has therefore requested that Sansone Group extend the current contract for six months (as opposed to the typical one-year renewal) which will provide sufficient time to conduct a feasibility analysis.

Ms. Koenig informed the Board that strategic planning with consultant Gateway CDFI has begun. Two Authority staff teams will work concurrently with the consultant: one will develop strategies for more access to housing while the other will focus on strategies for increasing community partnerships. Ms. Koenig also informed the Commissioners that they will be asked to provide input into strategic plans.

Ms. Koenig introduced an agency status report. She explained that the report includes key information about the agency such as the mission, purpose, and values. The report also shows the Authority's progress on strategic recommendations and core objectives that were adopted

last year. She stated this report will be provided regularly so that commissioners, residents, and the general public can monitor the Authority's progress toward its goals and objectives.

FINANCIAL REPORT:

A. Mr. Miles reviewed the Financial Reports for period ending February 28, 2022.

Commissioner Schapiro moved to approve the February 28, 2022 Financial Report as read and discussed which motion was seconded by Commissioner Ingram and upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Turpin N. Ingram E. Schapiro	None

The Vice Chairwoman declared the motion passed.

OTHER BUSINESS:

A. Public Housing Occupancy Report: Mr. Barry reviewed the Occupancy Report.

B. Election of Chairperson: Vice Chairwoman Turpin opened the floor for nominations for the office of Chairperson. After discussion, Commissioner Nikeya Ingram nominated herself for the role.

Vice Chairwoman Turpin moved to approve the nomination of Commissioner Nikeya Ingram to the office of Chairperson of the Housing Authority of the City of Olivette Board of Commissioners. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Turpin N. Ingram E. Schapiro	None

The Vice Chairwoman declared the motion passed.

Vice Chairwoman Turpin opened the floor for nominations for the office of Vice Chairperson. After discussion, Commissioner Ellen Schapiro nominated herself for the role.

Vice Chairwoman Turpin moved to approve the nomination of Commissioner Ellen Schapiro to the office of Vice Chairperson of the Housing Authority of the City of Olivette Board of Commissioners. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Turpin N. Ingram E. Schapiro	None

The Vice Chairwoman declared the motion passed.

EXECUTIVE SESSION: An Executive Session was not held.

NEXT BOARD MEETING: The next meeting is scheduled for May 17, 2022. This will be an in person meeting.

ADJOURNMENT OF MEETING: There being no further business to come before the Board, Commissioner Ingram motioned to adjourn, and it was seconded by Commissioner Schapiro. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Turpin N. Ingram E. Schapiro	None

The Vice Chairwoman declared the motion passed.

Secretary

Date

Chairwoman

DRAFT

Memorandum



To: Board of Commissioners
Housing Authority of Olivette

From: Shannon Koenig, Executive Director

Date: May 17, 2022

Subject: *Executive Director's Report*

This memo provides an update on select Housing Authority activities.

I. Public Housing Update

After conducting a feasibility analysis, Authority staff determined it will be most effective to manage public housing in-house. Sansone group will continue to manage the properties through the end of 2022. The transition period is underway.

II. HASLC Now Serving Residents via Appointment

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.

III. Strategic Planning Update

Board members who want to talk directly with the strategic planning consultant are invited to stay for a work session after the board meeting. If not, Terri will share a survey you can complete electronically and submit via email.

IV. Core Values

As Commissioners know, new core values were selected during strategic planning efforts last year. Since then, staff have interpreted those core values and began incorporating them into day-to-day program delivery.

Service: We provide a vital service to residents and families. The quality of our operations is the expression of our commitment to our community. We serve our residents and families in a responsive, reliable, and caring manner.

Respect: We are supportive, compassionate, and courteous to our residents, property owners, community partners and teammates, and we treat them as valued partners in our service mission.

Integrity: In all circumstances, we do the right thing. We follow relevant laws, regulations, policies, and procedures. Our ethical, honest, and transparent actions are the foundation upon which we build trust with our residents, teammates, and community.

Excellence: In our diligent pursuit of excellence, we are not satisfied with anything short of the highest standards of service, respect, and integrity. We embrace innovation and challenge the status quo. We are proactive in the performance of our duties and accept accountability for our work. We celebrate our successes and grow from our lessons learned.

Collaboration: We nurture a work environment in which all team members have a voice. We act with transparency, help each other, and share information freely. We work together – teammates, residents, and communities – to build inclusive relationships and partnerships that enable us to fulfill our service mission.

V. 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.

A. Attachment
Status Report



Status Report

OLIVETTE HOUSING AUTHORITY

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

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	●	●		



Memorandum

To: Board of Commissioners
Housing Authority of the City of Olivette

From: Mark O. Miles, Chief Financial Officer

Date: May 17, 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.

