

Agenda Item – No. 1

Minutes – February 7, 2018 Regular Board Meeting

Action:

1. Approve of Minutes of the February 7, 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:

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 REGULAR MEETING AND PUBLIC HEARING OF THE
BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH
4731 NORTH BOULEVARD
FEBRUARY 7, 2019 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, February 7, 2019 at 12:00pm in the Main Office, located at 4731 North Boulevard.

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

Invocation **Commissioner Chris Brown**

Pledge of Allegiance

Roll Call

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

Members Absent: **N/A**

QUORUM PRESENT

Public Comments

Commissioner 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 SEPTEMBER 20, 2018**

Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on September 20, 2018 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 2:
APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST
BATON ROUGE PARISH HOUSING AUTHORITY HELD JANUARY 11, 2019**

Motion was made by Commissioner Bonton to approve the minutes for the regular meeting held on January 11, 2019 and Commissioner Cunningham seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 3:
CONTRACT RENEWAL: LAWN SERVICES
RESOLUTION NO. 2019-02**

Ms. Bayham stated the renewal information for the lawn services contract was included in the Board packet and was for their public housing properties. Currently, they had a contract with Genesis 360, LLC. The Genesis contract was first signed in August 2017 and their current contract had expired September 2018. EBRPHA had been continuing to hire them for services paid on a monthly basis. Negotiations had been completed and all paperwork had been compiled so they were ready to renew their contract through December 2019. The total contract price was \$157,380.

Motion was made by Commissioner Barron to renew the lawn services contract for Genesis 360, LLC and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 4:
FY 2018 OCD/CITY-PARISH HCV SEMAP CERTIFICATION
RESOLUTION NO. 2019-03**

Ms. Bayham stated that recently they had brought to the Board their SEMAP certification which was completed at the end of their fiscal year in September 2018. This was a requirement for all housing authorities who operated a Section 8 housing program. As managers of the City of Baton Rouge's program, they were responsible for completing the annual certification for that program, obtaining approval and submitting it to HUD. The report was included in the Board packet.

Motion was made by Commissioner Smith to approve the 2018 OCD/City-Parish HCV SEMAP Certification 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 5:
MARKETING, MEDIA, AND PR SIX-MONTH REPORT – OTEY WHITE &
ASSOCIATES**

Mr. Otey White presented his six-month PR report. He reviewed some of the milestones they had passed through. He had included a kit of information in the Board packet. In 2019, they would be doing more outreach and education in the community. He did announce that the website was up and running. The Board expressed their appreciation to Mr. White and his firm for all their hard work over the last year. This concluded the presentation of the marketing, media, and PR six-month report.

No other comments were voiced. This concluded the presentation by Mr. White.

**AGENDA ITEM NUMBER 6:
PRESENTATION OF THE CHIEF EXECUTIVE OFFICER’S REPORT**

Mr. Daniels presented his report. He stated that the government shutdown in the near term had been averted. The federal government had been funded for the next two months through March. They did have the ability to fund operations internally.

Mr. Daniels did inform the Board that they had received notification that they were a finalist for the Choice Neighborhood Implementation (CNI) grant. There had initially been thirty-two (32) candidates and their housing authority had made it to the top four candidates. He praised their team effort. The Board thanked the team for all the hard work and perseverance in this project.

Mr. Daniels stated that they were still going through the RAD process and they would have updates in the future. The goal was to present the recommendations to the Board at the meeting next month. He also informed the Board that they had made formal applications to HUD for the permanent transfer of the OCD Housing Choice Voucher program as well as the city of Plaquemine. EBRPHA would be running both the City’s Housing Choice Program and the City of Plaquemine’s Housing Choice Program as a part of the East Baton Rouge Parish Housing Authority in July 2019.

He discussed some changes to the agreements with Cypress at Gardere. This topic would come back before the Board when more details were available.

The Louisiana Housing Conference sponsored by the Louisiana Housing Corporation was scheduled for April 2-4th and Mr. Daniels encouraged the Board to support this event. Several Board members expressed that they would like to attend. This concluded the presentation of the Chief Executive Officer’s report.

**AGENDA ITEM NUMBER 7:
DEPARTMENTAL REPORTS**

- A. CHIEF OPERATING OFFICER REPORT**
- B. FINANCIAL STATEMENTS & REPORTS**
- C. HOUSING CHOICE VOUCHER PROGRAM**
- D. PUBLIC HOUSING**
- E. CAPITAL FUND PROGRAM**
- F. HUMAN RESOURCES**

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Commissioner Payton stated that she did not feel that any reports needed to be addressed in detail except for the financial report. There was no opposition from the Board.

Ms. Traci Lang presented information from the financial reports. She stated that the October and November financial reports were in the Board packets. She pointed out a few details and stated that she had highlighted and given explanation for some balances. There was no more discussion regarding this report.

Commissioner Payton asked if there were any questions regarding any of the other reports. None were voiced.

This concluded the presentation of the Departmental reports.

**AGENDA ITEM NUMBER 8:
PARTNERS SOUTHEAST COO REPORT**

This report was not presented.

**AGENDA ITEM NUMBER 9:
NEW BUSINESS**

No new business was addressed.

**AGENDA ITEM NUMBER 10:
ADJOURNMENT**

Commissioner Payton asked if there was any other matters that needed to be brought out in the meeting. None were voiced.

MEETING ADJOURNED

APPROVED:

Dianna Payton
Chair
East Baton Rouge Parish Housing Authority

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