

**MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF EAST
BATON ROUGE PARISH**

CENTRAL OFFICE, 4731 NORTH BOULEVARD

Thursday, July 12th, 2018 @ 12:00 PM

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, July 12th, 2018 at 12:00 pm in the Central Office, located at 4731 North Boulevard.

MEETING CALLED TO ORDER

Invocation: Commissioner Brown

Pledge of Allegiance

ROLL CALL:

Members Present: **Commissioner Chris Brown**
Commissioner Philip Smith, Jr.
Commissioner Al Barron
Commissioner Helena Cunningham
Commissioner Dianna Payton
Commissioner Lamiesa Bonton

Members Absent: **Commissioner Tyra Sterling**

QUORUM PRESENT

PUBLIC COMMENT PERIOD:

Commission Payton asked if there were any public comments to be made. None were voiced. Public comment period was closed.

AGENDA ITEM NUMBER 1: APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE PARISH HOUSING AUTHORITY HELD JUNE 14TH, 2018.

Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on June 14th, 2018 and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

Mission Statement

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MOTION PASSED.

AGENDA ITEM NUMBER 2: APPOINTMENT PHILIP L. SMITH TO FILL THE VACANT TERM OF FROM APRIL 25, 2018 THROUGH APRIL 24, 2021 FOR PARTNERS SOUTHEAST (d/b/a: PARTNERS FOR PROGRESS, INCORPORATED). SEE RESOLUTION NUMBER 2018-18.

Commissioner Payton asked the board if there was anyone willing to serve on the board for Partners Southeast. Mr. Smith said he would be willing to serve. Commissioner Payton submitted the official nomination for Mr. Philip Smith, Jr. to serve on the Partners Southeast board. She asked if there were any other nominations. None were voiced. Nominations were closed.

Motion was made by Commissioner Bonton to appoint Commissioner Philip Smith, Jr. to serve on the Partners Southeast board and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED.

AGENDA ITEM NUMBER 3: APPROVAL OF THE PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLANS AND RELATED REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE STREAMLINED ANNUAL PUBLIC HOUSING AGENCY (PHA) PLAN FOR FISCAL YEAR BEGINNING OCTOBER 1, 2018. SEE RESOLUTION NUMBER 2018-19.

Mrs. Bayham stated that the PHA plan was an annual update for the fiscal year beginning October 1, 2018. The five-year plan was submitted in fiscal year 2015 or 2016 and each year after that submission, they were required to submit an annual update. Their agency was a high performer, so they were allowed to submit the streamlined version. Some updates included new policy adoption across both programs pertaining to by-law transfer and the smoke-free policy.

Otherwise, since the draft had gone out, they had noted the NOFA was released for CNI and the agency was planning and preparing to submit the application. When the draft was made, it was anticipated that it would be in the fall of 2018. Also included in the annual update were the two applications that the housing authority and Partners Southeast had submitted for Ardendale and Gardere and they had received word that both of those had been funded since the draft had gone out. The only other update was on the RAD application. Their preliminary application had been received and the full application would be due to HUD September 4th, 2018.

Motion was made by Commissioner Cunningham to approve the PHA certification of compliance with the PHA plans and related regulations 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 4: APPROVAL OF THE REVISIONS TO CHAPTER 8, HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS, TO THE ADMINISTRATIVE PLAN TO THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM FOR THE EAST BATON ROUGE PARISH HOUSING AUTHORITY, EFFECTIVE AUGUST 1, 2018. SEE RESOLUTION NUMBER 2018-20.

Ms. Mejia reviewed some of the minor revisions to chapter 8 and stated that the process for determining rent reasonableness after a disaster such as the recent flooding had been clarified. There was some discussion about the past flooding and the events that happened during that time.

Motion was made by Commissioner Barron to approve the revisions regarding housing quality standards and rent reasonableness determinations listed in the administrative plan to the Housing Choice Voucher Program and Commissioner Bonton seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED.

AGENDA ITEM NUMBER 5: PRESENTATION OF THE CHIEF EXECUTIVE OFFICER'S REPORT.

Mr. Murray presented his report. He stated that the annual report for the agency was in the board packet. The public relation firm completed that last week. It outlined the accomplishments of the housing authority over the last year. The public relation firm was now beginning to work with them on the website. They were expecting the logo and branding would come in the near future. He did ask them to be patient.

He stated that they were working on the CNI and identifying who the leaders would be in the project. The developer partner would be coming in next week to finish some items in the grant. They were still not sure about the amount of support they would be receiving from the city, but it would definitely be necessary for success of the grant. Commissioner Payton stated that she had met with several individuals close to the mayor and they were strongly supporting the project currently. She felt that Integral needed to define what a strong supporter was to them. Mr. Murray reviewed the status of a few of the prospective supporters.