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 April 30, 2022, below are the financial highlights:

Current Assets: \$ 230,070

Current Liabilities: \$ 6,095

Current Working Capital: \$ 223,976

Working Capital Ratio: Approximately 38 to 1

Revenues: \$ 42,962

Expenses: \$ 22,263

Net income: \$ 20,699

Housing Authority of Olivette
Balance Sheet
As of April 30, 2022

		Current Balance
Assets		
10000	Cash - Operations	205,342.82
11000	Cash - Restricted	3,350.00
12000	Receivables	16,390.83
13000	Other Current Assets	4,986.75
14000	Property, Net	11,897.37
19999	Total Assets	241,967.77
Liabilities and Net Position		
Liabilities		
20000	Accounts Payable and Accrued Liabilities	5,888.92
21000	Accrued Compensated Absences	205.65
22000	Deferred Revenue	275.97
23000	Long-term Liabilities	348.63
29999	Total Liabilities	6,719.17
Net Position		
30000	Invested in Capital Assets	11,897.37
32000	Unrestricted	223,351.23
39998	Total Net Position	235,248.60
39999	Total Liabilities and Net Position	241,967.77

Housing Authority of Olivette
Income Statement
For the Period ending April 30, 2022

		Period to Date	%	Year to Date	%
40000	Income				
41000	Voucher Grants	0.00	0.00	0.00	0.00
42000	Operating Subsidy	8,595.00	0.61	21,835.00	0.50
43000	Capital Grants	0.00	0.00	0.00	0.00
44000	Tenant Charges	5,593.00	0.39	21,114.00	0.49
45000	Fraud Recovery, Net	0.00	0.00	0.00	0.00
46000	Other Income	0.80	0.00	13.18	0.01
49999	Total Income	14,188.80	100%	42,962.18	100%
50000	Expenses				
51000	Housing Assistance Payments	0.00	0.00	0.00	0.00
52000	Salaries	266.88	0.02	2,088.50	0.09
53000	Benefits and Taxes	98.13	0.01	630.67	0.03
54000	Occupancy	1,513.43	0.11	12,992.51	0.58
55000	Insurance	622.45	0.04	2,489.80	0.11
56000	Technology and Telephone	76.31	0.01	278.41	0.01
57000	Other Expenses	806.75	0.06	3,782.83	0.17
59999	Total Expenses	3,383.95	25%	22,262.72	100%
60000	Change in Net Position Before Other Change	10,804.85	0.52	20,699.46	na
70000	Other Changes				
71000	Depreciation	0.00	0.00	0.00	na
72000	Gains or Losses on Disposition of Assets	0.00	0.00	0.00	
73000	Transfers	0.00	0.00	0.00	
79999	Total Other Changes	0.00	0.00	0.00	na
82000	Ending Net Position	10,804.85	0.52	20,699.46	na

Housing Authority of Olivette
Budget Comparison
For the Period ending April 30, 2022

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
40000	Income									
41000	Voucher Grants	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
42000	Operating Subsidy	8,595.00	6,120.23	2,474.77	40.44	21,835.00	24,480.92	-2,645.92	-10.81	73,442.79
43000	Capital Grants	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
44000	Tenant Charges	5,593.00	3,693.38	1,899.62	51.43	21,114.00	14,773.52	6,340.48	42.92	44,320.72
45000	Fraud Recovery, Net	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
46000	Other Income	0.80	543.91	-543.11	-99.85	13.18	2,175.64	-2,162.46	-99.39	6,526.93
49999	Total Income	14,188.80	10,357.52	3,831.28	-7.98	42,962.18	41,430.08	1,532.10	33%	124,290.44
50000	Expenses									
51000	Housing Assistance Payments	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
52000	Salaries	266.88	424.71	-157.83	-37.16	2,088.50	1,698.84	389.66	22.94	5,096.56
53000	Benefits and Taxes	98.13	142.71	-44.58	-31.24	630.67	570.84	59.83	10.48	1,712.76
54000	Occupancy	1,513.43	3,094.23	-1,580.80	-51.09	12,992.51	12,376.92	615.59	4.97	37,130.68
55000	Insurance	622.45	701.60	-79.15	-11.28	2,489.80	2,806.40	-316.60	-11.28	8,419.12
56000	Technology and Telephone	76.31	66.81	9.50	14.22	278.41	267.24	11.17	4.18	801.69
57000	Other Expenses	806.75	1,263.07	-456.32	-36.13	3,782.83	5,052.28	-1,269.45	-25.13	15,156.64
59999	Total Expenses	3,383.95	5,693.13	-2,309.18	-152.68	22,262.72	22,772.52	-509.80	33%	68,317.45
60000	Change in Net Position Before Other Change	10,804.85	4,664.39	6,140.46	144.70	20,699.46	18,657.56	2,041.90	33%	55,972.99
70000	Other Changes									
71000	Depreciation	0.00	0.00	0.00	N/A	0.00	0.00	-18.95	N/A	0.00
72000	Gains or Losses on Disposition of Assets	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
73000	Transfers	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
79999	Total Other Changes	0.00	0.00	0.00	N/A	-18.95	0.00	-18.95	N/A	0.00
80000	Ending Net Position	6,357.49	4,664.39	1,693.10	36.30	8,939.54	9,328.78	-408.19	-4.38	55,972.99

Memorandum



To: Board of Commissioners
Housing Authority of the City of Olivette

Through: Shannon Koenig, Executive Director

From: William Barry, Director, Public Housing

Date: May 17, 2022

Subject: *Olivette Housing Occupancy Report*

Enclosed is the Olivette housing occupancy report from May 2021 to April 2022.



Housing Authority of the City of Olivette Occupancy Report

May 2021 - April 2022

Housing Units Available: 14
12-Month Occupancy Rate Average: 100%

	<u>Month</u>	<u>Occupied</u>	<u>Vacant</u>
2021	May	14	0
	June	14	0
	July	14	0
	August	14	0
	September	14	0
	October	14	0
	November	14	0
	December	14	0
2022	January	14	0
	February	14	0
	March	14	0
	April	14	0