

Agenda Item – No. 1

Minutes – May 12, 2022 Regular Board Meeting

Action:

1. Approve the Minutes of the May 12, 2022 Regular Board Meeting

Staff Resource(s):

J. Daniels, Secretary/CEO

April Downs, CoS

External Resource(s):

DeCuir Clark & Adams

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
MAIN OFFICE AT 4731 NORTH BOULEVARD
May 12, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, May 12, 2022 at 12:00 pm in the main office located at 4731 North Boulevard.

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

Invocation **Commissioner Chris Brown**

Roll Call:

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

Members Absent **Commissioner Tyra Banks, Vice-Chair**

QUORUM PRESENT

Public Comments

Commissioner Payton asked if there were any public comments. Jennifer Carlyle introduced herself and stated that she was with Together Baton Rouge, and chairperson of the affordable housing group. She further explained that their group is starting research on how they can help. They work with landlords and Housing First Alliance to identify what is the hold up in getting landlords to develop affordable housing. She stated they will start working with tenants and tenant issues. She said many people in the city and state are working on affordable housing and work is being done, but there still is a need. She reiterated that \$800, \$900, or \$1,000 dollars a month, is not affordable housing. Commissioner Payton thanked Ms. Carlyle for sharing her comments and assured her that we are all here to lend support.

**AGENDA ITEM NUMBER 1:
APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE
PARISH HOUSING AUTHORITY HELD APRIL 14, 2022.**

Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on April 14, 2022, and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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**AGENDA ITEM NUMBER 2:
CAPITAL FUND PLAN
RESOLUTION NO. 2022 – 08**

- i. 5 YEAR PLANS: FY 2017-2021, 2018-2022, 2019-2023, 2020-2024**
- ii. ANNUAL STATEMENTS: FY 2017, 2018, 2019, & 2020**

Mr. Daniels presented the item. He stated that we want to be good stewards of dollars, and we must monitor increased investments in our communities to make sure that we have a planned demolition. He explained that Mr. McKinley picked up where Ms. Bayham left off in this process, and specific projects related to our properties were identified. Mr. Daniels added that innovative financing opportunities can be used with our capital development funds. He stated that you will see references to Sharlo Terrace related to our North Boulevard and Earl K. Long acquisitions and additional RAD development, which is also related to our EKL acquisition as well. He spoke about how financing mechanisms will allow staff to access capital fund dollars that it will enable us to close the North Boulevard and Earl K. Long acquisitions, adding that, June and July will be more instructive on how that process goes and we will be seeking approval to support those transactions. He continued to state that we have gone through a public comment process. We have not received any public comments related to that. He outlined that this is one of the final steps, and once it is approved by the board it will be sent off to the HUD office in New Orleans for final approval, and staff will have access to those dollars related to those projects included in the plan. Motion was made by Commissioner Brown and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 3:
HOUSING CHOICE VOUCHER ADMINISTRATION: CITY OF NEW ROADS
RESOLUTION NO. 2022 – 09**

Mr. Daniels presented the items. He explained that we convened an executive meeting with general counsel related to communication from the city of New Roads as well as the New Roads Housing Authority requesting that we step in and programmatically operate, not only their public housing, but also their Housing Choice program. He continued to explain that the HUD field office also made the request. He stated that whenever there is an agency in need of assistance, HUD often look to EBRPHA to step in and assist. He further stated that with the HUD field office feels comfortable that this organization can step in and provide the necessary resources and leadership in that area. He reminded everyone that a few years ago we experienced the same thing for the city of Plaquemine. We stepped in and took over their Housing Choice Voucher program. The city of New Roads has given notice to terminate the agreement with the New Roads Housing Authority and take that program back, and we will step in and permanently take over their Housing Choice Voucher program, which is roughly forty-seven units. He continued by stating, the communication strategy includes communication with the landlords and the families, to inform them of the transition, the current administrators may not have the same high standards that we demonstrate in our program. Mr. Daniels said there may be some restructuring and we will communicate that with the landlords that wish to continue to remain on the

