

Agenda Item – No. 1

Minutes – April 14, 2022 Regular Board Meeting

Action:

1. Approve the Minutes of the April 14, 2022 Regular Board Meeting

Staff Resource(s):

J. Daniels, Secretary/CEO

April Downs, Executive Assistant

External Resource(s):

N/A

Background/Explanation:

Parliamentary Procedure

Time Sensitivity:

None

Funding Source:

N/A

MWBE/DBE/Section 3:

N/A

Attachments:

Transcribed Minutes

Mission Statement

To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization

**MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH
VIA VIDEO AND TELECONFERENCE
APRIL 14, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, April 14, 2022 at 12:00 pm via video and teleconference meeting.

Meeting Called to Order **Commissioner Dianna Payton, Chair**

Invocation **Commissioner Chris Brown**

Roll Call:

Members Present **Commissioner Dianna Payton, Chair**
Commissioner Tyra Banks, Vice-Chair
Commissioner Philip Smith, Jr., Second Vice-Chair
Commissioner Al Barron
Commissioner Chris Brown
Commissioner Lynn Farris
Commissioner Justin Gaudet

Members Absent **N/A**

QUORUM PRESENT

Public Comments

Commissioner Payton asked if there were any public comments. None were voiced. Public comment period was closed.

AGENDA ITEM NUMBER 1:

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE PARISH HOUSING AUTHORITY MARCH 10, 2022

Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on March 10, 2022, and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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**AGENDA ITEM NUMBER 2:
PRESENTATION OF FY2020 INDEPENDENT AUDIT
RESOLUTION NO. 2022 – 05**

Ms. Gaby Miller with Clifton Larson Allen presented the item remotely via WebEx by Cisco. Ms. Miller asked if there were questions. There was discussion about depreciation. She was asked to explain this further. Ms. Miller was disconnected from the call. Mr. Daniels stated that he would have Ms. Miller explain this further via email after the meeting. Motion was made by Commissioner Smith to approve, and Commissioner Banks seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 3:
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REVISIONS
RESOLUTION NO. 2202 – 06**

Ms. Meija presented the item. She stated that we were only asking to revise chapter eight which deals with our housing quality standards. We are always trying to raise our standards. Commissioner Barron asked if it was mandatory for landlords to have working smoke detectors in the houses. Ms. Meija confirmed that we check for working smoke detectors and carbon monoxide detectors as part of our plan. Commissioner Payton asked if there were any further questions. None were voiced. Motion was made by Commissioner Barron to approve, and Commissioner Banks seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 4:
BANKING – REGIONS BANK ACCOUNT
RESOLUTION NO. 2022 – 07**

Mr. Daniels stated that the item presented is to revise the authorized signatories on the account to reflect the changes on the board to add Commissioner Banks. He further stated that we need to add contingency authorization because of the vacancies in the COO and Controller positions. The designee shall be the temporary, Department Head of the Finance Department, and named Carlton Brown. Commissioner Payton asked if there were any further questions. None were voiced. Motion was made by Commissioner Brown to approve, and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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**AGENDA ITEM NUMBER 5:
CHIEF EXECUTIVE OFFICER REPORT**

A. EXECUTIVE UPDATE

Mr. Daniels presented the report. He restated the leadership team's principles: deadlines, schedules, and execution. We continue to move forward in leadership by "right-sizing" the COO position by diffusing the responsibilities to the team. We will extract the CFO position from the COO position. This will add an extra layer of control for checks and balances going forward. He stated that we put out an RFQ for an accounting firm to supplement our team. We secured IFH Solutions, with Steve Nolan, former CFO of Atlanta Housing Authority, and former office of Inspector General of HUD. We also secured the firm Faulk and Winkler. The job study is nearing completion. This will help retain talent within this organization. He stated that we had installed cameras to upgrade security and will be upgrading the phone system. He further explained that we will be upgrading the break room. We want our team members to enjoy their environment. He discussed the challenges with Choice Neighborhood specifically the infrastructure needs. The fifteen million dollars is clearly articulated inside the application. OCD and some state and local partners have come together and made a commitment of eight million dollars. This team was awarded a nine and a half percent tax credit for Ardenwood Phase II. Mr. Daniels stated that we have another funding opportunity with Employee Retention Credit. A consultant identified a source of funds for retaining our employees during the pandemic. Commissioner Barron asked if there was any other Cares Act money that has been allocated for housing. Mr. Daniels stated not that he was aware of. We continue to promote our scholarship opportunities through social media. Commissioner Payton recommended that we form a CNI committee. This concluded the report.

The departmental reports were included in the board packets distributed to the board members prior to the board meeting.

**AGENDA ITEM NUMBER 6:
DEPARTMENTAL REPORT**

- A. CHIEF OPERATING OFFICER REPORT**
- B. FINANCIAL STATEMENTS & REPORTS**
- C. HOUSING CHOICE VOUCHER PROGRAM**
- D. AFFORDABLE HOUSING**
- E. CAPITAL FUND PROGRAM**

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F. HUMAN RESOURCES

Commissioner Payton asked if everyone had a chance to review the departmental reports and if anyone had any questions on a specific report. She asked if there was anything that should be highlighted. Commissioner Barron requested that we get a goal thermometer to see how far along we are with our goals.

AGENDA ITEM NUMBER 7: BR CHOICE NEIGHBORHOOD REPORT

AGENDA ITEM NUMBER 8: PARTNERS SOUTHEAST COO REPORT

AGENDA ITEM NUMBER 9: NEW BUSINESS

No new business was addressed.

AGENDA ITEM NUMBER 10: ADJOURNMENT

MEETING ADJOURNED

APPROVED:

Dianna Payton
Chair
East Baton Rouge Parish Housing Authority

J. Wesley Daniels, Jr.
Secretary/Chief Executive Officer
East Baton Rouge Parish Housing Authority

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