

Agenda Item – No. 1

Minutes – November 9, 2023 Regular Board Meeting

Action:

1. Approve the Minutes of the November 9, 2023 Regular Board Meeting

Staff Resource(s):

J. Daniels, Secretary/CEO

April Downs, Asst. Board Secretary

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:
HOUSING CHOICE VOUCHER: ADMINISTRATIVE PLAN REVISIONS
RESOLUTION NO. 2023-21**

Ms. Mejia explained that there was a change in the administrative plan to include clarifying language. Commissioner Payton asked if there were any questions. None were voiced.

A motion was made by Commissioner Barron to approve, and Commissioner Landry seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 3:
HOUSING CHOICE VOUCHER: SEMAP CERTIFICATION
RESOLUTION NO. 2023-22**

Ms. Mejia stated that HUD requires us to submit a self-assessment and complete a certification form that requires board approval. She added that there is an online assessment where HUD verifies our information, and we have until November 30th to submit our certification to HUD. Commissioner Payton asked if there were any questions. None were voiced.

A motion was made by Commissioner Landry 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:
VEHICLE DISPOSITION
RESOLUTION NO. 2023-23**

Mr. Daniels stated that the vehicle is old and has transmission failure and it is more cost effective to dispose rather than have the transmission replaced. He added that we use the Department of Administration's disposition policy. Commissioner Payton asked if there were any questions. None were voiced.

A motion was made by Commissioner Brown to approve, and Commissioner Farris seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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**AGENDA ITEM NUMBER 5:
CHIEF EXECUTIVE OFFICER REPORT
a. EXECUTIVE UPDATE**

Mr. Daniels updated the board on administrative activities. He updated the board on the realignment of the senior leadership team to better serve our families, implementation of staff increases accordance with our compensation study, HR RFP launch, enterprise software implementation, and the CAE with EBR schools. He updated the board on the development pipeline. Commissioner Payton asked if there were any questions on the departmental reports. The financials were not reported because of the year end. Ms. Sterling confirmed the financials will be reported at the next board meeting.

**AGENDA ITEM NUMBER 6:
DEPARTMENTAL REPORTS**

- b. FINANCIAL STATEMENTS & REPORTS (*NOT INCLUDED: PREPARING FOR YEAR END*)**
- c. CHIEF HOUSING OFFICER REPORT**
 - i. HOUSING CHOICE**
 - ii. AFFORDABLE HOUSING**
- d. CAPITAL FUND PROGRAM**
- e. HUMAN RESOURCES**

**AGENDA ITEM NUMBER 7:
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 8:
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.

This concluded the departmental reports.

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**AGENDA ITEM NUMBER 9:
NEW BUSINESS**

No new business was voiced.

**AGENDA ITEM NUMBER 10:
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**