

**Housing Authority of the City of Pagedale**  
**Board of Commissioners**  
**Regular Meeting**  
**Tuesday, April 19, 2022**  
**12 pm**

Pagedale City Hall  
 1420 Ferguson Avenue  
 Pagedale, Missouri 63133

Agenda Item	Individual	Action
1. Roll Call	Terri Acoff-States	None
2. Approval of Minutes Regular Meeting held February 22, 2022	Chairman	Motion Second Vote
3. Public Comments	Chairman	Informational
4. Executive Director's Report	Shannon Koenig	Informational
5. Financial Reports for period ending March 31, 2022	Mark O. Miles	Motion Second Vote
6. Other Business		
A. Public Housing Occupancy Report	William Barry	Informational
7. 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.		
8. Scheduling Next Meeting June 21, 2022	Chairman	Informational
9. Adjournment	Chairman	Motion Second Vote

HOUSING AUTHORITY OF THE CITY OF PAGEDALE  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, FEBRUARY 22, 2022  
MEETING MINUTES

ATTENDANCE:

COMMISSIONERS:

Dr. Keith Mosby, Sr., Chairman  
Robert Smith, Jr., Vice Chairman  
Verna Belton, Commissioner  
Erica Edwards, Commissioner  
Lorraine Mosby, 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

PUBLIC:

Reverend Dr. E.G. Shields, Mayor  
Gloria Williams, Alderwoman

Approval of Minutes of Regular Board Meeting Wednesday, December 1, 2021:

Commissioner Lorraine Mosby moved to approve the minutes of the regular board meeting held Wednesday, December 1, 2021, which motion was seconded by Commissioner Erica Edwards. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

K. Mosby  
V. Belton  
E. Edwards  
L. Mosby

NAYS

None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

Alderwoman Gloria Williams invited the code enforcement officer and police officers from the City of Pagedale to attend the board meeting to discuss issues in the community.

Lt. Anthony Huckleberry, Commander of Field Operations, spoke about police concerns regarding criminal activity and about ordinances violations related to trash, debris, and derelict vehicles. He said that violators have been given warnings. Going forward, Pagedale police will issue written citations to violators and submit copies to the property manager to help resolve some of the issues.

Code Enforcement Officer Conley discussed his concerns with the amount of trash not being properly disposed of on the 7200 block of Salerno.

Ms. Koenig said that Housing Authority staff will help address any nuisances caused by public housing residents.

Ms. Koenig introduced Terri Acoff-States who spoke about the information she distributed to the Board prior to the start of the meeting. This information included Nelrod commissioner’s conference material, new business cards for the commissioners, 2022 board meeting dates, and a list of Pagedale public housing units.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig reported the operating fund of City of Pagedale Housing Authority will be receiving approximately \$151,000. This is a result of the class action lawsuit related to the 2012 operating fund recapture. Monies should arrive by June of this year.

Ms. Koenig stated the Agency is updating the procurement policy; the last version was approved by the board in 2010. The policy is tentatively scheduled for review by the County board on the March agenda.

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:

Mr. Miles reviewed the Financial Reports for period ending January 31, 2022.

Vice Chairman Robert Smith moved to approve the January 31, 2022 Financial Reports as read and discussed which motion was seconded by Commissioner Erica Edwards. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman declared the motion passed.

OTHER BUSINESS:

- A. Housing Authority of the City of Pagedale – Public Housing Write Offs – Resolution No. 1402:

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

After discussion, Chairman Keith Mosby asked for a motion to approve Resolution No. 1402, Housing Authority of the City of Pagedale Public Housing Write Offs. Commissioner Lorraine Mosby motioned for approval. Vice Chairman Robert Smith seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

AYES

NAYS

K. Mosby  
R. Smith  
V. Belton  
E. Edwards  
L. Mosby

None

The Chairman declared the motion passed.

B. Public Housing Occupancy Report:

Mr. Barry reviewed the Occupancy Report.

EXECUTIVE SESSION:

An Executive Session was not held.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, April 19, 2022.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Commissioner Lorraine Mosby moved for adjournment, which motion was seconded by Vice Chairman Robert Smith. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

NAYS

K. Mosby  
R. Smith  
V. Belton  
E. Edwards  
L. Mosby

None

The Chairman thereupon declared said motion passed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## Memorandum



**To:** Board of Commissioners  
Housing Authority of the City of Pagedale

**From:** Shannon Koenig, Executive Director

**Date:** April 19, 2022

**Subject:** *Executive Director's Report*

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This memo provides an update on select Housing Authority activities.