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program. He outlined the plan to use various media channels through OWA to communicate this effort. He stated that we feel comfortable in taking this over, and this request before the board is the first step of an extended process. He added that we will then have to go before the HUD field office. It will take ninety days once all these things have played out, for this to happen. Mr. Daniels said that we are a region, and we take care of our region. Commissioner Payton added that it is wonderful for the HCV department, Ms. Anderson and her team continue to grow and maintain excellence. Commissioner Gaudet asked if we anticipated having to do any additional hires. Mr. Daniels stated that we do not, and he added that our scalability metric we talked about is 500 cases per analyst, and based on the conversation with the team, he said that they can absorb forty-seven vouchers with the existing capacity. Commissioner Smith asked if there were any personnel still involved on the New Roads side. Mr. Daniels said that the last he heard there was one administrative staff member and one maintenance staff member. Commissioner Payton asked if there were any questions. None were voiced. Commissioner Smith made a motion to approve, and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 4:
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REVISIONS
RESOLUTION NO. 2022 – 10**

Mr. Daniels presented the item. He stated that the agency was seeking approval for the revised project-based voucher chapter as it relates to providing a preference for our seniors at Sharlo and Turner Plaza which will allow them to relocate to Cypress at Pinchback if they so choose. Commissioner Payton asked if there were any questions. Commissioner Payton asked how many individuals will be housed. Mr. Daniels stated that ninety-nine families will be housed. Commissioner Payton asked how many seniors we have at Turner and Sharlo. Mr. Daniels stated that there are ninety-eight to 101 seniors, who are sixty-two and older, between the two sites. Commissioner Brown made a motion to approve, and Commissioner Farris the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 5:
EBRPHA MARKETING & PR PRESENTATION
OTEY WHITE & ASSOCIATES**

Otey White presented the item.

**AGENDA ITEM NUMBER 6:
CHIEF EXECUTIVE OFFICER REPORT
A. EXECUTIVE UPDATE**

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Mr. Daniels stated that he did not have anything else to add but would be happy to answer any questions. Commissioner Payton asked if there were any other reports that anyone would like to go over or questions on anything. Commissioner Barron asked if there was any resolution regarding the road on Cadillac Street. Mr. Daniels asked Mr. DeCuir to give an update. Mr. DeCuir explained that there had been conversations with the city parish. The conversation was about how the road was transferred. The city has expressed the condition of the road does give them some consternation with taking it over right away. They are still not yielding to the fact that it was transferred to them. Mr. DeCuir stated that he thought the estimated cost of the repairs is between \$600,000 and \$1,000,000. They have not yet acquiesced to take the road. Commissioner Payton asked if there were any other questions about finance. None were voiced.

This concluded the report.

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 B. FINANCIAL STATEMENTS & REPORTS (MARCH 2022)

Commissioner Payton requested to touch on finance. Mr. Daniels introduced Mr. Carlton Brown and told the board that he was leading the finance department in the interim period. Mr. Daniels explained that overall, for the year-to-date, we are in the black on Housing Choice Voucher, and that we are in the red on Partner Southeast. He explained that it is due to the incremental funding primarily related to how we receive our development fee cash flows, which comes from either every six months or every other year depending on our development activity. He stated that as it relates to the performance of our properties, the year-to-date on AMP 1, we are in the black, Zion Terrace and Kelly Terrace are in the red. It was already budgeted to be in the red. We hope to change that performance as we go forward. Commissioner Payton asked if it was due to repairs. Mr. Daniels stated that a lot of it was due to repairs, as it is an older property. We do have retained earnings at each of the properties and that allows us to fill the gap. He continued to state that Turner Plaza is in the black for year-to-date, but also it has retained earnings of 1.7 million.

C. HOUSING CHOICE VOUCHER PROGRAM D. AFFORDABLE 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.

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**AGENDA ITEM NUMBER 8:
BR CHOICE NEIGHBORHOOD REPORT**

Commissioner Payton asked about highlights from the CNI report. Mr. Daniels stated that we need to convene a CNI committee. He asked Commissioner Payton and Commissioner Smith to be on the committee. Commissioner Payton requested Commissioner Gaudet serve as well. Commissioner Gaudet affirmed. Mr. Daniels stated that he would convene a meeting to update the members. Commissioner Payton asked that Mr. DeCuir be invited to the meeting as well. Commissioner Barron asked to be on as well.

This concluded the departmental reports.

**AGENDA ITEM NUMBER 9:
PARTNERS SOUTHEAST COO REPORT**

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 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