

Agenda Item – No. 2

Minutes – January 13, 2022 Regular Board Meeting

Action:

1. Approve the Minutes of the January 13, 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
JANUARY 13, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, January 13, 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 Al Barron, Vice-Chair
Commissioner Philip Smith, Jr., Second Vice-Chair
Commissioner Tyra Banks
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:
CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM**

No action taken for this item.

**AGENDA ITEM NUMBER 2:
APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE
PARISH HOUSING AUTHORITY HELD OCTOBER 14, 2021**

Commissioner Payton asked if everyone had a chance to review the minutes and if there were any questions or corrections. None were voiced. Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on October 14, 2021 and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 3:
ELECTION OF OFFICERS**

Commissioner Payton opened the floor for nominations of officers starting with chair. Commissioner Barron moved that the chair stay the same. Commissioner Smith made a motion to approve and Commissioner Brown seconded the motion. Commissioner Payton asked if the whole slate could be nominated and then vote on the slate of officers. Mr. DeCuir stated that it could be done, but he would caution that if it was a voice vote the minutes need to indicate whether it is unanimous or not. Commissioner Payton asked if there was a nomination of first vice-chair. Commissioner Banks nominated herself. Commissioner Barron moved for the nomination of Commissioner Banks for second vice-chair and Commissioner Brown seconded. Commissioner asked if there are any nominations for second vice-chair. Commissioner Payton moved to nominate Commissioner Smith for second vice-chair and Commissioner Smith seconded. Commissioner Payton asked is there a motion to approve the slate of nominations of the officers. Commissioner Brown made the motion and Commissioner Barron seconded. The motion passed with unanimous consent with no abstentions or oppositions.

**AGENDA ITEM NUMBER 4:
ACCESS APP - AMAZON WEB SERVICES (AWS) AGREEMENT
RESOLUTION NO. 2022 – 01**

Mr. Daniels presented the item. He stated that we held working backwards workshops with the AWS team and that we are moving toward the next phase which is prototyping. The resolution is to authorize execution of the agreement with Amazon Web Services (AWS) not to exceed \$134,000. Commissioner Barron made a motion to approve the resolution and Commissioner Banks seconded. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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**AGENDA ITEM NUMBER 5:
2022 ANNUAL PHA PLAN
RESOLUTION NO. 2022 – 02**

Ms. Bayham presented the item to the board. She stated that HUD requires housing authorities to have a PHA Plan which includes a five-year plan and annual updates. Each year we are required to submit an annual update. This is the first update to the five-year plan approved in the previous year. She further stated that it was posted on the website, presented at resident services meeting, went out for public comment, there was a virtual public hearing in December and it didn't get any comments. This item was presented to the board for approval to submit to HUD. Commissioner Payton asked if there were any questions or comments. She stated that she reviewed it and it was thorough as always. Commissioner Brown made motion to approve and Commissioner Gaudet seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 6:
CHIEF EXECUTIVE OFFICER REPORT**

Mr. Daniels presented the report. He stated that 2021 was a great year for the housing authority pointing out that it was in the environment of COVID. He commented on how the team was prepared and adapted weekly and even daily. The team was able to execute continuity of business to serve our families. He stated that in 2022, we will not rest on our laurels. We are focused on leadership, transition, and accountability. We are committed to putting units on the ground, creating housing opportunities. We submitted a formal request to the city and Mayor for 15 million for CNI related to infrastructure. She along with her team committed to identifying the funds. Next month we will report the outcomes of these conversations. The application for the phase II senior deal was submitted and phase one and phase two will be constructed on the same deadline. We will celebrate success with Cypress Pinchback being completed this year. In September 2022, our senior deal will be completed, AWS app will be created. We will help families save time with less disruptions by utilizing the app and saving them a trip to the office. He stated that on the development side we have a full pipeline with Cypress Pinchback being delivered this year, Ardendale off the ground, Earl K. Long team will meet and be announced formally. He added that North Boulevard will be under contract this year, and Duane Street was submitted for a 9% tax credit application and those awards will be announced in May 2022. He stated that the team is working with partners to come up with a solution and have these dollars reinstated. Commissioner Payton applauded Mr. Daniels for his Rotary Club presentation. Commissioner Brown asked if the smoke detectors were regularly checked. Ms. Bayham stated that we have a policy and must have working smoke detectors in all our units. It is written in the lease to discourage the removal of batteries from the smoke detectors or removal of the smoke detectors. She further stated that all work orders remind the maintenance staff to check the smoke detectors. Commissioner Brown added that every time a maintenance staff enters for inspections, they always check the smoke detectors.

This concluded the report.

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AGENDA ITEM NUMBER 7: DEPARTMENTAL REPORTS

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

A. CHIEF OPERATING OFFICER REPORT

Ms. Bayham asked if there were any questions. She stated that all are extremely busy. She said that she would report on finance. She stated that the final year end financials for fiscal year 2021, COCC budgeted larger retained earnings and it was reduced due to office remodel and start up contract costs. HCV expected a deficit but had retained earnings of 195K with Cares Act funding. The deadline for expenditure of funding was December 2021. HUD recommended if the expenditure of the Cares Act was not able to be completed by the deadline, they recommended using the Cares Act funds for routine and normal operations and then could up additional reserves that could be use in the future for other items. This is what the housing authority did with the voucher program. AMP 4 ended the year in the black. AMP 2 had a deficit mainly due to hurricane storm damage. There was contract work regarding tree removal. She stated that the audit is scheduled and field work will begin next week. Ms. Bayham asked if there were any questions. Commissioner Barron asked if the Cadillac Street issue had been resolved. Mr. Daniels stated that an update would be provided via email in the future. Commissioner Payton commented about the families having internet access within 90 days. She asked if this was an old update. It was confirmed it was an old update, but conversations with our IT partners will take place for a solution.

B. FINANCIAL STATEMENTS & REPORTS (SEPTEMBER/OCTOBER 2021)

Ms. Bayham presented this information in the COO report.

C. HOUSING CHOICE VOUCHER PROGRAM

D. PUBLIC HOUSING

E. CAPITAL FUND PROGRAM

F. HUMAN RESOURCES

The departmental reports were included in the board packets distributed to the board members prior to the board meeting. No further questions were voiced.

AGENDA ITEM NUMBER 8:

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BR CHOICE NEIGHBORHOOD REPORT

Ms. Brown presented the report. She stated that Smart City meetings were held this week for partners to begin conversations on how partners can come together for a plan to provide broadband to everyone. She stated she was hopeful this will produce results for a plan for Wi-Fi throughout the community including 24-7 access for everyone throughout the city. She further stated that BREC has entered a MOU to manage the community park related to CNI. Ms. Brown asked if there were any questions. None were voiced.

This concluded the report.

AGENDA ITEM NUMBER 9: PARTNERS SOUTHEAST COO REPORT

Mr. Summers presented the report. He highlighted the pipeline. He stated that we submitted two tax credit applications, Ardentale and Duane Street, Cypress Asante. He stated that North View, which will provide eight units targeted for BRCC students. He stated that a lease for 2080 Ardenwood was signed providing additional revenue. Commissioner Smith asked what the unit mix would be for these units. Mr. Summers answered with four one bedrooms and four two bedrooms.

This concluded the presentation of the departmental reports.

AGENDA ITEM NUMBER 10: NEW BUSINESS

No new business was addressed.

AGENDA ITEM NUMBER 11: 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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