

## Agenda Item – No. 1

### Minutes – March 10, 2022 Regular Board Meeting

**Action:**

1. Approve the Minutes of the March 10, 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  
MARCH 10, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, March 10, 2022 at 12:00 pm via video and teleconference meeting.

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

**Invocation**                                      **Commissioner Tyra Banks. Vice-Chair**

**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:  
CERTIFICATION OF INABILTY 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 FEBRUARY 10, 2022**

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

**MOTION PASSED**

**AGENDA ITEM NUMBER 3:  
CYPRESS PINCHBACK: HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT  
RESOLUTION NO. 2022 – 04**

Mr. Daniels presented the item. He specified that the resolution before the board is to approve and ratify the contract between the Housing Authority and Cypress Pinchback, a 99-unit senior deal. He explained that we entered a commitment for housing assistance payment, scheduled for completion in September of this year. He clarified that this is assistance for elderly in need of housing and is a ten-year contract. We pledged a portion of our project-based vouchers to the development to help sustain the development overall. Mr. Daniels asked if there were questions. None were asked. Motion was made by Commissioner Barron to approve, and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 4:  
CHIEF EXECUTIVE OFFICER REPORT  
A. EXECUTIVE UPDATE**

Mr. Daniels outlined our mantra for this year leadership, transition, schedules and deadlines and execution. He stated that we will continue to access our senior leadership team as well as departmental performance. Mr. Daniels stated that the Housing Authority contracted with SSA Consultants for a job study to help us provide optimal level service to our families. He continued to discuss the plans for increasing IT capabilities. Cyber security is a top priority of this organization, and we are taking strides to protect our data he said. Mr. Daniels informed the board that an RFP was send out for bid for our phone systems to improve access to our families. He pointed out that the phone systems are key to that. He stated that the Access App is due to launch in July, and he explained that it will provide additional services and access to our families and improvements to our workflow within the office, allowing our families to communicate with us. He stated that camera installation will provide additional security. He added that he met with Entergy to talk about a generate solution to continue business during a disaster or weather event. Mr. Daniels talked about how Cypress at Gardere will be one of the first pilots regarding Entergy Power Through Program. He explained that meetings regarding CNI continue and will be reporting back within the next few weeks. Mr. Daniels stated that the scholarship opportunities continue to be blasted out via social media and through our resident services. He noted that the Access App meetings will re-engage next week and pointed out the updated version of our website. This concluded the report. Commissioner Payton asked if there were any questions. None were asked.

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## **AGENDA ITEM NUMBER 5: 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**

### **B. FINANCIAL STATEMENTS & REPORTS**

Mr. Daniels stated that the Financial Reports are in front of you and that he was happy to answer any questions. He emphasized the finance team and praised them as high performers. Commissioner Payton asked if there were any questions. None were asked.

### **C. HOUSING CHOICE VOUCHER PROGRAM**

Mr. Daniels stated that Housing Choice continues to put the vouchers out. He pointed out that an example of our success is the residents transitioning to homeownership.

### **D. AFFORDABLE HOUSING**

Mr. Daniels pointed out that the Affordable Housing team continues to build a sustainable team, working toward a self-sustaining property management goal to attract and retain talent

### **E. CAPITAL FUND PROGRAM**

Mr. Daniels said that Capital Improvements continues to provide upgrades to our facilities for retention and attraction of talent, and that it helps to have a decent place to work in to We are constantly identifying noncash opportunities and innovative benefits to support our team.

### **F. HUMAN RESOURCES**

He pointed out that Human Resources is key for talent attraction and crucial to being comparable in the market for us to continue to service our families.

This concluded the presentation of the departmental reports.

## **AGENDA ITEM NUMBER 6: BR CHOICE NEIGHBORHOOD REPORT**

Ms. Brown highlighted the Ascent project, at Ardenwood village, regarding assistance for a family member who purchased a home this month. She continued to explain how attending home ownership classes along with a second job at Amazon, this family member was able to build her own home. She further expressed her excitement about the opportunity for this family. Ms. Brown also pointed out the partnership with Southern University and their match program provides down payment assistance to buy a home. She said that they continue to promote families toward home ownership. Commissioner

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Barron asked if they were taking advantage of federal funds from HUD and asked if that is still an opportunity for our families. Mr. Daniels stated that he would find out and report back.

This concluded the report.

**AGENDA ITEM NUMBER 7:  
PARTNERS SOUTHEAST COO REPORT**

Mr. Summers presented the report. He stated that Cypress Pinchback is moving forward with construction and the anticipated closing is in September. He said that he is working with Integral in leasing the property to ensure lease up when it is ready. He confirmed that the city has committed to the \$1M gap financing. He further stated that the target closing date is March 30th and construction set to begin in April. He indicated there would be a bump in revenue for \$150,000 in closing draw for Partners in April. He noted that he would provide an update for next meeting. He pointed out that Cypress at Ardenwood Senior, Duane Street and Cypress Asante had been submitted for tax credit applications. He stated that LHC received 80 tax credit applications and they are working through those applications and providing feedback. Mr. Summers said he anticipated feedback next month.

This concluded the report.

**AGENDA ITEM NUMBER 8:  
NEW BUSINESS**

No new business was addressed.

**AGENDA ITEM NUMBER 9:  
ADJOURNMENT**

**MEETING ADJOURNED**

**APPROVED:**

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**Dianna Payton**  
**Chair**  
**East Baton Rouge Parish Housing Authority**

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