

Agenda Item – No. 1

Minutes – September 29, 2022 Regular Board Meeting

Action:

1. Approve the Minutes of the September 29, 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 3:
FY 2023 OPERATING BUDGET
RESOLUTION NO. 2022-13**

Mr. Daniels presented the item and stated that an assessment of our financials discovered that some expenses were not classified properly, and the COCC became the “catch-all” for all other miscellaneous expenses. Mr. Daniels further noted that staff will go back and reclassify those expenses and noted that on a property level management must improve on coding, ensuring that capital expenditures are not coded within the operating budget, instead charged to the capital fund. He explained that with these adjustments the COCC is going to be in the black at year end.. There was discussion regarding increased insurance rates. Commissioner Barron made a motion to approve the budget and Commissioner Brown seconded the motion. No were abstentions or opposition noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 4:
FY 2023 HOUSING CHOICE VOUCHER (HCV)/PROJECT BASED VOUCHERS (PBV) PAYMENT
STANDARDS
RESOLUTION NO. 2022-14**

Ms. Mejia presented the item. She explained that the new fair market rents are published every October. HUD has recognized rising rental rates. She further noted that the agency will adjust payment standards. The adjustment is 110% of the fair market rent. The agency is approved to increase veteran vouchers up to 120% of the fair market rent to identify housing in neighborhoods that offer more opportunity and less incentive for the other factors that maybe led to homelessness. Commissioner Banks made a motion to approve the item and Commissioner Payton seconded the motion. No abstentions or oppositions noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 5:
FY 2023 PUBLIC HOUSING UTILITY ALLOWANCE
RESOLUTION NO. 2022-15**

Ms. Amacker presented the item. She explained that every year the agency is required by federal regulations to assess the cost on utilities for the Affordable Housing Program. She noted that there was no change last year in 2021. She further noted that the utility allowance did change for 2022, resulting in the revised utility allowance for the Affordable Housing Program presented for approval. Commissioner Barron made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions noted. No further discussion.

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MOTION PASSED

**AGENDA ITEM NUMBER 6:
FY 2023 PUBLIC HOUSING FLAT RENTS
RESOLUTION NO. 2022-16**

Ms. Amacker presented the item. She explained that the agency is required to establish a flat-rent policy to offer our families an opportunity to choose the best rent payment structure that will help their household. She noted that the flat-rent schedule changed from last year. She continued to state that flat rents in 2019, stayed consistent from 2019, until 2021. A one-bedroom, flat rent was \$679. She stated that this year, the increase is up to \$701 for one- bedroom, which created a \$22 difference. Commissioner Banks made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 7:
HOUSING CHOICE VOUCHER-CITY OF NEW ROADS PERMANENT TRANSFER
RESOLUTION NO. 2022-17**

Ms. Mejia presented the item. She stated that EBRPHA has mentioned previously to the board about the possibility of taking over the city of New Roads Housing Choice Voucher program. She continued to explain, to do so, you have to submit a request to HUD, which are taken twice a year. The earliest opportunity for us is to submit a request within the current calendar year, is October 1st. If approved, the transfer of the program would occur January 1, 2023. She further stated that we are assisting the city, answering questions and there onsite, occasionally, to help them out with their program. She continued to state that New Roads does not have the staffing or the expertise to be able to run the program internally. She explained that this is a procedural move, and a board resolution is required. Both parties must submit letters to HUD related to the transfer. The City of New Roads is required to submit an audit to HUD for approval and then transfers will begin January 1, 2023. Commissioner Barron made a motion to approve the item and Commissioner Payton seconded the motion. No abstentions or oppositions noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 8:
ASSET REPOSITIONING: RIVER SOUTH RAD-RESOURCE SHARING AGREEMENT
RESOLUTION NO. 2022-18**

Mr. Daniels presented the item. He stated that the team crafted a Resource Sharing Agreement between EBRPHA and EBRP Housing Authority Holdings, Inc. to provide management and maintenance services to RAD converted properties. He further explained that the Resource Sharing Agreement establishes the

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parameters for which EBRP Housing Authority Holdings, Inc. will reimburse EBRPHA for use of management staff, maintenance staff, equipment, repairs, management fees and other expenses. Commissioner Barron made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 9:
VEHICLE DISPOSITION
RESOLUTION NO. 2022-19**

Mr. Daniels presented the item. He stated that the Housing Authority has four vehicles to dispose. He explained that four vehicles in the fleet need major repair and the labor cost would exceed the value of the vehicles, therefore disposition is recommended. Commissioner Barron made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions noted. No further discussion.

MOTION PASSED

**AGENDA ITEM NUMBER 10:
CHIEF EXECUTIVE OFFICER REPORT
A. EXECUTIVE UPDATE**

Mr. Daniels presented the item. He stated that the agency has resumed extended office hours: Monday - Thursday: 7am - 6pm and Friday: 7:30am - 4:30pm. He continued to discuss the budget realignment and insurance assessment strategy to identify ways to reduce insurance rates. He also discussed the Housing Choice Voucher Program expansion regarding the transfer of the City of New Roads Housing Choice Voucher Program. Mr. Daniels discussed the Power Through pilot program partnership with Entergy at Cypress Pinchback. He further noted the recent awards that the agency has received. Including the recognition by LHC for our Tech-ready partnership, hiring of resident Tiffany Chaney, our Hearing Officer, and recent LSU Law School graduate. He continued to add that David Delaune was awarded for a Single Accomplishment for his actions to assist a stalled vehicle in flooded waters in front of the main office, and Commissioner Brown was awarded the Southwest NAHRO Commission of the Year Award. Mr. Daniels further noted that the agency received six awards, including Beds for Kids and the Beds for Babies Initiative, Bell Ringer, the family Gardens for Wellness, and Tech Tools for Children in Housing Communities, and National Commissioner of the Year was awarded to Commissioner Payton. Commissioner Payton asked if there were any questions. Mr. Daniels stated that he would like to make one clarification. He stated that his salary will be held at its current rate until after his evaluation and any increase subsequently approved by the Board at the next meeting. He stated that he did not want to be presumptive. Staff salaries will change on October 1st. The new approved, CEO salary will be retroactive from October 1, 2022.

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This concluded the report.

**AGENDA ITEM NUMBER 11:
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 (JUNE/JULY 2022)**
- 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 12:
BR CHOICE NEIGHBORHOOD 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:
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 14:
NEW BUSINESS**

No new business was addressed.

AGENDA ITEM NUMBER 15:

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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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