He moved on to discuss the search panel for the new CEO. A number of individuals had responded to this. He added that Commissioner Cunningham had made some good recommendations and asked her to share them with the board. She stated that she would not go over the entire list but did suggest that they needed to get a professional firm to put together the RFP. She felt that there were several areas that could use some refining and revising. Commissioner Payton agreed.

Motion was made by Commissioner Cunningham to procure a third-party firm to draft an RFP for the selection of an executive search firm. Commissioner Payton seconded the motion. Commissioner Smith felt that they should take a different approach to this. He pointed out that there was already internal and legal counsel review that had been done to the RFP. He was opposed to doing a complete re-do, and instead, they should just give advisement on the RFP and make revisions. Doing it this way would be more cost

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and time efficient. Discussion regarding this followed. Mr. Murray did say that if they did go forward with selecting an outside firm to write the proposal then there would be a complete procurement process that would need to be followed. It was decided in the end, that the motion would stand. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED.

The next scheduled meeting would be August 9th. This concluded the presentation of the chief executive officer's report.

AGENDA ITEM NUMBER 6: PRESENTATION OF THE DEPARTMENTAL REPORTS.

Chief Operating Officer - No report was presented.

Capital Fund Program – No report was presented.

Section 8 – No report was presented.

Public Housing - No report was presented.

Human Resources – No report was presented.

Finance – Mrs. Tracy Lang presented the report. She stated that all the amps were in the black with the exception of amp 1 and Partners. She asked if there were any questions. Mrs. Bayham did remind the board that the cash flow for COCC would not be reflected on the monthly financial reports. Also, the funding from managing Kenner Housing Authority was no longer coming in. As well, some of the funds that they were putting out right now through COCC would not be recouped in this fiscal year and would currently show as a loss. The board wanted to know what the plan was going to be. Mr. Murray stated that they would look at it again. Several members of the board felt that this should have been addressed months ago. Mr. Murray stated that the board had been made aware of this several times and financial reports had been given.

Their hope was that the Gardere closing would have gone through but at this point there was no hope of that happening. He did remind the board that with each thing that was added on and approved, their funds were being depleted further. More discussion ensued regarding the budget. After some time spent reviewing the financials and discussing different options and projections, Commissioner Payton asked if there were any further questions. None were voice. This concluded the presentation of the financial report.

AGENDA ITEM NUMBER 7: PRESENTATION OF THE PARTNERS SOUTHEAST REPORT.

No report was presented.

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AGENDA ITEM NUMBER 8: DISCUSSION RELATIVE TO DEVELOPING A CHIEF EXECUTIVE OFFICER'S (CEO) TRANSITION PLAN FOR THE EAST BATON ROUGE PARISH HOUSING AUTHORITY.

Commissioner Payton felt that the discussion they had just had was an example of why they needed to start talking about the transition plan for the CEO position and what that was going to look like. They were about 90 days out. The commissioners felt that they should have a list of who was in charge of what and upcoming deadlines. Commissioner Payton felt that they would need a special meeting to discuss only the transition plan. She asked if there could be a target date to have a plan drawn up and then schedule a special meeting to discuss it. Commissioner Cunningham felt that having a transition team would be best.

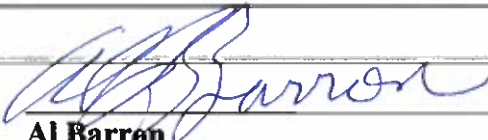
Motion was made by Commissioner Cunningham to form a transition team consisting of J. Daniels as the lead, Melonie Bayham, and Richard Murray and Commissioner Barron seconded the motion. This team would be responsible for assembling a transition plan and presenting it at a special meeting to be held within the next ten days. J. Daniels as the lead would be responsible for working with Richard Murray and Melonie Bayham to coordinate the process and serve as the point person. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED.

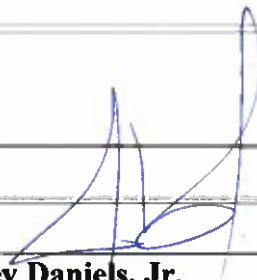
The special meeting was scheduled for July 23rd at 12:30 p.m.

MEETING ADJOURNED.

APPROVED:



Al Barron
Vice-Chairman
East Baton Rouge Parish Housing Authority



J. Wesley Daniels, Jr.
Acting Executive Director
East Baton Rouge Parish Housing Authority

Pursuant to the provisions of State Law, upon a majority of the members present, the Board of Commissioners of the East Baton Rouge Parish Housing Authority may choose to enter into Executive Session, and by this notice the Housing Authority reserves the right to go into Executive Session as provided by law.

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