

## Agenda Item – No. 1

### Minutes – December 17, 2018 Regular Board Meeting

**Action:**

1. Approve of Minutes of the December 17, 2018 Regular Board Meeting

**Staff Resource(s):**

J. Daniels, Acting Secretary/CEO

April Downs, Executive Assistant

**External Resource(s):**

Acadian Transcription Services

**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 ANNUAL AND REGULAR MEETING AND PUBLIC  
HEARING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH  
4731 NORTH BOULEVARD  
DECEMBER 17, 2018 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened its Annual Meeting on Monday, December 17, 2018 at 12:00pm in the EBRPHA Main Office, located at 4731 North Boulevard.

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

**Invocation**                                      **Commissioner Tyra Banks**

**Pledge of Allegiance**

**Roll Call**

**Members Present:**                      **Commissioner Dianna Payton, Chair**  
**Commissioner Al Barron, Vice-Chair**  
**Commissioner Tyra Banks**  
**Commissioner Chris Brown**  
**Commissioner Helena Cunningham**  
**Commissioner Philip Smith, Jr.**

**Members Absent:**                      **Commissioner Lamiesa Bonton**

**QUORUM PRESENT**

**Public Comments**

Commission Barron 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 NOVEMBER 14, 2018.**

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

**MOTION PASSED**

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**AGENDA ITEM NUMBER 2:  
DEBT SERVICE POLICY  
RESOLUTION NUMBER 2018-34.**

Mr. Daniels began the presentation. He requested to combine Agenda Item No. 2, 3 and 4 as a package because they were related to each other. He explained that the separate policies were related to the Louisiana Legislative Auditor Agreed-Upon Procedures (AUP) that all organizations were supposed to following. He asked if there were any questions. None were voiced.

Motion was made by Commissioner Cunningham to approve debt service policy and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 3:  
ACCOUNTS PAYABLE POLICY (REVISED)  
RESOLUTION NUMBER 2018-35.**

No further discussion was made regarding this agenda item number

Motion was made by Commissioner Cunningham to approve the revised accounts payable policy and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 4:  
CASH RECEIPTS POLICY  
RESOLUTION NUMBER 2018-36**

No further discussion was made regarding this agenda item number

Motion was made by Commissioner Cunningham to approve the cash receipts policy and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

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**AGENDA ITEM NUMBER 5:  
CITY OF PLAQUEMINE – HCV MANAGEMENT AGREEMENT  
RESOLUTION NUMBER 2018-37**

Ms. Bayham explained that this agenda item approves permission to work with the City of Plaquemine in negotiating a temporary management agreement, to manage their Section 8 program. At July 1, 2019, the program would permanently transfer to EBRPHA. Currently, Plaquemine oversee approximately 170 total vouchers for the city with only 70 to 80 leased. Both Plaquemine HCV staff members were due to retire soon which prompted the mayor to make this decision to transfer the program with HUD's approval. The Plaquemine City Council recently approved for them to have jurisdictional authority and the Mayor submitted a letter of intent to EBRPHA. EBRPHA would be able to absorb Plaquemine's program without any additional expense at all or at the very least minimal initial expense. No further discussion was made regarding this agenda item number.

Motion was made by Commissioner Brown to approve the negotiation with the city of Plaquemine regarding the HCV management agreement and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 6:  
ELECTION OF OFFICERS – 2019**

Commissioner Payton opened the floor for nominations for officers of 2019. Motion was made by Commissioner Cunningham to maintain the same slate of officers that were elected in 2018 which were as follows: Commissioner Payton - Chair, Commissioner Barron – Vice Chair, Commissioner Banks – Second Vice Chair. Commissioner Brown seconded the motion. One opposition was noted by Commissioner Banks. Commissioner Banks nominated Commissioner Cunningham and Commissioner Smith. Commissioner Cunningham declined the nomination. Commissioner Smith accepted the position of Second Vice Chair.

Commissioner Cunningham amended her motion to approve the following slate of officers for 2019: Commissioner Payton - Chair, Commissioner Barron – Vice Chair, Commissioner Smith – Second Vice Chair. Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 7:  
CHIEF EXECUTIVE OFFICER REPORT**

Mr. Daniels stated that staff was continuing to effectuate organizational improvements in regards to morale, policy adoption process improvement, etc. There should be an update for the CNI application in February 2019 with an estimated, final decision in May 2019. In support of CNI, \$3M was awarded to the

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Ardendale/Lobdell connector road. The \$6.5M BRCC Collision Center opened after submission of application. These investments would look favorably when the HUD CNI site visits are made.

Mr. Daniels stated for RAD conversion award. Timelines have to be met and staff would be coming back to the Board for final approval related to the effect of the organization and their decisions going forward. Commissioner Banks did remind Mr. Daniels that they had talked about hosting another conversation or separate meeting with staff about RAD. Mr. Daniels stated they were still in the early stages of it all. Mr. Daniels suggested that March and April as an opportunity to share solid information with the staff.

Mr. Daniels attended the recent event on “community schools” hosted by EBR schools. The first model was at Capital Middle School which was also within the area of their CNI.

The NAHRO legislative conference is in April 2019. It is important for the Board to attend so that their voice could be heard about EBRPHA’s CNI application.

There was some discussion regarding the upcoming meeting dates. It was decided that the next scheduled meeting would be January 11, 2019.

Mr. Daniels also reported on the meeting between himself, Commissioner Barron, and Chancellor Bobby Phills at the Southern University Land-Grant University. The meeting was mainly to discuss how they could partner at the Earl K. Long site. Partnering with Southern University definitely fit within EBRPHA’s goals. The Southern University committed tentatively to talk about how that partnership would be formed. EBRPHA would begin working to put that concept together and submit it back to Chancellor Phills. This concluded the presentation of the CEO report.

## **AGENDA ITEM NUMBER 8: DEPARTMENTAL REPORTS**

### **A. CHIEF OPERATING OFFICER REPORT**

No report presented.

### **B. FINANCIAL STATEMENTS & REPORTS**

Mr. Daniels pointed out was the financial impact affecting the Central Office Cost Center. This was the preliminary year end for the COCC. He also wanted to make a correction inside the financials for the AMPs. Only one was not included in the copy that was emailed, but the corrected version was in the board packets.

### **C. HOUSING CHOICE VOUCHER PROGRAM**

No report presented.

### **D. PUBLIC HOUSING**

No report presented.

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**E. CAPITAL FUND PROGRAM**

No report was presented.

**F. HUMAN RESOURCES**

No report was presented.

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

No report presented.

**AGENDA ITEM NUMBER 10:  
NEW BUSINESS**

No new business voiced.

**AGENDA ITEM NUMBER 11:  
ADJOURNMENT**

No other comments voiced.

**MEETING ADJOURNED**

**APPROVED:**

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**Dianna Payton**  
**Chair**  
**East Baton Rouge Parish Housing Authority**

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**J. Wesley Daniels, Jr.**  
**Acting Secretary/Chief Executive Officer**  
**East Baton Rouge Parish Housing Authority**