

**MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH MAIN
OFFICE AT 4731 NORTH BOULEVARD
NOVEMBER 9, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Wednesday, November 9, 2022 at 12:00 pm in the main office located at 4731 North Boulevard.

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

Invocation **Commissioner Chris Brown**

Roll Call:

Members Present **Commissioner Dianna Payton, Chair**
Commissioner Al Barron
Commissioner Chris Brown
Commissioner Lynn Farris (*joined before first action taken*)
Commissioner Justin Gaudet (*departed before first action taken*)

Members Absent **Commissioner Philip Smith, Jr., Second Vice Chair**
Commissioner Tyra Banks, Vice-Chair

QUORUM PRESENT

Public Comments

Commissioner Payton asked if there were any public comments. Mr. Daniels introduced Mr. Steve Hicks from Provident Resources Group. Mr. Hicks spoke about his non-profit organization and how they service communities with healthcare, student housing and senior living. Mr. Hicks announced that he invited Mr. Daniels to join the national advisory board for Provident Resources Group.

Commissioner Justin Gaudet left before action taken

AGENDA ITEM NUMBER 1:

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE PARISH HOUSING AUTHORITY HELD SEPTEMBER 29, 2022.

The September 2022 board minutes were included in the board packets distributed to the board members prior to the board meeting. Motion was made by Commissioner Brown to approve the minutes for the regular meeting held on September 29, 2022, and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

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:
CEO EVALUATION AND CONTRACT AMENDMENT
RESOLUTION NO. 2022-20**

This item was deferred.

**AGENDA ITEM NUMBER 3:
[RESEVED]**

**AGENDA ITEM NUMBER 4:
FY 2020 PUBLIC HOUSING COLLECTION LOSS
RESOLUTION NO. 2022-22**

Mr. Daniels presented the item. He stated that HUD assesses the management operations of the Housing Authority Public Housing Program annually. He explained that the Assessment includes three indicators: Occupancy, Tenant Accounts Receivables (TARS), and Accounts Payable. TARS represent the amount of tenant accounts receivable against tenant revenue. To prevent inactive accounts from being included in the calculation, at the end of each fiscal year they are written off. Commissioner Barron made a motion to approve the item and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 5:
ASSET REPOSITIONING: RAD RESERVE ACCOUNTS
RESOLUTION NO. 2022-23**

Mr. Daniels presented the item. He explained that EBRPHA is responsible for its operations including the maintaining of its banking accounts. Autumn Place, Willow Creek and River South have converted from the public housing program to the Section Eight Project Based Voucher program via RAD. He further explained the conversions require the establishment of separate replacement reserve accounts and the new owner entity, EBRP Housing Authority Holdings, Inc. requires a separate bank account for standard operations. Commissioner Brown made a motion to approve the item and Commissioner Farris seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

AGENDA ITEM NUMBER 6:

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**FY 2023 HOUSING CHOICE VOUCHER (HCV)/PROJECT BASED VOUCHERS (PBV) UTILITY ALLOWANCE
RESOLUTION NO. 2022-24**

Ms. Mejia presented the item. She stated that EBRPHA is required by Federal regulations to review each year, the cost of utilities and adjust the allowances for utilities provided to residents of its Housing Choice Voucher Programs for East Baton Rouge and City of Plaquemine. Commissioner Brown made a motion to approve the item and Commissioner Barron seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 7:
ACCESS APP-AMAZON WEB SERVICES (AWS) AGREEMENT: PHASE II
RESOLUTION NO. 2022-25**

Mr. Daniels presented the item. He stated that staffing recommends entering into contract not to exceed (NTE) \$498,720 to complete the “build phase” of the ACCESS App and upon completion of the “build phase”, staff will return to the Board to seek approval for Phase III. Phase III will create native applications for both device platforms iOS and Android. Commissioner Barron made a motion to approve the item and Commissioner Farris seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

MOTION PASSED

**AGENDA ITEM NUMBER 8:
FY2019 HOUSING CHOICE VOUCHER PROGRAM-SECTION EIGHT MANAGEMENT
ASSESSMENT PROGRAM (SEMAP) CERTIFICATION
RESOLUTION NO. 2022-26**

Mr. Daniels presented the item. He stated that EBRPHA is required to certify to the operations of its Housing Choice Voucher Program through the U.S. Department of Housing and Urban Development Section Eight Management Assessment Program (SEMAP) within sixty days after the end of its fiscal year. The PHA is assessed on its performance of the HCV Program. Commissioner Barron made a motion to approve the item 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 9:
CHIEF EXECUTIVE OFFICER REPORT
A. EXECUTIVE UPDATE**

Mr. Daniels presented the item. He stated that we continue to focus on access for our housing opportunities, having greater access to education, economic opportunities and health and wellness. He continued to state that the goal is to focus on closing development deals before the end of the year and gave an update on the development status. He further stated that we will have a staff meeting next month and talk about the progress since 2019. He explained that we will discuss our organizational culture as it relates to the service of our families. Mr. Daniels provided updates on the developments for Partners Southeast, the pipeline, the partnerships, CNI, and RAD.

This concluded the report.

**AGENDA ITEM NUMBER 10:
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 (AUGUST 2022)**

The departmental reports were included in the board packets distributed to the board members prior to the board meeting. Mr. Daniels presented the August financials. He stated that we are going through the year end activities, which resulted in some reclassification of expenses, the agency will have approximately \$1.3M in cost recategorized as a result of the reclassification exercise.

**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 11:
BR CHOICE NEIGHBORHOOD REPORT**

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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:
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 13:
NEW BUSINESS**

No new business was addressed.

**AGENDA ITEM NUMBER 14:
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