**I. Emergency Rental Assistance**

In July of last year, 32 families living in Pagedale public housing were in rental arrears totaling roughly \$35,500. Staff have been working with public housing residents to utilize the County's Emergency Rental Assistance Program as well as the State Assistance for Housing Relief Program. At present 22 families in Pagedale have utilized the program for approximately \$46,200 in back rent.

The rental assistance programs have mostly benefitted residents with large unpaid balances. Families with small balances are being contacted to work out repayment arrangements.

The Authority has also requested approximately \$48,000 under the State Assistance for Relief-Large Unit Rental Network program. This would generally pay down the outstanding debt owed on behalf of all families in arrears.

**II. Staff Return to Work**

Authority staff resumed working at the office on Monday, April 4. The office is tentatively scheduled to reopen to the public on Monday, May 2.

**III. Strategic Planning Update**

Authority staff have contacted all Commissioners about participating in strategic planning sessions. Terri Acoff-States is arranging work sessions and will also share surveys with Commissioners who elected that option. Work sessions will take place within the next few weeks.

**IV. Status Report**

Attached to this memo is a report that includes key information about the agency and shows progress toward this year's objectives.

**A. Attachment**

Status Report



# Status Report

PAGEDALE HOUSING AUTHORITY

April 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	● ●		
Develop a comprehensive training program	● ●		
Update the website	●		Up next
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	●		

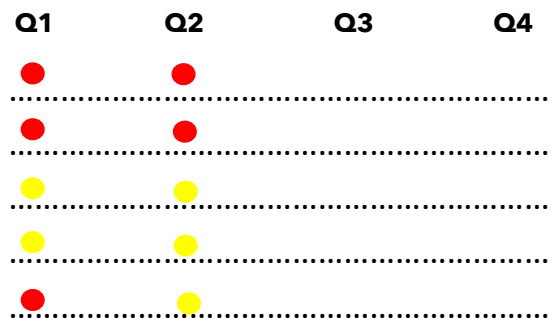
## KEY RESULTS

(Obj 1) High performer status with no audit or compliance 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





## Memorandum

**To:** Board of Commissioners  
Housing Authority of the City of Pagedale

**From:** Mark O. Miles, Chief Financial Officer

**Date:** April 19, 2022

**Subject:** *Financial Summary*

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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 and are accompanied by a Budget Comparison (budget to actual report). 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 accounts payable (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.

## B. Income Statement

- (1) Revenues: Revenues are our inflows for the period. Revenues are primarily in the form of cash, however, can be in the form of receivables (IOUs) 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 increases Current Assets which in turn increases Working Capital.

## C. Budget Comparison

- (1) This report compares the actual revenues and expenses to what was budgeted for the month and the year to date across all major categories. However, the measurement focus is the agency's overall performance, not programmatic performance.
- (2) The report shows a dollar variance (difference) and a percentage difference between budget and actual.

## III. Summary

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

Current Assets: \$ 635,216

Current Liabilities: \$ 41,143

Current working capital: \$ 594,074

Working Capital Ratio: Approximately 15 to 1

Revenues: \$ 207,559

Expenses: \$ 103,568

Net income: \$ 103,991



# Pagedale Housing Authority

## Balance Sheet

As of March 31, 2022

		Current Balance
<b>Assets</b>		
10000	Cash - Operations	554,814.45
11000	Cash - Restricted	25,420.00
12000	Receivables	27,027.80
13000	Other Current Assets	27,953.97
14000	Property, Net	646,794.58
15000	Loans from Affiliates, net	0.00
16000	Other Non-current Assets	0.00
19999	Total Assets	<u>1,282,010.80</u>
<b>Liabilities and Net Position</b>		
Liabilities		
20000	Accounts Payable and Accrued Liabilities	39,952.86
21000	Accrued Compensated Absences	1,189.81
22000	Deferred Revenue	8,442.85
23000	Long-term Liabilities	1,882.53
29999	Total Liabilities	<u>51,468.05</u>
Net Position		
30000	Invested in Capital Assets	646,794.58
31000	Restricted	0.00
32000	Unrestricted	<u>583,748.17</u>
39998	Total Net Position	<u>1,230,542.75</u>
39999	Total Liabilities and Net Position	<u>1,282,010.80</u>

