

## Agenda Item – No. 1

### Minutes – November 9, 2022 Regular Board Meeting

**Action:**

1. Approve the Minutes of the November 9, 2022 Regular Board Meeting

**Staff Resource(s):**

J. Daniels, Secretary/CEO  
April Downs, Chief of Staff

**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*



**AGENDA ITEM NUMBER 2:  
CEO EVALUATION AND CONTRACT AMENDMENT  
RESOLUTION NO. 2022-20**

This item was deferred.

**AGENDA ITEM NUMBER 3:  
[RESEVED]**

**AGENDA ITEM NUMBER 4:  
FY 2020 PUBLIC HOUSING COLLECTION LOSS  
RESOLUTION NO. 2022-22**

Mr. Daniels presented the item. He stated that HUD assesses the management operations of the Housing Authority Public Housing Program annually. He explained that the Assessment includes three indicators: Occupancy, Tenant Accounts Receivables (TARS), and Accounts Payable. TARS represent the amount of tenant accounts receivable against tenant revenue. To prevent inactive accounts from being included in the calculation, at the end of each fiscal year they are written off. Commissioner Barron made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 5:  
ASSET REPOSITIONING: RAD RESERVE ACCOUNTS  
RESOLUTION NO. 2022-23**

Mr. Daniels presented the item. He explained that EBRPHA is responsible for its operations including the maintaining of its banking accounts. Autumn Place, Willow Creek and River South have converted from the public housing program to the Section Eight Project Based Voucher program via RAD. He further explained the conversions require the establishment of separate replacement reserve accounts and the new owner entity, EBRP Housing Authority Holdings, Inc. requires a separate bank account for standard operations. Commissioner Brown made a motion to approve the item and Commissioner Farris seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 6:**

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**FY 2023 HOUSING CHOICE VOUCHER (HCV)/PROJECT BASED VOUCHERS (PBV) UTILITY ALLOWANCE  
RESOLUTION NO. 2022-24**

Ms. Mejia presented the item. She stated that EBRPHA is required by Federal regulations to review each year, the cost of utilities and adjust the allowances for utilities provided to residents of its Housing Choice Voucher Programs for East Baton Rouge and City of Plaquemine. Commissioner Brown made a motion to approve the item and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 7:  
ACCESS APP-AMAZON WEB SERVICES (AWS) AGREEMENT: PHASE II  
RESOLUTION NO. 2022-25**

Mr. Daniels presented the item. He stated that staffing recommends entering into contract not to exceed (NTE) \$498,720 to complete the “build phase” of the ACCESS App and upon completion of the “build phase”, staff will return to the Board to seek approval for Phase III. Phase III will create native applications for both device platforms iOS and Android. Commissioner Barron made a motion to approve the item and Commissioner Farris seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 8:  
FY2019 HOUSING CHOICE VOUCHER PROGRAM-SECTION EIGHT MANAGEMENT  
ASSESSMENT PROGRAM (SEMAP) CERTIFICATION  
RESOLUTION NO. 2022-26**

Mr. Daniels presented the item. He stated that EBRPHA is required to certify to the operations of its Housing Choice Voucher Program through the U.S. Department of Housing and Urban Development Section Eight Management Assessment Program (SEMAP) within sixty days after the end of its fiscal year. The PHA is assessed on its performance of the HCV Program. Commissioner Barron made a motion to approve the item 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 9:  
CHIEF EXECUTIVE OFFICER REPORT  
A. EXECUTIVE UPDATE**

Mr. Daniels presented the item. He stated that we continue to focus on access for our housing opportunities, having greater access to education, economic opportunities and health and wellness. He continued to state that the goal is to focus on closing development deals before the end of the year and gave an update on the development status. He further stated that we will have a staff meeting next month and talk about the progress since 2019. He explained that we will discuss our organizational culture as it relates to the service of our families. Mr. Daniels provided updates on the developments for Partners Southeast, the pipeline, the partnerships, CNI, and RAD.

This concluded the report.

**AGENDA ITEM NUMBER 10:  
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 (AUGUST 2022)**

The departmental reports were included in the board packets distributed to the board members prior to the board meeting. Mr. Daniels presented the August financials. He stated that we are going through the year end activities, which resulted in some reclassification of expenses, the agency will have approximately \$1.3M in cost recategorized as a result of the reclassification exercise.

**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.

**AGENDA ITEM NUMBER 11:  
BR CHOICE NEIGHBORHOOD REPORT**

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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 12:  
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 13:  
NEW BUSINESS**

No new business was addressed.

**AGENDA ITEM NUMBER 14:  
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**