

Minutes from Regular Meeting
of the Board of Commissioners
of St. Charles Parish Housing Authority
on September 25, 2018

Board Chair Commissioner Webb Jay IV called the meeting to order at 6:22 p.m.

Pledge of Allegiance recited by all in attendance.

Roll Call:

Executive Director Leatrice Hollis PRESENT

Board Chairman Webb Jay IV PRESENT

Commissioner Delerio Bailey PRESENT

Commissioner Rodney Woods PRESENT

Commissioner Karl Lirette ABSENT

Ex- Officio Commissioner Marilyn Bellock PRESENT

Also, in attendance, Lt. Richard Oubre, and Fee Accountant, Russell Recotta, Jr.

Commissioner Bailey made a motion to accept the minutes for the August 28, 2018 meeting and seconded by Commissioner Woods.

Chairman Jay asked for the agenda to be amended for two items. First, the approval of minutes from Emergency Meeting held on September 18, 2018 and second, to add a resolution for the approval of the corrective action plan.

Commissioner Woods made a motion to approve the minutes from the Emergency meeting of September 18, 2018 and also to add the resolution for the approval of the corrective action plan to tonight's agenda. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

Chairman Jay called for any Board discussion regarding the minutes from September 18, 2018 meeting.

Commissioner Bailey made a motion to approve the minutes from the September 18, 2018 meeting. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

Chairman Jay moved to the Sheriff's Office report given by Lt. Oubre.

Lt. Oubre stated some property crimes had taken place mostly in the Hahnville development. These crimes are currently under investigation. There were some domestic incidents regarding tenants in Boutte. In Des Allemands, there was a death of a minor child due to natural causes. Through the month of August, there was 64 hours of patrol time logged. In September, there was 62 hours.

Chairman Jay expressed the Board's condolences for the family who lost their child.

Commissioner Bellock asked Lt. Oubre about the hours of patrol and what are the daily hours of patrol. Lt. Oubre stated the patrol hours depend on what's going on in the area. Sometimes the officer drives through and jots down the time he drove through the area.

Commissioner Bellock stated in her residential area its customary to see officers two or three times a day. Lt. Oubre described the patrol hours. It can be a patrol twice in one shift. There are currently five patrolmen for the Westbank of the parish.

Executive Director asked if it was possible for those beats or patrols to be done later in the day. Lt. Oubre stated it stated there is a day and night shift so they are patrolling during both shifts.

Lt. Oubre thanked the Board and gave cards that were asked for.

Commissioner Woods stated everyone should feel free to contact the Sheriff's Office when things occur. Lt. Oubre agreed.

Inaudible comment made by public attendee.

Chairman Jay interjected that public comments would be heard at the end of the meeting.

Chairman Jay moved on to financial reports for the Low Rent and HCV for August 2018.

Fee Accountant Mr. Russell Recotta presented detailed figures regarding the Housing Authority's finances for August 2018.

Chairman Jay asked for any questions from the Board regarding the financial reports presented.

Commissioner Woods had a question regarding due amounts to programs.

Executive Director Leatrice Hollis explained allocation of hours and how that is reported in our finances.

Commissioner Woods made a motion to accept the financial report for Low Rent for the month of August 2018. Commissioner Bellock seconded the motion.

All were in favor. Motion carried.

Chairman Jay moved on to financial report for the Housing Choice Voucher Program for the month of August 2018.

Fee Accountant Recotta gave the line item details of the financials concerning the HCVP. Commissioner Woods asked in the future for the pages of the report to be numbered. Mr. Recotta agreed.

Commissioner Woods asked how the deficit numbers could be improved.

Executive Director Hollis stated it would have to come from outside funding and explained the agency's role in the administration of the program.

Conversation amongst Board regarding improving agency's financial outlook.

Commissioner Woods moved to accept the financial report for the HCVP for the month of August 2018. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

Chairman Jay moved on to the Executive Director report.

Executive Director Leatrice Hollis gave agency updates on the agency's physical and financial issues starting with the emergency meeting.

Executive Director Hollis stated she received a call while at conference regarding a sewer line collapse in Hahnville. She thanked the Board for their support and assisting her in acting to make the necessary connections to resolve the issue. The agency has contracted with BLD to help with repairs. The Parish is also in the process of making repairs to its lift station in the area which is also affecting our residents. We are still awaiting the scope of service, which may take \$100,000 plus to repair. The Housing Authority is in communication with Housing & Urban Development regarding the issue.

Chairman Jay stated the emergency meeting was called and could not be televised because the Council Chambers was being used at the time. Chairman Jay read the letter he wrote regarding the need for the meeting and the actions taken during that meeting. These actions were done to protect residents. Resolutions were passed for an emergency plan and emergency procurement in order to resolve the issue quickly.

Commissioner Woods thanked Chairman Jay for all his energies and keeping him informed and aware of the issue while he was away.

Executive Director Hollis will put out a notice for the hiring of an architect for a needs study for the agency's properties. The public hearing today does allow us to submit an application for the RAD program, which simply reserves the units we will need to participate. The RAD program is about a 36-month process.

Chairman Jay stated that the agency is exploring several options for funding in order to redevelop property and improve units. The agency is looking at every option to improve the properties for the residents.

Commissioner Woods also stated the Board is committed to improving the agency and moving its programs forward.

All Board Commissioners spoke about their continued commitment to the agency.

Chairman Jay moved on to the Board Resolution #18-08-29-F Approving the St. Charles Parish Housing Authority Revised Corrective Action Plan. Resolution read aloud.

Commissioner Woods moved to approve Resolution #18-08-29-F. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

At this time, Chairman Jay called for Public Comments. None given.

Commissioner Woods made a motion for adjournment. Commissioner Bailey seconded the motion.

The Chairman declared the motion carried and the meeting was adjourned at approximately 6:57pm.

Webb Jay IV, Chairperson

Leatrice Hollis, Secretary