**Pagedale Housing Authority**  
**Income Statement**  
For the Period ending March 31, 2022

		Period to Date	%	Year to Date	%
40000	Income				
41000	Voucher Grants	0.00	0.00	0.00	0.00
42000	Operating Subsidy	25,125.00	49.57	75,375.00	36.32
43000	Capital Grants	0.00	0.00	0.00	0.00
44000	Tenant Charges	25,503.00	50.31	71,813.00	34.60
45000	Fraud Recovery, Net	0.00	0.00	0.00	0.00
46000	Other Income	60.23	0.12	60,370.78	29.09
49999	Total Income	50,688.23	10000%	207,558.78	10001%
50000	Expenses				
51000	Housing Assistance Payments	1,087.00	2.14	3,405.00	1.64
52000	Salaries	4,930.29	9.73	10,523.16	5.07
53000	Benefits and Taxes	1,244.13	2.45	3,076.55	1.48
54000	Occupancy	12,989.61	25.63	53,905.50	25.97
55000	Insurance	3,096.10	6.11	9,288.30	4.47
56000	Technology and Telephone	345.69	0.68	1,169.53	0.56
57000	Other Expenses	6,326.31	12.48	22,199.61	10.70
59999	Total Expenses	30,019.13	5922%	103,567.65	4989%
60000	Change in Net Position Before Other Change	20,669.10		103,991.13	
70000	Other Changes				
71000	Depreciation	-4,254.61	-5.02	-4,254.61	-5.02
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	-4,254.61	-5.02	-4,254.61	na
82000	Ending Net Position	16,414.49		99,736.52	na

**Pagedale Housing Authority**  
**Budget Comparison**  
For the Period ending March 31, 2022

		YTD Actual	YTD Budget	Variance	% Var	Annual
40000	Income					
41000	Voucher Grants	0.00	0.00	0.00	0	0.00
42000	Operating Subsidy	75,375.00	85,114.02	-9,739.02	-11%	340,456.04
43000	Capital Grants	0.00	0.00	0.00	0	0.00
44000	Tenant Charges	71,813.00	48,026.88	23,786.12	50%	192,107.46
45000	Fraud Recovery, Net	0.00	0.00	0.00	0	0.00
46000	Other Income	60,370.78	9.90	60,360.88	609806%	39.60
49999	Total Income	207,558.78	133,150.80	74,407.98	609844%	532,603.10
50000	Expenses					
51000	Housing Assistance Payments	3,405.00	2,811.81	593.19	21%	11,247.18
52000	Salaries	10,523.16	7,360.62	3,162.54	43%	29,442.52
53000	Benefits and Taxes	3,076.55	2,474.25	602.30	24%	9,896.90
54000	Occupancy	53,905.50	70,890.00	-16,984.50	-24%	283,559.65
55000	Insurance	9,288.30	9,907.41	-619.11	6%	39,629.58
56000	Technology and Telephone	1,169.53	1,159.98	9.55	1%	4,639.77
57000	Other Expenses	22,199.61	16,084.77	6,114.84	38%	64,338.83
59999	Total Expenses	103,567.65	110,688.84	-7,121.19	94%	442,754.43
60000	Change in Net Position Before Other Change	103,991.13	22,461.96	81,529.17	463%	89,848.67
70000	Other Changes					
71000	Depreciation	-4,254.61	0.00	-4,254.61	0	0.00
72000	Gains or Losses on Disposition of Assets	0.00	0.00	0.00	0	0.00
73000	Transfers	0.00	0.00	0.00	0	0.00
79999	Total Other Changes	-4,254.61	0.00	-4,254.61	0	0.00
82000	Ending Net Position	99,736.52	22,461.96	77,274.56	444%	89,848.67



## Memorandum

**To:** Board of Commissioners  
Housing Authority of the City of Pagedale

**Through:** Shannon Koenig, Executive Director

**From:** William Barry, Public Housing Director

**Date:** April 19, 2022

**Subject:** *Public Housing Occupancy Report*

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Enclosed is the public housing occupancy report for April 2021 to March 2022.



Housing Authority of the City of Pagedale  
 Occupancy Report  
 April 2021 - March 2022

Housing Units Available: 81  
 12-Month Occupancy Rate Average: 97%

	<u>Month</u>	<u>Occupied</u>	<u>Vacant</u>
2021	April	78	3
	May	78	3
	June	78	3
	July	78	3
	August	78	3
	September	79	2
	October	79	2
	November	79	2
	December	78	3
2022	January	78	3
	February	78	3
	March	79	2

